



Policy No: TS-005

Policy Title: Culvert Sales

<u>Policy Area:</u> Transportation Services	<u>Effective Date:</u> June 9, 2021
<u>Policy Section:</u> Culvert Sales	<u>Updated:</u>
<u>Supersedes Policy:</u> #300/07	<u>Approved on:</u> June 9, 2021 <u>Resolution:</u> 325/21 <u>Next Review Date:</u> This Policy will be reviewed every three (3) years or earlier, in the event of major changes to legislation or related policies and procedures, or if deemed necessary by the Chief Administrative Officer and/or Operations Manager

Policy Statement:

The Rural Municipality of Britannia No. 502 is willing to sell culverts to ratepayers of the RM, provided supply is adequate, and that the intended use is for activity within the RM.

Purpose & Rationale:

Constructing and maintaining solid infrastructure is important to the RM. This mindset is equally important when it comes to infrastructure that is being constructed or maintained by ratepayers of the RM, particularly access approaches and lease roads. If the material used in construction and maintenance is of poor quality, then the materials can quickly become compromised, leading to failure, which could have a negative impact on adjacent RM infrastructure.

The RM maintains a supply of culverts and couplers for their needs. If a ratepayer requires culvert materials to be used within the RM boundaries, and if the RM's supply is adequate, then the RM is willing to sell these materials to the ratepayer, at cost plus a 15% administrative/handling fee.

If the quality is good and the integrity of the culvert is intact, the RM may opt to salvage culverts during construction or maintenance works. These salvaged culverts can be purchased by ratepayers for 50% of the current years, new culvert cost, plus a 15% administrative/handling fee.

Definitions:

Access Approach: means a road, or other way leading to a place (particularly, but not limited to, residential or commercial property).

Administration: means the RM Administration Office (particularly the accounts receivable department).

Administrative/Handling Fee: means a fee charged to cover administrative costs related to billing and handling costs related to the fulfillment process.

At Cost: means at cost price, without profit to the seller (cost to include freight and applicable taxes).
Culvert cost does not include cost for couplers, which would be a separate charge.

Culvert Materials: means a water management device (round or oval structure), made of either corrugated steel or plastic. Material could also include a coupler, which is a separate entity, used to connect two pieces of culvert together.

Infrastructure: means the basic physical and organizational structures and facilities (buildings, roads, utilities) needed for the operation of a society or enterprise.

Lease Road: means a road, or other way leading to a commercial development (particularly, but not limited to, oilfield)

Mindset: means the established set of attitudes by someone (Council)

Ratepayer: means a voter for the RM as defined in the Local Government Election Act, 2015.

RM: means the Rural Municipality of Britannia No. 502

RM Boundaries: means the limits of an area under which the R.M. of Britannia No. 502 has jurisdiction, including subdivisions within this area (area also includes the Hamlets of Hillmond and Greenstreet).

Salvage: means the act of saving material from damage or destruction

Responsibilities:

The Chief Administrative Officer, in consultation with the Operations Manager, is responsible for maintaining and updating this policy

The Operations Manager is responsible for:

- a) Having an updated listing of culvert inventory in order to provide accurate information to a ratepayer when a culvert request comes in.
- b) Ensuring that any sale of culvert to a ratepayer, does not deplete the RM's inventory to where the RM's construction and/or maintenance activities will be affected. All sales of culverts will be at the discretion of the Operations Manager.
- c) Advising Administration of any sale of culvert in order for Administration to invoice the ratepayer accordingly.

Policy:

The R.M. of Britannia No. 502 will allow for the sale of culvert material to RM ratepayers, providing the RM's own needs are not compromised. Sale of new materials will be based on cost (plus freight and applicable taxes) and a 15% administrative/handling fee. Used culvert material will be sold at 50% of new material cost, plus a 15% administrative/handling fee.

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CULVERT SALES

New culverts may be sold, supply permitting, at the discretion of the [operation and maintenance](#) to oil companies, developers or other ratepayers for lease or access roads within the municipality at cost including all applicable freight and taxes.

Used culverts may be sold to ratepayers at 50% of list price.

APPROVED