



Incorporated

# R.M. of Frenchman Butte No. 501

POLICY TITLE		ADOPTED BY	POLICY NO.
Undeveloped or Sub-Standard Road Allowance Construction Policy		RM Council Resolution No. 2023-04-12-022 EFFECTIVE DATE April 12, 2023	<b>300-20</b>
ORIGIN/AUTHORITY	JURISDICTION	Amended:	Resolution No.
RM Council	RM of Frenchman Butte No. 501	July 26, 2023 June 12, 2024	No. 2023-07-26-010 Resolution No. No. 2024-06-12-003
		Rescinded:	

## 1.0 PURPOSE:

The Rural Municipality of Frenchman Butte No. 501 maintains many road allowances within the municipality and from time to time there may be requests for new road construction where previously no roadway has been constructed or maintained.

The purpose of this policy is to set clear and consistent guidelines for current and future staff and Council for development of undeveloped or sub-standard road allowances within the R.M.

## 2.0 DEFINITIONS:

- 2.1. Road Allowance:** Means the government road allowance
- 2.2. RM:** Means the Rural Municipality of Frenchman Butte No. 501
- 2.3. Applicant:** Means the individual, company or developer requesting the work.
- 2.4. Topography:** Refers to the arrangement of the natural and artificial physical features of an area. In the context of road construction, understanding topography is crucial for designing roads that are safe and that minimize construction and maintenance costs.
- 2.5. Public Through Traffic:** Refers to vehicle traffic that traverses a specific area or road without the intention of stopping within the area, often impacting the intended use and maintenance requirements of the road.
- 2.6. Agricultural Property Access:** Defines the use of roads specifically for accessing agricultural lands for farming purposes, which may include vehicular access for agricultural machinery and equipment.

## 3.0 RESPONSIBILITIES:

The Chief Administrative Officer in consultation with planning, development, Council and the operations manager shall be responsible for maintaining, administering, and updating this policy.

## 4.0 POLICY:

Although it is the municipality's interest to see further development of undeveloped or sub-standard road allowances within its boundaries, it is not the R.M.'s responsibility to further develop all road allowances within the R.M.

It is however, the responsibility of the R.M. to see that all roads constructed within the R.M. road allowances are constructed to municipal standards.

Given the responsibility, it is felt that the following five municipal standards and cost sharing agreements should apply unless otherwise specified by resolution of Council.



# R.M. of Frenchman Butte No. 501

## POLICY TITLE

Undeveloped or Sub-Standard Road Allowance Construction Policy

### 5.0 MUNICIPAL ROAD STANDARDS:

Design Specification	Primary Grid	Grid Road	Residential Farm Access	Internal Subdivision	Alternative Farm Access
Design Speed	90 - 100 km/hr	80 km/hr	60 - 80 km/hr	60 km/hr	N/A
Surface Type	Oil Surfaced	Gravel	Gravel	Gravel	Variable
Right of Way	42m – 46m	42m - 46m	30m – 42m	30m – 42m	20m
Side Slopes (Dependent on Ditch Depth)	3:1 – 4:1	3:1 – 4:1	3:1 – 4:1	3:1 – 4:1	N/A
Back Slopes	2:1 – 5:1	2:1 – 5:1	2:1 – 5:1	2:1 – 5:1	N/A
Ditch Width	4.0m – 8.0m	4.0m - 6.0m	2.0m – 6.0m	2.0m – 6.0m	N/A
Road Top (Dependent on Fills)	8.6m -10.0m	7.6m - 8.6m	7.0m -8.0m	7.0m -8.0m	N/A
Cross Slope	4.0%	4.0%	4.0%	4.0%	N/A
Ditch Slope	5.0%	5.0%	5.0%	5.0%	N/A
Surface Gravel	400m <sup>3</sup> /km	330m <sup>3</sup> /km	230m <sup>3</sup> /km	230m <sup>3</sup> /km	N/A
Min. Radius of Curvature	300m	300m	250m	250m	N/A
Max. Gradient	7.0%	9.0%	9.0%	9.0%	N/A
Stopping Sight Distance	140m	140m	85m	85m	N/A
Road Use	Commercial/ Industrial High Density Development	Residential, Commercial, or Agriculture Access Light to Moderate Traffic Loads	Agricultural / Residential Access	Internal Subdivision Road Allowance for Residential/ Commercial use	Farmland Access
Culvert	Min. 500 mm diameter	Min. 500 mm diameter	Min. 400 mm diameter	Min. 400 mm diameter	Min. 400 mm diameter

- 5.1. All Road standards except Alternative Farm Access require an engineered design and construction inspection/certification following construction of the road.
- 5.2. Topsoil and other substandard soils are not to be used within the road construction prism.
- 5.3. Council may make adjustments by resolution to the above standards in cases that might include unique types of topography, soil conditions or other differences of a structural nature.

