

**DATE:** July 17, 2023

**REPORT NO:** PW-18-2023

**SUBJECT:** **Public Works Road Allowance Width and Land Dedication Policy Review**

**CONTACT:** Mike DiPaola, P.Eng., Director of Public Works & Recreation  
Jennifer Bernard, C.E.T., Coordinator of Engineering Services

**OVERVIEW:**

- Public Works routinely reviews planning applications and provides comment on the required road allowance for existing and proposed roads.
- Policy POL-PW-1-18 is specific to road widening requirements for Consent applications.
- OPA 63 allows for a reduced right-of-way on a local road, and guidelines need to be established to outline when this would be considered.
- Staff have revised policy POL-PW-1-18 to include guidelines for road allowance width requirements for all planning applications. The guidelines are based on the Township's Official Plan, Transportation Master Plan and Public Works Engineering Standards.

**RECOMMENDATION:**

1. That, Recommendation Report PW-18-2023, RE: "Public Works Road Allowance Width and Land Dedication Policy", dated July 17, 2023 be received; and,
2. That, policy POL-PW-1-18, found as Attachment 'A' to this report, be repealed; and,
3. That, the revised policy POL-PW-1-23, found as Attachment 'B' to this report, be endorsed by Council.

**ALIGNMENT TO STRATEGIC PLAN:**

**Strategic Priority #1, #2 & #4**

- **Build** – a safe, connected, caring and active community
- **Champion** – strategic and responsible growth
- **Advance** – organizational capacity and effectiveness

**BACKGROUND:**

Public Works staff are routinely circulated planning applications for review. The Planning Act provides the authority to the Township to obtain a road widening on existing roads and to identify the required road allowance for a proposed road in a new development that will become a public road. This is done in accordance with the required road allowance

identified in the Official Plan. The Official Plan was informed by the Township's Transportation Master Plan and provides road classifications and the required road allowance for each.

Public Works provides comment on road allowance widths for the following planning applications: Consent, Site Plan, Plan of Condominium and Plan of Subdivision.

Policy POL-PW-1-18 Public Works Severance Application Condition Request Policy provides specific guidelines for road widening requirements on existing roads for Consent applications. To provide staff with guidelines for commenting on all planning applications, staff decided to revise and rename this policy.

### **CURRENT SITUATION:**

Staff reviewed the policy and propose a number of changes including that the policy be renamed Public Works Road Allowance Width and Land Dedication Policy to better encompass its use for planning application reviews. The new policy number will be POL-PW-1-23.

More information has been provided in this policy revision on the authority of the Township to require a road allowance widening or specify a new road allowance width and why these requirements are necessary.

OPA 63 was approved by Township Council on August 11, 2022 and Regional Council on April 20, 2023 and provides the following language with regards to the road allowance of local roads in Policy No. 6.11.7.4.4

*g) All roads under the Township's jurisdiction in the Smithville Urban Area shall have a minimum right-of-way width of 20 metres, except as otherwise required in the Plan.*

*h) Notwithstanding Policy No. 6.11.7.4.4.g) above, the Township may reduce the minimum right-of-way width of any road under its jurisdiction without requiring an amendment to this Plan, provided the right-of-way width is to the satisfaction of the Township.*

Staff have included criteria in the revised policy, POL-PW-1-23, where the public road allowance may be reduced to no less than 18m in consideration of future infrastructure and transportation needs. These criteria will provide clarity for proponents of Plan of Subdivision applications.

Although there is an appeal pending for OPA 63, it is not related to Transportation so staff believe it is appropriate to move forward with the policy revision as it aligns with the wording in the current OP which will be used until the appeal is resolved.

For a road widening that is greater than 150m in length, POL-PW-1-18 provides for a Township contribution of \$4.23/m for each metre in excess of the 150m to offset the cost of the survey. Staff have reviewed road widening policies of other municipalities and found this is not standard practice, all costs of the consent application including any imposed conditions are the responsibility of the Owner. Staff recommend removing this financial contribution from the policy.

The Sidewalk Contribution section of POL-PW-1-18 has been removed from the proposed policy. This section will be reviewed further to determine if this should be addressed in a separate Public Works policy or through a By-law.

Finally, the sections in POL-PW-1-18 dealing with Unopened Road Allowances, Development Agreements and Lot Grading and Drainage Plans have been removed from the proposed policy as there are now separate Township policies and standards that deal with those matters in further detail.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this policy change.

**INTER-DEPARTMENTAL COMMENTS:**

This report has been reviewed by the Clerk's Office, CAO, and the Planning Department.

**CONCLUSION:**

In summary, Staff recommends that Council endorse the revised policy POL-PW-1-23 for staff to apply to current and future planning applications.

**ATTACHMENTS:**

Attachment 'A' – POL-PW-1-18

Attachment 'B' – POL-PW-1-23

**Prepared by:**



---

**Jennifer Bernard C.E.T**  
**Coordinator of Engineering Services**

**Approved by:**



---

**Beverly Hendry**  
**Chief Administrative Officer**

**Submitted by:**



---

**Mike DiPaola, P.Eng.**  
**Director of Public Works & Recreation**