



CULVERTS POLICY

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Classification	MUN
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Approval Authority	COUNCIL
Supersedes	
Mandated Review	2027

1. PURPOSE

The purpose of this policy is to clarify the responsibilities of repair or replacement and control of standards and quality of work for driveway culverts within the limits of the City of Bathurst.

2. SCOPE

This Policy applies to all properties within the limits of the City of Bathurst.

3. DEFINITIONS

- (1) **CITY** means the City of Bathurst
- (2) **COUNCIL** means the mayor and councillors of the municipality
- (3) **DITCH** means a trench dug in the ground for the drainage of surface water
- (4) **DRIVEWAY CULVERT** means a private entrance across a ditch constructed from a pipe laid on the bottom of the ditch in the direction of the flow and covered with fill material to allow access while maintaining the normal water flow
- (5) **INSPECTION** means an on-site inspection by a municipal employee
- (6) **OWNER** means the person whose name is entered for the purpose of the assessment of a property pursuant to the *Assessment Act*.

4. POLICY STATEMENT

The City Engineer, appointed by the council, is responsible for implementing this policy.

All work related to main driveway culverts as well as secondary driveway culverts must be established under supervision and according to the requirements of the municipality as stipulated in section 2.

The responsibility for installation, maintenance, repair and replacement of all driveway culverts within the limits of the City of Bathurst are allocated as follows;

1. Types of work required

a) Responsibility of the property owner

- i. Installation
- ii. Relocation
- iii. Extension
- iv. *Maintenance for debris originating from the property
- v. Repair
- vi. Replacement

Any new access to a property, replacement or the extension of a driveway culvert must be submitted to the municipality for authorization.

The owner must complete and submit the Municipal Agreement Form attached in Appendix A before any of the stipulated work can begin.

The municipality will provide written approval or refusal of the request.

Design specifications and sight distances must be respected before authorization can be issued and before work can begin.

*All residents are required to keep debris from their property clear of the drainage ditch, any debris originating from the property which obstructs the drainage path shall be removed at the property owner's expense.

Permit requests must be made in advance of work being done.

If a driveway culvert on a property affects the flow of water, the owner, at his own expense, will repair or replace it within thirty (30) days of notice from the municipality. Should the owner refuse or fail to complete the work, the municipality reserves the right to remove the culvert at the owner's expense.

b) Responsibility of the City

- i. Replacement required due to realignment of the ditch or grade
- ii. Maintenance for debris originating from the street
- iii. Repair of damage caused by City equipment

- iv. Repair or maintenance as deemed necessary by the City in order to maintain the integrity of the roadway

The City of Bathurst will not be responsible for the culvert if any alterations are made to the original culvert or if the culvert is damaged by the owner.

The municipality is responsible for repairing and restoring to its original condition, or as close as possible, any private driveway damaged by repairs, maintenance or operations carried out by the municipality up to the maximum residential or commercial length mentioned in section 2.h).

However, it is noted that existing wooden retaining walls or other vertical walls damaged by repair work will be replaced by riprap.

2. Installation Standards and Authorized Culvert Types

- a) A driveway culvert must allow free flow of water at all times.
- b) Each driveway culvert must be designed to create a stable and durable crossing withstanding sufficient loads.
- c) Where soil bearing capacity is low, the culvert must be installed on a minimum of 150 mm crushed stone surface. The entrance culvert must be backfilled with compacted granular cushion as recommended by the municipality.
- d) The thickness of 0-34,5 mm (0-1¼ in.) gravel backfill to be installed above the culvert must be sufficient to prevent the culvert from lifting during freezing and thawing.
- e) The slope of the entrance culvert must be identical to the natural slope of the ditch (minimum 0.5%) and without any deflection in either horizontal or vertical alignment.
- f) The driveway culvert must be installed so that the bottom is level with the natural ground, to avoid creating stagnant water.
- g) Unless otherwise approved by the municipality, all culverts must be corrugated plastic polyethylene (PE) pipe with a smooth coating conforming to CAN/CSA 8182.6 and a minimum strength of 320 kPa as per ASTM D2412.
- h) Polyvinyl chloride (PVC) and galvanized corrugated steel pipes are not permitted. However, Class III reinforced concrete pipes may be permitted in certain cases, subject to municipal approval.
- i) Pipe diameter must be approved by the City Engineering Department.
- j) Pipes installed by the owner must be in good condition and recognized as such by the municipality.

- k) A municipal employee will visit the site to inspect the work. The municipality must be contacted at least 72 hours before the work is carried out.

3. Obstruction and Filling of Drainage Ditches

- a) No one shall block a watercourse or ditch or fill a drainage ditch. Only the municipality or a developer may install the storm sewer system. If an owner wishes to fill a ditch on any property, a request for authorization must be sent to the municipality.
- b) Anyone who has intentionally or unintentionally, directly or indirectly, obstructed a ditch in front of their property, shall correct the defect or have it corrected by the one who caused the defect within 7 days or as instructed by the municipality.
- c) In the event of ditch repairs or any other intervention carried out under municipal authority, culverts that must be removed will be rebuilt at no cost to the owner, provided the pipes are in good condition and of a quality or diameter compatible with the requirements of section 2 of this policy. If this is not the case, the owner must immediately provide a replacement pipe that complies with this policy, failing which the culvert will not be rebuilt.

4. Construction Season

- a) In order to allow the municipality to carry out the work set out in this policy, the normal construction period is from May 15th to October 31st of each year, depending on the weather. No work may be carried out between October 31 and May 15, except in the case of emergency repairs or with the approval of the municipality.

5. Sanctions

- a) If work is carried out without the municipality's authorization, an assessment will be made to determine whether the work complies with policy guidelines.
- b) In case of non-compliance with the established standards, a written warning shall be served to the said individual advising them to correct the defect within thirty (30) days of the warning.
- c) Once the deadline has passed, the municipality reserves the right to carry out the necessary work at the owner's expense.
- d) The municipality may request from an appropriate court, including at the initial trial, for an order for full reimbursement of legal fees incurred, including costs and expenses of prosecution in all proceedings against the individual, partnership or association found guilty of any violation of the provisions of this policy.

5. RELATED DOCUMENTS

- Municipal Agreement Form.

6. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)