*If Council/Municipal staff decide after careful consideration that safety or other factors are being compromised, the RM may construct the road to the above standards at the applicants' expense.*

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POLICY TITLE

Undeveloped or Sub-Standard Road Allowance Construction Policy

**6.0 CRITERIA FOR ALTERNATIVE FARM ACCESS ROAD (AFA):**

**6.1. Definition and Purpose**

An Alternative Farm Access Road (AFA) is defined as a road primarily used for accessing agricultural property, experiencing only occasional, seasonal traffic and not serving as a thoroughfare for public traffic. This classification is designed to ensure roads are used specifically for farm access and do not facilitate through traffic or connect two roads of any other classification as outlined in Policy 300-10.

**6.2. Criteria for Classification as AFA**

**6.2.1. Traffic Restrictions:** The road must not serve as a connection between two roads of any classification stated under Policy 300-10. Its primary function should be to serve agricultural properties, and it must not accommodate or facilitate public through traffic.

**6.2.2. Design and Usage Limitations:** An AFA must end within the agricultural property it serves, effectively making it a dead-end road that does not provide through access to other classified roads or areas.

**6.2.3. Right-of-Way and Construction:** As per existing definitions, the AFA shall have a right-of-way width of 20 meters. Construction and maintenance standards shall conform to those specified under the "Alternative Farm Access" category in the Municipal Road Standards, unless otherwise directed by the Council.

**6.3. Non-Qualification Conditions**

A road will not qualify as an AFA if:

**6.3.1.** It provides a through link between two or more roads of differing classifications.

**6.3.2.** It is used regularly for public traffic, aside from its intended seasonal use for farm access.

**6.4. Responsibilities and Enforcement**

**6.4.1.** The Chief Administrative Officer, in consultation with the Planning and Development Council and the Operations Manager, shall oversee the enforcement of these criteria. The Administrator is responsible for interpreting these regulations, ensuring compliance, and updating the policy as necessary with Council approval.

**7.0 COST SHARING AGREEMENTS:**

**7.1. Acreage or Agricultural Development on Existing Road Allowances**

**7.1.1.** It is the responsibility of the applicant to obtain engineering when requested by the R.M.

**7.1.2.** The R.M. will assist with coordination of engineering.

**7.1.3.** The RM will purchase the Right of Way as determined by the RM.

**7.1.4.** All other road construction costs including permits, fencing, culverts, earthwork, and gravel will be borne by the applicant.

**7.2. Farmland Access Development on Existing Road Allowances**

**7.2.1.** All road construction costs including permits, fencing, culverts, earthwork, and gravel will be borne by the applicant.

**7.2.2.** After construction completion any maintenance requested by the applicant will be provided at a 50/50 cost share. Including but not limited to; grading, snowplowing, mulching and graveling.



POLICY TITLE

Undeveloped or Sub-Standard Road Allowance Construction Policy

**7.3. Internal Subdivision Road Development (New Road Allowances)**

- 7.3.1. It is the responsibility of the applicant to obtain engineering when requested by the R.M.
- 7.3.2. The R.M. will assist with coordination of engineering.
- 7.3.3. The RM will purchase the Right of Way as determined by the RM.
- 7.3.4. All other road construction costs including permits, fencing, culverts, earthwork, and gravel will be borne by the applicant.

**7.4. Commercial/Industrial Development**

- 7.4.1. It is the responsibility of the applicant to obtain engineering when requested by the R.M.
- 7.4.2. The R.M. will assist with coordination of engineering.
- 7.4.3. The RM will purchase the Right of Way as determined by the RM.
- 7.4.4. All other road construction costs including permits, fencing, culverts, earthwork, and gravel will be borne by the applicant.
- 7.4.5. Temporary access may be granted for drilling and developing a well site.

**8.0 ENVIRONMENT / HERITAGE RESOURCE IMPACT ASSESSMENTS / PERMITS:**

The purpose of this section is to ensure that all road construction, maintenance, or development projects within the Rural Municipality of Frenchman Butte No. 501 adhere to environmental and heritage conservation standards. This section outlines the responsibilities of applicants in assessing the potential impacts on environmental and cultural heritage resources.

