

Wheatland County
PUBLIC WORKS POLICIES

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PUBLIC WORKS POLICY SECTION 9.1 - CREWS AND DEPARTMENTS	9.1.1 GENERAL INFORMATION Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708

PURPOSE

Includes policies pertaining to the entire Public Works Department in general.

CREWS AND DEPARTMENTS

GENERAL INFORMATION

- a. County will support the training of staff for various positions by covering costs of courses and memberships associated with a particular position, as well as the necessary time off for the successful completion of the training.
- b. Hours of work will be approved as per budget allocation for each department. Off-season hours will require the approval of the Public Works Superintendent.
- c. All accidents involving County employees, vehicles, or equipment must be reported immediately to the Administration Office.
- d. Any County employee who attends the scene of any traffic accident while on County time must report the incident to the Administration Office.
- e. In addition to the regular duties of each crew and department, miscellaneous duties may arise and are expected to be completed upon request.
- f. The County will maintain, construct and surface County roads and streets to an acceptable standard. In maintaining this program, the County will provide:
 - Construction Crew
 - Gravel Crew
 - Oiling Crew
 - Hamlet Crew
 - Utilities Crew
 - Bridge Inspector
 - Sign Crew
 - Culvert Crew
 - Land Department
 - Divisional Graders

PUBLIC WORKS POLICY SECTION 9.1 - CREWS AND DEPARTMENTS	9.1.2 OVERVIEW OF CREWS AND DEPARTMENTS Page 1/3
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708

PURPOSE

Offers a brief overview of each crew or department’s responsibilities.

OVERVIEW OF CREWS AND DEPARTMENTS

Construction Crew

The construction crew is responsible for the construction of new roads or the re-building of existing roads. Projects are done in sequence according to the 10 Year Road Program which is divided into yearly projects based on priority.

Gravel Crew

The purpose of the gravel crew is to maintain safe all weather roads for ratepayers. They are responsible for the hauling of gravel for road maintenance and grading, as well as various construction projects.

Oiling Crew

The oiling crew has as its’ main function the patching, base course and chip seal of roads and streets. This helps to provide a safe running surface for our motoring public.

In addition, the oiling crew operates the Dust Control Program. The intent of the Dust Control Program is to help alleviate dust problems for residents living on gravel roads.

Hamlet Crew

It is the responsibility of the Hamlet Crew to maintain all County owned public property located within the hamlets. This includes:

- Patching holes
- Grade and gravel alleys
- Plowing snow
- Mowing grass
- Street Cleaning

The Hamlet Crew is also responsible for the repair and maintenance of the underground utilities (water, sanitary sewer & storm sewer) owned by the County and to assist the water plant operators in the event of an emergency waterline break.

Utilities Crew

Duties are to ensure the proper operation and maintenance of all County owned facilities involving the production and transference of both potable drinking water and treated wastewater in Wheatland County Hamlets and all contracted facilities. Operators are responsible for:

- Running the treatment plants including making all necessary process adjustments.
- Ensuring chemicals and supplies are adequate.
- Formulating reports, reporting to the appropriate regulatory bodies.
- Performing both regular and preventive maintenance.
- Monitoring facilities on call.
- Performing all appropriate testing.
- Conform to all safety regulations.
- Any other duties as assigned.

The lead operator reports to the Superintendent of Public Works.

Bridge Inspector

The County employs a trained certified bridge inspector as per Alberta Bridge Inspection and Maintenance standards. This employee splits his time between inspecting structures, working on a crew, and other municipal duties when required. On average, approximately 4 to 6 structures are replaced each year in addition to the repairing and maintenance of a number of bridges and bridge size culverts. The Municipality works in coordination with the Western Irrigation District on many projects and also in conjunction with Alberta Transportation.

Culvert Crew

These culverts include any pipes with a diameter of less than 60". The County employs one full time employee and one part time employee for the maintenance and installation of culverts.

In the spring, steamer units are used to thaw ice that may be plugging culverts.

Sign Crew

One full time employee is necessary for the installation and maintenance of various signs which are found throughout the Municipality. Signs are installed to Alberta Transportation Standards.

Land Department

The Land Department consists of one full time Land Agent as well as administrative support which is shared with other Public Works Departments. Duties of the Land Agent are as follows:

- Acquiring land for various construction projects
- Organizing Borrow Agreements for Construction Projects
- Approach inspections for outside parties
- Pipeline Crossings
- Handling utility requests from outside parties
- Selling and leasing County lands where requested and approved by Council
- Complete land purchase and crop damage payments
- Complete appraisals of County lands prior to disposal of approved lands

Administrative Support

A person to provide administrative support to all the public works departments.

Divisional Graders

See Road Grading Policy

PUBLIC WORKS POLICY SECTION 9.2 – ROAD CONSTRUCTION	9.2.1 CONSTRUCTION PROGRAM Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708

PURPOSE

Describes how the construction projects are to be chosen for any given year.

ROAD CONSTRUCTION

CONSTRUCTION PROGRAM

It is the policy of County Council to reconstruct roads on a County wide priority list basis, based on the current 10 Year Road Program.

- a. The County will maintain a rotating flexible ten year program. The Manager of Transportation and Infrastructure and the Public Works Superintendent will bring forward a list of possible new projects each year to maintain the ten year program to council for discussion and approval.
- b. The County will also follow a rotating firm three year program. The three year program will include the current year and the two subsequent years. This will be done to accommodate land purchases, engineering, utility moves and possible coordination with other authorities. To keep this program up to date, the Manager of Transportation and Infrastructure and the Public Works Superintendent will meet with Council annually to insure that a firm three year program is always in place.
- c. Projects not completed during any given season will be carried forward and will receive first priority the following year.

PUBLIC WORKS POLICY SECTION 9.2 – ROAD CONSTRUCTION	9.2.2 PAVING PROGRAM	Page 1/1
Effective Date: June 5, 2012 CM (Res. 12-468)	Revised:	

PURPOSE

Describes how the paving projects are to be chosen for any given year.

ROAD CONSTRUCTION

PAVING PROGRAM

It is the policy of County Council to pave roads on a County wide priority list basis, based on the current 10 Year Road program.

- a. The County will maintain a rotating flexible ten year program. The Manager of Transportation and Infrastructure and the Public Works Superintendent will bring forward a list of possible new projects each year to maintain the ten year program to council for discussion and approval.
- b. The County will also follow a rotating firm three year program. The three year program will include the current year and the two subsequent years. This will be done to accommodate funding, grade construction (if required), engineering, utility moves and possible coordination with other authorities. To keep this program up to date, the Manager of Transportation and Infrastructure and the Public Works Superintendent will meet with Council annually to insure that a firm three year program is always in place.
- c. Projects not completed during any given season will be carried forward and will receive first priority the following year.

PUBLIC WORKS POLICY SECTION 9.2 – ROAD CONSTRUCTION	9.2.3 STOP CONTROL SIGNAGE FOR PAVED LOCAL ROADS Page 1/1
Effective Date: June 5, 2012 CM (Res. 12-467a)	Revised:

PURPOSE

Describes how intersections on paved local roads will be signed for stop conditions.

ROAD CONSTRUCTION

STOP CONTROL SIGNAGE FOR PAVED LOCAL ROADS

It is the policy of County Council to install and maintain stop signs on all local roads intersecting with paved local roads.

- a. As local roads are improved to a paved surface all intersecting local roads shall be stop controlled, with the paved road designed as the primary/main road.
- b. If two paved local roads intersect and they have similar traffic volumes a four way stop condition should be considered. However, if one of the paved local roads has a much higher traffic volume it will be considered the primary/main road and the minor road will be stop controlled.
- c. All paved local roads that intersect with Provincial Highways will be stop controlled and will also require a stop ahead warning sign. These roads will also require rumble strips “for stop conditions” to warn motorists of the stop control.

PUBLIC WORKS POLICY SECTION 9.2 – ROAD CONSTRUCTION	9.2.4 ENGINEERING Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708

PURPOSE

Breaks down the engineering requirements for specific situations.

