



# Corporate Policy and Procedures Manual

Policy number: 118 FD 013

Policy name: Municipal drainage projects

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Department: Finance and Public Works

Reviewed by: Directors of Finance and Public Works (on March 24, 2005)

Approved by: Chief Administrative Officer; Council – Resolution CR2005-869 (on August 23, 2005)

## Policy statement and rationale

Council approved the establishment of a Drainage Board for the City of Kawartha Lakes by resolution on January 29th, 2001 and delegated to the Drainage Board all of the Council's powers and duties under the Drainage Act, except for the power to make by-laws and resolutions. It is understood that the policy and procedures herein shall establish good operating and fiscal responsibility in regards to the undertaking of capital work on municipal drains.

## Scope

The *Municipal Drainage Projects* policy will apply to all municipal drain capital projects.

**Policy No: 118 FD 012**

**Policy Title: Municipal Drainage Policy**

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## Definitions

In reading and interpreting the *Municipal Drainage Projects* policy, the following definitions apply:

- a) “City” means The Corporation of the City of Kawartha Lakes.
- b) “Drainage Act” is provincial legislation that provides a legal procedure by which an area requiring drainage may have an outlet drain constructed to dispose of excess water.

## Policy, procedure and implementation

1. Projects initiated under the Drainage Act shall follow three phases:
  - a) Preparation and filing of the Engineer’s Report
  - b) Preparation and submission of the by-law to City Council for first and second reading
  - c) Tendering, construction and passage of the levying by-law by City Council

Note – an interim invoice may be considered if a project is delayed due to an appeal. All interim invoices are subject to review and approval by the Manager of Engineering.

2. Prior to the commencement of each phase of the project, the Drainage Engineer shall prepare a detailed work program. The work program shall lay out the major items of work, the resources to be employed and the associated costs. The work program shall be reviewed by the Drainage Superintendent and subsequently, the Drainage Board for approval.
3. A schedule of payments shall be determined prior to the commencement of each phase of the work and approved by the Board. Once approval has been obtained, a purchase order shall be established for the value of the work. According to City policy, a change order is required to amend the initial tender. No payments shall be made until the change order receives the appropriate approvals. City staff shall not proceed with a change order without an amendment to the Engineer’s original report which shall be undertaken pursuant to the provisions of the Drainage Act.

4. Once an Engineer's report has been received, the cost of the works shall be built into the City's capital budget. If the construction is to cover multiple taxation years, the capital budget will also be planned for multiple years.
5. The Drainage Superintendent shall satisfy himself that invoice conforms to the schedule of payments and the work has been completed in accordance with the work program. When satisfied, the Drainage Superintendent shall recommend the invoice for payment. Final sign off shall be by the Director of Public Works or designate.
6. The Finance department shall prepare quarterly reports on all municipal drains for the Drainage board meetings that document the financial status of all active capital drainage projects.
7. The final step of the procedure is to set the levying by-law before Council for approval, and subsequently, issue invoices to the ratepayers. The Finance department shall confirm all expenses with the Engineer prior to setting the rate By Law.