

**MUNICIPALITY OF CENTRAL MANITOULIN**

**BY-LAW 2024-14  
ENTRANCE PERMIT SYSTEM  
(Repeal's By-laws 2000-02 "A" and 2004-22)**

**Being a By-law to implement an entrance permit system in the  
Municipality of Central Manitoulin**

**WHEREAS** The Municipality of Central Manitoulin deems it necessary to create an entrance permit system and;

**AND WHEREAS** under The Municipal Act, 2001, S.O. 2001, c. 25 Section 11(3) which allows the Municipality to pass by-laws regarding highways, and;

**AND WHEREAS** the Municipality of Central Manitoulin does hereby deem it advisable to establish a driveway entrance permit system, and;

**NOW THEREFORE** the Council of the Municipality of Central Manitoulin enacts as follows:

**1. Definitions**

- 1.1 "CAO" shall mean the CAO of the Municipality of Central Manitoulin.
- 1.2 "Council" Shall mean the Council of the Municipality of Central Manitoulin.
- 1.3 "Culvert" shall mean a tunnel carrying an open drain under a road.
- 1.4 "Ditch" shall mean a narrow channel dug at the side of a road to hold or carry away water.
- 1.5 "Driveway Entrance" shall mean the portion of a driveway which immediately abuts the public right of way or a private street.
- 1.6 "Entrance Pillars" shall mean columns created at the beginning of a driveway entrance.
- 1.7 "Municipality" shall mean the Municipality of Central Manitoulin.
- 1.8 "Road Superintendent" shall mean the road superintendent of the Municipality of Central Manitoulin.

**2. General Provisions**

- 2.1 Entrance permits shall be required for new entrances and for upgrades of existing entrances and;
- 2.2 Entrance permits may be issued under the specifications attached as "Schedule A";
- 2.3 The Municipality may require a culvert installation, that is, depth and location, so as to facilitate future and/or proposed ditch construction on the part of the municipality;
- 2.4 The Municipality may, in special instances, exempt the requirement of a culvert in a location where no water flows are foreseeable;
- 2.5 Should the work not be carried out to the satisfaction of the Road Superintendent according to the specifications attached, then the Municipality may have the work completed and the owner will be billed for the work;
- 2.6 Appeals to the entrance permit process or system may be directed to the CAO, who may refer the matter to Council;
- 2.7 A permit fee of \$150.00 be imposed to accompany the application for an entrance permit (See Schedule "B").

2.8 Properties located on a Provincial Highway must register through the Ministry of Transportation for entrance ways.

### **3. Entrance Way Specifications**

- 3.1 Where drainage is provided by existing roadside gutters, entrances may be constructed so as to fall to the elevation of the gutter line;
- 3.2 Each entrance must be designed, constructed and maintained in such a manner so as to prevent the discharge of surface water from the entrance way or from private property onto the traveled portion of the road;
- 3.3 Commercial entrances shall be constructed in accordance with the “Commercial Site Access Standards”, established by the Ministry of Transportation;
- 3.4 Concrete curbing is not permitted within fifteen (15) feet of the edge of the traveled portion of the road, except where it ties into existing concrete;
- 3.5 Drainage structures other than culverts must be designed and constructed according to Ministry of Transportation standards;
- 3.6 Culverts shall be placed so as not to impede the flow of water through them;
- 3.7 In all cases, design and construction is subject to the approval of the Road Superintendent;
- 3.8 A minimum thickness of eight (8) inches of crushed granular material shall be placed as the driving surface on all entrance ways;
- 3.9 During construction of the entrance, the drainage structure shall be protected from denting or scouring of the galvanized coating;
- 3.10 Cut and fill side slopes shall have a minimum fall of one vertical to two horizontal;
- 3.11 Permits will not be issued for culvert headwalls. Head walls removed by Municipal employees during the course of maintenance or construction operations will not be replaced by the Municipality;
- 3.12 The minimum culvert length shall be thirty (30) feet depending on the depth and other conditions and as required by the Road Superintendent and the minimum diameter shall be twelve (12) inches. Minimum thickness shall be 16 gauge (1.6mm).

### **4. Installation Specifications for Culvert Entrances**

- 4.1 The property owner shall supply all labour and materials at his/her own cost;
- 4.2 New corrugated galvanized metal pipe or ribbed plastic pipe shall be used;
- 4.3 The minimum culvert length shall be thirty (30) feet depending on the depth and other conditions and as required by the Road Superintendent, and the minimum diameter shall be twelve (12) inches with a minimum thickness shall be 16 gauge (1.6mm);
- 4.4 The bottom of the culvert shall be two inches (5cm) below the existing or planned stream or ditch bed;
- 4.5 Additional culvert length may be required to maintain the required entrance top width;
- 4.6 The minimum top entrance width shall be twenty five (25) feet (6.09 metres);
- 4.7 Entrances shall be constructed with approved material (i.e. pit run or 5/8” crushed gravel);
- 4.8 Eight inches (20.32 cm) of granular type “A” gravel shall be placed from the pavement or traveled edge of the road to the property line for rural entrances;

- 4.9 Asphalt pavement shall be placed from pavement edge to the property line for urban and commercial entrances where the road surface is asphalt;
- 4.10 The ends of entrances shall be 2:1 slope with no headwalls, curbs or any other obstructions permitted.