ENGINEERING

- a. All construction of roads in Wheatland County will be subject to engineering according to the standard required for the specifications for each project.
- b. Local Roads – Engineering is required at discretion of Manager of Transportation and Infrastructure and the Public Works Superintendent in consultation with the Construction Foreman.
- c. Contracted Roadwork - engineering required in three categories:
 - Grade Construction
 - Base Course and Double Seal Coat
 - Asphalt Concrete Pavement

PUBLIC WORKS POLICY SECTION 9.2 – ROAD CONSTRUCTION	9.2.5 ROCK PICKING Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708

PURPOSE

Describes the procedure to be followed when disposing of rocks from construction sites.

ROCK PICKING

- a. Following construction, the Public Works Superintendent in conjunction with the Agricultural Service Board, may arrange for the disposal or collection of rocks from the construction zone.
- b. Payment for services requested outside of the construction zone shall be based on the current Alberta Road Builders Association, machinery and equipment rates.
- c. Current rates are available from the Public Works Superintendent.

PUBLIC WORKS POLICY SECTION 9.3 - ROAD MAINTENANCE	9.3.1 GRAVEL OPERATIONS Page 1/4
Effective Date:	Revised: Dec 5/06 06-723 Revised: Nov. 24/09 CM – Res. 09-708 Revised: Mar. 2/10 CM – Res. 10-155 Revised: Mar. 30/10 CM – Res. 10-185 Revised: Dec. 15/20 CM – Res. CM-2020-12-57

PURPOSE

To provide guidelines for the management of gravel operations.

POLICY

Wheatland County will manage its gravel operations in accordance with the following guidelines:

1. Acquiring Gravel Pits:
 - a. The County may purchase gravel or gravel pits with the approval of Council as Council deems necessary.
 - b. Council may, in conjunction with other municipalities, purchase gravel pits either inside or outside the County boundaries.
 - c. Where necessary, Council may lease gravel pits for certain specified times or quantities with the royalty to be paid at the end of the calendar year.

2. Gravel Crushing
 - a. Crushing for gravel will be determined on a contract basis as per Wheatland County’s Procurement Policy 2.1.
 - b. Wheatland County will determine crushing needs annually and carry out crushing operations on an as-needed basis.

3. Gravel Distribution Guidelines
 - a. Distribution of gravel will be determined on a county-wide, priority basis.
 - b. Private trucking may be hired from time to time by the Transportation and Agriculture department as deemed necessary.
 - c. The gravel crew is permitted only to re-gravel roads; gravelling of any road not previously graveled will be considered at the discretion of the Transportation and Agriculture department.

d. Private lanes or driveways will not be graveled.

4. Gravel Pit Management

a. The management and proper use of pits must adhere to all applicable regulations with regards to crushing, environmental approvals, and proper reclamation.

5. Gravel Pit Inventory

a. Regular inventories of gravel will be maintained throughout the County for use on County roads.

b. The amount of gravel hauled is entered into the gravel inventory to monitor the activity from each pit or stockpile.

6. Gravel Sales

a. Gravel is sold to County ratepayers for personal use only. A ratepayer cannot sell gravel purchased from the County. No sales for commercial or business use will be allowed.

b. Sales to other local governments and First Nations are not considered commercial. Any sales to other local governments and First Nations above the maximum allowable (200 tonnes) must be authorized by Council.

c. Sales are on crushed gravel or pit run only.

d. Sales will occur three times per year from select County pits only, no stockpile site sales will occur. Sales will be held in the spring, summer, and fall, and sale dates will be determined by January 31st of each year. Sale locations will be determined and advertised a month in advance of each sale date.

e. A maximum of 200 tonnes of gravel per ratepayer, per year applies. Only the landowner, or an individual with written permission from the landowner to purchase gravel against their name, can purchase or be provided with gravel tickets.

f. Gravel is sold at current rates as per Wheatland County's Master Schedule of Fees.

g. Smaller amounts of gravel, no greater than the box of a pick-up truck, may be removed from open County pits only by County residents at no charge. This gravel must be loaded by a shovel with no mechanical or motorized assistance permitted.

PROCEDURES

1. Gravel Sale Procedure

- a. Prior to an advertised gravel sale date, ratepayers must prepay for the amount of gravel they wish to receive. The method of purchase will be advertised along with the sale. After payment, ratepayers will be provided with a gravel ticket. The ratepayer is responsible for ensuring that the weight of gravel purchased can be legally hauled with their equipment.
- b. The ratepayer will attend the location of the gravel sale and must submit the gravel ticket to the loader operator. The loader operator will load the amount of gravel indicated on the ticket.
 - i. The loader operator regulates how many tonnes of gravel each ratepayer will have loaded onto their truck
 - ii. The County loader operator retains the right to refuse to load any vehicle.
- c. The County loader must load gravel and is equipped with a scale. Privately owned loading equipment cannot enter the County pits.
- d. Ratepayers must remain in their vehicles parked at the GRAVEL SALES sign until the loader operator gives further direction. For safety purposes, absolutely no exiting of vehicles in the pit area will be allowed.

DEFINITIONS

“Gravel Pit” means an excavation from the surface of the land for the purpose of removing gravel. In this policy, gravel pits are sites where gravel extraction activities are actively taking place and do not include stockpile sites.

“Gravel Stockpile” in this policy refers to locations throughout the County where piles of gravel or other aggregate materials are stored for Wheatland County’s operational use. Sales and removal of gravel shall not occur at these locations.

“Ratepayer” means a resident of Wheatland County who owns property and pays taxes to the County. For the purpose of this policy, the definition of a single ratepayer is inclusive of all joint owners of a property. To clarify, multiple landowners of the same property will be considered one ratepayer, so the limit of 200 tonnes of gravel per ratepayer, per year will apply to all owners as though they were a single ratepayer.

“Personal use” means that gravel is to be used for non-commercial purposes, as purchased by a ratepayer of Wheatland County who is not a registered business.

“Commercial use” means any use of gravel by a registered business that is inconsistent with Wheatland County’s intent of making gravel available for the personal use of ratepayers. This includes the sale of gravel purchased through County gravel sales by the purchasing ratepayer to third parties.

“Gravel ticket” refers to a ticket obtained from Wheatland County administration after purchasing a specific amount of gravel.

REFERENCES

Policies

- Corporate and Financial Services Policy 2.1 Procurement Policy
- Current Wheatland County Master Schedule of Fees

External

- Environmental Protection and Enhancement Act, RSA 2000 c E-12, and associated regulations and codes of practice.

DOCUMENT OWNER

General Manager of Transportation & Agriculture

PUBLIC WORKS POLICY SECTION 9.3 - ROAD MAINTENANCE	9.3.2 ROAD GRADING Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708

PURPOSE

Lists guidelines for duties pertaining to road grading.

ROAD GRADING

- a. The County is divided into nine grader divisions; roads within the division are graded on a rotation basis.
- b. The method of grading is left to the discretion of the operator based on the specific situation so as to give the best possible service to the public with the approval of the Grader Foreman.
- c. Back sloping adjacent to the road may be done with the landowners’ approval. No back sloping can be done on quarter lines.
- d. No grading of private driveways is permitted.
- e. The grader operator has the authority to maintain the roads to a safe standard regardless of dust control or other obstacles.
- f. All gravel spread on county roads must be graded by the end of the work day.
- g. Any work outside of the government road allowance must have Council approval.

PUBLIC WORKS POLICY SECTION 9.3 - ROAD MAINTENANCE	9.3.3 LINE PAINTING Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708

PURPOSE

Lists general timeline for line painting and refers to guidelines followed.

LINE PAINTING

- a. Line painting is subject to budget considerations and is to be done each year in late August or September providing a contractor is available.
- b. Line painting is to be done to Alberta Transportation specifications.
- c. Line painting is to be done at the discretion of the Public Works Superintendent.

PUBLIC WORKS POLICY SECTION 9.3 - ROAD MAINTENANCE	9.3.4 BRUSH CUTTING Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708

PURPOSE

Indicates priority for duties pertaining to brush cutting and procedures to be followed.

BRUSH CUTTING

- a. Brush cutting has a low priority rating. It is done as a fill in for other work.
- b. Tree stump treatment and removal will be coordinated with the ASB Department.
- c. Equipment is to be inspected for safety prior to starting.
- d. Signage is to be in place prior to starting work on site.
- e. Sites will be done on a safety first priority basis at the discretion of the Public Works Superintendent.

