



DISCOVER. GROW. BELONG.

Title: Town Infrastructure Reimbursement Policy	Date Approved: October 8, 2024
Policy #: TS 01-2024	Council Resolution #: 242-24
Department: Transportation Services	Revision:
Rescinds:	

Purpose

This policy outlines the conditions under which residents of the Town of Carberry may be reimbursed for costs incurred in replacing or repairing town-owned infrastructure. The aim is to provide a clear process for reimbursement while ensuring that any replacements adhere to town standards and regulations.

Scope

This policy applies to all residents and property owners who have replaced or repaired town infrastructure located on or adjacent to their property, including but not limited to:

- Sidewalks
- Walking Paths
- Curbs and gutters
- Public trees
- Streetlights
- Sewage lines

Eligibility for Reimbursement

To qualify for reimbursement, the following conditions must be met:

- 1. Ownership and Location:**
 - The infrastructure in question must be located on public property or right-of-way adjacent to the resident's property.
 - The resident must not own the infrastructure but must be directly impacted by its repair or replacement, or it is connected to a project on private property.
- 2. Pre-Approval Process:**
 - Residents must seek **written approval** from the Town **prior** to commencing any replacement or repair work. This involves submitting a request to the Town Administration Office, outlining the proposed work and providing quotes from licensed contractors.
 - The Town reserves the right to inspect the condition of the infrastructure before any work begins.

3. **Licensed Contractors:**

- All work must be carried out by **licensed and insured contractors**. The resident must provide the contractor's credentials and proof of insurance to the Town before the start of work.
- The work must comply with all relevant town standards and building codes.

4. **Replacement Standards:**

- The replaced infrastructure must meet the Town's specifications and be of **equal or higher quality** than the original installation.
- Any changes to the design, materials, or dimensions of the infrastructure must be approved by the Town in advance.

5. **Submission of Documentation:**

- Upon completion of the work, the resident must submit a copy of the final invoice, proof of payment, and a detailed description of the work performed.
- The resident must also provide documentation of the town's **pre-approval** and contractor credentials.

6. **Inspection and Final Approval:**

- The Town will conduct a **final inspection** of the completed work to ensure compliance with town standards and regulations. Any deficiencies identified during this inspection must be rectified before reimbursement is approved.

Reimbursement Conditions

1. **Reimbursement Amount:**

- Reimbursement will cover **up to 100% of the approved costs**, subject to budgetary constraints and the Town's discretion.
- The reimbursement will not cover any unauthorized work or additional upgrades made by the resident beyond what was necessary to restore or replace the infrastructure.

2. **Limitations on Reimbursement:**

- The Town will not reimburse for emergency work undertaken without prior approval unless the resident can demonstrate that immediate action was required for public safety, and an application for post-emergency approval is submitted within **30 days** of the work.

3. **Payment Schedule:**

- Reimbursement payments will be processed within **60 days** of receiving all required documentation and the final inspection report.

4. **Non-Reimbursable Items:**

- The following items are **not eligible** for reimbursement:
 - Cosmetic upgrades or modifications that do not conform to town standards.

- Repairs or replacements that were not pre-approved by the Town, except in cases of emergency.
- Any work carried out by unlicensed contractors.

Dispute Resolution

Residents who wish to appeal a reimbursement decision may do so by submitting a formal written request to the Town Council within **30 days** of receiving the decision. The Town Council will review the appeal and issue a final ruling.

Policy Review and Amendments

This policy shall be reviewed every **two years** to ensure its relevance and effectiveness. Amendments may be made as necessary to reflect changes in town infrastructure regulations or budgetary constraints.

Adopted by Resolution of Council # 242-24 at Carberry, Manitoba, this 8th day of October, 2024.