**5. Prohibitions**

- 5.1 No person shall create an entrance on their property without first obtaining the approval from the Municipality of Central Manitoulin, and;
- 5.2 No person shall cause or permit construction of entrance pillars on municipal highways, roads, streets or right-of -ways.

**6. Enforcement and Penalties**

- 6.1 Any person who contravenes or fails to comply with any provision of this By-Law is guilty of an offence and upon conviction is liable to a fine as provided by the Provincial Offences Act, R.S.O. 1990, chapter P.33 as amended. (See Schedule "B");
- 6.2 Each day that a contravention of this By-law continues shall constitute a separate offence;
- 6.3 The cost of any action taken by the Municipality to ensure compliance with this or any other By-law shall be recoverable to the limits as provided by-law;
- 6.4 No person shall hinder or obstruct or attempt to hinder or obstruct an officer who is exercising a power or performing a duty under this By-law;
- 6.5 This By-law repeals the Municipality of Central Manitoulin By-Law 2000-02 "A" and By-law 2004-22.

**7. Administration**

- 7.1 That this By-Law shall come into full force and effect after the third and final reading thereof.

**Read a first time on this 30th day of January , 2025.**

**Read a second and third time and finally passed on this day of , 2025.**

\_\_\_\_\_  
**Richard Stephens, Mayor**

\_\_\_\_\_  
**Denise Deforge, CAO/Clerk**

I, \_\_\_\_\_, Clerk of the Municipality of Central Manitoulin, hereby certify that the foregoing is a true copy of By-Law 2024-14 passed by the Council of the Municipality of Central Manitoulin on the \_\_\_\_ day \_\_\_\_ of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Clerk

**Municipality of Central Manitoulin  
PART 1 Provincial Offences Act**

**By-Law 2024-14 Entrance Permit System**

**Schedule "A"**

<b>ITEM</b>	<b>COLUMN 1 Short Form Wording</b>	<b>COLUMN 2 Provision Creating or Defining Offence</b>	<b>COLUMN 3 Set Fine</b>
<b>1</b>	Create an entrance on property without first obtaining the approval from the Municipality of Central Manitoulin.	5.1	\$500.00
<b>2</b>	Cause or permit construction of entrance pillars on municipal highways, roads, streets or right-of -ways.	5.2	\$250.00
<b>3</b>	Hinder or obstruct or attempt to hinder or obstruct an officer who is exercising a power or performing a duty.	6.2	\$500.00

**"Note: The penalty provision for the offences indicated above is section 6.1 of this By-Law No. 2024-14 of which a certified copy has been filed".**

**Schedule "B"**

**MUNICIPALITY OF CENTRAL MANITOULIN  
ENTRANCE PERMIT APPLICATION**

DATE: \_\_\_\_\_

Roll# 51-04- \_\_\_ - \_\_\_ - \_\_\_\_\_ - 0000

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LOT: \_\_\_\_\_ CONC: \_\_\_\_\_ PLAN: \_\_\_\_\_ MUNICIPALITY \_\_\_\_\_

ENTRANCE PARTICULARS:

RESIDENTIAL: \_\_\_\_\_ FARM/FIELD: \_\_\_\_\_ COMMERCIAL: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

PLEASE DRAW A SKETCH (IN THE AREA PROVIDED BELOW) OF THE PROPOSED ENTRANCE. PLEASE GIVE DIMENSIONS OF LOT AND ANY OTHER IDENTIFYING FEATURES SO THAT THE ROAD SUPERINTENDENT MAY INSPECT THE PROPOSED SITE:

- THE ACTUAL PROPOSED LOCATION SHALL BE MARKED WITH STAKES.
- NO CONTRUCTION OF AN ENTRANCE SHALL COMMENCE UNTIL THE APPROVAL HAS BEEN ISSUED.



**SIGNATURE OF APPLICANT**

\_\_\_\_\_

**Office Use**

1. Fee: \$150.00 Paid: \_\_\_\_\_

2. Location Approved: \_\_\_\_\_ Date Site Inspected: \_\_\_\_\_

3. Construction Approved: \_\_\_\_\_ Date Construction Approved: \_\_\_\_\_



Schedule "C"

**DECLARATION BY PROPERTY OWNER**

**RE: ENTRANCE PERMIT SYSTEM**

I \_\_\_\_\_, being the legal owner of property  
(PLEASE PRINT)

described as Lot \_\_\_\_\_, Concession \_\_\_\_\_, Plan # \_\_\_\_\_,

Part # \_\_\_\_\_, located at (Civic Address) \_\_\_\_\_

and having a Tax Assessment Roll # \_\_\_\_\_,

I \_\_\_\_\_ declare that the proposed entrance system requested is only for the purpose to access my property and I have educated myself on all municipal by-laws pertaining to land use and building. i.e., Municipal Zoning By-law and Municipal Building By-law.

I also understand that any contravention may result in legal action being undertaken.

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date