PUBLIC WORKS POLICY SECTION 9.3 - ROAD MAINTENANCE	9.3.5 DEAD ANIMALS Page 1/1
Effective Date:	Revised: May 19/04CM

PURPOSE

Outlines the instances when County will remove dead animals and lists procedure to be followed in such cases.

DEAD ANIMALS

- a. County does not move dead animals unless the animal is on or close to the driving surface; in which case the animal will be moved back to the property line. If the animal is in front of a residence, then it will be moved away from the residence.

PUBLIC WORKS POLICY SECTION 9.3 - ROAD MAINTENANCE	9.3.6 STREET CLEANING Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708

PURPOSE

Indicates general timeline to be followed and well as guideline for duties pertaining to street cleaning of Hamlets.

STREET CLEANING

- a. Street cleaning of Hamlets will occur each year in late April to mid-May.
- b. Signage will be placed out two days prior to street sweeping.
- c. Vehicles left on streets will result in that particular area being omitted from the cleaning route.
- d. Street cleaning will be done as required and at the discretion of the Public Works Superintendent.

PUBLIC WORKS POLICY SECTION 9.3 - ROAD MAINTENANCE	9.3.7 SNOW PLOWING Page 1/13
Effective Date:	Revised: April 18, 2006 CM 06-243 Revised: Nov. 24/09 CM – Res. 09-708 Revised: Nov. 6/18 CM – Res. 18-11-67 Revised: Nov. 16/21 – Res. CM-2021-11-34 Revised: Nov. 22/22 – Res. CM-2022-11-66

PURPOSE

The purpose of this policy is to establish uniform standards for snow removal and ice control on roads under the direct control of Wheatland County.

RESPONSIBILITIES

The General Manager (GM) of Transportation and Agriculture, or delegate, is responsible for the implementation, monitoring, and evaluation of this policy.

REFERENCES

Bylaws

Bylaw 2019-20 Traffic-Control Bylaw

Bylaw 2021-18 Nuisance and Unsightly Property Bylaw

DEFINITIONS

“**Arterial Roads**” means rural roads which feed into the provincial highway system and consistently have traffic volumes excess of 200 vpd.

“**Collector Roads**” means rural roads which connect traffic to arterial roads and consistently have traffic volumes between 100-200 vpd.

“**Local Roads**” means rural roads with average traffic below 100 vpd.

POLICY

Wheatland County will provide snow plowing services on roads under the County’s authority using a priority system.

Snow plowing for roads other than those identified in Schedule A shall be carried out in general accordance with the following priorities:

- Arterial Roads
- Collector Roads
- Local Roads

Roads for the communities shown in Schedule A will be completed based on the priority system

identified in the diagrams in Schedule A.

Lower standard county roads such as agricultural access roads, resource access roads, dirt trails, and right-of-ways not developed or maintained by the County are not plowed except at the discretion, and under the approval, of the General Manager or delegate.

Private roads, sidewalks along private and commercial property, driveways, or field approaches are not considered County responsibility.

Back alleyways within the communities identifies in Schedule A will only be plowed once all surfaced roads have been cleared and widened in all Hamlets.

It is recognized that there will be unusual and varying circumstances for which Operations staff must use discretion and judgment in the application of this policy.

Sidewalks adjacent to County owned property will be cleared in accordance with the Wheatland County Nuisance and Unightly Property Bylaw.

Snow removal from approaches and driveways (including snow ridges or windrows that may have accumulated because of snow removal operations), are the responsibility of the landowner to clear. Snow cleared from approaches, driveways, and sidewalks may not be pushed across highways, deposited onto roadways, or deposited into ditches.

PROCEDURE

Snow plowing operations on gravel surfaced roads will commence within 24 hours after snow accumulation reaches a depth of 15 cm.

Snow plowing operations on paved and hard surfaced roads will commence within 24 hours after snow accumulation reaches a depth of 6 cm.

Snow plowing operations may commence earlier than described if sufficient equipment and manpower is available, and at the discretion of the GM or delegate.

All equipment being utilized for plowing and sanding operations will be called off the roads during unsafe conditions as determined by the GM or delegate.

The County will supply sufficient equipment and manpower to clear identified County roadways within 72 hours after the snow event has ended. Under extreme weather conditions, the GM or delegate may determine that additional time for snow clearing is required, and notifications will be posted on the County website advising of delays. Cleanup operations and clearing of public parking lanes and public parking lots may not occur until after this time frame, and only after all public roadways identified in Schedule A have been cleared.

When icy conditions develop on roadways and if conditions warrant, abrasives and/or melting agents may be applied to the road surfaces at the discretion of the GM or delegate.

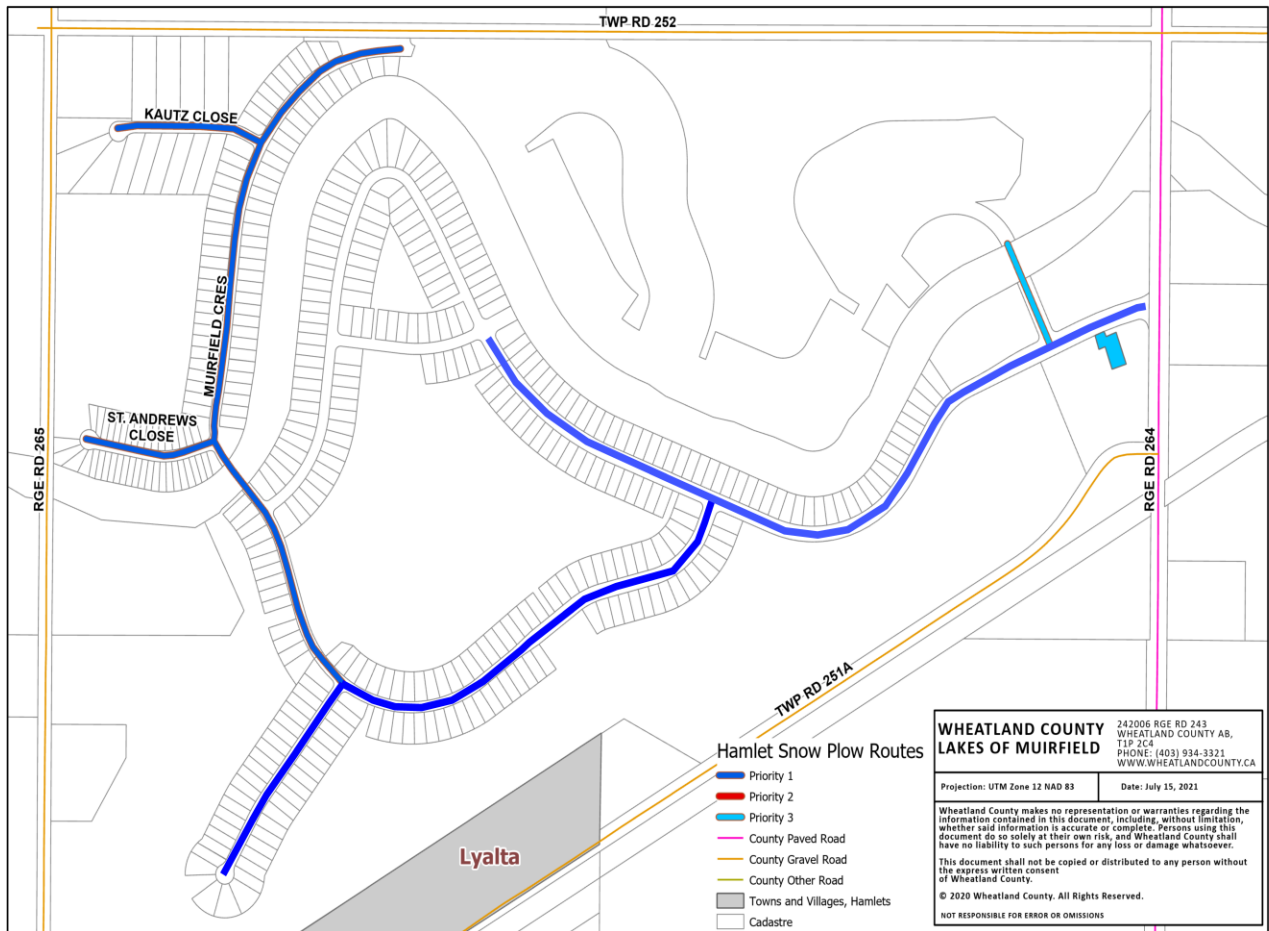
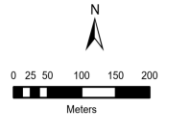
Operators or other snow-clearing personnel, at their discretion, may vary the starting location of their assigned routes as conditions warrant.

