

	POLICY	NO.	300-02	
	POLICY TITLE: Approach Construction Policy	EFFECTIVE DATE:		10-19-2023
		REVISION LETTER:		D
		FINAL APPROVAL		<i>Resolution:</i> <u>246-23</u>

1.0 PURPOSE

- 1.1 The purpose of this policy is to outline the approach construction standards for the **Rural Municipality of Beaver River No. 622 (RM)**.
- 1.2 Classification of RM roads to be found in **Policy 300-01**.

2.0 DEPARTMENT(S) AFFECTED (SCOPE)

- 2.1 Department(s) Affected: **Transportation Services, Asset Management, Planning and Development**.

3.0 POLICY

- 3.1 This policy states that:
1. All properties within the RM shall be accessible by an approach.
 2. Existing approaches at the time of adoption of this policy are considered compliant with this policy; however, any alterations to the property, intensity of use, or submissions for development may trigger the construction of the approach to new RM standards.
 3. All new construction of approaches shall be in accordance with this policy where deemed applicable.
 4. All costs associated with approach development shall be the responsibility of the applicant.
 5. Applications for approach construction must be filled out on prescribed Form A (attached) and submitted in writing to the RM Office.
 6. Signatures of all Registered Owners (according to Land Titles) or Lease Holders (according to the Ministry of Agriculture) must be present on Form A.
 7. The Councillor in whose Division the application originates or another Division Councillor if the Division Councillor is not available and/or in conflict of interest shall review the request in consultation with the RM Administrator. If the application meets policy guidelines, the Division Councillor shall issue approval to construct and provide written notice to the applicant using the prescribed Form B (attached).
 8. Any approach development that, in the opinion of the Division Councillor or Administrator, deviates significantly from this policy, will be considered discretionary and subject to approval by Council resolution at the next regular meeting.
 9. All approaches must have appropriate site distances: For an approach coming on to a Class 1 road, the sight lines should be 500 ft (150 m) either way. For an approach coming onto a Class 3 or highway the sight lines should be 650 ft (200 m) either way.
 10. The approach must be constructed at a right angle to the intersecting road.
 11. Approaches onto all developed roads within subdivisions must have a minimum 16 ft (4.9 m) and 3:1 slopes, approaches onto developed roads in all other areas must have a minimum 28 ft (8.5 m) top and 3:1 slopes.

12. Approaches entering on to gravel roads must be gravelled at the time of construction.
13. As per the discretion of the Division Councillor, a culvert of appropriate construction and dimension must be installed where deemed necessary. The RM may, at the request of the applicant, supply the culvert at cost plus 25%.
14. At the applicant's request, the Division Councillor or Administrator may make appropriate arrangements with the maintenance department to construct the approach, dependant upon availability. Where the RM maintenance department is commissioned to construct the approach, the applicant will be invoiced at the RM's current custom work rates.
15. While the RM is constructing or reconstructing a road within the Municipality, the approaches along the road may, at Council's discretion, be rebuilt by the RM's maintenance department or a Contractor approved by Council.
16. Applications for widening of existing approaches must be filled out on prescribed Form C (attached) and submitted in writing to the RM Office.
17. The Councillor in whose Division the application originates or another Division Councillor if the Division Councillor is not available and/or in conflict of interest shall review the request in consultation with the RM Administrator. If the application meets policy guidelines, the Division Councillor shall issue approval to modify and provide written notice to the applicant using the prescribed Form B (attached).
18. Any applications that, in the opinion of the Division Councillor and Administrator, deviate significantly from this policy, are to be considered discretionary and subject to approval by Council resolution at the next regular meeting.
19. The cost of culvert extensions for approach widening, shall be the responsibility of the applicant. The RM may, at the request of the applicant, supply culvert extensions at cost plus 25%.
20. At the applicant's request, the Division Councillor or Administrator may make appropriate arrangements with the maintenance department to widen an existing approach, dependant on availability. Where the RM maintenance department is commissioned to widen the existing approach, the applicant will be invoiced at RM's current custom work rates.
21. The RM assumes ownership of the portion of an approach which is on Municipal Road Allowance. Ownership does not apply to approaches along Provincial Highways.
22. Culvert repairs or replacements within existing approaches will be completed by RM maintenance staff or a Contractor approved by Council at the sole discretion of Council and must have prior approval by Council resolution at the next regular meeting. The RM may, at the request of a Ratepayer or Contractor, supply the replacement culvert at cost plus 25%.
23. It shall be the responsibility of each Land Owner / Lease Holder to maintain their approaches, which may include filling of potholes or ruts, snow removal, and/or gravelling.
24. Alteration or modification of an existing approach requires both pre- and post- inspections to be completed on the approach by the Division Councillor. On-Site Inspection(s) Form (attached) must be filled out and submitted in writing to the RM Office for approval of both inspections to ensure operational compliance.

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4.0 DEFINITIONS

- 4.1 Please find all terms referenced in the **Policy 300-01** The Classification of Roads Within the RM of Beaver River No. 622 Policy for further description.

