

TITLE: CULVERT POLICY
SECTION: ENGINEERING & PUBLIC WORKS
POLICY NO: 31600-01

APPROVAL DATE: June 19, 2023

CAO Signature: 

PURPOSE

To manage the Town's new and existing driveway culverts.

POLICY STATEMENT

It shall be the responsibility of the Operations 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 Operations Department will install a 6-meter private driveway culvert to carry surface water under driveways at no cost to the homeowner.

If a homeowner wishes to fill the ditch along the front of their property, other than under the driveway, they must have the Town Engineer or his or her designate investigate the situation to determine if culvert pipe is required. The homeowner would be responsible for hiring and paying a contractor to do this work, using a new concrete or PVC culvert pipe with the type and the size to be given Town approval before installation.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	Ensure the policy is reviewed on a regular basis and updated as required.
Public Works Foreman	Ensure policy is followed when requests for driveway culverts are received

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy reviewed	Director of Operations, Bourgeois	Council	

MINUTES REFERENCE DATE

December 14, 1987 September 18, 1989 February 23, 2015