



Staff Report

Report Title: Policy for Public Access to Municipal One-Foot Reserves

Prepared By: Heather Falconer, By-Law Enforcement Officer

Department: By-Law Enforcement

Date: Sep. 7, 2022

Report Number: BLE-2022-09-16

File Number: A09 ONE 22

**Attachments: Policy for Public Access to Municipal One-Foot Reserves
Letter from 140 Kitchener Street addressing concerns with
the One-Foot Reserve Policy**

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report No. BLE-2022-09-16 prepared by Heather Falconer, By-law Enforcement Officer AND authorizes the Policy for Public Access over Municipal One-foot Reserves.

Background:

On August 08, 2022, Council directed staff to create a Policy that would regulate access to the Municipally owned One-Foot Reserves throughout the Township.

Discussion:

The purpose of a one-foot reserve is to control access from a public road to a private property. It is with that in mind that the Policy is to provide a standard authorization procedure to grant private property owners and their contractors access on the Municipal One-foot Reserve.

Situations that are deemed necessary and essential for access will be approved when the following services are needed by the private property owner:

- Construction,
- Maintenance,
- Emergency Repair Operations (e.g., septic or wells), or
- Emergency Services.

As part of the standard authorization procedure, private property owners or their contractors will apply by way of application for granted access to the Municipally Owned One-Foot Reserves. All applications will be submitted to the Municipal By-law Enforcement Officer for approval.

Once the application is approved, the property owner and/or contractor can access the approved One-Foot Reserve. A timeframe with an expiry date will be provided to the applicant based on the work that is to be completed on the owner's private property.

Emergency Services are not required to apply for access to the Municipal One-Foot Reserves in situations that are critical for the health and well-being of residents.

The Policy for Public Access to Municipal One-Foot Reserves is attached for review along with a letter from 140 Kitchener Street addressing concerns with the Policy.

Financial Impacts:

The financial impact will be staff time dedicated to reviewing applications.

Strategic Alignment / Link:

We are an accessible community that offers opportunities for everyone by being open and transparent.

Respectfully Submitted By:

Heather Falconer, By-Law Enforcement Officer

Approved By:

Mary Rose Walden, Chief Administrative Officer