

Village of Port Clements

Ditch Infill Policy

Policy No. 09, 2013

Prepared by Kim Mushynsky - CAO

Adopted: October 21, 2013

Adopted amended policy: August 21, 2017

Last Reviewed: August 2017

Next Review: July 2019

Policy statement:

PREAMBLE:

This policy documents the circumstances and general process requirements for homeowners wishing to alter ditches adjacent to their property. The purpose of this is to allow the Village of Port Clements to consider the requests from Residents while maintaining proper drainage and safety standards. This policy only applies to Village roads, therefore Bayview Drive, Dyson Street and Cedar Avenue East are exempted from this Policy as the Ministry of Transportation has their own procedural requirements for ditches.

DEFINITIONS:

Ditch – a natural or artificial watercourse ranging from a depression, or swale, to an open channel that conveys water runoff from both public and private properties.

Ditch alteration – the addition of earthworks, landscaping works and/or pipes to a ditch system which eliminates a defined ditch system.


Ditch Infill – the replacement of a ditch with a culvert covered by earth and sod.

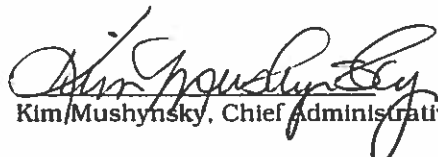
Drainage Basin – the extent of the area served by a ditch system.

Swale – a shallow grassed drainage channel with gently sloping sides

POLICY:

1. All ditch alteration requests must be submitted to the Public Works department in writing with a drawing delineating the limits of the ditch alteration.
2. Adjacent property owners will be made aware of the application in writing, by Village staff, and given an opportunity to comment on the request.
3. Public Works will determine the material requirements and any particulars unique to the property in question (such as catch basin installation, culvert size, etc.). The homeowner will be informed in writing of these requirements. If there is other work beyond the normal scope of ditch alteration (such as hydrant adjustment) these additional costs will be charged out separately.
4. Public Works reserves the right to deny any ditch alteration request.
5. An appeal to a denial from Public Works would be made to Council.
6. In addition to the specifications given to the homeowner under #3, the homeowner and/or the contractor responsible for the work shall have appropriate liability and property damage insurance not less than \$2,000,000. A fully refundable damage deposit in the amount of \$1000.00 shall be required before work can commence. The deposit will be returned within 90 days of completion of the work but will be held a minimum of 45 days to watch for any deficiencies/concerns with the work. The deposit may be used to correct deficiencies or finish work if required.
7. After approval Public Works must be called to inspect the site at two stages; first inspection is prior to backfilling to verify connections and ensure quality standards and the second inspection will be to verify completion of the project. Failure to adhere to the material requirements and particulars identified by Public Works in the approval process could result in forfeiture of the damage deposit to be used to undertake the necessary work.
8. Applicants are responsible for the purchase and installation of all approved materials required to complete the job.


Urs Thomas, Mayor


Kim/Mushynsky, Chief Administrative Officer