



**DISCOVER. GROW. BELONG.**

<b>Title: Culvert Policy</b>	<b>Date Approved: June 10, 2025</b>
<b>Policy #: TS 02-2025</b>	<b>Council Resolution #: 142-25</b>
<b>Department: Transportation Services</b>	<b>Revision: RES #:</b>
<b>Rescinds:</b>	<b>Procedure #:</b>

**Purpose:**

The purpose of this policy is to establish guidelines for the purchase and installation of culverts to ensure efficient drainage, compliance with regulations, and cost-effective infrastructure management.

**Scope:**

This policy applies to all culvert installations within the Town of Carberry's jurisdiction, including roads, driveways, and other drainage projects.

**Policy Statement:**

**1. Purchasing Guidelines:**

- Culverts must meet the specifications set forth by local and national regulations, or to design specifications by the design engineer.
- Culverts for private driveways will be purchased through the Town of Carberry to ensure proper quality and standard.
- Materials must be approved by the Town of Carberry Public Works.

**2. Installation Requirements:**

- The installation must be performed by Town of Carberry staff or approved contractors.
- All installations must adhere to engineering standards and environmental guidelines.
- Proper site assessment and grading must be conducted before installation.

**3. Maintenance & Inspection:**

- Regular inspections must be conducted by Town of Carberry staff to prevent blockages and structural failures.
- The department responsible must document inspections and repairs.

**4. Funding & Budgeting:**

- Culvert projects will be funded in the following way:

1. Culverts shall be purchased by the initial property owner when the culvert is required
2. The cost of the culvert is the responsibility of the property owner. This shall be purchased through the Town of Carberry and invoiced to the property owner
3. Fill material and gravel shall be the responsibility of the property owner. This may be supplied by the property owner or purchased through the Town of Carberry and invoiced to the property owner
4. Suitable material for the top shall be the responsibility of the property owner. This may be supplied by the owner or purchased through the Town of Carberry.
5. Labour for the installation of any new culvert shall be the responsibility of the Town of Carberry, and no charges will be forwarded to the property owner.
6. Any future extensions or additional driveways will be the full responsibility of the property owner, including labor costs.
  - o Financial oversight will be conducted to ensure responsible spending.

**5. Compliance & Enforcement:**

- o Non-compliance may result in penalties or corrective actions.
- o This policy will be reviewed periodically for updates based on infrastructure needs.

**Implementation & Review:**

The Town of Carberry Public Works Department is responsible for overseeing the implementation of this policy. A review shall be conducted every 5 years to ensure effectiveness and compliance.

**Revision adopted by Resolution of Council # \_\_\_\_\_ at Carberry, Manitoba,  
this \_\_\_\_\_ day of \_\_\_\_\_ 2025.**