



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kelly Church  
**DATE:** 02/05/2016  
**SUBJECT:** Draft Entrance Policy  
**ATTACHMENTS:** Policy to regulate construction or alteration of entranceways 2016 draft.doc

---

## **RECOMMENDATION:**

THAT The Council of the Township of North Huron hereby receives the May 2nd 2016 Draft Entrance policy for information purposes.

AND FURTHER THAT Council approves the Draft Township of North Huron Entrance Policy as presented;

AND FURTHER THAT the Clerk is directed to prepare a by-law to adopt the Township Entrance Policy at the May 16th 2016 Council meeting.

AND FURTHER THAT the Director of Finance is directed to amend the Township's fee by-law to include an entrance permit fee of \$250.

## **EXECUTIVE SUMMARY**

The Municipality is without a policy to deal with or regulate the construction or alteration of any entrances, private roads or access to municipal road ways within the Township of North Huron.

## **DISCUSSION**

Past practice was to have the Director of Public Works determine if and where the entrance could or should be located, the CBO would also be consulted on occasion. Adopting this policy would regulate a standard outlined in the policy and also a fee schedule to the costs associated with the request. The policy also outlines what is required and who is responsible for construction and costs associated with the entrance. Inspection of the entrance on completion and acceptance by the Municipality, and after passing the installation the ownership of the entrance would be that of the Municipality.

## **FINANCIAL IMPACT**

It is recommended that the Township's fee by-law be amended to include a \$250 entrance permit fee. Revenue would be generated to offset the cost of inspection. It is recommended that the revenue generated be put into reserves for future replacement of owned entrance culverts that the Municipality would assume as outlined in the policy.

## **FUTURE CONSIDERATIONS**

An entrance permit system will help to regulate the placement of entrances, including guidelines for sight lines, construction and safety considerations.

## **RELATIONSHIP TO STRATEGIC PLAN**

Goal #4-Our administration is fiscally responsible and strives for operational excellence.

---

Kelly Church Director of Public Works

---

Sharon Chambers, CAO