DOCUMENT OWNER

General Manager of Transportation & Agriculture

**ADDENDUM TO PUBLIC WORKS POLICY SECTION 9.3 – ROAD MAINTENANCE
SCHEDULE A – SNOW PLOWING PRIORITY MAPS**

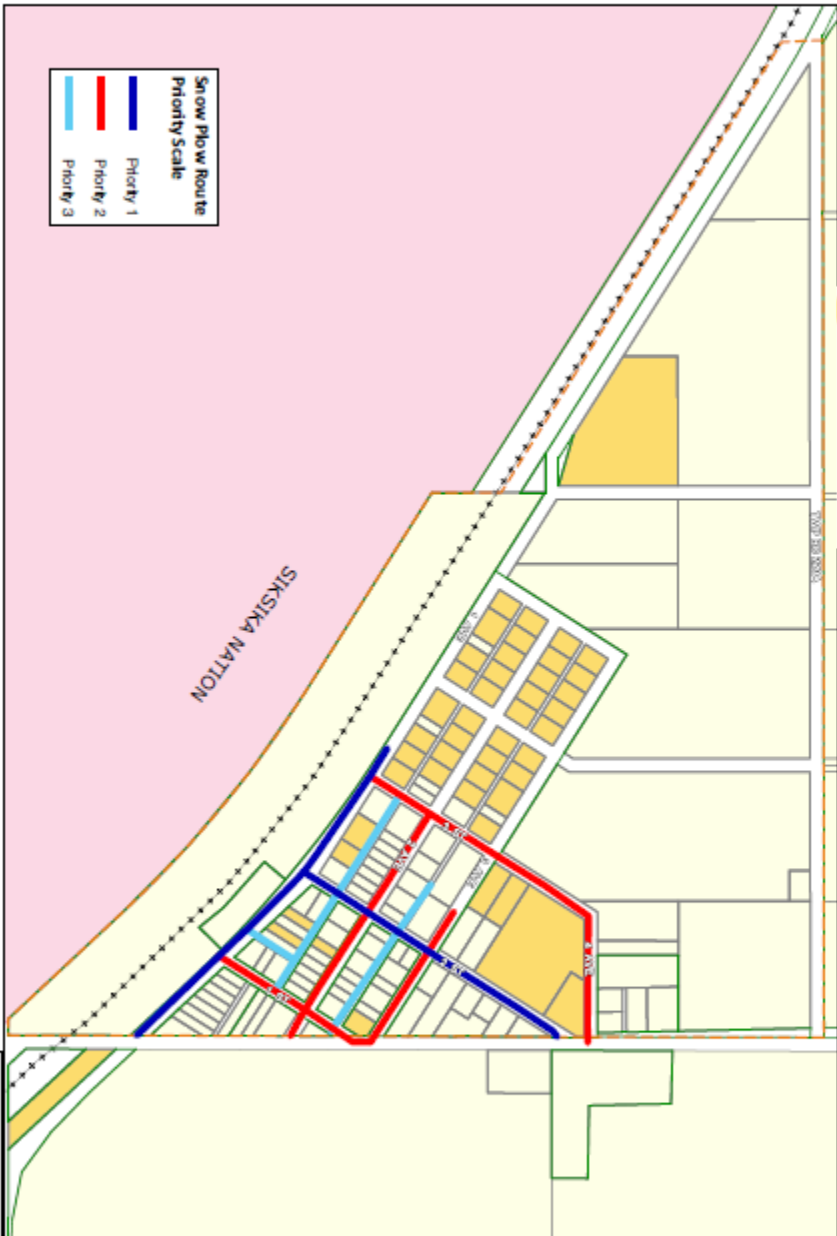
Lakes of Muirfield Snow Plow Map





WHEATLAND COUNTY
WHERE THERE'S A ROAD IS OURS

Cluny Snow Plow



WHEATLAND COUNTY
CLUNY SNOW PLOW MAP
PROJECT: CPM ZONE 125NAD83
DATE: December 01, 2018

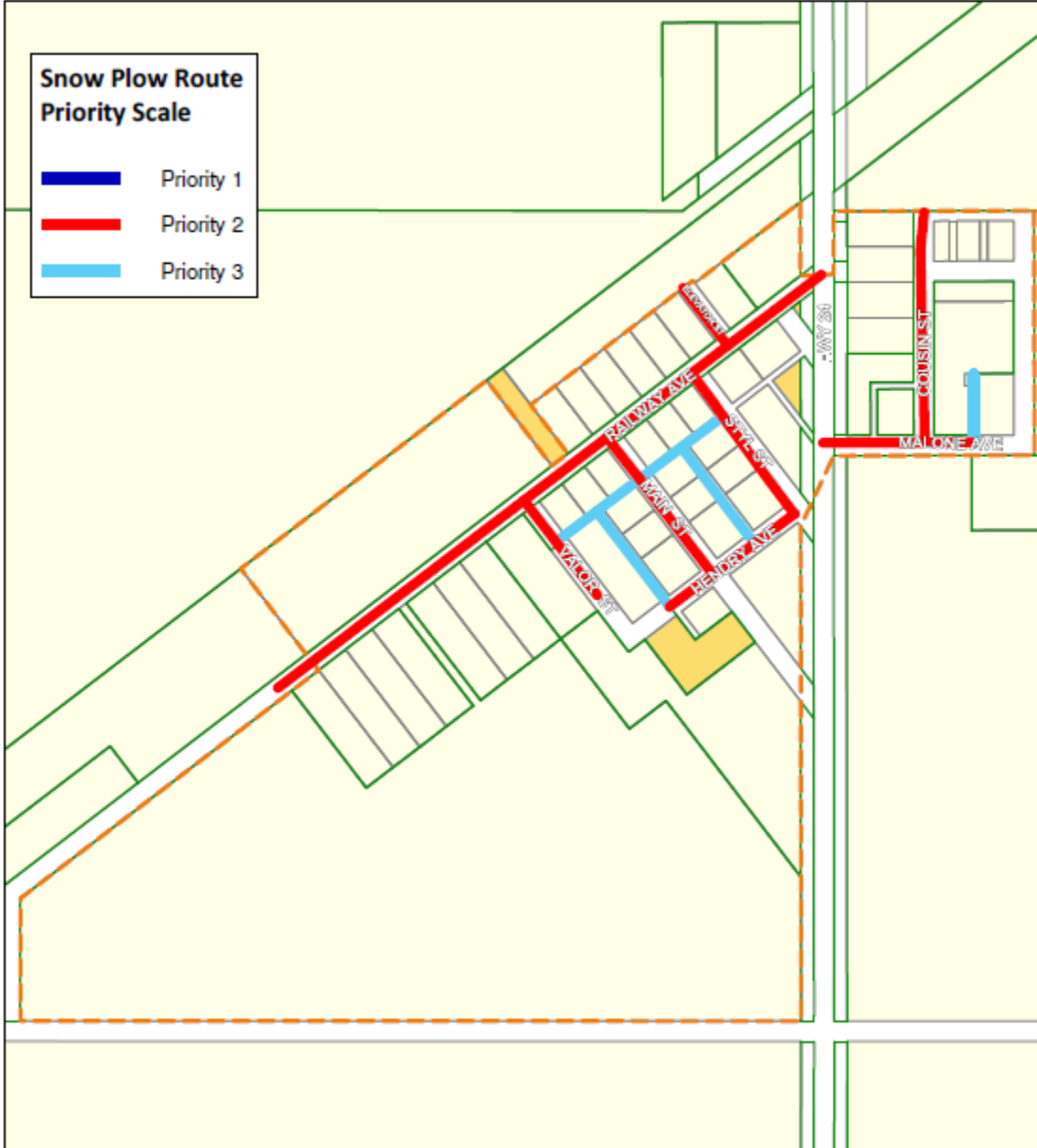
WHEATLAND COUNTY
CLUNY SNOW PLOW MAP
PROJECT: CPM ZONE 125NAD83
DATE: December 01, 2018

DATE: Dec. 01, 2018
DRAWN BY: J. K. L. I.
CHECKED BY: J. K. L. I.
PROJECT: CPM ZONE 125NAD83
DATE: December 01, 2018



WHEATLAND COUNTY
Where There's Room to Grow

Cheadle Snow Plow



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Compiled from the Rural Catalog of Digital Data November 06, 2015, 1:25,000 Digital Base, Land Ownership records of the municipal area, November 06, 2015, Building/Plot/Parcel information compiled from municipal assessment data, December 05, 2017.

