

1.12 Document Revision Process

This section is to define the process to continually improve the Subdivision Development Guidelines and Technical Standards. There were three scenarios by which the guidelines and technical standards could require revision:

Changes to existing standards that are legislated by other authorities, (Electrical Safety Authority, Ontario Provincial Standards, Provincial Government, Federal Government, Ministry of Labour etc. In some situations the change will occur in the field and the update to the guideline may occur after the fact.);

Current standards requiring revision because they are not working when put into practice; and,

New standards being introduced into the guidelines at the request of either the municipality or the development community (stormwater management standards, traffic signal design and installation standards etc.)

It is appropriate to identify individual plans that are to be followed since there are three different ways that an alteration to the existing standards can be introduced. This allows for an efficient and effective process to edit the guidelines as each of the scenarios requires a varied investment of time and effort.

Legislated Changes

This is a change that neither the municipality, nor the developer has an opportunity to challenge as it is initiated by others.

In these cases the revision can be initiated by whichever party first hears of the change. It should be communicated to the Infrastructure Engineer who will then issue an addendum to the appropriate section of the guidelines document. The addendum will be communicated to the secretary of the Kingston Construction Association (KCA) who will then circulate it to the members of the KCA as well as the Kingston Home Builders Association (KHBA). In addition a notice will be placed on the City's website advising of the update and communication will be sent to those parties that voluntarily registered when downloading the document.

Revision to Current Document

This is a revision to the guidelines resulting from any of the following: typing error, work can not be completed as described, alternative idea or opportunity being presented for an existing standard, etc.

Any party to the development guidelines can initiate this discussion. A written document should be prepared by the party requesting the change that:

- States the section of the Guidelines that are to be discussed,
- States the wording changes or drawing changes to be recommended, and
- Provide a written paragraph or more explaining the reasoning, technical or otherwise, supporting the request.

The attached form should be used to prepare the discussion paper and will be a tool for providing feedback.

The form is to be sent to the Infrastructure Engineer who will then circulate the discussion paper to the appropriate parties: municipal staff, outside agencies, as well as KCA and KHBA, requesting comment back within 2 weeks. Parties reviewing the paper can either support the requested change and respond favourably or request a meeting for further discussion. If a meeting is requested, the Infrastructure Engineer will coordinate a meeting as soon as is practical. The contact for the KCA and KHBA will be the secretary who will advise those persons representing the KCA and KHBA. The person initiating the report will also be invited to the meeting. It is hoped that consensus will be reached at the meeting. For those circumstances where consensus is not obtained, the municipal staff person who authored the section of the guideline under discussion will have the final say.

The Infrastructure Engineer will chair the meeting and make any amendments to the guidelines as is recommended from the meeting. The Infrastructure Engineer will then circulate the addendum as noted above.

New Standard Introduced

From time to time the municipality, other agencies or the development community will want to make changes or additions to the guidelines that are not housekeeping in nature and are of significance. For these proposals it is anticipated that there will be considerable discussion as both parties work to an improved document. For this scenario the following process is suggested.

The Infrastructure Engineer will circulate the new section to the KCA and KHBA through their secretary. The KCA and KHBA will identify to the Infrastructure Engineer, as soon as is practical, who they are recommending to sit as representatives on the review panel and a meeting will be scheduled in or around three weeks of the Infrastructure Engineer receiving the list. If additional time is required by any of the participants it should be noted as soon as the document is received. In addition to the KCA and the KHBA, there may be other agencies that should form part of the review process depending on the topic. The Infrastructure Engineer will circulate to those parties are required.

At the first meeting the party preparing the document will be requested to make a presentation to the review panel giving an overview of the new section. After the presentation the floor will be open for questions and discussion. To attempt to manage the process it is proposed to set a maximum time for any meeting at 2.5 hours, with extensions only if consensus is close. If additional meetings are required as the nature of the topic is extensive this will be identified during the first meeting. The goal of the meeting is to identify items within the document that may cause undue hardship to any party and is not an opportunity to just deny the proposal. Those parties with an opposing position to any section of the document must come to the table with an alternative and present that alternative. It is hoped that this process will assist the group in attaining consensus. It is recognized that this may not be attainable on all items in which case it may result that the item is going forward as recommended initially. Opportunity to review at a later date will be afforded through the previous process if a better alternative presents itself in time.

Through these processes it is hoped that open discussion will result and the guidelines and technical standards will evolve into an improved document that fosters quality development of lands within the City of Kingston. It is also anticipated that this process will assist in streamlining updates to the document.

Subdivision Development Guidelines and Technical Standards
Revision Request and Response Form

Section A: To be filled in by requesting party

Name:

Current Section and description:

Proposed Wording:

Reasoning:

Additional pages added

Redline edits to drawing attached

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Section B: to be filled in by responding party

support requested change

request a meeting

Contact Information: (Please print)

Name: _____

Address: _____

Telephone: _____

E-mail _____

Fax To: Kim Brown, Infrastructure Engineer (613) 384-7105 or **E-mail:** kbrown@cityofkingston.ca