



## Oxford County Design Guidelines | 1 | Introduction to Standards

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# 1 INTRODUCTION TO STANDARDS

## 1.1 FOREWORD

This document is applicable to capital works projects completed by Oxford County (the County) and/or its Consulting Engineers, and private land development projects completed by Developers. This document is intended to provide information and define minimum acceptable standards to Consulting Engineers, Developers and their agents, municipal partners and stakeholders requiring knowledge of the principles governing the development of land and the engineering design and construction of public infrastructure within the County.

All infrastructure requirements for design and construction noted within these Design Guidelines only applies to infrastructure that is owned and/or operated by the County of Oxford. Any infrastructure that is owned and operated by the local Area Municipality will need to adhere to the local Area Municipality's standards accordingly.

It is the responsibility of Developers, Consulting Engineers, and Contractors to apply sound engineering principles and industry best practices to provide an end product that is practical, feasible, efficient, safe, and sustainable to operate and maintain by the County. Any deviation from these standards requires a written request to the County for acceptance prior to implementation.

This document is available on the County's website and will be reviewed and updated on an as-required basis to remain current with the County Development Plan and related strategic plans, industry best practices, and to remain in compliance with regulatory requirements. Revised documents will be uploaded to the County's website. These standards have been prepared based on municipal and provincial regulations and standards, as well as industry best practices. If any standards set forth in this document contradict other applicable industry standards, the more stringent standards shall take precedent. Where these standards refer to bylaws, policies, acts, regulations, or standards, this shall mean the most recent edition or amendments of the referenced document.

## 1.2 SCOPE

These standards and procedures apply to the preparation and submission of Design Briefs, Conceptual Development Plans, Area Structure Plans, Outline Plans, Preliminary and Detailed Engineering Drawings, and the construction of the proposed infrastructure within the County including, but not limited to:

- Roadways including traffic control devices, curb and gutter, sidewalks, and other active transportation facilities;
- Sanitary sewer and storm drainage collection systems and related appurtenances, lot grading, and lot service connections;
- Water distribution systems for potable water and fire protection and lot services;
- Shallow (franchised) utilities (i.e., gas, hydro, telecommunications, and others);

- Facilities including reservoirs, pumphouses, lift stations, and stormwater management facilities, and;
- Landscaping including hard and soft elements.

These standards apply to the design and construction of new infrastructure and the rehabilitation of existing infrastructure. Modifications to these guidelines may be required in older neighbourhoods (e.g., due to right-of-way restrictions) which the County acknowledges and typically does not consider as a deviation to these guidelines, but which will require acceptance by the County as noted above.

All works to be constructed within the County of Oxford shall be designed and executed in accordance with the most current standards and regulations set out under the Accessibility for Ontarians with Disabilities Act (AODA). Compliance with AODA requirements shall be integrated into all stages of project development, including planning, design, procurement, and construction, to ensure that accessibility is upheld throughout the lifecycle of the project.

## 1.3 DEFINITIONS

In this document, the following words shall have the meaning hereinafter assigned to them. Words with definitions provided are capitalized throughout this document.

**Table 1-1 Defined terms**

Term	Definition
<b>Applicant</b>	See definition for “Developer”.
<b>Area Structure Plan (ASP)</b>	ASPs provide the framework for developing and servicing new areas of the County. ASPs must include the sequence of development proposed for the area, proposed land uses, proposed population density, the general location of major transportation routes and public utilities, and all other matters considered necessary by Council. Refer to the County’s website for active ASPs.
<b>Capital Works Project</b>	A project led by Oxford County’s Engineering Services Division (within the Public Works Department) for upgrades, installations or improvements to County infrastructure.
<b>Construction Completion Certificate (CCC)</b>	A certificate in accordance with the Construction Act prepared by the Developer’s Consultant and executed by the County confirming that the work is complete and operational, that all deficiencies have been resolved to the

