



Town of Penetanguishene Policy/Procedure

Policy Name: Supply, Installation and Maintenance of a Driveway Culvert		
Policy Division: T&E	Department: Facilities	Policy Number: FAC-09-2022
Effective Date: March 2013		Revision Date: January , 2024
Supersedes: n/a		Date Approved by Council:
Corporate Policy (Approved by Council)		[]
Administrative Policy (Approved by CAO)		[x]
Related Documents/Legislation:		

POLICY STATEMENT:

The Town of Penetanguishene is to set out the manner in which the Road Department facilitates the supply, installation, and maintenance of driveway culverts.

PURPOSE:

This policy was established for the purpose of formalizing clarification on the responsibilities of the supply, installation, and maintenance of culverts.

SCOPE

This policy applies to all entrances and driveways within the municipality of the Town of Penetanguishene.

DEFINITIONS:

Town means the Corporation of the Town of Penetanguishene.

Owner means the person who owns the property.

Culvert means a tunnel carrying a stream or open drain under a road or driveway.

RESPONSIBILITIES:

The Director of Public Works is responsible for ensuring that the Road Supervisor reviews this policy annually and adheres to the policy.

The Road Supervisor is responsible for ensuring that employees understand and adhere to the policy and communicate any changes/revisions.

Employees are responsible for ensuring they have read and understand the policy and seek further clarification of interpretation as needed.

PROCEDURES:

The following procedure outlines the various items/responses for Residents about the Town of Penetanguishene culverts:

Owner Responsibilities

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

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.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

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 of 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 31st 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.

Delegation & Dispute

The Director of Public Works or designate of The Corporation of The Town of Penetanguishene has 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 the Council, who shall make a determination regarding the issue.