5.0 RESPONSIBILITIES

- 5.1 The Council and Administrator are responsible for ensuring compliance with this policy.
- 5.2 Council shall review all policies periodically for compliance and effectiveness of the policies.

6.0 IMPLEMENTATION - PROCEDURE

- 6.1 All approach requests shall be submitted to the RM as follows:
1. Written on Prescribed Form A or Form C requesting the placement and/or details of the new approach or approach modification;
 2. Site plan showing the location of the approach; and
 3. The applicant shall stakeout with visible markers the intended location of the approach.
- 6.2 Upon receipt of an approach installation or approach modification request, the Administrative shall:
1. Advise the applicable **Division Councillor** of the request and provide a copy of the site plan.
- 6.3 The **Division Councillor** shall:
1. Complete an onsite inspection to ensure:
 - a. Adequate site lines for the approach placement;
 - b. Evaluate whether the adopted Municipal standards for approach construction is appropriate; and
 - c. Determine whether a culvert is required in the placement of the approach.
 2. Upon completion of the site inspection, the Division Councillor shall provide a written report to the Administrator on prescribed Form B regarding the approach request, and whether it is approved or refused.
- 6.4 Upon receipt of Form B, the Administrator, or staff to who the task has been delegated, shall forward Form B to the applicant.
- 6.5 Non-complaint approaches
1. An on-site inspection shall be completed by the **Division Councillor** and/or **Maintenance Supervisor** during approach construction and/or after completion of approach construction.
 2. Where an approach has been installed without a permit or has not been built to standards written notice shall be sent to Landowner or Lease Holder indicating that the approach is non-compliant and must be brought to standards within 180 days.
 3. If approach remains non-compliant after 180 days, RM of Beaver River No. 622 maintenance staff may remove the approach without compensation to Landowner or Lease Holder who installed approach.

6.6 New Subdivisions:

1. A developer will be required, as part of the servicing agreement and as a condition to the approval of the subdivision, to construct an approach to the Municipality's standards on each new lot created. If an existing approach is being used to access one of the new subdivisions, the existing approach shall be upgraded to the Municipality's standards.
2. Further, an additional approach shall be constructed for access to the remaining portion of the land if one does not exist after the subdivision has been completed. Each approach will require inspection and approval by the Municipality's appointed representative prior to the final approval and release of an irrevocable letter of credit held by the Municipality.

7.0 DOCUMENT APPROVAL

ROLE	POSITION	NAME OF THE APPROVER	DATE APPROVED
AUTHOR	Northbound Planning	Council	03/04/2021
OWNER	Administrator	Nicole Neufeld	03/04/2021
FINAL APPROVER	RM Council	Resolution: 078-21 (B)	04/15/2021

8.0 REVISION HISTORY

EFFECTIVE DATE	REVISION LETTER	DOCUMENT AUTHOR	DESCRIPTION OF CHANGE
03/04/2021	A	Northbound Planning	Initial release
04/30/2021	B	Northbound Planning	Adding resolution, final edits
06/17/2021	C	Administrator	Revise width of approaches. Resolution 124-21.
10/19/2023	D	Administrator	Various revisions. Resolution 246 246-23





FORM A

APPROACH CONSTRUCTION REQUEST

I, _____, make application to construct an approach on the

East /west /south /north ¼ of Section _____ Township _____ Range _____ W3

OR

Lot _____ Block _____ Plan _____

The approach will be built _____ wide.

Signature of Landowner / Lease Holder

Date (MM/DD/YYYY)

Signature of Landowner / Lease Holder

Date (MM/DD/YYYY)

Address: _____

Contact Number: _____



FORM B

APPROACH REQUEST – Councillor Approval/Refusal

Please choose one of the following:

Approval:

That the approach request on the east/west/south/north ¼ of Section _____ Township _____

Range _____ W3 **OR** Lot _____ Block _____ Plan _____ be approved under the following conditions:

1. _____
2. _____
3. _____
4. _____

Division Councillor

Refusal:

That the approach request on the east/west/south/north ¼ of Section _____ Township _____

Range _____ W3 **OR** Lot _____ Block _____ Plan _____ is refused because:

1. _____
2. _____
3. _____
4. _____

Division Councillor



FORM C

APPROACH MODIFICATION REQUEST

I, _____, make application to modify an existing approach on the
East /west /south /north ¼ of Section ____ Township ____ Range ____ W3 **OR** Lot ____ Block ____ Plan
_____.

The proposed modification: _____
_____.

Signature of Landowner / Lease Holder

Date (MM/DD/YYYY)

Signature of Landowner / Lease Holder

Date (MM/DD/YYYY)

Address: _____

Contact Number: _____



On Site Inspection(s)

Pre-Inspection:

Date: _____

Approach Compliant Yes _____ No _____

The following work needs to be completed:

Division Councillor

Signature of Landowner / Lease Holder

Post-Inspection:

Date: _____

Approach Compliant Yes _____ No _____

The following work needs to be completed:

Division Councillor

Signature of Landowner / Lease Holder