

**THE CORPORATION OF THE TOWNSHIP OF TARBUTT**

**BY-LAW NO. 2021 - 16**

**A BY-LAW TO REGULATE ENTRANCES, INCLUDING THE  
INSTALLATION AND REPLACEMENT OF CULVERTS.**

**WHEREAS** pursuant to section 2 (5) subsection (3) of the *Municipal Act*, S.O. 2001, c 25, as amended, the power of the Council of the Corporation of The Township of Tarbutt shall be exercised by By-Law; and

**WHEREAS** Section 9 of the *Municipal Act*, 2001, as amended, grants municipalities the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act; and

**WHEREAS** Section 27 (1) of the *Municipal Act*, 2001, provides that a Municipality may pass by-laws in respect of a highway if it has jurisdiction over the highway; and

**WHEREAS** Section 10 of the *Municipal Act* confers broad authority to a single tier municipality to provide any service or thing that the municipality considers necessary or desirable for the public; and

**WHEREAS** the Council of The Corporation of The Township of Tarbutt has deemed it necessary to regulate the installation and replacement of all new and existing entrances and culverts under the jurisdiction of the Township;

**NOW THEREFORE** The Corporation of The Township of Tarbutt pursuant to the provisions of the *Municipal Act*, 2001, as amended, enacts as follows:

**1. DEFINITIONS:**

- 1.1 *Culvert* shall mean a drain, channel or tunnel placed in the ground under a road, bridge or other means which purpose is to convey water from one side of a roadway, entrance or similar traffic embankment to the other. Culvert and Pipe shall have the same meaning for the purposes of this by-law.
- 1.2 *Cost* shall mean the fee to be paid by a property owner or contractor who procures a culvert from the Township, whether installed by the Township or the property owner, and which shall match the price the Township paid for the culvert in the current year, plus an administrative fee of \$30.00.
- 1.3 *Entrance* means any driveway, laneway, private road, or other structure or facility constructed or used as a means to or from a Township Road and includes the tiling and covering of a roadside ditch for the purpose of improving a lawn or other frontage.

1.4 *Road Superintendent* means the person appointed by Council to be responsible for the effective and efficient public roads and access roads system throughout The Township of Tarbutt, or an appointed designate.

## 2. GENERAL PROVISIONS

- 2.1 No entrance, culvert, bridge or access from a Township road, over any ditch or watercourse or adjacent to any Township road may be constructed without the approval of the Road Superintendent or designate, or an Engineer contracted by the Township.
- 2.2 No person(s) shall obstruct a ditch, culvert or watercourse upon a highway or any drain or watercourse within The Township of Tarbutt, whether on public or private lands.
- 2.3 The location of any entrance must be approved by the Road Superintendent or designate, or an Engineer under contract with the Township, to ensure public safety and convenience, and to provide favourable sight lines, drainage, grade and alignment for all traffic using the proposed access and roadway; and ensure no undue interference with the safe movement of traffic nor will it adversely affect the drainage or access of other properties.
- 2.4 The diameter, gauge, length and type of culvert to be used in each location shall be determined by the Road Superintendent or designate, or an Engineer contracted by the Township; and the completed entrance shall maintain a safe approach compatible to the grade level of the road surface.
- 2.5 An entrance being established for the first time to permit access from a Township road, and which is not a subsequent entrance or the replacement of a prior entrance, shall be supplied by the Township in one length, up to 20 feet in length (or 6.096 meters) x a maximum of 3 feet (91.44 cm) in diameter.
- 2.6 The cost of the installation of the first and establishing entrance culvert shall be borne by the Township, and any subsequent, secondary or replacement culverts to be installed for any property shall be at the expense of the property owner, and shall be completed following the instruction and to the satisfaction of the Road Superintendent.
- 2.7 An entrance may be requested from time to time where the width or the depth of a ditch requires an irregular culvert, these situations will be considered by the Roads Committee on a case by case basis, as a means of encouraging development and increasing assessment in the Township.
- 2.8 All subsequent or secondary culverts or pipes shall be installed and/or replaced solely at the expense of the property owner and shall be located in exactly the same location and size or volume unless the Road Superintendent has recommended otherwise.