Term	Definition
	satisfaction of the County, and that the warranty period for the work can commence.
<b>Consultant</b>	An individual, firm, or corporation retained to provide expert professional advice, services, or technical support for County or development-related projects. May include engineers, planners, architects, environmental specialists, or other regulated professionals.
<b>Consulting Engineer</b>	A licensed Professional Engineer, in good standing with Professional Engineers Ontario (PEO), retained to provide engineering services related to public infrastructure or development projects within the County.
<b>Contractor</b>	Any qualified person, persons, or corporation which shall undertake the construction or installation of municipal infrastructure and services on behalf of either the Developer or the County.
<b>County</b>	The upper-tier municipal government, known as the County of Oxford, responsible for developing, administering, and enforcing policies, standards, and procedures within its jurisdiction.
<b>Designer</b>	A qualified individual or entity responsible for preparing design drawings, specifications, and related documentation for public infrastructure or development projects, in accordance with applicable legislation and professional standards.
<b>Developer</b>	An individual, corporation, or legal entity undertaking the planning, financing, and execution of land development projects, including the construction of public and private infrastructure.
<b>Developer's Consultant</b>	A Consulting Engineer, Landscape Consultant, or Ontario Land Surveyor, or other party hired by the Developer to assist with the design and to oversee construction of the proposed development.
<b>Developer's Representative</b>	A Consulting Engineer, Landscape Consultant, or Ontario Land Surveyor hired by the Developer to act on the Developer's behalf.

Term	Definition
<b>Development Agreement</b>	A legal contract for developments. It sets out the terms and conditions under which development of the lands are to take place within the County, including the responsibility to construct public facilities and associated financial obligations.
<b>Development Brief</b>	A document prepared by the Developer or Consulting Engineer providing a planning and development overview of a project.
<b>Deviation</b>	A departure or alternative to these standards. A request for Deviation must be made through a formal (written) request that must be submitted to the County prior to implementation. The request for Deviation must include a recommendation from the Consulting Engineer and must be approved by the Engineering Department.
<b>Easement</b>	An agreement, usually registered on the certificate of title for the property, that gives the County the right to use a landowner's property in some way (such as to access a utility). Easements can also partially restrict a landowner's use of the affected portions of land.
<b>Engineering Department</b>	The municipal department that represents the County for internal and external review and approval of various development applications.
<b>Engineering Design Brief</b>	A document containing all the technical documentation supporting the project as described in a Development Brief or Outline Plan.
<b>Environmental Reserve</b>	Land owned by the County to be preserved in its natural state. Environmental Reserve features including swamps, gullies, ravines, natural drainage courses, flood plains, and shorelines are defined in Section 6 of the Ontario Provincial Policy Statement.
<b>Final Acceptance Certificate (FAC)</b>	A certificate in accordance with the Construction Act prepared by the Developer's Consultant and accepted by the County confirming that the work is complete and acceptable to the County, that all deficiencies and Maintenance work have been resolved to the satisfaction of the County, and that the Warranty Period for the work has expired.
<b>Form 1</b>	MECP Document titled "Record of Watermains Authorized as a Future Alteration". It is used for municipal drinking water

Term	Definition
	systems to pre-authorize minor upgrades under a Drinking Water Works Permit.
<b>Franchise(d) Utilities</b>	Utilities that are provided by an independent service provider who pays franchise fees to the County for access to municipal land and the exclusive right to provide distribution through a Franchise Agreement. In the County, this includes gas, electrical power, telecommunications, and street lighting. As these utilities can be installed within the frost zone, the term is interchangeable with "Shallow Utilities".
<b>Geographic Information System</b>	A tool for collecting, managing, analyzing, and presenting geographic data. GIS organizes layers of information into maps and analyzes spatial location. The County uses GIS data to keep a record of their assets.
<b>Gross Developable Area</b>	Gross Developable Area refers to the total land area of a development application, including developed and undeveloped land, less Environmental Reserve (ER). Gross Developable Area includes populated and occupied land, roadways, stormwater management facilities, parks, and school space.
<b>Inspector</b>	The person authorized and supplied by the County to see that the installation is executed according to the specifications and the approved plan(s) with good workmanship according to the latest applicable practices and standards
<b>Issued for Tender Documents</b>	The contract drawings and specifications which have been accepted by the County and issued by the Consulting Engineer for the purpose of competitive bidding by Contractors.
<b>Issued for Construction Documents</b>	The contract drawings and specifications which have been issued by the Consulting Engineer for construction of the work. IFC Documents incorporate any revisions to the IFT Documents which may have been made during the tendering process.
<b>Landscape Consultant</b>	A qualified landscape designer, in good standing with the Ontario Association of Landscape Architects (OALA), that is responsible for the design, layout, and supervision of installation of landscape and related work, recording as-constructed information, certifying the material and installation is in accordance with the standards, design drawings, and

