

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Culvert and Approach installation	<i>POLICY NUMBER:</i> 3.5.20	<i>EFFECTIVE DATE:</i> November 14, 2011
<i>ORIGIN:</i> Works & Utilities Committee	<i>ADOPTED BY COUNCIL ON:</i> November 14, 2011	<i>DATE AMENDED:</i>

1. **PURPOSE**

To provide a consistent level of service to property owners wishing to have an approach installed on their property.

2. **PROCEDURE**

The owner of the property would be notified that they are responsible for their approach and their culvert, to be constructed to City standards. They would also be notified that the thawing of the culverts would remain the responsibility of the city.

3. **SIZING**

The Director of Works & Utilities or the City Engineer will determine the appropriate specification and size of the culvert required.

4. **PROGRAM RATIONALE & BENEFITS**

To provide a consistent guide to the Director of Works & Utilities for the installation of culverts and approaches.

5. **CULVERT MAINTENANCE**

If a problem occurs with the flow of the culvert, due to lack of maintenance, the city would notify the owner of the problem and give them a chance to rectify it. If no action is taken by the owner in the allotted time, the city would have authority on public property, to remove a poorly maintained culvert and charge the cost of the work to the property owner, at the discretion of the Director. This work would be done by city crews to allow the surface water to flow. This would be done to mitigate any liability of upstream business owners being flooded.