

 <p style="text-align: center;">AMHERSTBURG Public Works Department</p>		Title: <p style="text-align: center;">Roadside Ditch 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 roadside ditch maintenance.

2.0 SCOPE

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

3.0 DEFINITIONS

4.0 LABOUR AND EQUIPMENT REQUIREMENTS

5.0 PROCEDURE

Open Ditch Maintenance

- 5.1 Landowner(s) submits written notice requesting maintenance of a roadside ditch. Attached to this policy is a Roadside Ditch Maintenance Request Form.
- 5.2 Administration determines the lands affected by the ditch in order to generate a mailing list. In addition, administration prepares a maintenance schedule for consideration and approval by the landowners. Initially, the cost will be shared at the following rate:
 - 1/3 cost to the road
 - 2/3 cost to the affected lands (this cost will be divided based on frontage)
- 5.3 Administration conducts an on-site meeting to review the ditch and the request with all landowners involved in the proposed ditch maintenance project.

- Landowners will be required to sign a letter of agreement prior to the administration continuing the project.
- 5.4 Administration completes survey and prepares a plan and profile of the ditch. The plan and profile will be provided to the contractor to complete the maintenance of the ditch.
 - 5.5 Open Ditch Maintenance will consist of brushing, bottom cleaning and culvert flushing.
 - 5.6 Administration will prepare a request for quote for the proposed project. The awarded contractor will be required to provide proof of insurance and good standing with Workplace Safety and Insurance Board.
 - 5.7 Administration collects and invoices the cost to the landowners as per the agreed upon maintenance schedule.

Closed Roadside Drain Maintenance

- 5.8 Landowner(s) submits written notice requesting maintenance of a closed roadside drain. The form entitled Roadside Maintenance Request Form will be provided to the landowner.
- 5.9 Administration determines the lands affected by the drain in order to generate a mailing list. In addition, administration prepares a maintenance schedule for consideration and approval by the landowners. Initially, the cost will be shared at the following rate:
 - 1/3 cost to the road
 - 2/3 cost to the affected lands (this cost will be divided based on frontage)
- 5.10 Administration conducts an on-site meeting to review the drain and the request with all landowners involved in the proposed ditch maintenance project. Landowners will be required to sign a letter of agreement prior to the administration continuing the project.
- 5.11 Closed Roadside Drain Maintenance will consist of flushing, televising, spot repairs of the pipe and repair and cleaning of catch basins.
- 5.12 Administration will prepare a request for quote for the proposed project. The awarded contractor will be required to provide proof of insurance and good standing with Workplace Safety and Insurance Board.
- 5.13 Administration collects and invoices the cost to the landowners as per the agreed upon maintenance schedule.

Entrances and Enclosures

- 5.14 Access culverts and lawn pipe enclosures will be 100% the responsibility of the individual landowners.
- 5.15 Landowners will be required to obtain an encroachment permit prior to commencement of work.
- 5.16 Administration will provide grades, sizing and pipe material to the landowners prior to construction.
- 5.17 Landowners will be required to provide the name of the contractor. The contractor will be required to provide proof of insurance and good standing with Workplace Safety and Insurance Board.
- 5.18 Landowners will be required to contact the municipality when work is to be completed for inspection purposes.

6.0 DOCUMENTATION AND RECORD KEEPING

- 6.1 Roadside Ditch Maintenance Request Form
- 6.2 Letter of Agreement

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	May 20, 2014	E. Chamberlain	Establishment of a Policy



The Corporation of The Town of Amherstburg

(Date)

Name
Address

LETTER OF AGREEMENT

FILE NO:

SUBJECT: (Location) Ditch Maintenance – (Name of Owner)

I, _____, (Owner(s) Name), request the cleaning out of the roadside ditch along the (Location of Ditch).

To carry out this work, (Owner(s) Name) is hereby agreeing to pay 2/3 of the costs of such works and the Town of Amherstburg will be responsible for the balance.

Landowner's Signature

Date

Manager of Public Works



The Corporation of The Town of Amherstburg

ROADSIDE DITCH MAINTENANCE REQUEST FORM

The Town of Amherstburg has enacted a policy for roadside ditch maintenance along municipally owned road allowances. This policy provides a method for landowners to request maintenance and town to provide a cost sharing portioned to acreage draining into the roadside ditch. Based on the policy, the cost share between municipality and landowners is 1/3 to the road and 2/3 the landowners benefiting from the maintenance.

Please complete the form below advising the Municipal Drainage Superintendent of the roadside ditch that requires review for maintenance:

.....
TO: Town of Amherstburg

_____ (Date)

I/We _____, of _____
(Name of Property Owner(s)) (Full Address, Postal Code)

Phone Number: _____

I/We wish to advise that ditch maintenance work is required under the Municipal Roadside Ditch Maintenance Program on the following roadside ditch:

(Description and Location of Ditch)

Signature of Owner

Signature of Owner

Print Name

Print Name