Term	Definition
	design specifications, and performing those duties with the standard of care prescribed by OALA.
<b>Letter of Credit</b>	A letter issued by a bank or financial institution to the County to serve as a guarantee for the proper performance of a Developer as defined by a Development Agreement.
<b>Maintenance</b>	All repairs and/or replacements of any County Improvements which may, at the County's discretion, be necessary during the Warranty Period. The Developer is responsible for all maintenance during the Warranty Period.
<b>Master Plan</b>	A document that outlines existing and future trends for the County. Examples include utilities (Water, Sanitary, Stormwater) and Transportation Master Plans. These reports describe the status of the existing systems and plan for future expansion areas. Any required upgrades to the existing systems to support future expansion areas are also described.
<b>Ministry of the Environment, Conservation and Parks</b>	The provincial ministry responsible for environmental policy and sustainable resource development. Known as the Ministry of Environment, Conservation and Parks, (MECP). This general term is intended to encompass any future changes in department naming.
<b>Ministry of Transportation, Ontario</b>	The provincial ministry responsible for providing a safe and efficient transportation system. Known as the Ministry of Transportation, Ontario, (MTO). This general term is intended to encompass any future changes in department naming.
<b>Municipal Development Plan</b>	The Council-approved planning document that outlines a strategic path to manage regional, rural, and urban growth subject to Part 4 of the Provincial Policy Statement.
<b>Municipal Drain</b>	A drainage system built and maintained by Area Municipalities to remove excess water from private lands; typically in rural areas. The County of Oxford does not own, nor are they responsible for, any Municipal Drains.
<b>Municipal Improvements</b>	A proposed development (such as a new subdivision) or off-site upgrades required to support a proposed development. Municipal Improvements are the responsibility of the Developer. Examples of Municipal Improvements include deep utilities, shallow (franchise) utilities, roadways, active

Term	Definition
	transportation facilities, street lighting, landscaping, and earthworks.
<b>Municipal Services</b>	Services provided by the County upon construction completion acceptance; i.e., snow clearing and garbage collection.
<b>Net Developable Area</b>	Net Developable Area refers to the total land area of a development that can be populated or occupied. Net Developable Area excludes roadways, stormwater management facilities, parks, and school space.
<b>Open Space/Public Open Space</b>	Any parcel of land or body of water that is dedicated and reserved for public use, including Municipal and Environmental Reserves.
<b>Owner</b>	The individual, corporation, or legal entity that holds legal title to a parcel of land and is responsible for initiating or overseeing development or construction on that land.
<b>Partial Construction Completion Certificate</b>	A certificate prepared by the Developer's Consultant and executed by the County confirming that the work associated with an approved staged construction plan is substantially complete, noting all deficiencies and Maintenance work that need to be resolved to the satisfaction of the County.
<b>Planning and Development Department</b>	The municipal department that represents the County for internal and external review and approval of planning and development applications.
<b>Prime Contractor</b>	A company that, through a written, contractual agreement with the Owner (the Developer or the County as the case may be), is responsible for coordination of all activities conducted on a worksite and ensuring OHSA legislation is followed. Without written assignment of Prime Contractor, the person with the highest degree of control over a worksite is deemed the Prime Contractor.
<b>Private Property Owner</b>	An Owner of land not part of a subdivision or large-scale development project, who may undertake localized improvements or construction that interfaces with County property or infrastructure.
<b>Public Utilities</b>	Utilities owned and maintained by the County, including the water distribution system, sanitary collection system,

