

 <p style="text-align: center;">AMHERSTBURG Public Works Department</p>		Title: <p style="text-align: center;">Municipal Drain Maintenance</p>	
Public Works Policy & Procedures Manual		Policy No.:	Pages: <p style="text-align: right;">2</p>
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CONTENTS

- 1.0 PURPOSE**
- 2.0 SCOPE**
- 3.0 DEFINITIONS**
- 4.0 LABOUR AND EQUIPMENT REQUIREMENTS**
- 5.0 PROCEDURE**
- 6.0 DOCUMENTATION AND RECORD KEEPING**
- 7.0 ATTACHMENTS**
- 8.0 REVISION HISTORY**

1.0 PURPOSE

- 1.1 To establish the procedure for Municipal Drain maintenance.

2.0 SCOPE

- 2.1 This procedure outlines the steps utilized by the Town of Amherstburg staff for Municipal Drain maintenance projects.

3.0 DEFINITIONS

4.0 LABOUR AND EQUIPMENT REQUIREMENTS

5.0 PROCEDURE

- 5.1 Request is submitted by landowner(s) for maintenance of a particular drain.
- 5.2 Administration reviews the current report and by-law for any concerns or issues with the assessment schedule. In addition, administration completes a visual survey of the drain.
- 5.3 Administration arranges and holds a site meeting with the affected landowners and receives input on the concerns regarding the drain in question.
- 5.4 Administration prepares tender documents for the project using the input from the landowners. Administration provides two (2) weeks for the tender process.

- 5.5 Administration awards the tender to the successful contractor as per the process under the Town of Amherstburg Purchasing Policy.
- 5.6 The contractor completes the drain maintenance.
- 5.7 Administration prepares the annual grant application under the Agricultural Drainage Infrastructure Program.
- 5.8 Administration assesses the cost of the municipal drain maintenance to the affected lands and roads. The assessment to the landowners will be applied directly to the property tax bills.

6.0 DOCUMENTATION AND RECORD KEEPING

- 6.1 Municipal Drain Maintenance Request Form

7.0 ATTACHMENTS

- 7.1 Not applicable at this time.

8.0 REVISION HISTORY

<u>Revision No.</u>	<u>Effective Date</u>	<u>Prepared By</u>	<u>Description of Revision</u>
1	February 3, 2014	E. Chamberlain	Establishment of a Policy