



RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

POLICY NAME: Drainage	POLICY NUMBER: TRA-13
POLICY MANUAL SECTION: Transportation Services	RESOLUTION NUMBER: 432-2015
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DRAINAGE POLICY

Purpose

The purpose of this policy is to define the responsibilities and limitations of routine drainage system maintenance as determined by the Rural Municipality of St. Andrews, and to establish how the Municipality shall respond to drainage and flooding complaints.

Right-of-Way Drainage Maintenance

- 1) Municipal Drainage Infrastructure within established rights-of-way, and subdivision drainage systems that handle roadway drainage and lot drainage, shall be routinely maintained. This includes ditches, swales, side drains, culverts, cross-culverts, driveway culverts, land drainage sewer culverts leading to outfalls, box culverts, and drainage inlets.
- 2) Service requests or concerns regarding roadway and/or municipal drainage shall follow the Requests for Service/Complaints Policy (TRA-01). The Director of Operations shall priority rank the maintenance request according to potential impacts (as per Schedule A).
- 3) Maintenance requests shall not be given priority over scheduled maintenance unless determined by the Director of Operations that failure to perform requested maintenance will seriously impact drainage in the area.
- 4) Emergency related maintenance such as failure of culverts, pipes or drainage ditches shall be the responsibility of Public Works.
- 5) Public Works shall assess standing water in ditches, swales, or other low-lying lands; however, standing water may not constitute a need for maintenance.
- 6) Land drainage sewer installation in municipal ditches may be considered at the expense of adjoining property owners. To install a land drainage sewer in a municipal ditch, the following steps shall take place:
 - a) Obtain a deposit, adequate to cover the cost of developing a plan, from the property owner who requested the installation.
 - b) Identify the properties that are in the catchment area.
 - c) Develop an overall plan of the affected catchment areas.
 - d) Apply for the necessary licenses or receive approval from the proper authorities.

- e) Notify all affected property owners within the catchment area of the proposed work in writing. The notice shall provide affected property owners the opportunity to respond to the proposed work within a reasonable time period. Response options shall include approval, no objection and objection.
 - f) Where greater than sixty percent (60%) of the affected property owners do not object to the proposed work, the project may proceed.
 - g) Proceed with cost estimates. Obtain a deposit from the involved property owners for their portion of the estimated costs.
- 7) Routine mowing of swales, ditches or drainage easements, which is on private property and can be maintained with a standard lawn mower or hand held weed trimmer, is considered the responsibility of the property owner. In general, where the existing slope of the ditch is greater than 3:1, the maintenance shall be the responsibility of the property owner.

Non-Right-of-Way Related Drainage Maintenance

- 1) As per the Requests for Service/Complaints Policy (TRA-01), the Director of Operations shall be the contact for any questions, complaints, field investigations, determination of responsible entity, prioritization and schedule status for maintenance and/or restoration of non-right-of-way drainage.
- 2) The Rural Municipality of St. Andrews shall not be responsible for any localized flooding of yards, gardens, driveways, docks, accessory structures and sheds, or problems caused by high ground water, wet yards or standing water.
- 3) Property owners shall be responsible for salvaging or replacing any fences, landscaping features, driveway ornaments, including mailboxes, or other amenities within the right-of-way/drainage easements that are impacted due to routine maintenance of drainage infrastructure.
- 4) Public Works shall assess standing water in ditches, swales or other low-lying lands; however, standing water may not constitute a need for maintenance.
- 5) The Rural Municipality of St. Andrews reserves the right to secure any property for the purposes of acquiring drainage easements.

Emergency Pumping

Emergency pumping of floodwaters shall be evaluated in the following cases:

- 1) To protect against the loss of life, property, and the public's health,
- 2) To alleviate public roadway flooding,
- 3) As directed by the Municipal Emergency Coordinator or designate.

SCHEDULE APriority Ranking for Drainage Services

Rank	Impact	Solution
1*	Life, Residence	Solve problem as soon as possible
2	Property (other than residence or land)	Solve problem after rank 1 problems are solved
3	Land, Crops	Solve problem after rank 1, 2 and regularly scheduled projects. Add to maintenance list as required
4	Major ponding (more than 300 mm in depth)	Solve problem after rank 1, 2, 3 and regularly scheduled projects. Add to maintenance list as required
5	Minor ponding (less than 300 mm in depth)	Solve problem after rank 1, 2, 3, 4 and regularly scheduled projects. Add to maintenance list as required

* Only Priority Rank (1) service requests will be attended to immediately. All other drainage requests will be ranked and added to the drainage list by the Director of Operations. Priority Rank (5) requests will only proceed if the Director of Operations can verify other damages caused by ditching will not be caused, and all other higher ranking projects are completed.