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WHEATLAND COUNTY CHEADLE SNOW PLOW MAP

HWY. #1, R.R. 1
Strathmore, Alberta
T1P 1J6
Phone: (403) 934-3321
www.wheatlandcounty.ca

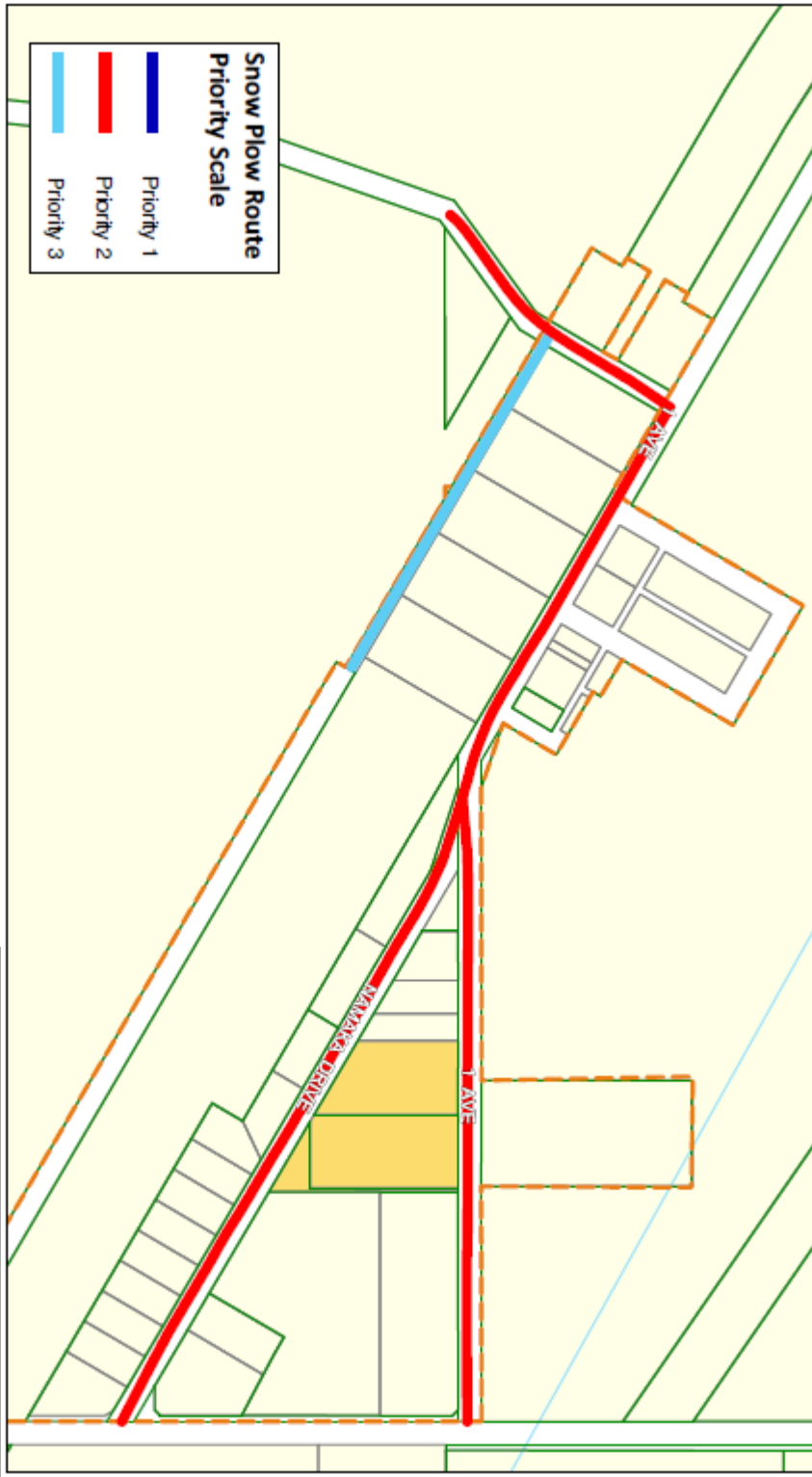
Projection:
UTM Zone 12 NAD 83

Date:
December 01, 2018



WHEATLAND COUNTY
Where There's Room to Grow

Namaka Snow Plow



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T1P 1J6
Phone: (403) 994-3321
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WHEATLAND COUNTY
NAMAKA SNOW PLOW MAP