Term	Definition
	stormwater collection and management system, roadways, and open spaces.
<b>Public Utility Lot</b>	Land required to be given under Public Lands Act for roads and/or Public Utilities.
<b>Record Drawings</b>	A revised set of drawings submitted by the Developer to the County upon completion of construction. Record Drawings reflect all changes made to the specifications and drawings during construction and include updated dimensions, lengths, elevations, geometry, etc. of the work.
<b>Transportation Division</b>	The municipal department that represents the County for internal and external review and approval of roadway related improvements.
<b>Rural Services</b>	A level of service that entails individually owned and operated water and sewage systems, serviced from County owned trickle fill (or truck fill) water distribution systems and low-pressure sanitary sewer systems. Transportation level of service includes roadways, which may be gravel or paved, with ditches.
<b>Seasonal Deficiency</b>	A County Improvement which cannot be completed due to the time of year (for example: landscaping, concrete, paving, etc.) and which is deferred until the following construction season. Seasonal Deficiencies will not be included in the issuance of a CCC for completed work; Seasonal Deficiencies shall have a separate CCC, Warranty Period, and FAC.
<b>Security</b>	A financial assurance given by the Developer to the County, via a Letter of Credit, to ensure the due and proper performance of its obligations under the Development Agreement.
<b>Shallow Utilities</b>	See Franchise Utilities. In addition, this can include utilities that do not pay franchise fees to the County, such as communication services.
<b>Site</b>	A project work area, whether it is a Development, Capital Works Project, County Right-Of-Way, Public/Private Property, where construction work is taking place, planned to take place, or has recently taken place.

Term	Definition
<b>Strategic Plan</b>	A council-approved planning document that sets priorities, directions, and desired outcomes to meet the goals set out in the MDP.
<b>Subdivider</b>	An individual, corporation, or legal entity responsible for dividing land into multiple lots or parcels for development, in accordance with applicable planning and legislative requirements.
<b>Substantial Completion Certificate</b>	A certificate in accordance with the Construction Act prepared by the Developer's Consultant and executed by the County confirming that the work is substantially complete, noting all deficiencies and maintenance work that need to be resolved to the satisfaction of the County, and triggering the release of the major lien fund as defined by the Ontario Construction Lien Act.
<b>Tangible Capital Assets</b>	An economic resource managed by the County including roadways, buildings, equipment, land, utilities, stormwater management facilities, etc.
<b>Traffic Impact Assessment</b>	A report, prepared by the County's or Developer's Consultant, which investigates the impact a proposed improvement or development may have on traffic operations and recommends any mitigation measures that may be required as a result of the proposed improvement or development.
<b>Underground Services, or Underground Services Department</b>	The municipal department that represents the County for internal and external review and approval of underground infrastructure related improvements.
<b>Urban Services</b>	A level of service that includes a municipally owned water distribution system, sanitary collection system, and stormwater collection and management system. Transportation level of service includes paved roads with curb and gutter.
<b>Warranty Period</b>	A minimum two-year period of time commencing with the execution of a CCC and ending with the execution of a FAC.
<b>Wastewater System</b>	Referring to Sanitary Sewer System
<b>Water Network Analysis</b>	A report, prepared by the Developer's Consultant, which demonstrates that the proposed water system is capable of meeting these standards based on system pressures, flow

Term	Definition
	velocities, head losses, and flow rates and does not negatively impact adjacent areas or infrastructure.

## 1.4 LIST OF ABBREVIATIONS

In this document, the following abbreviations shall have the meaning hereinafter assigned to them. Abbreviations with definitions provided are capitalized throughout this document.

**Table 1-2 List of Abbreviations**

Term	Definition
<b>AABC</b>	Associated Air Balance Council
<b>AAMA</b>	American Architectural Manufacturers Association
<b>AASHTO</b>	American Association of State Highway and Transportation Officials
<b>ADD</b>	Average Day Demand
<b>AES</b>	Canada Atmospheric Environment Service
<b>AHU</b>	Air Handling Unit
<b>ALD</b>	Assistive Listening Device Systems
<b>ANSI</b>	American National Standards Institute
<b>AODA</b>	Accessibility for Ontarians with Disabilities Act
<b>ASHRAE</b>	American Society of Heating, Refrigerating, and Air-Conditioning Engineers
<b>ASP</b>	Area Structure Plan

Term	Definition
<b>ASPE</b>	American Society of Plumbing Engineers
<b>ASTM</b>	American Society for Testing and Materials
<b>ATS</b>	Automatic Transfer Switch
<b>A/V</b>	Audio/Video
<b>AWG</b>	American Wire Guage
<b>AWWA</b>	American Water Works Association
<b>BACnet</b>	Building Automation and Control Network
<b>BAS</b>	Building Automation System
<b>BCIN</b>	Building Code Identification Number
<b>BMPs</b>	Best Management Practices
<b>BMS</b>	Building Management System
<b>BTU</b>	British Thermal Unit
<b>CB</b>	Circuit Breaker
<b>CCC</b>	Construction Completion Certificate
<b>CCTV</b>	Closed Circuit Television
<b>CEC</b>	Canadian Electrical Code
<b>CEU</b>	Continuing Education Unit
<b>CFD</b>	Computational Fluid Dynamics
<b>CLI-ECA</b>	Linear Infrastructure Environmental Compliance Approval

