



City of Kelowna  
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# Council Policy

## Culvert Supply and Installation – Ongoing Maintenance

APPROVED June 22, 1998

RESOLUTION: R375/10/04/26

REPLACING: R1000/00/12/18; R492/98/06/22

DATE OF LAST REVIEW: April 2010

### **A. CULVERTS FOR EXISTING DITCHES**

The property owner is responsible for the supply and installation of culverts adjacent to roads for the purpose of providing access to private property, as required by the Building Permit. Once installed, the culvert will become part of the City's drainage network. All costs relating to the ongoing maintenance or replacement at a later date would be at City's expense. The culvert will be the size and type prescribed by the Roadways Operations Supervisor and installed as per City Standards. If the property owner chooses, the culvert may be supplied and installed by City forces at the property owners expense. The Roadways Operations Supervisor will provide the property owner with an estimate to perform the work. If the property owner chooses to use City forces, the money must be collected in advance of doing the work.

### **B. CULVERTS FOR RE-ESTABLISHED DITCHES**

Where the City deems it necessary to re-establish a ditch adjacent to roads, which has been filled in over past years by persons other than the City, the property owner will be responsible for the supply and installation of a culvert for the purpose of providing access to private property. Once installed, the culvert will become part of the City's drainage network. All costs relating to the ongoing maintenance or replacement at a later date would be at City's expense. The culvert will be the size and type prescribed by the Roadways Operations Supervisor and installed as per City Standards. If the property owner chooses, the culvert may be supplied and installed by City forces at the property owners expense. The Roadways Operations Supervisor will provide the property owner with an estimate to perform the work. If the property owner chooses to use City forces, the money must be collected in advance of doing the work.

If there is a dispute as to whether a ditch ever existed, it will be determined that one did exist if 50 percent or more of the existing driveways along the street in question have culverts.

### **C. CULVERTS FOR NEWLY ESTABLISHED DITCHES**

Where the City deems it necessary to install a new ditch, the City will be responsible for the supply, installation and maintenance of culverts adjacent to roads for the purpose of providing access to private property where there are existing driveways. The culvert will be the size and type prescribed by the Roadways Operations Supervisor and installed as per City Standards.

Any crossing requests received by the City after the ditch has been established will be dealt with as described in Section 1.

If there is a dispute as to if a ditch ever existed, it will be determined one did exist if 50 percent or more of the existing driveways along the street in question have culverts.

### **D. ADDITIONAL CROSSINGS**

Each property will be entitled to one access which conforms to existing City Standards. Upon request, where there is not enough room for off-street parking between the travelled portion of the right-of-way and the ditch, a six metre extension may be approved by the Roads & Equipment Superintendent. The cost of this additional culvert is to be borne by the property owner and could be installed by City forces if the property owner chooses.

Additional driveway accesses may be approved, by the Roads & Equipment Superintendent, for commercial property larger than one acre. The cost of this additional culvert is to be borne by the property owner and could be installed by City forces, at the property owner's expense, if the property owner chooses.

Once installed, the culvert will become part of the City's drainage network. All costs relating to the ongoing maintenance or replacement at a later date would be at City's expense. The culvert will be the size and type prescribed by the Roads & Equipment Superintendent and installed as per City Standards.

**REASON FOR POLICY**

In the past, property owners were always responsible for the supply, installation and maintenance of a culvert for their driveway access across an open ditch. There was never an official policy in place; this formalizes the new policy.

**LEGISLATIVE AUTHORITY**

Sec. 542, Local Government Act, Subdivision, Development & Servicing Bylaw No. 7900

**PROCEDURE FOR IMPLEMENTATION**

The Civic Operations Department will inform applicants for Building Permits of the policy if their driveway access requires a culvert and will refer them to the Roads & Equipment Superintendent. All other requests will be referred to City Yards. The Roadways Operations Supervisor will work with the property owner, as required by the policy.