

# Report to Council



**Date:** April 17, 2023  
**To:** Council  
**From:** City Manager  
**Subject:** Rescind Council Policy No. 266: Approved Products List  
**Department:** Financial Services Division

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**Recommendation:**

THAT Council receives, for information, the report from the Financial Services Division, dated April 17, 2023, regarding Council Policy 266;

AND THAT Council Policy No. 266, being Subdivision, Development & Servicing – Approved Products List, be rescinded;

AND THAT Bylaw No. 12512, being Amendment No. 23 to Subdivision Development and Servicing Bylaw No. 7900, be forwarded for reading consideration;

AND FURTHER THAT Council Policy No. 265, being Engineering Drawing Submission Requirements, be revised as outlined in the Report from the Financial Services Division dated April 17, 2023.

**Purpose:**

To rescind Council Policy No. 266: Approved Products List and replace it with an Administrative Policy to improve administration efficiency.

**Background:**

In 2002, Council adopted [Policy 266: Approved Products List](#) to control what products are approved for City owned and maintained infrastructure. The purpose of this policy is to ensure product consistency and high quality and long-lasting infrastructure that supports service delivery. To meet this objective, the Approved Products List (APL) identifies infrastructure products that are acceptable for installation in City infrastructure systems. The APL is comprehensive and includes sewer and water pipes, valves, manholes, and appurtenance, traffic signs, signals and markings, roadway lighting and irrigation products. New products are added to the list regularly and the list will continue to grow in the future. The current policy requires Council’s approval for any change to the Approved Products List prior to new products being incorporated in construction of City owned asset. Products and materials for infrastructure construction are constantly changing, and the process required to bring this highly technical information to Council for approval is inefficient.

As a replacement to Policy 266, Staff have developed an Administrative Policy that ensures multi-departmental review of any changes to the Approved Products List and final approval by the General Manager, Infrastructure (see attached Approved Products List – Administrative Policy).

**Conclusion:**

The rescindment of Policy 266, if approved by Council, will allow staff to implement the new Approved Products List - Administrative Policy that ensures quality control, consistency of infrastructure and, is more efficient and responsive to the constantly changing construction industry.

**Internal Circulation:**

General Manager, Infrastructure  
Development Engineering Manager  
Infrastructure Delivery Department Manager  
Utility Services Manager  
City Clerk

**Considerations applicable to this report:**

**Existing Policy:**

Existing Council policies and bylaws with reference to Policy 266: Approved Products List will need to be redirected to the new Approved Products List - Administrative Policy. Both the [Subdivision, Development & Servicing Bylaw \(7900\)](#) and [Council Policy 265 – Engineering Drawing Submission](#) need to be amended to reference the Administrative Policy (see Attachment 3 – Schedule A).

**Considerations not applicable to this report:**

*Legal/Statutory Authority:*

*Legal/Statutory Procedural Requirements:*

*Financial/Budgetary Considerations:*

*External Agency/Public Comments:*

*Communications Comments:*

Submitted by:

Submitted by: J. Shaw, Acting Divisional Director, Financial Services

Approved for inclusion:



J. Shaw, Acting Divisional Director, Financial Services

**Attachments:**

Attachment 1 – Approved Products List – Administration Policy.docx

Attachment 2 – Approved Products List

Attachment 3 – Schedule A – Text Amendment to Bylaw 7900 and Policy 265.docx

Attachment 4 – Presentation.pptx