Term	Definition
<b>COV</b>	Change of Value
<b>CPTED</b>	Crime Prevention through Environmental Design
<b>CSA</b>	Canadian Standards Association
<b>CT</b>	Current Transformers
<b>Cx</b>	Commissioning
<b>DC</b>	Direct Current
<b>DCW</b>	Domestic Cold Water
<b>DDC</b>	Distribution Digital Control
<b>DFO</b>	Department of Fisheries and Oceans Canada
<b>EIS</b>	Environmental Impact Study
<b>EMT</b>	Electrical Metallic Tubing
<b>EMP</b>	Energy Management Plan
<b>EMIS</b>	Energy Management Information System
<b>ER</b>	Environmental Reserve
<b>ESC</b>	Erosion and Sediment Control
<b>EV</b>	Electric Vehicle
<b>F/A</b>	Fire Alarm
<b>FAC</b>	Final Acceptance Certificate
<b>FADS</b>	Facility Accessibility Design Standards

Term	Definition
<b>FAS</b>	Fire Alarm System
<b>FAT</b>	Factory Acceptance Testing
<b>FLA</b>	Full Load Amperage
<b>GHG</b>	Green House Gas
<b>GI</b>	Green Infrastructure
<b>GIS</b>	Geographic Information System
<b>HP</b>	Horsepower
<b>HHL</b>	High High Level
<b>HI</b>	Hydraulic Institute
<b>HMT</b>	Harmonic Mitigating Transformer
<b>H-O-A</b>	Hand-Off-Auto
<b>HVAC</b>	Heating Ventilation and Air Conditioning
<b>Hz</b>	Hertz
<b>ID</b>	Identification
<b>IDF</b>	Intensity Duration Frequency
<b>IEEE</b>	Institute of Electrical and Electronics Engineers
<b>IFC</b>	Issued for Construction
<b>IFT</b>	Issued for Tender
<b>I/O</b>	Input/ Output

Term	Definition
<b>IP</b>	Internet Protocol
<b>IPMVP</b>	International Performance Measurement and Verification Protocol
<b>IR</b>	Infrared Radiation
<b>ITHD</b>	Current Total Harmonic Distortion
<b>kAIC</b>	Kilo Ampere Interrupting Capacity
<b>kVAR</b>	Kilovolt-Ampere Reactive
<b>kVAd</b>	Kilovolt-Ampere Demand
<b>kWd</b>	Kilowatt Demand
<b>LAN</b>	Local Area Network
<b>LED</b>	Light Emitting Diode
<b>LID</b>	Low Impact Development
<b>MAC</b>	Media Access Control
<b>MCC</b>	Motor Control Centre
<b>MDD</b>	Maximum Day Demand
<b>MDP</b>	Municipal Development Plan
<b>MDrP</b>	Master Drainage Plan
<b>MECP</b>	Ministry of the Environment, Conservation and Parks
<b>MMA</b>	Ministry of Municipal Affairs (Ontario)
<b>MMAH</b>	Ministry of Municipal Affairs and Housing (Ontario)

Term	Definition
<b>MNRF</b>	Ministry of Natural Resources and Forestry
<b>MOE</b>	Ministry of the Environment
<b>MTO</b>	Ministry of Transportation, Ontario
<b>MTS</b>	Manual Transfer Switch
<b>MV</b>	Medium Voltage
<b>NADCA</b>	National Air Duct Cleaners Association
<b>NAFS</b>	North American Fenestration Standard
<b>NBC</b>	National Building Code of Canada
<b>NEB</b>	National Environmental Balancing Bureau
<b>NECB</b>	National Energy Code of Canada for Buildings
<b>NEMA</b>	National Electrical Manufacturers Association
<b>NFC</b>	National Fire Code of Canada
<b>NFPA</b>	National Fire Protection Association
<b>NIDS</b>	Non-Invasive Detection System
<b>NPC</b>	National Plumbing Code of Canada
<b>NSF</b>	National Sanitation Foundation
<b>OALA</b>	Ontario Association of Landscape Architects
<b>OBC</b>	Ontario Building Code
<b>OCP</b>	Over Current Protection

