

Policy Number: Culvert Policy # CP-11-2020

Coverage: Village of Belledune

Council Approval: 2020 11 16
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Effective Date: 2020 11 16
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CULVERT POLICY

Category: Public Works

1. PURPOSE:

The purpose of this policy is to outline the responsibilities of the Village and/or property owner for the installation or replacement of culverts.

2. BASIC STATEMENT:

It is the responsibility of the Public Works Department to investigate each culvert request and determine if a new culvert is needed or if the existing culvert can be repaired. If required, the Public Works Department will install one 24 foot private driveway culvert to carry surface water under driveways at no cost to the homeowner. For businesses, a 48 foot culvert can be installed.

The responsibility of the cost to install culverts and accessories is as follows:

- 1) Any culvert that is required to access any private property, either residential or business, installed in any roadside ditch on an existing Village road that is either owned or serviced by Village forces is the responsibility of the Village.
- 2) This Policy does not apply to culverts required in new roads located in private developments such as subdivisions or new culverts installed in Village roads as a result of Capital Projects.
- 3) Any culvert installed on any private property as a result of a resident's request to culvert an existing or new water course is the responsibility of the property owner. Property owners should be aware that watercourses on private properties are often considered protected wetlands, and alternations need to be approved by the Department of Environment and Local Government.
- 4) A culvert that provides access to a private property and, in the Village's opinion, requires replacement due to deterioration will be replaced by the Village at no cost to the property owner.
- 5) Any repairs required to maintain good working order of an existing culvert is the responsibility of the Village. The Village will make the surface of the driveway as it was prior to repairs, including any repaving.
- 6) Any modifications to a functioning culvert is the responsibility of the Property Owner. This includes but is not limited to any heaved or sunken culverts.

The Village reserves the right to install culverts and accessories at the Village's expense in any ditch, water course, or any other location it deems the installation is required for a public good. Accessories include all drainage related items, i.e., culverts, couplers, catch basins, covers, frames, etc.

The Village reserves the right to remove any existing culvert or ditching infrastructure that was installed without the permission of the municipality.

3. MUNICIPAL CONTRIBUTION:


The Village of Belledune recognizes that ditches, culverts and related infrastructure are municipally owned assets. In an attempt to further incentivize residents to upkeep the grounds closest to their properties, the Village of Belledune will contribute no more than \$500 to a resident who desire to develop any of the following;


- Widening of an existing driveway;
- Installation of a secondary property access;
- Filling of the ditch along the frontage of their property;
- Other activities related to public safety or beautification of property, subject to prior municipal approval.

Any resident looking for municipal contribution for modifications must submit a letter to the municipality detailing the scope of work they would like to have done. Municipal contribution will be approved on a first come, first serve basis, based on the date that applications are received, and subject to available annual budget. Municipal contributions are limited to one transaction per property.

The scope of work for each project must be approved by the Public Works Manager or his or her designate, prior to work beginning. The homeowner will be responsible for hiring and paying a licensed contractor to do the work, and will receive compensation after the project is complete, subject to receipts/invoices being submitted to the municipality. If the Public Works Manager or his or her designate, determines that engineering services are required, the expenses associated to the services are the responsibility of the homeowner. It should be noted that some ditches and culverts will not be eligible for modification due to water flow patterns, and ensuring water is kept off of road and street surfaces.

Adopted the 16th day of November, 2020


Clerk/Treasurer


Mayor

