

Village of Haines Junction Culvert Policy

Policy #29-20

Objective

The Village of Haines Junction Culvert Policy will define the process for culvert installation and maintenance.

Outcomes

The Policy will:

- Ensure that culverts are installed that provide sufficient drainage;
- Outline the responsibilities of property owners and the Village with regard to culvert installation, maintenance and repair; and
- Provide for the sale of culverts to property owners.

Parameters

The following parameters are required:

- Culverts are required for every driveway unless a written approval to waive this requirement is received from the Public Works Manager or designate.
- Culverts will be installed and purchased at the expense of the property owner.
- Culvert installation requires approval by the Public Works Manager or designate as outlined in the Policy Procedures.
- The Municipal Public Works Department will maintain and clean culverts.
- The Municipal Public Works Department will repair or replace damaged culverts where such damage occurred during the execution of Municipal work.
- Any culverts damaged outside of the execution of work by the Municipal Public Works Department will be repaired and replaced at the cost of the responsible party. If no responsible party can be determined, the costs will be borne by the Village.
- Municipal Public Works Department staff are authorized to perform the required repairs or scheduled maintenance on all culverts and adjacent drainage ditches.
- Removal and re-installation of a culvert due to incorrect positioning or installation is not considered a repair.
- Culverts stockpiled at the Public Works Yard may be sold to property owners as outlined in the Policy Procedures.

Culvert Policy #13-97 is hereby repealed upon adoption of Culvert Policy #29-20.

Adopted by Resolution #351-20 on the 23rd day of September, 2020.



Dan Rodin, Chief Administrative Officer



Culvert Policy Procedures

Culvert Installation

Culvert must be installed for every driveway or pathway that bridges a drainage ditch or as directed by the Public Works Manager or designate. Failure to install the culvert as directed will result in the culvert being removed and reinstalled. The cost of removal and re-installation will be at the cost of the property owner. If a culvert is damaged when removed, a new culvert must be purchased by the property owner

Property owners must complete *Schedule A* Culvert Installation Permit Application and Final Approval form to receive approval to install a culvert.

Culverts must have a minimum diameter of 250 mm (10 inches), unless otherwise approved by the Public Works Manager or designate as determined by the site drainage conditions.

Culverts must have a minimum length of 6 m (20 feet) and a maximum length of 12 m (40 feet), unless otherwise approved by the Public Works Manager or designate as determined by the site drainage conditions. The Public Works Manager or designate may require a mid-point access for any continuous section of culvert longer than 9 m (30 feet).

Culverts shall be Class III reinforced concrete pipe or aluminium-coated corrugated steel pipe with a wall thickness of 2.0 mm (14 gauge), unless otherwise approved by the Public Works Manager or designate. Concrete headwalls may be required at the discretion of the Public Works Manager or designate.

Only new culverts shall be installed unless it is determined by the Public Works Manager or designate that a proposed used culvert is of the equivalent standard and quality as a new culvert.

The Public Works Manager or designate will review the completed *Schedule A* Culvert Installation Permit Application and Final Approval form within ten (10) business days of receipt.

If the proposed culvert installation is appropriate for the site drainage conditions, the Public Works Manager or designate will approve the proposed culvert installation and notify the property owner.

If the proposed culvert installation is not appropriate for the site drainage conditions, the Public Works Manager or designate will notify the property owner that the proposed culvert installation is not approved and may recommend a revised culvert installation where applicable.

Property owners may proceed with the proposed culvert installation only after having received notification of its approval.

Property owners should advise the Village that a culvert installation has been completed to arrange a final culvert installation inspection with the Public Works Manager or designate.

Should the property owner not advise the Village that a culvert installation has been completed, the Public Works Manager or designate is authorized to complete a final culvert installation inspection two (2) business days after the Installation Date indicated on the approved *Schedule A* Culvert Installation Permit Application and Final Approval form.

The Public Works Manager or designate will advise the property owner whether the final culvert installation is approved.

Should the final culvert installation not be approved, property owners will have ten (10) business days to remedy the issues indicated by the Public Works Manager and receive final approval. Failure to remedy the issues within ten (10) business days will result in the culvert being removed and reinstalled. The cost of removal and re-installation will be at the cost of property owner. If a culvert is damaged when removed, a new culvert must be purchased by the property owner

Culvert Cleaning, Maintenance and Repair

Culvert spring thawing and maintenance will be scheduled by the Public Works Manager or designate on an annual basis.

Property owners are responsible for advising the Village of any culverts in need of repair or replacement. The Village cannot be held responsible for any damage to property caused by a damaged culvert that has not been reported to the Village by the property owner.