Term	Definition
<b>OEL</b>	Occupational Exposure Limit
<b>OESC</b>	Ontario Electrical Safety Code
<b>OFC</b>	Ontario Fire Code
<b>OGS</b>	Oil Grit Separator
<b>OHSA</b>	Occupational Health and Safety Act
<b>OH&amp;S</b>	Occupation Health and Safety
<b>OPSD</b>	Ontario Provincial Standard Drawings
<b>OPSS</b>	Ontario Provincial Standard Specifications
<b>OS</b>	Open Space
<b>OTM</b>	Ontario Traffic Manual
<b>PAW</b>	Permit of Approved Works
<b>PCC</b>	Point of Common Coupling
<b>PDC</b>	Private Drain Connection
<b>PEO</b>	Professional Engineers Ontario
<b>PF</b>	Power Factor
<b>PFC</b>	Power Factor Correction
<b>PIR</b>	Passive Infrared Sensor
<b>PK HR</b>	Peak Hour Demand
<b>PLC</b>	Programmable Logic Controller

Term	Definition
<b>POE</b>	Power over Ethernet
<b>PUL</b>	Public Utility Lot
<b>PVC</b>	Polyvinyl Chloride
<b>REAP</b>	Renewable Energy Action Plan
<b>REX</b>	Request to Exit
<b>RF</b>	Radio Frequency
<b>RMS</b>	Root Mean Square
<b>RPU</b>	Regional Public Utility
<b>RYCB</b>	Rear Yard Catch Basins
<b>SAE</b>	Society of Automotive Engineers
<b>SB-1</b>	Supplementary Standard SB-1: Climatic and Seismic Data
<b>SB-10</b>	Supplementary Standard SB-10: Energy Efficiency Requirements
<b>SB-12</b>	Supplementary Standard SB-12: Energy Efficiency for Housing
<b>SCADA</b>	Supervisory Control and Data Acquisition
<b>SCC</b>	Substantial Completion Certificate
<b>SDWA</b>	Safe Drinking Water Act
<b>SLS</b>	Street Lighting Service
<b>SMACNA</b>	Sheet Metal and Air Conditioning Contractors National Association

Term	Definition
<b>SMT</b>	Smart Metered Services
<b>SPD</b>	Surge Protective Device
<b>SPMDD</b>	Standard Proctor Maximum Dry Density
<b>SWED</b>	Stormwater Engineering Division
<b>SWM</b>	Stormwater Management
<b>SWMF</b>	Stormwater Management Facilities
<b>SWS</b>	Subwatershed Study
<b>TAC</b>	Transportation Association of Canada
<b>TCA</b>	Tangible Capital Assets
<b>TCP</b>	Traffic Control Plan
<b>TCU</b>	Terminal Control Unit
<b>THHN</b>	Thermoplastic High Heat-resistant Nylon
<b>TIA</b>	Traffic Impact Assessment
<b>TIAC</b>	Thermal Insulation Association of Canada
<b>TMP</b>	Traffic Management Plan
<b>TRCA</b>	Toronto and Region Conservation Authority
<b>TSS</b>	Total Suspended Solids
<b>TSSA</b>	Technical Standards and Safety Association
<b>UGS</b>	Underground Services, or Underground Services Department

Term	Definition
<b>UPS</b>	Uninterruptable Power Supply
<b>VAV</b>	Variable Air Volume
<b>VFD</b>	Variable Frequency Drive
<b>VTHD</b>	Voltage Total Harmonic Distortion
<b>WDMA</b>	Window & Door Manufacturers Association
<b>WNA</b>	Water Network Analysis

## 1.5 MUNICIPAL PLANNING DOCUMENTS

The following documents provide guidance on the planning of municipal growth and provide further requirements for public infrastructure.