**8.1. Applicant Responsibilities**

**8.1.1. Assessment Initiation:**

- 8.1.1.1. Determination of Requirement:** It is the responsibility of the applicant to contact the necessary regulatory bodies to determine whether Environmental Impact Assessments (EIAs) and/or Heritage Resource Impact Assessments (HRIAs) and/or Aquatic Habitat Protection Permits (AHPP) from Water Security are required for their project.
- 8.1.1.2. Regulatory Consultation:** Applicants must consult with provincial and federal environmental and heritage departments to understand the specific assessment and permit requirements applicable to their project.

**8.1.2. Conducting Assessments:**

- 8.1.2.1. Qualified Professionals:** Assessments must be conducted by qualified environmental and heritage professionals. These professionals should be certified or recognized by relevant regulatory bodies to ensure that assessments are comprehensive and compliant with current standards.
- 8.1.2.2. Scope and Methodology:** The assessments should cover all potential impacts of the proposed project on environmental and cultural resources, employing methodologies approved by the regulatory bodies.

**8.1.3. Cost Responsibility:**

- 8.1.3.1. Assessment Costs:** All costs associated with conducting EIAs and HRIAs, including hiring of professionals, data collection, and report preparation, are the responsibility of the applicant.
- 8.1.3.2. Mitigation and Remediation Costs:** Additionally, any costs related to mitigation strategies or remediation required as a result of assessment findings must also be borne by the applicant.



POLICY TITLE

Undeveloped or Sub-Standard Road Allowance Construction Policy

**8.2. Documentation and Compliance**

- 8.2.1. Submission of Reports:** Upon completion, all assessment reports must be submitted to the Rural Municipality of Frenchman Butte No. 501 for review and approval before any construction can commence.
- 8.2.2. Compliance with Recommendations:** Applicants are required to comply with all mitigation and preservation recommendations outlined in the assessment reports to proceed with their projects.
- 8.2.3. Regulatory Approval:** Final approvals from environmental and heritage regulatory bodies must be obtained and presented to the municipality as part of the project documentation.
- 8.2.4. Non-Compliance Consequences:** Failure to comply with the requirements set forth in this section may result in project delays, denial of construction permits, or other penalties as determined by municipal bylaws and regulatory standards.

**9.0 NOTIFICATION OF ADJACENT LANDOWNERS:**

The purpose of this section is to establish a clear protocol for notifying adjacent landowners about planned road development and maintenance projects that may affect their property. This ensures transparency, allows for input from affected parties, and helps manage expectations and mitigate potential conflicts.

**9.1. Timing of Notification** Adjacent landowners must be notified at least 14 days before councils' approval of any project activities that may directly affect their property.

**9.2. Method of Notification**

- 9.2.1. Written Notice:** A written notice shall be delivered either by mail or in person to each adjacent landowner's last known address.
- 9.2.2. Public Notice:** In addition to individual notices, the RM shall post a notice on the RM's official website and at the municipal office.
- 9.2.3. Optional Methods:** For projects of significant impact, additional notification methods may be used, such as local newspaper advertisements or community bulletin boards.

**9.3. Contents of Notice**

- 9.3.1. Project Description:** A brief description of the project, including its purpose and scope.
- 9.3.2. Expected Duration:** The anticipated start and completion dates.
- 9.3.3. Potential Impacts:** Details of any potential disruptions or impacts, such as noise, dust, access limitations, and any changes to property access.
- 9.3.4. Contact Information:** Information for a municipal contact person who can answer questions and provide further information about the project.
- 9.3.5. Feedback Opportunity:** Details on how landowners can provide feedback or express concerns, including deadlines for submitting comments and the process for handling these inputs.

**9.4. Documentation**

The RM must maintain records of all notifications sent, including dates sent, methods of delivery, and recipients' names and addresses. This documentation will be kept on file for the duration of the project and for a minimum of five years post-completion to resolve any disputes that may arise.



Incorporated

## R.M. of Frenchman Butte No. 501

### POLICY TITLE

Undeveloped or Sub-Standard Road Allowance Construction Policy

#### **9.5. Non-Compliance**

Failure to provide timely notification as outlined in this policy can result in project delays and will require a review and possible adjustments to the project timeline to accommodate necessary notifications.

#### **10.0 RESPONSIBILITY/INTERPRETATION/REPEALING:**

This policy shall be administered and interpreted by the Administrator; however, this policy cannot be amended without Council approval.

This policy replaces all previous policies and resolutions that have been passed by the Council of the Rural Municipality of Frenchman Butte No. 501 with respect to the application of any and all parts of this policy and the terms and conditions contained herein.

This policy shall come into force and take effect on April 12, 2023 and shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.

*Handwritten initials/signatures*