The Public Works Manager or designate will inspect damaged culverts to determine if they should be repaired or replaced.

Any culverts damaged during the execution of work by the Municipal Public Works Department will be repaired or replaced by the Municipal Public Works Department.

Any culverts damaged outside of the execution of work by the Municipal Public Works Department will be repaired and replaced at the cost of the responsible party. If no responsible party can be determined, the costs will be borne by the Village.

Culvert Purchase

Property owners may purchase culverts and/or couplers stored at Public Works Yard at cost plus a 20% administrative fee. Cost is determined by the most recent purchase price for the item.

Property owners must have submitted a *Schedule A* Culvert Installation Permit Application and Final Approval form and have received approval for their proposed culvert installation in order to purchase a culvert from the Village, unless that culvert is for use outside of the municipal boundaries or for a non site drainage purpose.

Only new culverts will be sold to property owners under the Culvert Policy. Used culverts may be sold under the current disposal of surplus goods policy or as approved by Council.

Payment must be received in full by the Village before a culvert can be removed from the Public Works Yard.

The Municipal Public Works Department will deliver culverts purchased for installation within the municipality at the property owner's request and at a time that is approved by the Public Works Manager or designate.



Haines Junction Culvert Installation Permit Application and Final Approval

Owner(s) Name: _____

Contractor: _____

Billing Address: _____

Phone Number(s): _____ Email: _____

Culvert Location: Block _____ Lot _____ Subdivision _____

Installation Date: _____

Culvert Length: _____ Culvert Diameter: _____

Culvert Supplier: Village Price: _____

Other (please specify) _____

Terms and Conditions

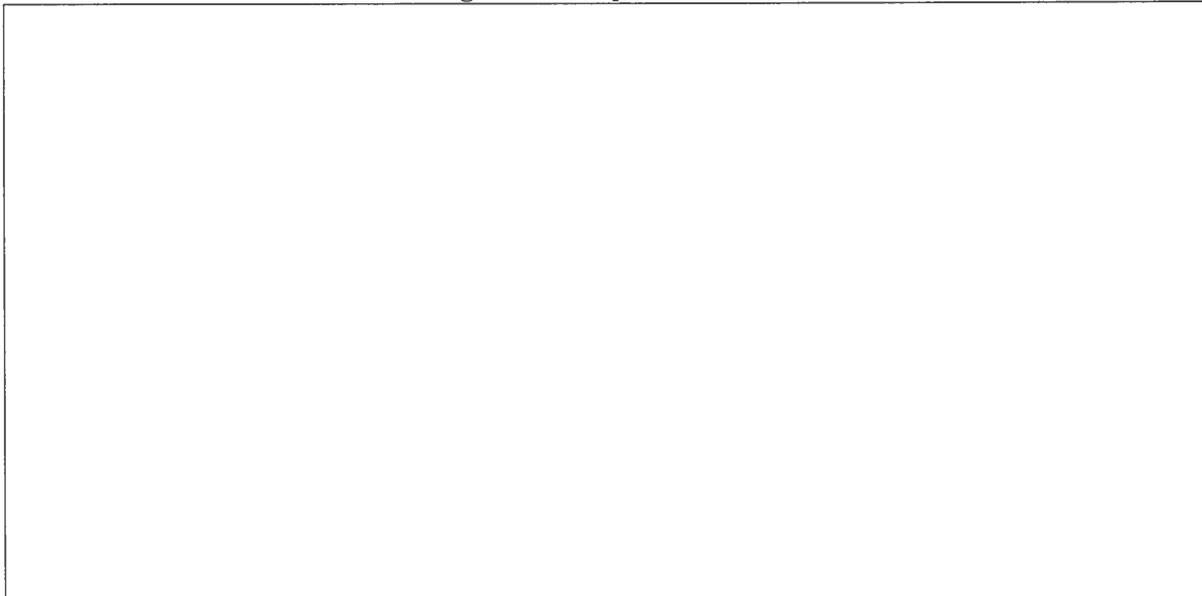
Culvert purchase, installation, maintenance and repair is as prescribed in Culvert Policy #29-20.

Culverts are purchased and installed at the expense of the property owner.

Incorrectly installed culverts will be reinstalled and/or repaired and/or replaced at the expense of the property owner.

I agree to the above terms and conditions: _____

Diagram of Proposed Installation Location



Instructions:

On the diagram you must identify the location of the proposed installation, the length of culvert, and the three closest property lines. The diagram does not need to be proportionate but you need to identify the distance of the culvert from the identified property lines and from any nearby utilities installations such as fire hydrants and utility poles.

Approval:

Public Works approval of proposed installation: _____
Signature Date

Public Works approval of installation: _____
Signature Date