<ul style="list-style-type: none"> <li>• <i>Municipal Development Plan</i></li> <li>• <i>Outline Plans</i></li> <li>• <i>Strategic Plans</i></li> <li>• <i>Land Use Bylaw</i></li> <li>• <i>Area Structure Plans</i></li> <li>• <i>Regional Transportation Plan</i></li> <li>• <i>Area Redevelopment Plan</i></li> <li>• <i>Stormwater Master Plan</i></li> <li>• <i>Active Transportation Plan</i></li> <li>• <i>Transit Master Plan</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Transportation Master Plan Study</i></li> <li>• <i>Water and Wastewater Master Plan Study</i></li> <li>• <i>Oxford County Trails Master Plan</i></li> <li>• <i>Woodland Conservation By-Law</i></li> <li>• <i>Oxford County Community Improvement Plan</i></li> <li>• <i>Draft Oxford Natural Heritage Systems Study</i></li> </ul>
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## 1.6 REFERENCE MATERIALS

Reference will be made throughout the standards to other regulatory agencies, standards, and documents. These may include the most recent versions of the following:

1. Government of Ontario's Design Guidelines for Sewage Works:
  - *Standards for Municipal Waterworks*

- *Guidelines for Municipal Waterworks*
- 2. Government of Ontario's Municipal drinking water systems, licensing, registration and permits:
  - *Wastewater Systems Standards for Performance and Design*
  - *Wastewater Systems Guidelines for Design, Operating, and Monitoring*
- 3. Ontario's Stormwater Management Planning and Design Manual:
  - *Stormwater Management Guidelines*
- 4. Ontario Building Code, Private Sewage Systems - Standard of Practice.
- 5. Grand River Conservation Authority:
  - *Grand River Source Protection Plan*
- 6. Ontario Occupational Health and Safety (OHS) Legislation, including the OHSA Act, OHS Regulation, and OHS Code.
- 7. Ontario Provincial Standards Specifications and Drawings (OPSS/OPSS.MUNI/OPSS.PROV/OPSD).
- 8. Transportation Association of Canada (TAC):
  - *Manual of Uniform Traffic Control Devices for Canada (MUTCD)*
  - *Geometric Design Guide for Canadian Roads*
  - *Turning Vehicle Template*
  - *TAC/ITE Canadian Guide to Traffic Calming*
  - *Canadian Roundabout Design Guide*
- 9. Ministry Transportation Ontario (MTO):
  - *Highway Geometric Design Guidelines*
  - *Roadside Design Guidelines*
- 10. Institute of Transportation Engineers (ITE):
  - *Transportation Impact Analysis Guidelines for Site Development*
- 11. Transportation Research Board, National Cooperative Highway Research Program (NCHRP):
  - *NCHRP Report 672 – Roundabouts: An Informational Guide*
- 12. Ontario Traffic Manual, Book 12 - Guidelines for the Design and Installation of Traffic Signals, Book 5 Regulatory Signs, Book 6 Warning Signs
- 13. National Fire Protection Association
- 14. Canadian Standards Association
- 15. National Building Codes and Standards
- 16. Ontario Building Code, Barrier-Free Design Guidelines
- 17. NFPA 1141, Standard for Fire Protection Infrastructure for Land Development in Wildland, Rural and Suburban Areas

Additional applicable standards and regulations, not noted above, may also be referenced in each section.

## 1.7 MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The *Municipal Freedom of Information and Protection of Privacy Act* is in effect for the County, and it gives any person a right of access to the records in municipal custody or control, subject to limited and specific exceptions. All documents and information, including correspondence, agreements, plans, and specifications that are written, photographed, recorded, or stored in any manner by the County may be subject to the access and privacy provisions of the Act.

Developers and their agents, consultants, and Contractors shall identify all information that they consider confidential, and the basis for confidentiality (including those parts of their submission that relate to trade secrets, commercial, financial, labour relations, scientific, and technical information).

While the County will endeavour to use Sections 10 and 11 of the *Municipal Freedom of Information and Protection of Privacy Act* to protect the confidentiality of the information identified by the Developer or their representatives as confidential, other sections of the Act may apply, and the information may have to be disclosed to members of the public who request access to records in the County's custody and control.

## 1.8 FEES AND CHARGES BY-LAW

The County enforces the Fees and Charges By-Law, and all subsequent amendments, to impose fees and charges for services provided by the County of Oxford that are not covered through direct taxation. Within these Design Guidelines and Appendices, wherever applicable, fees and charges noted in the Fees and Charges By-Law shall apply to the appropriate party.