



## TOWN OF BURIN CULVERT INSTALLATION & MAINTENANCE POLICY

### POLICY #2026-014

#### 1. TITLE

This policy shall be cited as the “**Culvert Installation and Maintenance Policy**” for the Town of Burin.

#### 2. PURPOSE

The purpose of this policy is to establish guidelines for the installation, replacement and maintenance of culverts within the Town of Burin to ensure proper drainage, protect municipal infrastructure and promote public safety.

#### 3. SCOPE

This policy applies to:

- All culverts located within municipal rights-of-way.
- Culverts associated with private driveways accessing public roads.
- New installations, replacements, and maintenance of culverts.

#### 4. DEFINITIONS

- “**Culvert**” means a pipe or structure that allows water to flow under a road, driveway or embankment.
- “**Council**” means the Town Council of Burin.
- “**Public Road**” means any road owned and maintained by the Town of Burin.
- “**Private Driveway Culvert**” means a culvert installed to provide access from a public road to private property.
- “**Municipal Culvert**” means a culvert forming part of the Town’s drainage infrastructure.

## **5. RESPONSIBILITIES**

### **5.1 Town's Responsibilities**

The Town shall:

- Maintain and replace culverts that are part of the municipal road drainage system.
- Determine appropriate culvert size, type, and installation standards.
- Inspect culverts as part of routine infrastructure maintenance.

### **5.2 Property Owner Responsibilities**

The property owner shall:

- Be responsible for the cost of installing and maintaining private driveway culverts.
- Ensure driveway culverts remain clear of debris, ice, and obstructions.
- Obtain approval from the Town prior to installing, altering, or replacing a culvert that leads on to a municipal road.
- Be liable for damage caused by improper installation or neglect.

## **6. CULVERT SIZE STIPULATION**

A minimum size culvert measuring 450 mm is to be used in any new property construction or culvert replacement where municipal road access is required. The size requirement will be indicated in the General Application.

## **7. CULVERT MAINTENANCE**

- Property owners must maintain driveway culverts in good working condition.
- If a private culvert causes drainage issues affecting public infrastructure, the Town may conduct repairs and the costs associated may be charged to the property owner.

## **8. CULVERT REPLACEMENT**

- Culverts deemed undersized, damaged, or failing must be replaced.
- Replacement responsibility shall be determined as follows:
  - Municipal Culverts** – Town Responsibility
  - Driveway Culverts** – Property Owner Responsibility
- The Town does not replace culverts in private driveways on municipal roads, unless, in the event, the Town directly causes the damage.

## **9. EMERGENCY SITUATIONS**

The Town may undertake immediate work on any culvert posing a risk to:

- Public Safety
- Road Integrity
- Flooding Prevention

## **10. PROHIBITIONS**

No person shall:

- Block, alter or damage a culvert.
- Deposit debris, snow or materials that may obstruct drainage.
- Modify ditching or drainage patterns within municipal rights-of-way without approval.

## **11. LIABILITY**

The Town shall not be liable for damages resulting from:

- Improperly installed private culverts.
- Lack of maintenance by property owners.
- Natural events exceeding design capacity.

## **12. ENFORCEMENT**

Violations of this policy may result in:

- Written notice to remedy the issue.
- Town completing the required work at the owner's expense.

## **13. REPEAL AND REVIEW**

Any previous policies relating to culvert installation and maintenance are hereby repealed upon adoption of this policy.

This policy will be reviewed every four (4) years or as required following new information or knowledge.

## **14. PUBLICATION**

This policy will be published on the Town of Burin website in 2026.

**15. ENACTMENT**

This Policy came into effect once adopted by Motion of Council (**Motion #202605-081**), voted on by a majority of the Councillors in attendance at the Town Public Council Meeting on **May 20, 2026**.

IN WITNESS WHEREOF, the Seal of the Town of Burin has been here unto affixed, and this Policy has been signed by the Town Manager and the Mayor on behalf of the Council.

Town Manager: Leo Hartson

Date: May 20, 2026

Mayor: Kevin Lundigan

Date: May 20, 2026

