



## Planning Advisory Committee Report

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**Report Number:** ENG2025-003  
**Meeting Date:** June 4, 2025  
**Title:** **Municipal Infrastructure Design Guidelines Annual Update**  
**Description:** To ensure the Municipal Infrastructure Design Guidelines are current, relevant, and supportive  
**Type of Report:** Regular Meeting  
**Author and Title:** Kirk Timms, Manager, Development Engineering

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### Recommendation(s):

**That** Report ENG2025-003, **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, ENG2019-016, and ENG2020-014, ENG2022-002, ENG2022-048, and ENG2023-025, the Development Engineering Division provides this annual update for inclusion in the 2025 website posting.

In order to facilitate the timely review and approval of all of the development proposed within the City, it is important to ensure the design guidelines are clear, current, and supportive. The goal is to ensure fewer submissions are required to reach approval.

Throughout 2024 and 2025, the Development Engineering Division have been improving the presence, location, and accessibility of the information on the City's website.

The City's website analytics have been confirmed through Communications staff. For the period of January 5, 2023 to May 1, 2025, there were a total number of page views to the City's Planning and Development website location of 107,843. The Development Engineering Page that launched January 5, 2023 and for the period until May 1, 2025 received direct contact of 15,329 viewers. The Development Engineering Division continues to monitor to provide more information and support through the website.

In addition, the City has been successful in completing the Transportation Master Plan and Water and Wastewater Servicing and Capacity Master Plan and confirm the 2025 Infrastructure Guidelines align with both Master Plan documents.

## **Rationale:**

In an effort to provide continuous improvement and efficiencies, the following updates are recommended:

- Add Construction Management Plan (CMP) Report template
- Add Transportation Impact Assessment Guidelines

## **General:**

- Reflect date of 2025 as current
- Improved formatting and language to be consistent across all Infrastructure Guidelines
- Included title of all referenced OPSD/OPSS documents for ease of reviewing

### **Water Guidelines Updates:**

- Updated language and standard detail for cul-de-sac servicing to improve operations and maintenance of the system
- Improved language to provide clarity on connections to existing water systems

### **Sanitary Guidelines Updates:**

- Minor revisions to align Sanitary Infrastructure Guidelines with MECP Environmental Compliance Approval Design Criteria
- Added additional details on connections to structures to align with City Capital specifications and to minimize potential of infiltration in the system

### **Roads Guidelines Updates:**

- Include a cross-section for a 20.0 metre urban road allowance with 3.0m wide multi use path to support new development and active transportation
- Provide a single minimum pavement design for all collector roads
- Added additional language for culverts to provide clarity that all proposed entrances are to have independent culverts with sufficient spacing to provide for ditching per City specifications
- Revised minimum sight triangles and curb radius requirements to align with Transportation Master Plan recommendations
- Added minimum intersection spacing requirements to align with Transportation Master Plan recommendations

### **Stormwater Management Guidelines Updates:**

- Improved formatting and language of document for clarity and comprehension
- Added section on additional resources to assist with the design of storm and stormwater management systems
- Revisions to align Stormwater Infrastructure Guidelines with MECP Environmental Compliance Approval Design Criteria
- Added additional details on connections to structures to align with City Capital specifications and current construction practices
- Updated requirements for erosion and sediment control during construction to reference current Erosion and Sediment Control Guidelines prepared by Sustainable Technologies Evaluation Program (STEP)
- Include Appendix A – CLI ECA Stormwater Management Criteria

Through review of the Ontario Provincial Standards (OPSS and OPSD), there have been no updates to the OPSS and OPSD that require changes or updates to the City's guidelines or details. All engineering design submissions to the City are reviewed with the latest provincial standards.

Therefore, additional supporting documentation has been included on the City's website.

### **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 increased demand for growth and development in the City.

The annual updates are a continuous improvement opportunity to ensure the efficacy, veracity, completeness, helpfulness, and relevance to support responsible growth and development in our community, using the City's website. The City remains open to continuous and practical improvement

### **Alignment to Strategic Priorities:**

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 – review for and support sustainable, reasonable, acceptable designs and infrastructure and timely engineering reviews
- Open and Transparent – provide and update guidelines for compliant and consistent submissions
- Partner and Collaborate – utilize, communicate, and source all available information and support
- Service Excellence – provide regular and routine opportunities for improvement and communication

## **Financial / Operation Impacts:**

To facilitate development and to ensure efficient use of City resources, the City continues to take a proactive approach to providing updated, current, and supportive engineering information by annually reviewing infrastructure guidelines and confirming the regulatory and customer requirements. By providing access through posting on the City's website, the City is promoting successful development by providing the engineering requirements in advance to improve and reduce the number of engineering design submissions required for implementation. Any reduction in the number of engineering design submissions reduces the timelines for development and ultimately the cost of development. Achieving the CLI ECAs has provided for even more timely reviews, utilizing the guidelines and pre-authorized infrastructure. The City has realized these savings previously through the licensing agreement with MECP for review of municipal drinking water infrastructure.

## **Servicing Comments:**

Through continuous improvement review of the City's guidelines, the City's servicing implications are better reviewed through complete engineering submissions being provided. Continued review and encouragement of sustainable infrastructure will benefit the designers coming into the 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

Parks and

Recreation Public

Works

Ministry of Environment, Conservation and Parks

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

Engineering and Corporate Assets – Infrastructure Design and Construction Division

## **Attachments:**

Appendix 'A' – 20 metre Urban Local ROW Pathway on one Side



20m Urban with  
Pathway

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**Department Head:** Juan Rojas