
To: Mayor and Council

From: Patti Kennedy, C.E.T., Manager of Engineering

Meeting Date: October 6, 2025

Subject: Report # PW-018-2025 – Update to Township Engineering Standards

Recommendation

Be It Resolved that Council of the Township of Clearview hereby receive report PW-018-2025 (Update to Township Engineering Standards), dated October 6, 2025; and,

- 1) That Council adopt the Engineering Standards Document as presented as Appendix A; and,
- 2) That the following actions with respect to the Engineering Standards be taken:
 - a) Staff be directed to utilize the Engineering Standards, September 2025 Document in the review of municipal, development engineering applications and approvals, and design of capital projects within the Township; and,
 - b) Staff be provided the authority to update the Engineering Standards Document regularly to ensure it remains current with best practices, industry standards and Township requirements.

Background

Clearview Township's Engineering Standards provide design guidelines and criteria for consulting engineers to complete municipal, environmental and transportation related designs within the Township. These standards are used in conjunction with Provincial design standards including Ontario Provincial Standard Specifications (OPSS) and Drawings (OPSD). Municipal engineering standards however are locally specific and define the ultimate level of service expected in that municipality.

Engineering Standards should be updated from time to time to ensure that designs are consistent with industry standards and best practices, and to ensure a higher quality of constructed infrastructure and reducing long term maintenance requirements on the Township.

The last update to the Township's Engineering Standards was in March 2017. Updates should typically be completed every five (5) years. As such, Public Works staff, began

working with R.J. Burnside in 2022 to review and update the Standards. This project was prioritized this year upon the announcement of funding for the Klondike Park Road Reservoir and Watermain Project.

The objective was to update standard engineering development design requirements, infrastructure standards, along with submission requirements, as well as to ensure that changes to industry standards were considered, such as accounting for climate change in stormwater management design. Staff utilized Bradford West Gwillimbury Standards as a starting point and reviewed the Engineering Standards created by other municipalities in Simcoe County (Barrie, Collingwood, Wasaga Beach and New Tecumseth) to ensure our requirements were inline with those of surrounding municipalities.

In October of 2022, the Township received our Consolidated Linear Infrastructure Environmental Compliance Approvals (CLI-ECA) for both Stormwater and Wastewater. The Standards need to identify and reference these documents.

Comments and Analysis

The Engineering Standards have been updated to reflect current best practices with consideration for development and capital works designs. A copy of the September 2025 Engineering Standards is attached as Schedule A for Council review and adoption.

A number of changes were made to both the Standard's text, details, and appendices to provide a more thorough explanation of current Township expectations, practices, and requirements. There are also various changes to overall requirements for municipal engineering designs.

The document has been organized into the following specific sections for ease of reference:

- Section A – General Information
- Section B – Roadways
- Section C – Stormwater Management and Drainage Systems
- Section D – Watermains and Appurtenances
- Section E – Forcemains and Appurtenances
- Section F – Sanitary Sewers and Appurtenances
- Section G – Grading
- Section H – Utilities and Streetlighting
- Section I – Landscaping
- Section J – Parks
- Section K – Standard Drawings
- Appendices

With this update, within the Appendices, Staff has included Terms of Reference requirements for typical studies required in support of development applications. The Standards now also include Site Plan Design Requirements for Private Developments, along with Operations and Maintenance Manual Requirements for Private Developments, to address submission requirements for Site Plan applications, also located within the Appendices Section of the document.

Input from various Township departments was received as part of the review and update of the Standards, including Public Works Operations Staff, Planning Department, Parks and Recreation and Fire Services.

Implementing the Standards

Following adoption of the Engineering Standards by Council, the document will be accessible to the Public through the Township's website. Staff has had a number of inquiries from various Consulting Engineers to receive a copy of the updated Standards. Accordingly, once adopted by Council, Engineering Staff will provide the document to Consulting Firms who engage in works within Clearview Township.

Updates to the Standards

Staff will review the Engineering Standards Document regularly to ensure it continues to meet the needs of the Township, while considering changes to best practices and industry standards. Staff will bring forward an Information Report to Council when updates or revisions have been made. Notices of updates will be provided to the general public through our website, as well as tracked in the Standards document with the noted revision and date.

Financial Implications

N/A

Clearview's Strategic Plan

The above initiative supports the following strategic pillars:

- Infrastructure
- Recreation & Culture
- Communication
- Climate

Report Appendices

Appendix A – Clearview Township Engineering Standards, September 2025

Approvals

Submitted by: Patti Kennedy, C.E.T., Manager of Engineering

Reviewed by: Dan Perreault, Director of Public Works

**Financial Implications
Reviewed by:** Kelly McDonald, Treasurer

Approved by: John Ferguson, CAO