



The Corporation of the Township of Tiny  
**Public Works Department**

Procedure / Policy Name: Drainage Ditch/Culvert Maintenance and Responsibilities		Number: <b>PW-21</b>
Effective Date: <b>01 August 2016</b>	Revision Number: <b>0</b>	Page: <b>1 of 3</b>

**Introduction:**

The following policy is established to define the responsibilities for the maintenance of drainage ditches/culverts within the Township of Tiny.

The Township receives numerous requests to investigate the responsibility of the residents or Township for the regular maintenance and upkeep of drainage ditches/culverts located on Township of Tiny property.

Drainage ditches/culverts are typically located within Township property or along roadways to ensure water is routed, to the best of the geographic possibilities, away from lots and buildings.

This Policy was developed to provide a clear understanding of the Townships and residents responsibility for the maintenance of the drainage ditches/culverts.

**Objectives:**

To improve the means by which the Township of Tiny can provide accurate and consistent responses to resident enquiries about ditching.

To outline the Township standard procedures for ditch maintenance.

**Procedure:**

The following procedure outlines the various items/responses for Residents about Township Ditches and Culverts:

- 1) Property Ownership: For all Township road allowances, the Township of Tiny owns the property from the edge of the resident property line to the other side of the road resident property line (the road allowance includes the paved or constructed road). See attached sketch for more details.
- 2) Culvert Maintenance: The resident is responsible for the purchase of a driveway culvert and is responsible for its replacement at the end of the lifecycle. The Township maintains all culverts installed. Culverts may cross under roads, driveways or any right of way/easement. The resident should



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contact the Township in cases where a culvert is blocked or requires maintenance.

- 3) Ditch Maintenance (Residents): Township ditches are to be maintained with the following considerations:
  - a. Regular natural plant growth is encouraged, such as bull rushes, weeds and plants.
  - b. No dumping of leaves, debris, garbage, branches, old plants, etc. is permitted.
  - c. Removal of any rocks, gravel or sand due to road sweeping, snow removal or road gravel is at the discretion of the resident.
  - d. Any sod installation and maintenance is at the discretion of the resident.
  - e. Any additional works done within the ditch such as rocks or any other ditch treatment is the responsibility of the resident to maintain including any damage or repairs required to bring the area back to the previous condition. If the ditch profile enhancement causes any drainage problems or issues the resident is responsible to bring the ditch back to the original form.
- 4) Ditch Maintenance (Township): The Township is responsible to:
  - a. Maintain flow through the ditch where possible with elevation changes that will support natural flow.
  - b. Remove any obstacles that impede flow.
  - c. Complete ditch profile improvements as needed based on the annual ditching program by means of excavating debris. In addition, seeding may be required to maintain the ditch slope stability.
- 5) The Township has developed Procedure/Policy PW-04 which will identify acceptable plants to be planted on Township lands.
- 6) Ditch dimensions are designed for the engineering needs of drainage management and not to the specific request of the resident.



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- 7) New culvert installations will only be approved up to a maximum length of 9 meters.
- 8) Requests for deviations from this Policy will need to be requested through the Manager of Public Works.
- 9) Due to the snow removal required and the safety to ensure that roads are cleared, sanded/salt damage may occur at the roads edge to lawns or driveways. The Township will not be held responsible for any damage or repairs required to fix or repair the affected area. It is recommended that the edge of grass/yard is lower than the road surface to reduce the potential for any damage. In addition driveways at the roads edge may receive damage due to plow activity which is not the responsibility of the Township to repair/replace.
- 10) The Public Works staff tour plow routes on an annual basis to identify any encroachments or items which may cause damage to Township equipment or resident items due to their proximity to the Township road allowance. This will not absolve the resident of damage costs/works on Township property.