

4.2 Capital Services (Transportation and Environmental Infrastructure)

Service Description
The Capital Engineering Division provides the planning, design, approval, and execution of Township initiated capital projects related to municipal transportation and environmental infrastructure. The division intakes, reviews and issues Municipal Consent and Road Occupancy permit applications. The division also completes intake and dispatch for Utility Locate requests and is responsible for the management of Township service contracts including streetlight maintenance and inter-municipal road maintenance agreements. The division also looks after all Traffic Calming planning and annual installations, in addition to processing resident petitions.
Service Objectives / Outcomes
<ul style="list-style-type: none"> Plan for and deliver capital programs and projects that construct Township transportation and environmental infrastructure to accommodate growth and state of good repair. Capital projects are executed according to forecasted spending and schedules. Process all permit and consent applications, within a timely manner and ensure compliance with Township by-laws and policies. Ensure streetlight assets are in a state of good repair and actively respond to complaints and inquiries within MMS. Sidewalk inspection, maintenance and repair completed annually in accordance with MMS

Funding Source	Divisional Sub-Services				Governing Legislation, By-laws, or Policies
Tax Levy Development Charges User Fees	Offering	Type	Name	Level / Standard Source	<ul style="list-style-type: none"> Ontario Underground Infrastructure Notification System Act, 2012 Municipal Act, 2001 <ul style="list-style-type: none"> O.Reg. 239/02 O.Reg. 366/18 Planning Act, 1990 <ul style="list-style-type: none"> O.Reg. 197/96 Environmental Assessment Act, 1990 Conservation Authorities Act, 1990 Traffic By-law Road Occupancy By-law Township Design and Drawings Standards
	Discretionary	Ancillary	Permitting and Requests	Council Approved	
	Mandatory	Core	Utility Maintenance	Provincial	
	Essential	Core	Capital Programs and Projects	Council Approved	
	Mandatory	Core	Sidewalk Maintenance	Provincial	
	Essential	Core	Master Planning and Strategies	Council Approved / Provincial	

SUB-SERVICES			
Name and Description	Level of Service	Service Standards	Headline Performance Measures
Permitting and Requests Respond to requests and manage drawing reproductions road occupancy permits, and requests for traffic calming.	<ul style="list-style-type: none"> Road Occupancy Permit Drawing Reproductions Traffic Calming Program <ul style="list-style-type: none"> Coordinating annual implementation of approved measures 	<ul style="list-style-type: none"> Service standards applicable to complete applications Application and requests processed within (10) business days 	How Much <ul style="list-style-type: none"> (#) of permits, municipal consents and requests received

	<ul style="list-style-type: none"> ○ Intake of requests and notification of decisions 	<ul style="list-style-type: none"> • Approved traffic calming measures installed within (1) year (Requested before fall deadline) 	<ul style="list-style-type: none"> • (#) of streetlight service requests • (#) of locate stakeouts (emergency vs. non-emergency) • (#) of projects valued over \$100K • (#) of projects valued under \$100K
<p>Utility Management Coordination and management of Township streetlight infrastructure. Review of illumination and electrical aspects of streetlights to ensure replacement and renewals are aligned to lifecycles. Intake and process municipal consents for work in ROW. Response to Locate requests to stakeout municipal streetlighting.</p>	<ul style="list-style-type: none"> • (2560) Township owned streetlights maintained • (24/7) in-take of Locate requests, immediate response to emergencies • Municipal Consents 	<ul style="list-style-type: none"> • Emergency Locates staked out within (2) hours • Standard Locates staked out within (5) days • Streetlight (Luminaires) repair and inspection standards outlined in MMS s.10 • Complete Municipal Consent applications within (10) business days 	<p>How Well / Better Off</p> <ul style="list-style-type: none"> • (%) of permits, consents and requests processed within (10) business days • (%) of streetlight repairs completed within 14 days (MMS) • Forecasted cost vs. actuals spent (\$) across all projects • (%) of programs and projects on schedule compared to forecast • (%) of up-to-date Master Plans
<p>Capital Programs and Projects (Transportation and Environmental Infrastructure) Management and oversight of the planning, design and construction management of capital projects required to preserve or improve municipal transportation and environmental assets. Provision of inspections to ensure all works conform to design standards and comply with contractor SOW and T&C's.</p>	<ul style="list-style-type: none"> • Annual Capital Projects and Programs • Projects and Programs Environmental Assessment Act compliant • Public communication (via web, mail, or public meeting) provided for all projects • Project progress and construction updates posted to Township website (king.ca/majorprojects) • Construction Notices advertisement in local paper and/or physical mail • Project Manager point of contact established to address resident concerns or questions • Construction inspections 	<ul style="list-style-type: none"> • Environmental Assessment Standards Guide • EA Public Notice Communication in Local Newspaper <ul style="list-style-type: none"> ○ Commencement Notice – (2) Notices in (2) Separate Paper Issues • Opportunity to Comment on Project Description – Circulation to Internal and External Agencies • Opportunity to Comment on Draft Environmental Impact Statement Guidelines – Circulation to Internal and External Agencies • Public engagements advertised a minimum of (10) business days prior to the event • Construction Notice advertised minimum (10) business days prior to commencement • Site inspections completed once per week, per site • Major Projects website page updated monthly 	
<p>Sidewalk Maintenance Coordination and management of Township sidewalk repair program. Reviews and identifies damaged sidewalk to ensure repair and/or</p>	<ul style="list-style-type: none"> • 77.47KM of sidewalk maintained • Review and assessment of resident reported sidewalk deficiencies • Annual inspection of all Township sidewalks 	<ul style="list-style-type: none"> • Annual inspections of all Township sidewalks • Sidewalk repair and inspection standards outlined in MMS s.16 	



<p>replacement are in a state of good repair.</p>	<ul style="list-style-type: none"> • Annual Management and administration of Sidewalk Repair contract, including public notifications, and follow up inspections 		
<p>Master Planning and Strategies Develop Master Plans, multi-year plans and strategies, in consultation with the community, to guide decision making on Township owned assets and infrastructure.</p>	<ul style="list-style-type: none"> • DC Background Study • Water/Wastewater Rate & Study Guide • Master plans and strategies: <ul style="list-style-type: none"> ○ Transportation Master Plan ○ Water/Wastewater Master Plan ○ Stormwater Management Master Plan ○ Active Transportation Strategy ○ Paving Strategy ○ Traffic Calming Strategy ○ Bridges & Structures Inspections • Public engagements for all master plans and strategy initiatives (virtual and/or in-person) 	<ul style="list-style-type: none"> • DC Study – (5) years • W/WW Rate Study – (5) years • Master Plans reviewed and updated every (5) years • Strategies updated every (2) years • Minimum of (2) public engagement events, dedicated SpeakKING webpage and Council working session per new plan or update. • All public engagements advertised a minimum of (10) business days prior to the event 	