



P.O. BOX 187, 6020 HWY #542

MINDEMOYA, ON P0P 1S0

PHONE: (705) 377-5726 FAX: (705) 377-5585

Municipal Drain Maintenance Policy

Drainage, in accordance with the Ontario Drainage Act is to oversee the construction and maintenance of all municipal drains throughout the municipality.

A municipal drain is a system of channels and water courses which can legally move water across private lands, off of agricultural land or removes excess water that collects on properties. Most municipal drains are either open ditches or closed tile systems in the ground. Structures that are considered part of municipal drains are grassed waterways, storm water retention ponds, culverts and bridges. Certain creeks and small rivers are also considered to be municipal drains. Municipal drains are created under the authority of the Drainage Act.

Maintenance on municipal drains is the most common procedure that occurs within the Drainage Act guidelines. This work generally includes clearing of the drain, such as removal of beavers/dams, trees, repairing/replacing tile, silting and cleaning out.

Under Section 74 of the Drainage Act, municipalities are responsible to maintain municipal drainage systems within their jurisdiction. Drain maintenance within the jurisdiction of the Municipality of Central Manitoulin is considered upon request of the roads department, the drainage superintendent or a landowner within the watershed. The Municipality of Central Manitoulin has developed a five year rotating inspection strategy for all Municipal Drains in order to fulfill their requirements under the Act.

The Drain Maintenance Policy has been created in order to better serve the public by way of keeping landowners informed of upcoming drain inspections and possible maintenance, involved by providing the opportunity for input and comment and aware of their responsibilities as they relate to drainage maintenance and of the costs associated with drain maintenance by offering policy, guidelines and options for payment of assessments.



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The following is the process for initiating and completing maintenance on a Municipal Drain:

- The Municipality of Central Manitoulin's committee responsible for drainage receives the request for drain maintenance or the drain maintenance inspection schedule is being observed.
- Notification to all landowners within the watershed will be made indicating an upcoming inspection. A *Municipal Drain Inspection Notice* will be provided with the *Landowners Return Comments Form* which can be used for comments or concerns regarding the inspection and possible maintenance and must be returned within 30 days of mailing date of the notice to the Municipal Office.
- The Drainage Superintendent will make the inspection of the municipal drain. They may contact landowners who raised valid concerns regarding the drain on their property, via the *Landowners Return Comments Form* to discuss these issues or proposed maintenance.
- The Drainage Superintendent will prepare a report for Council which will include his drain inspection findings and his recommendations for maintenance with consideration given to the concerns received from landowners.
- Committee / Council will review the inspection report and decide whether or not to proceed with the drain maintenance project.

If proceeding then...

- The Drainage Superintendent prepares a tender for the maintenance of the drain the following spring.
- The municipal drain maintenance project is tendered.
- Municipal staff prepares a report to Committee / Council to award the Municipal Drain Maintenance Project to a bidding contractor.
- Maintenance of the drain will be completed as recommended and awarded by Council during the summer / fall of the same year.



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- The assessed cost of maintenance will be invoiced to all Landowners within the Project Drain watershed in the year following construction. The Municipality will obtain agricultural grants and bill the remainder as per the current by-law and engineer's report for the said municipal drain.

Drain Maintenance Billing Procedures:

As Per Section 61 of the Drainage Act Council is to prescribe the terms and conditions for the payment of drainage assessments.

They are as follows:

1. Net Assessment under \$10.00 are to be paid from general funds.
2. Net Assessments under \$500.00 will be invoiced and are due 30 days from date of billing.
3. Net Assessments over \$500.00 will be invoiced and the following payment plans may be negotiated within 30 days of invoice billing:
 - \$500 to \$1,000 max. 1 year.
 - \$1,001 to \$2,500 max. 2 years.
 - \$2,501 to \$5,000 max. 3 years.
 - \$5,001 and above 5 years.

If a property owner fails to make payment within 30 days, decides not to participate in the payment plan or defaults on the payment plan then the assessment will be added to the tax roll.

The Municipal Website will post the following Municipal Drain information:

- Municipal Drain Maintenance Policy,
- Current Municipal Drain Inspection Reports, (available upon request at the Municipal office).
- Annual schedule of drain inspections,
- Current Notification letters and
- Landowners Comments Return Form.



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Attachments:

- Municipal Drain Inspection Notice.
- Landowners Comments Return Form.
- Municipal Drain Maintenance Assessment Invoice.