

The Corporation of the City of Kawartha Lakes

Council Report

Report Number ENG2018-011

Date: July 17, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: Engineering Policy Review Update

Author: Juan Rojas, Director of Engineering of Corporate Assets

Recommendation(s):

That Report ENG2018-011, **Engineering Policy Review Update**, be received;

That the following policies be rescinded and removed from the policy manual:

063 EPW 001 Street Lighting Assumption Policy; and

That the following policies be updated as outlined in the respective attachments to Report ENG2018-011:

071 EPW 004 Pre-Servicing of Subdivision Lands (as per Appendix A)
077 EPW 005 Streetlight Warrant Policy (as per Appendix B)
115 EPW 008 Right of Way Widths (as per Appendix C)
123 EPW 009 Roadway Level of Service Policy - Maintenance Priority
 Classification System (as per Appendix D)

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the direction of Executive Committee, Engineering and Corporate Assets staff reviewed existing Council Policies related to the Division. The review involved analyzing the current policies and determining which ones are no longer valid and which ones need to be updated. At the March 1, 2018 Executive Committee meeting an update on the proposed changes was received.

This report addresses that direction.

Rationale:

Staff reviewed the current documents in accordance with the new structure for Policies, Management Directives and Standard Operating Procedures.

It is agreed by staff and the Executive Committee:

- that one current policy is no longer valid and should be rescinded,
- that five current policies should be updated, and
- that two current policies require further review.

Below is the rational for rescinding, updating and continuing review of the policies.

Policies to be Rescinded:

Policy 063 EPW 001 – Street Lighting Assumption Policy

Rescind Policy, as the elements of the street lighting Assumption Policy form part of PW policy for Assumption of Private and Unopened Roads (143 EPW 014)

Policies to be Updated:

Policy 071 EPW 004 – Pre-Servicing of Subdivision Lands

Policy was reviewed in 2016 with report No. ENG2016-018 going to Planning Committee on June 8, 2016 and adopted by Council on June 28th, 2016 (CR2016-624). The pre-servicing agreement template only was again updated at the July 5th, 2017 PAC (Report No. ENG2017-006) and adopted by Council on July 11th, 2017 (CR2017-646).

Policy inventory needs to be updated with revised Policy found in Report No. ENG2016-018 and pre-servicing template found in ENG2017-006.

Minor housekeeping changes regarding department lead, proposed changes can be found in Appendix A of this report.

Policy 077 EPW 005 – Streetlight Warrant Policy

Policy follows TAC (Transportation Association of Canada) guideline, warrant table needs to be updated

Proposed Changes can be found in Appendix B of this report.

Policy 115 EPW 008 – Right of Way Widths

Minor housekeeping changes can be found in Appendix C of this report.

Policy 123 EPW 009 – Roadway Level of Service Policy - Maintenance Priority Classification System

Table 1 – Road Classification requires to be updated in accordance with the Roads Needs Study and current road classification.

Proposed Changes can be found in Appendix D of this report.

Policies requiring further Review

Policy 064 EPW 002 – Crossing Guard Requirements

Policy should be updated to identify that the Engineering & Corporate Asset departments conducts the crossing guard warrant and Public Work implements warrant recommendations.

This policy should be guided by Community Services and will require additional review and input from Community Services.

Policy 114 EPW 007 – Agricultural Tile Drain Discharge to Roadside Ditches

This policy is currently being reviewed by the Drainage Taskforce and will form part of the taskforce recommendation.

Policy 162 EPW 015 – Tile Loan Program

This policy is currently being reviewed by the Drainage Taskforce and will form part of the taskforce recommendation.

Servicing Implications:

N/A

Consultations:

Director of Public Works
Executive Committee

Attachments:

Appendix A – Pre-Servicing of Subdivision Lands, Policy No 071 EPW 004



071 EPW 004
Pre-Servicing of Subd

Appendix B – Streetlight Warrant Policy, Policy No 077 EPW 005



077 EPW 005
Streetlight Warrant P

Appendix C – Right of Way Widths, Policy No 115 EPW 008



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of Way Widths.doc

Appendix D – Roadway Level of Service Policy - Maintenance Priority
Classification System, Policy No 123 EPW 009



123 EPW 009
Roadway Level of Se

Department Head E-Mail: jrojas@kawarthalakes.ca

Department Head: Juan Rojas, Director of Engineering and Corporate Assets

Department File: Engineering