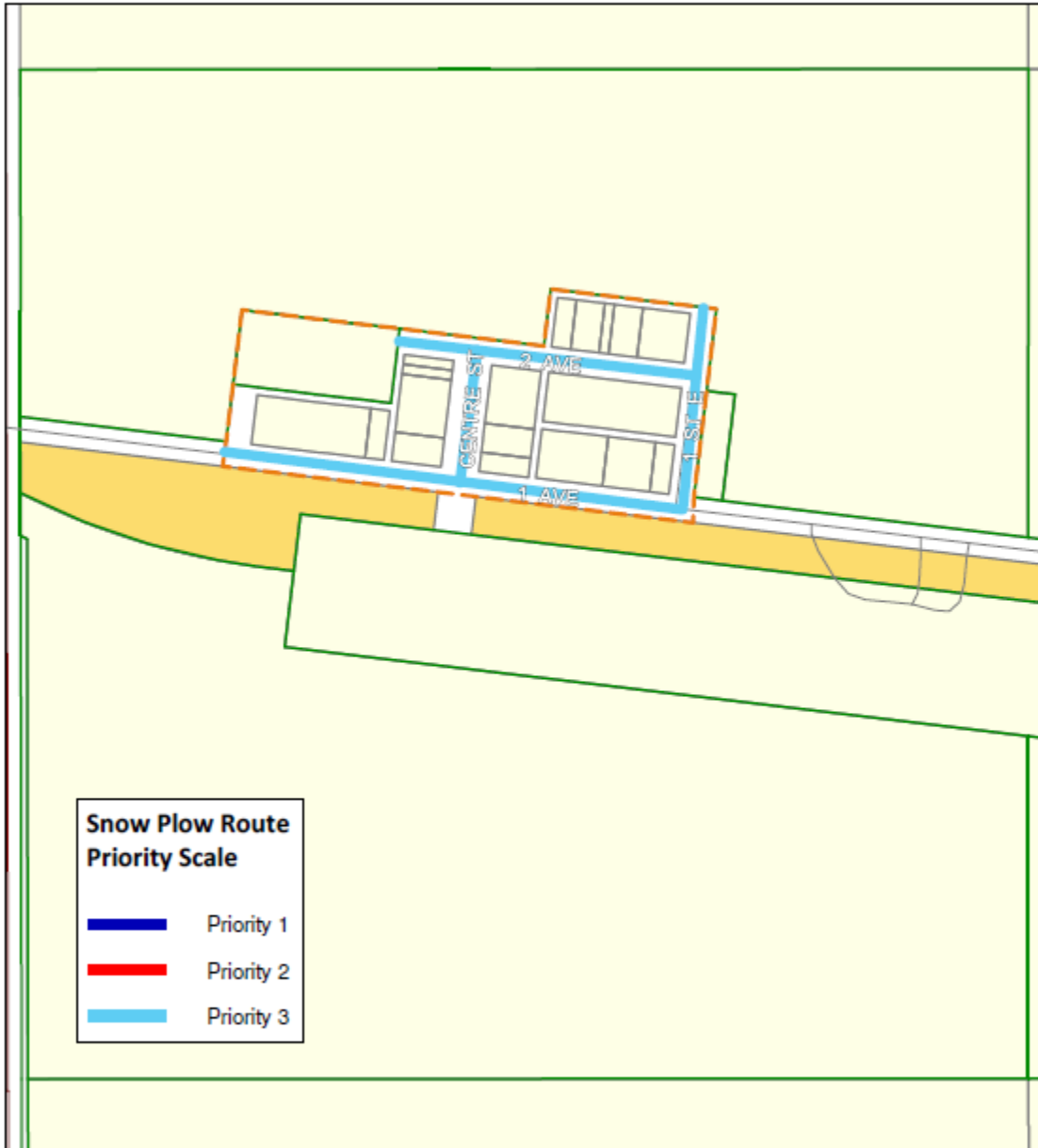
Projection: UTM Zone 12 NAD 83

Date: December 01, 2018



WHEATLAND COUNTY
Where There's Room to Grow

Chancellor Snow Plow



**Snow Plow Route
Priority Scale**

- Priority 1
- Priority 2
- Priority 3

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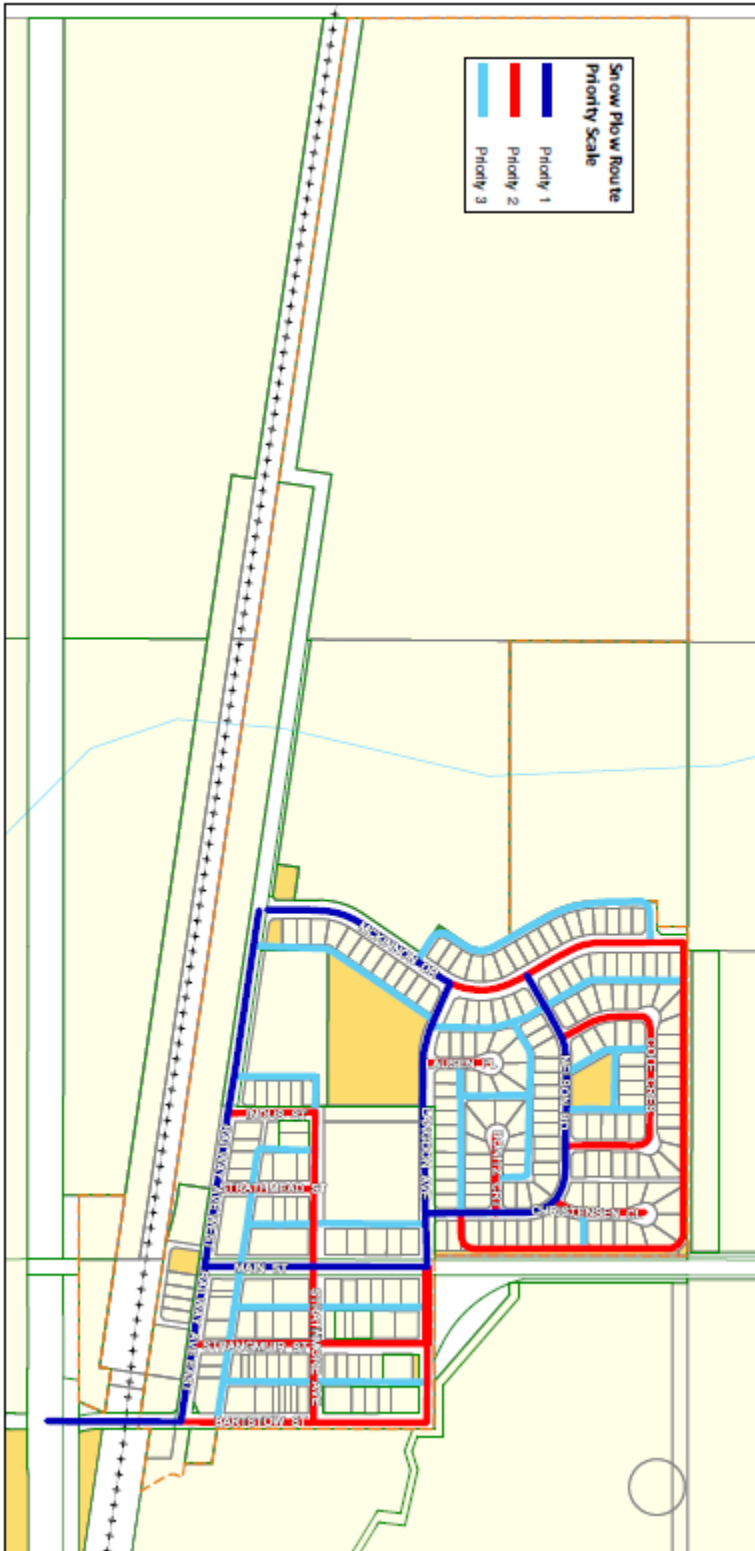
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WHEATLAND COUNTY CHANCELLOR SNOW PLOW MAP		HWY. #1, R.R. 1 Strathmore, Alberta T1P 1J6 Phone: (403) 934-3321 www.wheatlandcounty.ca
Projection: UTM Zone 12 NAD 83	Date: December 01, 2018	



Carseland Snow Plow



Snow Plow Route
Priority Scale

- Blue line: Priority 1
- Red line: Priority 2
- Light Blue line: Priority 3

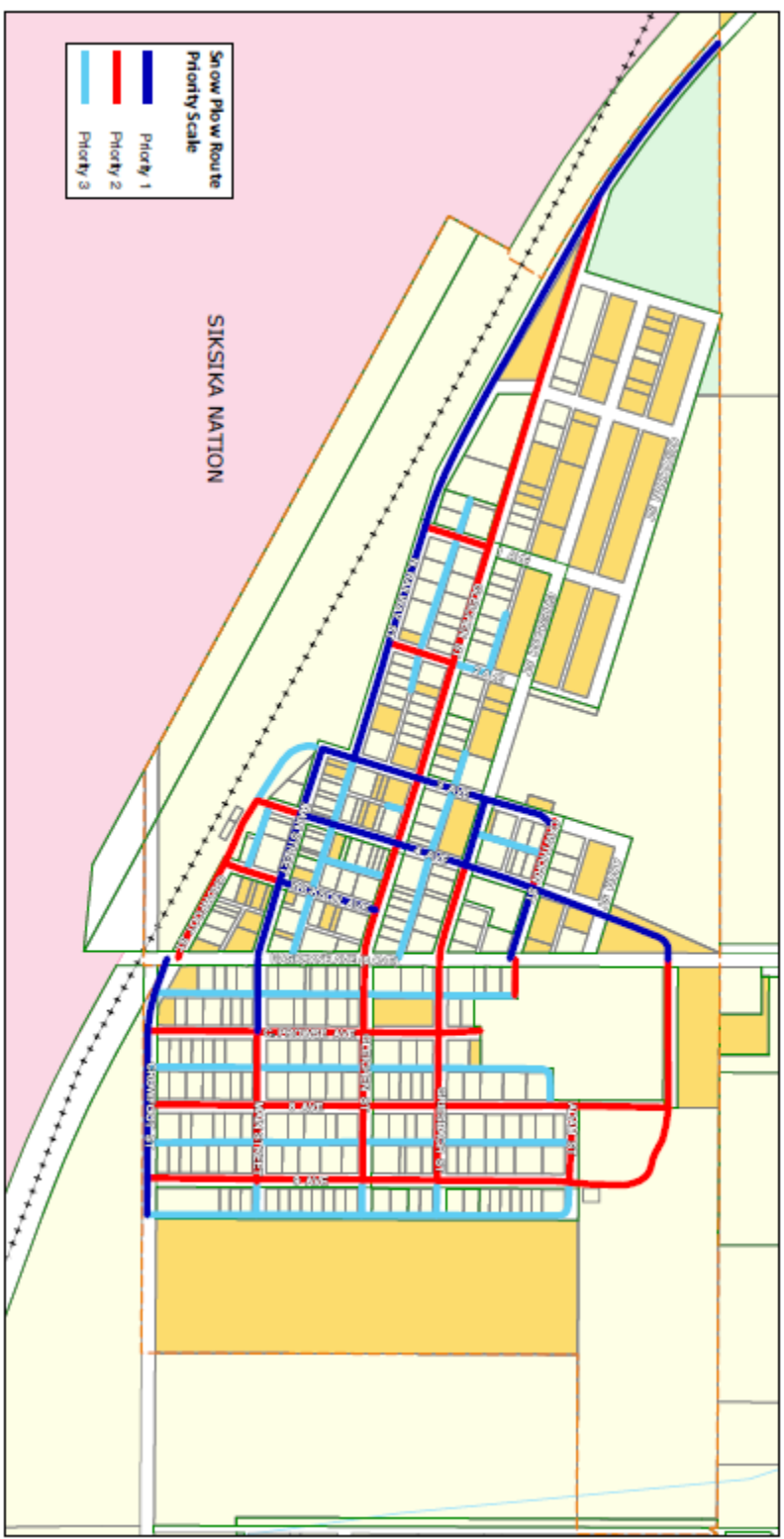
WHEATLAND COUNTY
 COUNTY OFFICE
 300 WEST 12TH AVENUE
 SPOKANE, IDAHO 83402
 PH: (208) 325-1111
 FAX: (208) 325-1112
 WWW.WHEATLANDCOUNTY.ID

