



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: November 11, 2024

Department: Public Works

Topic: Entranceway Bylaw Review

Purpose: To review and propose adjustments to both the process and fee schedule to better reflect current costs and conditions.

Background: The current bylaw outlines requirements and responsibilities for installation and maintenance of entranceway culverts. For a standard straight forward installation, the process is adequate. However, there are a number of instances where requests fall outside the standard install and require an improved process. A few examples include, farm, commercial and temporary entrances.

An improved process will bring added clarity and understanding to the responsibilities of all parties involved with the entranceway.

Prior to bringing anything forward, there are a few areas that staff wanted to draw attention to Council. First, our current fees are not covering the material costs. See the financial consideration section for more details. Secondly, there are a large number of entranceways that have been improved over the years with either asphalt, interlock or other hard surface without a permit or approval. Typically, the hard surface extends into the ROW to abut to the paved portion of the road, where applicable. This can make for a more expensive and challenging reinstatement when road improvements or reconstruction takes place. Finally, it's becoming more challenging during particular times of the year to complete culvert installations from a regulatory and environmental protection perspective. These areas will look to be addressed in the updated version.

Policy Implications: Given the age and state of the current bylaw, the development of a new bylaw versus updating the existing is the preferred course of action.

Strategic Plan Implications: The review and update align with section 2.3 ensuring that services delivered are effective and efficient by Continuing to track, review and assess key benchmarks related to service delivery.

Financial Considerations: The standard culvert entrance fee is set at \$700.00 plus a \$100.00 minimum flat rate. The material costs (pipe and stone) to install a standard culvert in 2024 is \$1,025.00. This does not include labour or equipment costs. An update of fees for all entranceway culverts are required to ensure that material costs are at least covered.

Recommendation: That Committee recommends that Council direct staff to prepare a new entranceway bylaw for their consideration.



Director of Operations