



PURPOSE

The purpose of this policy is to provide a clear and purposeful description of the Municipality’s role in addressing Storm Drainage issues and financing related works within serviced areas, both for private and publicly owned properties.

SCOPE

This Policy is to be referenced by all staff whom work on stormwater related topics or whom are responding to the public regarding a stormwater related inquiry. This covers the Municipal position for municipally owned property, private property, and property owned by other levels of government.

DEFINITIONS

Term	Definition
The Municipality	Refers to the legal entity of the Municipality of the District of East Hants
Stormwater	Means water from precipitation of all kinds, and includes water from the melting of snow and ice, groundwater discharge and surface water
Inflow & Infiltration	Means groundwater and stormwater that enter a wastewater system
Municipal Stormwater Infrastructure	This includes structures such as ditches within a road right-of-way, manholes, culverts, retention ponds, oil/water separators, and others as defined within the Municipal Standards document that is updated from time to time.

POLICY

POLICY STATEMENT

1. The owner of a property is responsible for the drainage of that property. The Municipality is not responsible for drainage issues on private property.
2. The Municipality will monitor and maintain municipally owned structures that are used to manage stormwater.



3. The Municipality will seek out funding opportunities for the improvement or expansion of existing structures, where otherwise the structure would be replaced with its pre-existing designed performance level.
4. If an area has pre-existing flooding issues where enhancements to Municipal infrastructure directly support the mitigation of that flooding through municipally owned land or structure(s), either onsite or upstream of the impacted area, the benefitting area shall pay for the enhanced performance through a local improvement charge that will be initiated either through a motion of Council or through a local petition.
5. Where the Municipality owns land that contains a natural drainage course, that area could be considered to be modified to include designed stormwater management infrastructure, however the Municipality is not obligated to modify a Natural Drainage Course area as it was not an originally designed area to meet a specific performance level.
6. The Municipality may consider issuing credit on wastewater infrastructure charges, if stormwater management enhancements for new development proposals can quantify a benefit in reducing Inflow & Infiltration (I&I) issues for the wastewater system in neighboring developments, resulting in a net benefit to Municipal wastewater system as a whole. This would be a request made by the Municipality to a developer during the development application process.
7. The Municipality may advocate for stormwater management improvements on lands owned by other levels of government, but will not pay directly for capital projects. The Municipality may support a local improvement charge for a project that cost shares with other levels of government for stormwater management improvements, where the assets will continue to be owned by other levels of government and provide enhanced mitigation for impacted properties in East Hants.
8. The Municipality may consider studying large areas to seek out flood mitigation options, as funding is available. The purpose of the studies will be to provide owners of infrastructure in the study area with options for mitigation which could include the Municipality, other levels of government, or private property owners.
9. Where the Municipality has established yard catch basins on private property to allow for continued flow from pre-established drainage paths into a public stormwater system, the Municipality does not take responsibility to keep those private yard catch basins clear of debris. The premise of this is that the debris accumulating at a yard catch basin that is draining a private property will have originated from that property or other private properties and the private drainage benefit is the responsibility of the property owner to maintain.
10. Intentional blocking of a catch basin or culvert either on private or public property, where there is a risk created to Municipal infrastructure, will be dealt with through Municipal Bylaws and their subsequent enforcement methods.



11. The Municipality will re-instate any unauthorized work completed on Municipally owned stormwater infrastructure, enforced either through Municipal Bylaws or through authorities granted through the Municipal Government Act.
12. The Municipality will seek to continuously improve operational programs related to stormwater management infrastructure, which will include budgeting within annual operating budgets and consideration of proposed capital projects.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary, by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, i.e. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver	<p>The Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision



Title/Role	Responsibilities
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> Facilitate an annual Policy Review; and, Ensure final approved policies are maintained, stored and posted where appropriate
Employees	<p>The Employees will:</p> <ul style="list-style-type: none"> Adhere to the Policy

RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

Document Name	Document ID	Document Type
Task Force Report on Storm Drainage in the Municipality of East Hants by staff (1994)		Report
Storm Drainage Report “Elmwood Estimates” by Wallace MacDonald & Lively (1995)		Report
Master Drainage Plan Volume 1 by Dillon Porter (1998)		Report
Master Drainage Plan Volume 2 by Dillon Porter (1998)		Report
Environment Act		Legislation
Municipal Government Act		Legislation
Stormwater Management Solutions Final Report by SGE Acres Limited (2006)		Report
Stormwater Program Review & Policy Amendments (2020)		Report
Bylaw IO-300 Sewer Bylaw		Bylaw
Municipal Standards		Technical Standard



VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
2020.02	This policy, <ul style="list-style-type: none"> eliminates cost sharing options for work on private property, it adds consideration of wastewater infrastructure credits for reducing I&I from stormwater, it highlights a role of advocacy for improvements for assets owned by other government entities that impact Municipal systems or structures, links enforcement to Bylaws and the Municipal Government Act replaces 2007 version 	Jesse Hulsman, Director of I&O	Jesse Hulsman, Director of I&O	Council	September 23, 2020

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay
Municipal Clerk