BY: A. K. I.
 WHEATLAND COUNTY
 SPOKANE, ALBERTA
 PHONE: (403) 598-2231
 WWW.WHEATLANDCOUNTY.ID

Project:	WHEATLAND COUNTY CARSIELAND SNOW PLOW MAP	Date:	December 10, 2018
Drawn:	ITHM Zou (123456)		



Gleichen Snow Plow



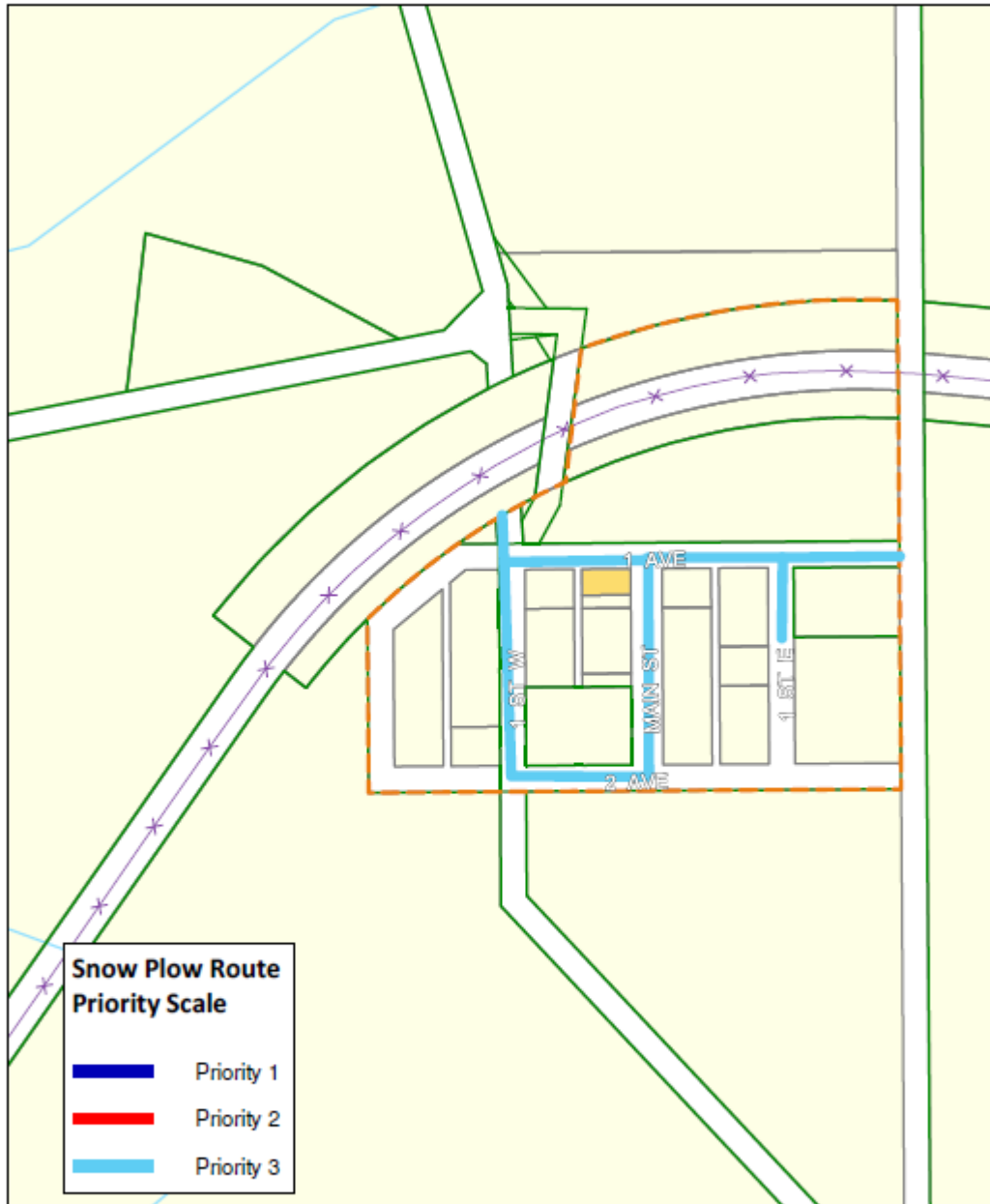
WHEATLAND COUNTY
1000 10th St. N
Wheatland, WY 82204
Phone: (406) 938-2321
www.wheatlandcounty.wy.gov

WHEATLAND COUNTY
GLEICHEN SNOW PLOW MAP
PROJECT: CTR Zone 125N40S0
DATE: December 01, 2018

DWY, R.L. & S.
SHELDON, ALAN
Phone: (406) 938-2321
www.wheatlandcounty.wy.gov



Redland Snow Plow



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Compiled from the Rural Cabinet of Digital Data November 16, 2010, 1:26,300 Digital Data. Land Ownership derived from municipal map data, November 16, 2010. Building/Structure information compiled from municipal assessment data, December 20, 2011.

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WHEATLAND COUNTY REDLAND SNOW PLOW MAP

