

Mackenzie County

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| Title | Rural Road and Access Construction | Policy No. | PW045 |
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| Legislation Reference | Municipal Government Act, Sections 18 and 141. Public Highways Development Act, Sections 39, 41 and 43. |
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Purpose

To provide a safe, efficient and effective road network recognizing both present and future needs of property owners and providing a rational and consistent basis for the construction of roads and access to private property.

DEFINITIONS

Access – is an approach or driveway abutting any existing Municipal or Provincially controlled road.

AFP – the Province of Alberta Forestry and Parks.

Applicant – person(s) and/or corporation(s) submitting an application or applying for permission to construct a road and/or access, including alterations of existing accesses.

GMIS – General Municipal Improvement Standards, intended to serve as minimum standards that are to be followed by Mackenzie County, Developers, Engineering Consultants, Contractors and others during all aspects of Municipal Improvements installations, including design, preparation and submission of plans and drawings, and construction operations.

Non-conforming Roads – roads constructed on road allowances, usually trails that do not meet either past or current County's standards and specifications.

Preexisting Farm Access Roads – a road that has been constructed in the past and does not meet current County specifications; which is solely used for agricultural purposes. This type of road will receive minimum maintenance and is deemed a low priority.

Road Allowance – any public road right-of-way under the jurisdiction of Mackenzie County but does not include any public road right-of-ways under the jurisdiction of the Province of Alberta.

Temporary Access – an access constructed for a short period of time (6 months or less) that will be removed at the end of its use.

Policy Statement and Guidelines

Mackenzie County understands the need to provide access to agricultural lands and other non-accessible property within its boundaries and will allow property owners to construct roads on road allowances when approved by the County. All roads shall be constructed to a minimum Local Road standard and all work shall be performed in accordance with all applicable County standards and specifications outlined in the GMIS and those imposed by other levels of government.

The Municipal Government Act (MGA) gives municipalities the responsibility to direct, control and manage all roads within the municipality. Therefore, Mackenzie County reserves the right to deny a road construction application.

In addition to road construction, Mackenzie County shall adopt standards to provide safe, legal and defined accesses from any County road while maintaining and not disrupting current surface water management patterns.

Road Construction

The procedure for constructing a road is outlined below:

1. Applications in the form of a Road Allowance Use Agreement must be completed and signed in conjunction with the Road Construction form and submitted to Mackenzie County.
2. AFP has jurisdiction over the clearing of merchantable timber within road allowances and the Applicant shall notify AFP and seek their approval to proceed with the proposed clearing.
3. Application forms for Road Construction must include a plan showing:
 - approximate location of legal property boundaries;
 - the length of road to be constructed;
 - identification of proposed surface water management structures (i.e. culverts);
 - the location of property accesses.
4. It shall be the Applicants sole responsibility to negotiate cost sharing arrangements with other benefitting landowners and the County shall not provide assistance with respect to this matter.
5. The Applicant shall arrange and pay for all utility locates within the area of the road construction and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.

6. Mackenzie County shall communicate with the Applicant concerning the construction of the road. The Director of Operations or delegate will inspect the project on a periodic basis to ensure that construction is being performed in accordance with the County's standards and specifications.
7. All costs relating to the construction of local roads within road allowances shall be borne by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:
 - provision of survey to delineate the property boundaries;
 - review and recommendation of surface water;
 - supply of culvert materials, geotextile materials, and erosion control;
 - installation of culverts that exceed 600mm in diameter or where the twinning of any 600mm culvert or greater is required;
 - finishing road surface in preparation for gravel after final inspection;
 - supply and application of surface gravel.
8. Upon final inspection and approval by the County, if the road meets all standards and specifications, the County shall assume the responsibility for the operation and maintenance of the subject road.
9. Applications for Road Construction in road allowances will be accepted by Mackenzie County any time throughout the year.
10. New road construction commencing after October 15, will not be inspected for final acceptance until the following July. Road construction is encouraged to occur between May 15 and October 15. Exceptions are at the discretion of the Director of Operations.
11. Construction of the road shall be completed by October 15 the following calendar year. Two, one year extensions, for a total of three years for road construction may be granted for construction completion. Exceptions are at the discretion of the Director of Operations.
12. If the road requirement is due to a new subdivision proposal, the Operations Department shall provide their written comments to the Planning & Development department regarding an acceptable road standard within an applicable timeline and prior to a subdivision approval being granted.
13. For Non-conforming Roads Mackenzie County may enter into a Road Allowance Use Agreement with a landowner. The County shall not maintain any non-conforming roads and the applicant shall be aware that no development permit will be issued until the road is upgraded to the standards and specifications acceptable to Mackenzie County. The cost of upgrading the road to standards and specifications acceptable to Mackenzie County shall be the sole responsibility of the landowner.

Access Construction (Approach/Driveway)

The procedure for constructing an access is outlined below:

1. Application forms for Access Construction must be submitted when an approach / driveway to a section of land is required ie: rural quarter section, river lot, subdivided section, in hamlet lot, etc. The construction, reconstruction or alteration of any access will be accepted by Mackenzie County any time throughout the year. The submitted applications will be reviewed and the applicant shall be provided with an initial response within 30 days of receiving the application. Although, once the ground is snow covered and/or frozen, initial and final inspections will not be completed until spring.
2. The Applicant shall be solely responsible for all costs associated with the construction and/or alteration of all accesses.
3. For accesses to Hamlet General, applicants shall obtain approval from the Planning & Development department. Planning & Development shall confer with the Operations and Utilities departments prior to approval.
4. The Applicant shall arrange and pay for all utility locates within the area of the access and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.
5. Unless otherwise approved by Mackenzie County all accesses shall meet the standards outlined in the GMIS and be constructed in accordance with Mackenzie County specifications.
6. During County paving projects, accesses on Rural roads shall be provided with a paved apron extending from the edge of the shoulder to the property line or for a distance of 4 meters, whichever is less
7. During County paving projects on Hamlet roads the County shall provide a 0.15m of paved apron extending from the edge of the shoulder to the property line. However, if the access has been previously paved, the County shall pave the apron to tie in the existing pavement, or property line whichever is less.
8. The Applicant shall arrange and pay for all utility locates within the area of the access and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.
9. The Applicant shall be solely responsible for the costs of all investigations, modifications or repairs to utility installations.
10. For accesses to Rural areas, administration may approve two accesses to a titled property. Any additional accesses will be brought to Council for consideration.

Where deemed applicable and beneficial, a shared access to agricultural lands will be encouraged.

11. Mackenzie County shall inspect each authorized access after completion and if the access does not meet the standards of the County, the Applicant shall be responsible for all costs and construction required to bring the access to acceptable standards.
12. Mackenzie County will not supply any material or be responsible for any costs associated with the construction and/or removal of temporary accesses and these shall be removed at the end of the intended use and the area of the access restored to its original condition.
13. Mackenzie County reserves the right to change the location of the proposed access if this is deemed necessary to protect the County's municipal servicing infrastructure.
14. Rural accesses must be constructed at a location which provides a minimum 100 meters unobstructed sight distance in each direction and shall be at least 50 meters from other accesses or intersections.

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