

**The Corporation of the City of Kawartha Lakes**  
**Council Report**

**Report Number PW2017-008**

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**Date:** July 11, 2017  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier:** All

**Subject:** Road Entrance / Access By-Law

**Author Name and Title:** Bryan Robinson, Director of Public Works

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**Recommendation(s):**

**RESOLVED THAT** Report PW2017-008, **Road Entrance / Access By-Law**, be received;

**THAT** the draft By-Law being “A By-law to Regulate Access to Municipal Right of Ways in the City of Kawartha Lakes” be approved;

**THAT** the fee schedule included in Appendix B of this report be included in the Consolidated Fees By-Law to replace Section G-3 of Schedule G of the Consolidate Fees By-Law 2016-206;

**THAT** the necessary by-law(s) be brought forward for adoption; and

**THAT** a by-law to repeal all previous version township by-laws be brought forward for adoption.

**Department  
Head:**

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**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative  
Officer:**

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## **Background:**

Since amalgamation, the City has not had a consistent resource and guidance document for controlling accesses or entrances (access) to municipal right of ways (roads). There are currently several documents from the previous municipalities that Staff are utilizing to administer access. In addition, not all areas of the City have a controlling By-Law.

This report addresses the need to consolidate all access requirements into one city-wide document that meets current standards and requirements.

## **Rationale:**

Staff drafted this proposed By-Law through extensive collaboration and cooperation from various stakeholders within the City including Engineering, Planning, Building, By-Law and Public Works. The draft By-Law has been through several iterations and consensus has been reached with the version proposed to Council.

Providing a process to review and regulate access to the right of way is essential to ensuring safety and proper use of the right of way. Through providing Owners and Contractor with a clear and concise process, customer service will be improved. Having a citywide By-Law will avoid confusion and ensure the City's liability related to entrances will be mitigated.

Staff created supporting documentation for the By-Law including a general information sheet for Owners and Contractors and a permit application form. These documents will not form part of the By-Law. The forms and information will be managed by Staff and updated as necessary, not to change the requirements of the By-Law.

## **Other Alternatives Considered:**

At this time, no other alternatives are being considered.

## **Financial/Operation Impacts:**

The proposed fee schedule will provide adequate funds for staff to manage the review and approval process. The fee structure is in alignment with costs currently charges for applications across the City.

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

This report aligns with the Strategic Plan in the following manner:

- Goal 1 – A Vibrant and Growing Economy

- Expediting and defining the process to apply for and obtain approval for accesses will contribute to a growing economy.
- Providing a consistent application of the process across the City will also improve customer relations.
- Goal 3 – A Healthy Environment
  - Ensuring accesses are installed in an appropriate and controlled manner will support a healthy environment by ensuring adequate conveyance of water and protection of any sensitive or protected environmental areas.

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

There are no direct implications of accessibility resulting from this report.

## **Servicing Implications:**

There are no direct implications on servicing capacity resulting from this report.

## **Consultations:**

None

## **Attachments:**

Appendix A – “A By-Law to Regulate Access to Municipal Right of Ways” draft By-Law



2017-%20Access%20to%20Municipal%20

Appendix B – Fee Schedule for inclusion into the Consolidated Fees By-Law



Entrance Ways - Fee  
Schedule for Consolid

Appendix C – “Information for Contractors and Owners” Supporting Information



2017 07 11 Entrance  
Ways By-Law -Info fc

## Appendix D – Entrance Permit Application Template



Entrance\_Permit\_Application.doc

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**Department Head:** Bryan Robinson

**Department File:**