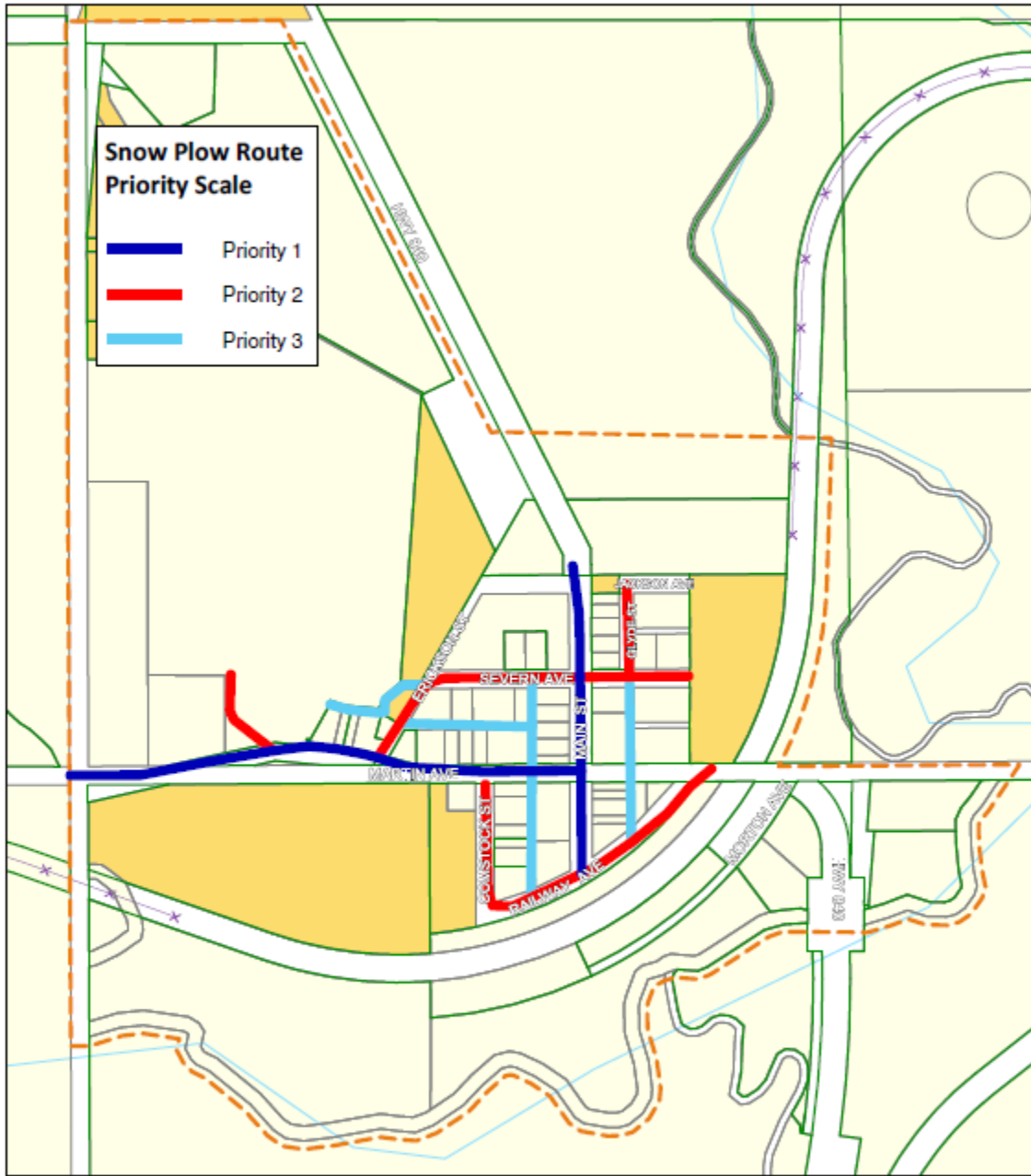
HWY. #1, R.R. 1
Strathmore, Alberta
T1P 1J6
Phone: (403) 934-3321
www.wheatlandcounty.ca

Projection:
UTM Zone 12 NAD 83

Date:
December 01, 2018



Rosebud Snow Plow



Snow Plow Route Priority Scale

- █ Priority 1
- █ Priority 2
- █ Priority 3

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Compiled from the Rural Catalogue Digital Base November 06, 2015, 1:80,000 Digital Base, Land Ownership parcels of their recorded use data, November 06, 2015, Building/Use/Feature information compiled from municipal assessment data, December 10, 2017.

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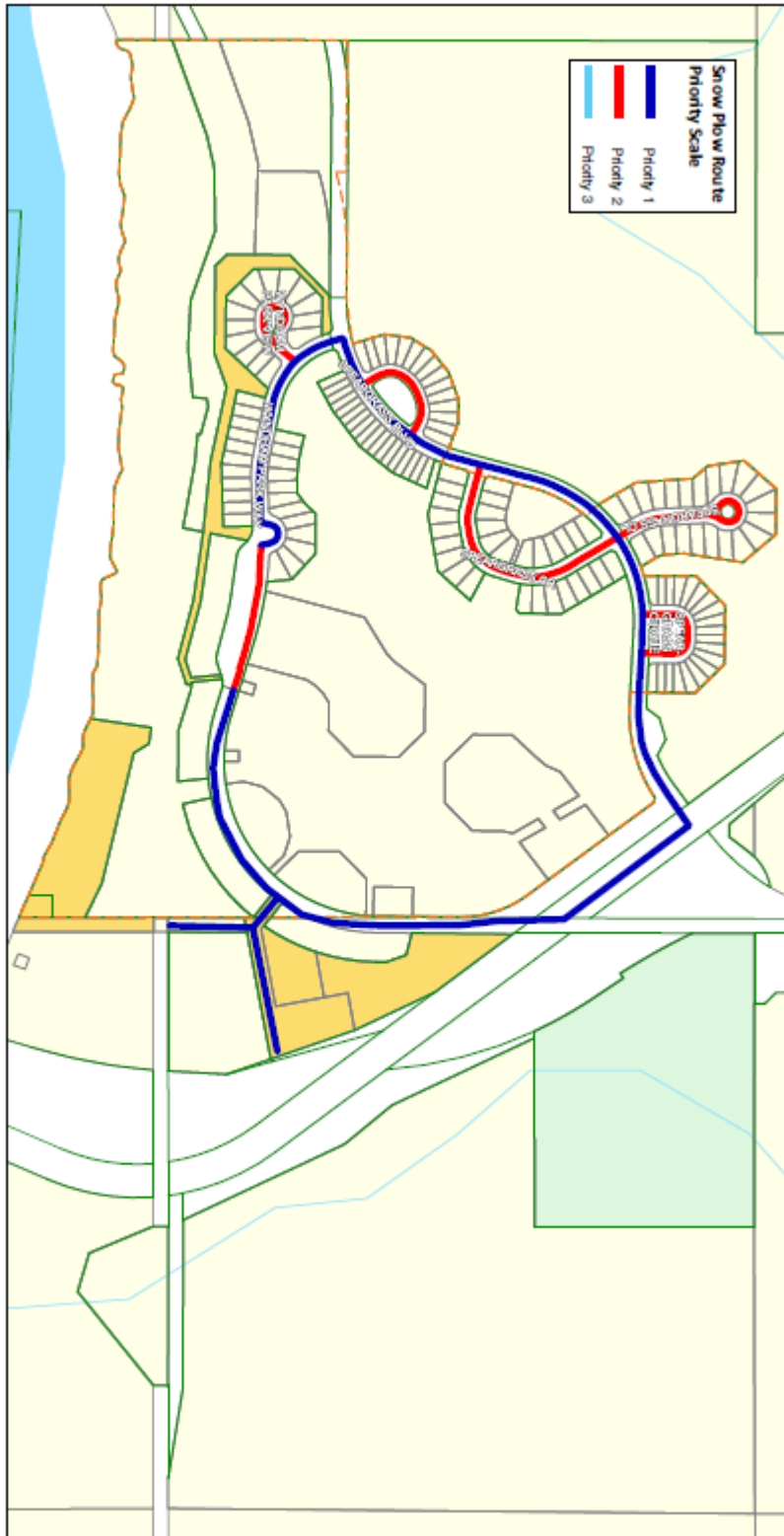


WHEATLAND COUNTY ROSEBUD SNOW PLOW MAP		HWY. #1, R.R. 1 Strathmore, Alberta T1P 1J6 Phone: (403) 934-3321 www.wheatlandcounty.ca
Projection: UTM Zone 12 NAD 83	Date: December 01, 2018	



WHEATLAND COUNTY
Where There's A Will, There's A Way

Speargrass Snow Plow



WHEATLAND COUNTY
SPEARGRASS SNOW PLOW MAP
DATE: DECEMBER 10, 2018
BY: JEFFREY L. HARRIS

WHEATLAND COUNTY
SPEARGRASS SNOW PLOW MAP
DATE: DECEMBER 10, 2018
BY: JEFFREY L. HARRIS

PUBLIC WORKS POLICY SECTION 9.4 - GUIDELINES AND PROCEDURES FOR OUTSIDE PARTIES	9.4.1 ROAD DESIGN GUIDELINES Page 1/13 (Statutory Local Road Allowances)
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708 Revised: Jan. 8/14 Committee of the Whole Revised: Feb. 18/14 CM – Res. 14-02-82

PURPOSE

Lists specific guidelines for outside parties requesting to construct roads.

GUIDELINES AND PROCEDURES FOR OUTSIDE PARTIES

ROAD DESIGN GUIDELINES – STATUTORY LOCAL ROAD ALLOWANCES

Standard Road Design Guidelines – 20 Metre Width

All requests from landowners, resource companies and other parties, wishing to construct roads to standard road design specifications on statutory local road allowances must adhere to the following procedures and guidelines:

- a. Application must be submitted in writing to the General Manager of Transportation & