

<b>RURAL MUNICIPALITY OF BROKENHEAD POLICY AND PROCEDURE MANUAL</b>		<b>POLICY NO: PUB-104</b>
<b>REFERENCE:</b>	<b>ADOPTED BY: Res. No. 247-08</b>	<b>Page 1 of 1</b>
<b>PUBLIC WORKS</b>	<b>Date: June 10, 2008</b>	
<b>TITLE: DRAINAGE</b>		<b>DATE LAST REVIEWED BY MGMT: MAY 21, 2008</b>

## 1. PURPOSE

The purpose of this policy is to define the responsibilities and limitations of the Rural Municipality of Brokenhead concerning routine drainage system maintenance, and the Municipalities response to drainage and flooding complaints.

## 2. RIGHT-OF-WAY DRAINAGE MAINTNANCE

1. The Municipal Drainage facilities including ditches, swales, side drains, culverts, cross culverts, driveway culverts, storm sewer culverts leading to outfalls, box culverts, drainage inlets, within established right-of-ways and subdivision drainage systems that handle roadway drainage and lot drainage are to be routinely maintained.
2. Service requests from the general public for roadway drainage and municipal drain related concerns shall be referred to the Manager of Operations. The Manager of Operations shall initiate a procedure to handle drainage requests in the following manner:
  - a) Property owner submits an application accompanied by a deposit adequate to cover the cost of developing a drainage plan.
  - b) Develop an overall plan of the affected drainage area.
  - c) Notify all effected property owners in writing within the drainage area, of the intended proposal. The notice shall provide affected property owners the opportunity to respond to the proposed project within a reasonable time period. Response options shall include approval, no objection, and objection.
  - d) Public meeting is to be held to hear from affected property owners. Sixty per cent (60%) of the affected property owners must approve the proposed project, before the project may proceed.
  - e) Survey if required is undertaken and cost estimates prepared for the Drainage Committee's submission to Council.
  - f) Drainage licence if required is submitted to Licensing Authority
  - g) Work is scheduled, pending Licence approval (if Licence required), and Councils approval. (Yearly estimates)

3. Maintenance requests will not be given priority over scheduled maintenance unless it is determined by the Manager of Operations that failure to perform requested maintenance will seriously impact the drainage in the area where unscheduled maintenance is being requested.
4. Emergency related maintenance such as failure of storm sewers, pipes, or drainage ditches and swales will be the responsibility of the Manager of Operations.
5. The Manager of Operations or designate will assess standing water in ditches, swales, or other low lying lands, but standing water may not constitute a need for maintenance.
6. Pipe installations in municipal ditches for access purposes to private lands shall be the responsibility of the property owner. Pipe installations shall be regulated as follows:
  - a) Property owners are to make application to the municipal office for permission to install an access drive.
  - b) The municipality shall provide the applicant with information regarding the proper size of culvert required and installation procedures.
  - c) The applicant may apply to municipal council for assistance in the cost of the required culvert and installation costs if the size of the required culvert exceeds 24 inches in circumference.
  - d) All pipe installations shall be new metal or plastic culverts.
7. Pipe installation in municipal ditches during drain maintenance or reconstruction shall be shared on a 50/50 cost basis. Pipe extensions shall be the responsibility of the property owner. Pipe installations shall be new metal or plastic culverts.
8. Routine mowing of swales, ditches, or easements, in rural residential development areas, that can be maintained with a standard lawn mower or hand held weed trimmer, is considered the responsibility of the property owner. In general, where the existing slope of the ditch is >3:1, the maintenance will be the responsibility of the property owner.

### **3. NON RIGHT-OF-WAY RELATED DRAINAGE MAINTENANCE**

1. The Manager of Operations shall be the contact for any questions, complaints, field investigations, and determination of responsible entity, prioritization and schedule status for maintenance and/or restoration of non-right-of-way drainage.
2. The R. M. of Brokenhead will not be responsible for any localized flooding of yards, gardens, driveways, docks, residences, accessory structures and sheds or problems caused by high ground water, wet yards or standing water,

3. Removal of sod and shrubbery may occur during routine maintenance of drainage facilities. Any sod removed during maintenance will be replaced with the same sod (if available).
4. Manager of Operations or designate will assess standing water in ditches, swales, or other low lying lands, but standing water may not constitute a need for maintenance.
5. Upon receiving a request for a property owner, the Manger of Operations or designate will try to determine a solution for any drainage problem on private property. If the property owner is satisfied with the solution, they may make application to the Municipality for custom work or hire a Contractor of their choice execute and perform the necessary work, subject to obtaining both Municipal and Provincial approval. In either case, the property owner shall be responsible for all costs associated with this work. The R. M. of Brokenhead shall provide the establishment of all grades necessary to carry out the proposed work with a fee to be charged to the property owner to cover the cost incurred by the Municipality.
6. In the event that more than one property owner is involved in a drainage project, the cost to each property owner shall be determined by dividing the total cost of the project by the total footage of property owned by each individual property owner and multiplying the resultant by he footage of each owner (footage of each property divided by total footage) x (total cost) unless otherwise agreed to prior to construction.
7. Custom work by Municipal Men and Equipment may be applied for by property owners submitting an application for custom work and by providing a waiver releasing the municipality from further liability. The R.M. of Brokenhead reserves the right to refuse any application for custom work for any reason.

#### **4. EMERGENCY PUMPING AND/OR CUTTING OF ROADWAYS**

Emergency pumping of floodwaters and/or the cutting open of municipal roadways will be evaluated in the following cases:

1. To protect the loss of life and the Public's health, safety and welfare.
2. To alleviate the flooding of public roadways.
3. As directed by the Manager of Operations or Municipal Council.