

MUNICIPALITY OF LOUISE
POLICY & PROCEDURES MANUAL

<i>Reference</i>	Public Works	<i>Classification</i>	Policy & Procedure
<i>Subject</i>	Ditch maintenance & unlawful work	<i>Pages</i>	
<i>Authority</i>	Council	<i>Effective Date</i>	24 February 2021
<i>Approved</i>	Resolution 2021.02.16	<i>Index</i>	

PURPOSE

To provide guidelines for Municipal ditch maintenance located in the rural area within the Municipality of Louise.

DEFINITION

For the purpose of this policy a “Municipality ditch” is defined as all rights-of-way owned by the Municipality located at the edge of a municipal road.

PROCEDURE

Maintenance

1. The Municipality is responsible for the ongoing maintenance of all municipal ditches.
2. No work by adjacent property owners or tenants will be allowed to be carried out in a municipal ditch.
3. If, in the opinion of the property owner (or tenant), work needs to be carried out in a municipal ditch a ‘Request for Work’ application be submitted to the Municipal Office with an application fee of \$10.00. 1 application per location
4. All applications reviewed by the rural Public Works Foreman who will prepare a recommendation for the Works and Operations Committee.
5. If application approved by the Works and Operations Committee, the rural Public Works Foreman to meet the applicant on site and outline the proposal. Administration to advise any applicant of denied application.
6. On agreed (cost share) by the applicant, a project profile be drawn up by the rural Public Works Foreman and work be carried out by the appointed area contractor of the Municipality of Louise.
7. Upon completion of the work, the rural Public Works Foreman meet with the applicant on site, inspect the project and sign as complete
8. Municipality of Louise responsible to apply for any licences and permits needed.
9. The Municipality of Louise make payment to the contractor for work carried out and invoice the applicant 50% of costs incurred as per agreed cost share (not including GST) as an accounts receivable.

10. The Municipality will, on an annual basis, budget a \$ value for expenditure and upon reaching this limit will hold any incomplete approved applications and carry forward to the following year.
11. The Municipality of Louise to appoint a contractor to carry out the work (see items 1 - 3 as below)
12. Should work be carried out by a private landowner in contravention of item 2 the following process will be followed –
 - a) Rural Public Works Foreman will take photographs of the site
 - b) The matter will be discussed at the next Works and Operations meeting
 - c) Remedial measures will be determined
 - d) Such remedial measures will be conveyed, in writing, to the land owner
 - e) If required, the Municipality of Louise will submit an application for a WRL with all associated surveys as needed.
 - f) If approved remedial work will be carried out by the Ditch Maintenance contractor as per the terms of the licence
 - g) The Municipality of Louise will invoice the property owner for 100% of costs incurred (licence, associated costs, contractor costs)