

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