- 2.9 A property owner shall be responsible to repair or make good any damage to the road resulting from the unapproved installation of the culvert by a contractor.
- 2.10 An entrance permit must approved by the Road Superintendent and issued by the Township prior to the commencement of any work.
- 2.11 The Road Superintendent or designate, or an Engineer under contract with the Township is hereby authorized, in the event that an entrance has been installed or improved to an unacceptable or unsafe standard, shall make such installation or repairs as necessary and/or to remove the entrance at the property owner's expense.
- 2.12 Any costs referred to in this by-law which are the responsibility of the property owner, and which remain unpaid, shall have interest applied and may be collected in the same manner as taxes
- 2.13 In a situation where a parcel of land does not already have an entrance, or the entrance is insufficient for the requirements of the intended use of the property, an Application for Entrance Permit, attached as Schedule "A", must be submitted along with an application for Building Permit, if required.
- 2.14 The size of any culvert or pipe, prior to installation or replacement, shall be determined by the Road Superintendent or designate, an Engineer under contract with the Township, with consideration given to unrestricted water flow, seasonal fluctuations in drainage, and to permit sufficient cover to ensure the integrity of the culvert; and to permit an approximate, but not less than a 2:1 slope on the ends.

### 3. ENACTMENT

- 3.1 This By-law shall be known and referred to as the "Culvert By-law".
- 3.2 That the Application for Entrance Permit attached hereto as Schedule "A" forms part of this By-law.
- 3.3 That any previous policy, by-law or resolution which conflicts with this by-law be and is hereby repealed.
- 3.4 This By-law shall take effect on the date of passing.

READ A FIRST TIME this Twenty First day of July, 2021.

READ A SECOND AND THIRD TIME AND FINALLY PASSED this Eighteenth day of August, 2021.

  
Lennie Smith, Mayor

  
Carol O. Trainor, Clerk

**THE TOWNSHIP OF TARBUTT  
APPLICATION FOR ENTRANCE PERMIT  
Appendix "A" of By-law 2021-16**

This application to obtain an Entrance Permit forms a part of the Township's Culvert By-law. Applicants are advised that civic address numbers must be approved prior to establishment of an entrance from a Township road.

Name of Owner/Applicant: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ e-mail: \_\_\_\_\_

Location: entrance to be located on \_\_\_\_\_ (road name)

and located exactly \_\_\_\_\_ feet from \_\_\_\_\_

Nearest intersection: \_\_\_\_\_

Entrance type: Residential: \_\_\_\_\_ Vacant: \_\_\_\_\_ Temporary \_\_\_\_\_ Commercial \_\_\_\_\_

Entrance Surface Width: \_\_\_\_\_ feet / metres Surface type: \_\_\_\_\_

Entrance must slope down/away from travelled road. Gravel not to exceed 2" diameter.

Details: \_\_\_\_\_

I, the undersigned, do hereby agree to pay the Township entrance permit fee and to follow the instructions and recommendations of the Road Superintendent. I understand that the issuance of an entrance permit shall not be deemed a waiver of the provisions of any by-laws or other regulation. I agree that any departure from the plans, specification or locations proposed in the application is prohibited and such may result in the permit being revoked.

\_\_\_\_\_  
Signature of Owner/Applicant Date

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**TO BE COMPLETED BY ROAD SUPERINTENDENT:** Culvert required: Yes No

Size of Culvert: \_\_\_\_\_ Type of culvert recommended: \_\_\_\_\_

Conditions/Comments? \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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**TO BE COMPLETED BY OFFICE**

Roll number: 5714 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fee paid: \$ \_\_\_\_\_

Initials: \_\_\_\_\_

Civic Address Number obtained: \_\_\_\_\_

cc: Property File