



Committee of the Whole Report

Report Number:	ENG2021-027
Meeting Date:	October 5, 2021
Title:	Engineering and Corporate Assets Policy Review and Updates
Description:	Tile Loan Program Policy, Agricultural Tile Drain Discharge to Roadside Ditches, Crossing Guard Policy and Roadway Classification System Policy
Author and Title:	Lisa Peimann, Executive Assistant Engineering and Corporate Assets

Recommendation(s):

That Report ENG2021-027, **Engineering and Corporate Assets Policy Review and Updates**, be received;

That the policy entitled Tile Loan Program Policy, attached as Appendix A, be adopted and numbered for inclusion in the City's Policy Manual, repealing and replacing all predecessor versions including Council Policy C 162 EPW 015;

That the policy entitled Agricultural Tile Drain Discharge to Roadside Ditches, attached as Appendix B, be adopted and numbered for inclusion in the City's Policy Manual, repealing and replacing all predecessor versions including Council Policy C 114 EPW 007;

That the policy entitled Crossing Guard Requirement Policy, attached as Appendix C, be adopted and numbered for inclusion in the City's Policy Manual, repealing and replacing all predecessor versions including Council Policy C 064 EPW 002, and

That the policy CP2018-012 Roadway Classification System Policy, attached as Appendix D, be approved as amended for inclusion in the City's Policy Manual.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Council Meeting of April 20, 2021, Council adopted the following resolution:

CW2021-095

That Report CAO2021-003, **Proposed Council Policy Review Program**, be received;

That the Council policies listed in Appendix B to report CAO2021-003, and substantially in their current form, be confirmed, renumbered and approved;

That the Council policies listed in Appendix C to report CAO2021-003, be rescinded; and

That the Council policies listed in Appendix D to report CAO2021-003, be referred to staff for review, with recommended changes brought back to Council for consideration and policy approval before end of Q4 2021.

Carried

This report addresses that direction.

Rationale:

To provide rationale, the following summaries of the policies are provided below:

Tile Loan Program Policy

The purpose of this policy is to assist agricultural property owners in financing tile drain projects through the Tile Loan Program. The program is a partnership between municipalities and the province under the Tile Drainage Act.

The proposed policy remains largely similar, with no significant changes required, with the exception to minor updates, which include:

- Update Director of Public Works to Director of Engineering and Corporate Assets
- Update Manager of Engineering to Manager of Technical Services
- Update Public Works Department to the Engineering and Corporate Assets Department
- Identify renumbering of Policy No. 114 EPW 007 "Agricultural Tile Drain Discharge to Roadside Ditches"
- Update GST with HST

Agricultural Tile Drain Discharge to Roadside Ditches

The purpose of this policy is to provide the necessary procedures for obtaining the required drainage systems and for assessing construction and long-term maintenance

costs as per the Drainage Act, to deal with the use of roadside ditches as a means for providing outlets for private agricultural drains to ditches.

The proposed policy remains largely similar, with no significant changes required, with the exception to minor updates, which include:

- Update the name of the Policy from Agricultural Drains to Roadside Ditches Policy to Agricultural Tile Drain Discharge to Roadside Ditches Policy
- Update item a) in the definitions to be consistent with all other City policies
- Update Director of Public Works to Director of Engineering and Corporate Assets
- Updated section 2.01 to include "The Director of Engineering and Corporate Assets will be authorized to enter into Mutual Agreements with parties to allow outletting of drainage to roadside ditches"

Crossing Guard Policy

The purpose of this policy is to establish the requirements and warrants for crossing guards at certain locations throughout the City of Kawartha Lakes.

The proposed policy remains largely similar, with no significant changes required, with the exception to minor updates, which include:

- Update the name of the Policy from Crossing Guard Policy to Crossing Guard Requirement Policy
- Update Public Works Department to the Engineering and Corporate Assets Department
- Update item a) in the definitions to be consistent with all other City policies
- Update Director of Public Works to Director of Engineering and Corporate Assets

Roadway Classification System Policy

The purpose of this policy is to create a methodology to objectively evaluate and define roadway classification based on Ontario regulation 239/02. This policy applies to all roadways assumed and maintained as public roadways in the City of Kawartha Lakes.

The proposed changes are to address gaps in the existing policy, including:

- Update the name of the policy from Roadway Level of Service Policy Maintenance Priority Classification System to Roadway Classification System Policy
- Update the policy statement and rationale to change from "service delivery" to "roads classification"
- Update Table 1 – Roadway Classes, utilizing the ADDT volumes collected within the City's current roads needs study
- Include a paragraph with respect to approval to increase the classification of a road or portion thereof

Other Alternatives Considered:

Council may consider altering specific language in the proposed policies, or recommend that the existing policies be retained. This is not recommended as the Engineering and Corporate Assets Department is proposing these amendments and policy changes to enact clarity where gaps exist.

Alignment to Strategic Priorities

Reviewing policies aligns with Council's priority of Good Government. The Plan establishes a goal of "... increasing efficiency and effectiveness of service delivery." To accomplish this goal, the City will:

- develop and document current levels of service; and
- streamline by-laws, policies and processes.

Financial/Operation Impacts:

There are no financial impacts with respect to any changes to these policies.

Consultations:

Director of Engineering and Corporate Assets

Manager, Technical Services

Attachments:

Appendix A – Tile Loan Program Policy



Engineering -
Proposed Revision - C

Appendix B – Agricultural Tile Drain Discharge to Roadside Ditches



Engineering -
Proposed Revision - C

Appendix C – Crossing Guard Requirement Policy



Engineering -
Proposed Revision - C

Appendix D – CP2018-012 – Roadway Classification System Policy



CP2CP2018-012 -
Roadway Classificatio

Department Head email: jrojas@kawarthalakes.ca

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