



Resort Village of Island View

POLICY NO. TS-001-2026 **Laneway and Culvert Installation Policy**

Effective Date: June 20, 2026

Approved By: Council Resolution No. 64/2026

1. PURPOSE

The purpose of this policy is to establish standards and procedures for the installation, replacement, maintenance, and inspection of laneway approaches and culverts within the Resort Village. This policy is intended to:

- Ensure proper drainage within municipal rights-of-way.
- Protect municipal infrastructure.
- Promote public safety.
- Provide consistent standards for property owners and contractors.
- Minimize flooding, erosion, and road damage.

2. SCOPE

This policy applies to all property owners, contractors, and developers undertaking the installation, replacement, modification, or maintenance of:

- Driveway approaches;
- Laneway access points;
- Culverts located within municipal road allowances; and
- Any drainage structures connecting private property to municipal roads.

3. DEFINITIONS

Approach means the portion of a driveway or laneway crossing the municipal ditch and connecting private property to a municipal road.

Council means the Council of the Resort Village.

Culvert means a pipe or drainage structure installed beneath an approach, laneway, driveway, or roadway to convey water.

Municipality means the Resort Village of Island View.

Road Allowance means land owned or controlled by the Municipality for public roadway purposes.

4. GENERAL REQUIREMENTS

4.1 No person shall install, replace, alter, or remove a culvert within a municipal road allowance without prior written approval from the Municipality.

4.2 Property owners shall obtain any permits required by the Municipality before commencing work.

4.3 All costs associated with installation, replacement, maintenance, repair, or removal of driveway approaches and culverts shall be the responsibility of the property owner unless otherwise approved by Council.

4.4 The Municipality reserves the right to require engineering specifications where site conditions warrant.

5. CULVERT STANDARDS

5.1 Culverts shall be of new material and shall meet current municipal specifications.

5.2 Unless otherwise approved by the Municipality:

- Minimum culvert diameter shall be 450 mm (18 inches).
- Culverts shall be constructed of corrugated steel pipe, HDPE, or other approved material.
- Culvert length shall be sufficient to accommodate the full width of the approach and side slopes.

5.3 The Municipality may require larger culverts where drainage conditions, watershed considerations, or engineering assessments indicate a greater capacity is necessary.

5.4 Culverts shall be installed at grades and elevations that maintain the existing drainage pattern and allow for continuous water flow.

5.5 End sections or slope protection may be required where erosion is a concern.

6. APPROACH AND LANEWAY CONSTRUCTION

6.1 The maximum width of a residential driveway or laneway approach shall be 8 metres unless otherwise approved by Council.

6.2 Approaches shall be constructed to prevent runoff onto adjacent properties or municipal roads.

6.3 Fill material shall consist of clean granular material approved by the Municipality.

6.4 Installation shall not obstruct ditches, drainage courses, utilities, or municipal infrastructure.

6.5 The Municipality may require restoration of disturbed municipal lands following construction.

7. INSPECTION

7.1 The Municipality may inspect all installations before, during, and after construction.

7.2 The property owner shall provide at least forty-eight (48) hours' notice when the culvert is ready for inspection.

7.3 The Municipality may require corrective work if the installation does not comply with this policy.

8. MAINTENANCE RESPONSIBILITIES

8.1 Property owners shall maintain culverts serving their property in a condition that allows for proper drainage.

8.2 Maintenance responsibilities include:

- Removal of debris and sediment;
- Vegetation control;

- Repair of damaged sections; and
- Replacement of failed culverts.

8.3 Where a property owner fails to maintain a culvert and drainage is adversely affected, the Municipality may perform the required work and recover all costs from the property owner.

9. MUNICIPAL AUTHORITY

9.1 The Municipality may require replacement, enlargement, repair, or removal of any culvert that:

- Restricts drainage;
- Causes flooding or erosion;
- Creates a safety hazard; or
- Does not comply with municipal standards.

9.2 The Municipality may enter upon the road allowance to undertake emergency work required to protect public infrastructure.

10. LIABILITY

10.1 The Municipality assumes no responsibility for damage resulting from improperly installed or maintained culverts or approaches.

10.2 Property owners and contractors shall indemnify and hold harmless the Municipality from claims arising from work conducted under this policy.

11. ENFORCEMENT

Failure to comply with this policy may result in:

- Stop-work orders;
- Removal of unauthorized works;
- Recovery of municipal costs; and
- Any additional remedies available under municipal bylaws or provincial legislation.

12. EFFECTIVE DATE

This policy shall come into force upon approval by Council and remain in effect until amended or repealed.

Approved by Council on: _____

Mayor: _____

Administrator: _____