



## THE CORPORATION OF THE TOWN OF PENETANGUISHENE

### Policy for the Supply, Installation and Maintenance of a Driveway Culvert

#### 1. Policy Purpose

To provide a policy for the supply, installation and maintenance of a driveway culvert.

#### 2. Policy – Owner Responsibilities

- a. An entrance permit shall be obtained from the Town before commencing the work to install a driveway culvert as per the form enclosed as Schedule "A".
- b. Each owner of a property, which fronts on a Town roadway where drainage ditches are provided, shall be responsible for the supply and installation of a driveway culvert as per Town specifications attached as Schedule "B".
- c. Each owner that undertakes improvements to their driveway is responsible to ensure that the driveway culvert is installed as per Town specifications attached as Schedule "B".
- d. Each owner of a property, which fronts on a Town roadway where drainage ditches are provided, shall be responsible for the maintenance and replacement of their driveway culvert.

#### 3. Policy – Town Responsibilities

- a. The Town shall be responsible for the cleaning, flushing and removal of sedimentation, which accumulates in the culvert, from the drainage ditch.
- b. If a driveway culvert becomes plugged from sedimentation, leaves or debris from the abutting property, the Town shall be responsible for the cleaning and flushing of the sedimentation, leaves or debris.
- c. If the Town is creating a drainage ditch where there was no previous ditch, the Town shall be responsible for the cost of the driveway culvert. The Town shall install the culvert and provide granular backfill at the municipality's expense if the culvert is installed while the ditch work is in progress.
- d. The Town shall be responsible for the replacement of a driveway culvert if:
  - i. An enlarged size is required to handle ditch flows;
  - ii. The driveway needs to be replaced as part of a reconstruction project;
  - iii. Adjustments are being made to the ditch to permit satisfactory ditch flows;
  - iv. Where access to the property is restricted and prevents the property owner with a physical disability from utilizing their driveway in a personal mobility device.

#### 4. Financial Assistance Loan Program

To facilitate and encourage the completion of culvert maintenance the owner of a driveway culvert may request financial assistance from the Town in the form of a loan. The loan program is eligible for costs up to \$3,000 per property for culvert maintenance and/or culvert replacement. The loan is available for a term of up to three years which would be subject to an annual interest rate that would be set by the Town. All loans that are paid in full by December 31<sup>st</sup> of the year they are approved will not be subject to interest charges. The approval of each loan will be subject to the availability of funds within the Public Works Department operating budget where a set amount of funds is set aside for the loan program. Each loan request will be reviewed on a first come first served basis.

**5. Delegation & Dispute**

The Director of Public Works or designate of The Corporation of The Town of Penetanguishene is delegated the responsibilities related to the administration of this policy. Any dispute from the public regarding the decision of the Director, or any other provision of this policy, shall be referred to the Transportation and Environmental Services Section Committee or other designated body of Council, who shall make a determination regarding the issue.