



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: February 10, 2025

Department: Public Works

Topic: New Entranceway Bylaw Draft

Purpose: To review and either recommend approval of the draft new entranceway bylaw or provide direction to staff on additional refinements.

Background: At the November 25 Council meeting, staff was directed to prepare a new entranceway bylaw for consideration. The bylaw outlines requirements and responsibilities for installation and maintenance of entranceway culverts. Below are some of the high-level adjustments:

The definition section was broadened to include various types of entrances including commercial, agricultural/farm, emergency and temporary. Temporary entrances are applicable to utilities requiring access to their infrastructure for a limited time period. An example would be pipeline integrity digs.

The requirement for obtaining a permit prior to paving your entranceway was removed. The bylaw does outline how the Township would deal with replacements and construction projects. Example: If the owner has a hard surface (asphalt or stone pavers); the surface would be reinstated with asphalt only. No decorative or supportive headwalls or retaining walls will be reinstated during culvert replacements.

Provides clarification on when during the year a full culvert installation will take place and finally requirements for when the culvert install is being completed by a private contractor on behalf of the owner. Additional requirements include a deposit and going through the municipal consent process for acknowledging having read the disclaimer.

Policy Implications: Given the age and state of the current 2013 bylaw, the development of a new bylaw versus updating the existing is the preferred course of action.

Strategic Plan Implications: The review of fees and the new draft bylaw 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 fee schedule is over a decade old and requires substantial adjustment to cover the material cost of installation.

Example: A residential standard culvert entrance fee is proposed to move from \$700.00 plus a \$100.00 administration fee to \$1,100.00 plus a \$100.00 administration fee. 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. The proposed fee update is required to ensure that material costs are at least covered.

Alternatives: Council could consider remaining status quo with the fee schedule or implement a staged approach to raising the fees. In both of these circumstances, general taxation would be subsidizing the installs.

Recommendation: That Committee recommends that Council approve the new entranceway bylaw, as attached.



Director of Operations