

THE CORPORATION OF THE  
**CITY OF QUINTE WEST**

*Public Works and Environmental  
Services Department*



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MEMO

TO: Public Works and Environmental Services Committee

FROM: Leslie Benson, P. Eng. I-12.  
Director of Public Works and Environmental Services

RE: Public Works and Environmental Services Department - Operational Policies

DATE: June 8, 1998

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In effort to "harmonize" the Public Works services provided to the ratepayers of Quinte West, staff recommend that certain issues be brought to the attention of the Committee for its decision regarding Departmental policy. These are issues relating to this department's service to the public which need not be defined in a by-law, but simply adopted and documented as policy.

This will ensure that consistency in services will be maintained throughout the City and that the public can be informed through the Department's Operational Policy manual of levels of service which can be expected.

It may be necessary on occasion to have an operational policy defined for an urban area and for a rural area, but generally staff will endeavour to prepare policies which are consistent for City-Wide application.

Staff respectfully request Committee's consideration in this agenda of policies pertaining to road cuts.

Staff wish to prevent utilities or individuals from making road cuts where the City has constructed a newly paved surface. The former City of Trenton passed a similar policy in 1992 and staff recommend that Operational Policy Number 98-001 (attached) be adopted for the City of Quinte West.

RECOMMENDATION:

THAT Committee recommend that City of Quinte West Public Works and Environmental Services Department Operational Policy Number 98-001-Road Cuts be adopted.

LB:cap

D 7-98-06

## **PUBLIC WORKS AND ENVIRONMENTAL SERVICES DEPARTMENT**

### **OPERATIONAL POLICY NUMBER 98-001**

#### **Road Cuts**

It is the policy of the City of Quinte West - Public Works and Environmental Services Department that:

1. Upon approval of the current year's construction program, all utilities and affected homeowners be advised that the City is reconstructing the street upon which their utilities/properties are located.
2. All utilities be instructed to review their service needs on the affected roadways and advise the City of any proposed construction activities on those roads.
3. No work (cut) permits be issued for a five year period from the date of paving on local, arterial and collector roads.
4. All road cuts on paved surfaces be backfilled with unshrinkable fill.
5. In the event of an emergency, the Director, Deputy Director or Road Superintendent be authorized to permit the necessary road cut.