

RM OF REYNOLDS POLICY

Title: Driveway & Culvert Policy

Policy No. 03

Purpose:

The purpose of this policy is to ensure the safety of municipal roads and the protection of municipal drainage systems by regulating access approaches, and any required culverts, from private property to municipal roads within the Municipality, and that all Property Owners, with respect to approaches and culverts, are treated in a fair equitable manner.

Any request to deviate from these guidelines and specifications or appeal a decision must be forwarded, in writing, to the Chief Administrative Officer at the Rural Municipality of Reynolds, Box 46, Hadashville, MB ROE 0X0.

Policy:

1 Permanent Private Approaches

- 1.1 No person shall excavate for or construct any private approach within Municipal Rights of Way without authorization from the Municipality.
- 1.2 No person shall replace or extend a culvert or alter an existing private approach within Municipal Rights of Way without authorization from the Municipality.
- 1.3 Only one private crossing per land title shall be allowed, unless approved by resolution of Council.

2 Temporary Private Approaches

- 2.1 No person shall excavate for, or construct any temporary private approach within Municipal Rights of Way without authorization from the Municipality.
- 2.2 Upon expiry of a temporary private approach permit the approach shall be removed. If the temporary private approach is not removed, the Municipality reserves the right to remove the approach at the property owner's expense.

3 Application for Permanent and Temporary Private Approach Permit

- 3.1 A Property Owner requiring a private approach shall make application to the Municipality at the Municipal Office, in writing, on the Permanent and Temporary Private Approach and Culvert Application.
- 3.2 The Property Owner shall stake out the exact location of the proposed approach.
- 3.3 The Application will be forwarded to the Public Works Manager. The Public Works Manager shall visit the proposed approach site, determine the suitability of the site, and determine the size of the culvert required.

- 3.4 The Public Works Manager shall make a recommendation to Council. The Public Works Manager will take into consideration (but not limited to) topography, volume of traffic, drainage flows, type of road, previous incidents and any other factors that the Manager may determine applicable.
- 3.5 If the Public Works Manager finds the proposed approach to be acceptable, they will sign off on the application which will then be taken to Council for final decision and a permit will be issued.
- 3.6 If the Public Works Manager and Council do not authorize the application the Property Owner may appeal to Council by making presentation to Council through the normal delegation process.
- 3.7 The Property owner shall notify the Public Works Manager when the approach/culvert installation or repair is completed.

4 Approach Application Fee

- 4.1 The fee for the application shall be \$100.00. Culvert/Approach Application is hereby attached as Schedule "A".

5 Water Stewardship License and Bell MTS and Manitoba Hydro Locates

- 5.1 If required, the Municipality shall make application to Water Stewardship for a drainage license. All associated costs shall be charged to the Property Owner.
- 5.2 Where any Bell MTS or Manitoba Hydro locates are required, it is the responsibility of the Property Owner to acquire the locates.
- 5.3 No work can commence until all required licenses, permits, and locates are in place.

6 Approach and Culvert Specification

- 6.1 The approach shall be constructed of clay or A-base backfill with a minimum of 100 mm (4 inch) of good aggregate covering. No material larger than 20mm (3/4 inch) shall be used in the back fill. No frozen material may be used.
- 6.2 The standard residential approach shall be a minimum top width of 6 meters (20 feet) and a maximum of 9 meters (30 feet). The standard agricultural approach shall be a minimum top width of 9 meters (30 feet) and a maximum of 15 meters (50 feet).
- 6.3 The first 4 meters (13 feet) of the approach from the road may be no higher in elevation than the shoulder of the road.
- 6.4 The minimum slope of the sides of the approach is to be no more than 3:1. The side slopes shall be grassed unless stipulated otherwise in the Permit.
- 6.5 No approach shall be constructed over water and sewer utility infrastructure such as curb stops or water and sewer lines.

7 Culvert Specification

- 7.1 Unless stipulated in a Water Stewardship Drainage License, the size and the length of the culvert shall be at the discretion of the Public Works Manager.

- 7.2 Culverts must be placed at the ditch bottom, countersunk ½ inch to 1 inch below ditch bottom.
- 7.3 The culvert can be purchased from the Municipality. The Property Owner may purchase a culvert from a different vendor, but the culvert must have equal specifications to the culvert required by the Municipality and the culvert must be approved by the Public Works Manager.

8 Culvert End Treatments and Driveway Structures

- 8.1 Culvert end treatments must be approved by the Public Works Manager
- 8.2 No structures such as curbs or ornaments that are on the approach may extend above the elevation of the approach surface.
- 8.3 Floodgates and/or control structures on culverts shall only be permitted with the authorization of the Public Works Manager. The Public Works Manager shall notify Council if a floodgate and/or control structure has been installed.

9 Costs

- 9.1 The cost of installation and maintenance of all private approaches and culverts shall be the sole responsibility of the Property Owner. If an approach requires a culvert larger than 610 mm (24 inches) due to hydraulic flow requirements, the Municipality shall pay the difference between a 610 mm (24 inch) culvert and the culvert required.
- 9.2 If the Property Owner requests the Municipality to order a culvert through the Municipal Trading Company, all costs associated with pick-up or delivery of the culvert shall be the responsibility of the applicant. An invoice will be created and is due 30 days from the date of the invoice.
- 9.3 The cost of keeping the culvert clear to allow for drainage which includes, but is not limited to, thawing a frozen culvert or clearing a blockage in a culvert created by beavers, shall be the sole responsibility of the Municipality.
- 9.4 During the reconstruction of a municipal roadway or drain, if it is necessary to relocate, change or replace an existing approach or culvert, the costs shall be the sole responsibility of the Municipality.
- 9.5 The Municipality shall not be liable for damages to approach structures or superficial damage to culvert ends resulting from any road or drainage maintenance.

10 Unauthorized and Non-Conforming Installations of Private Approaches and Culverts

- 10.1 If a private approach and/or culvert has been installed or altered without a permit, the Property Owner shall be instructed to remove the approach and or culvert within seven (7) days.
- 10.2 Failure to remove an unauthorized approach and/or culvert shall result in the Municipality removing the approach and/or culvert at the Property Owners cost.
- 10.3 If an authorized installation does not conform with the specifications required by the Municipality the Property Owner shall be required to bring the installation into conformity at the Property Owner's sole cost.

- 10.4 Failure to bring the approach and/or culvert into the conformity with this policy shall result in the Municipality rectifying the non-conformities at the property owner's sole cost.

11 Emergency

- 11.1 The Municipality may take whatever actions or measures are necessary to eliminate or mitigate an emergency situation that may be perceived or arisen. Such actions may include removal or alteration of an approach and culvert.
- 11.2 Any approach or culvert that has been removed or altered as result of an emergency situation will be returned to their original condition at the sole cost of the Municipality.



Amendment February 25, 2025 – Resolution 25/059 (Amended to be consistent with our new Municipal Standard)

Implementation Date: February 25, 2025 Resolution: 25/059

Replaces (Policy 3 – Damaged Culverts, Policy 7 – Road Access, Policy – 9 Culvert Installation, Policy – 16 Culvert Orders for Private Landowners)



SCHEDULE A
 RURAL MUNICIPALITY OF REYNOLDS
 Box 46
 Hadashville, MB R0E 0X0
 PH: 204-426-5305

CULVERT/APPROACH APPLICATION

Date: _____

Location: Section _____ Township _____ Range _____ Lot _____ Block _____ Plan _____

Civic Address _____ Civic Sign Required Yes No

Adjacent to Road, Avenue or Street: _____

Check one of the following:

Construct an Access Drive Relocate an existing Access Driveway Modify an existing Driveway

Location of requested access _____ feet from _____ corner of property.

Note: 1) Does this property presently have access Yes No

2) Sketch Showing location of requested driveway and existing driveway(s) must be attached to this application.

3) A Google Photo or clear map must accompany this application.

Property:

Title: _____ Frontage on Road _____ feet Size _____ acres

Proposed Use:

Agricultural Residential Commercial Other

If Commercial or Other, describe fully proposed use: _____

Applicant:

Name: _____

Mailing Address: _____

Phone No. _____

Registered Land Owner:

(if different to the applicant)

Name: _____

Mailing Address: _____

Phone No. _____

I declare that all information in regard to the Application is true and correct.

I hereby authorize the applicant to apply on my behalf.

Signature _____

Signature _____

Rural Municipality of Reynolds Office Use:

Site Inspected on: _____ Culvert Size Downstream: _____ Culvert Size Upstream: _____

Culvert Required: Diameter _____ Length _____

Final Inspection Date: _____ Public Works Manager Signature: _____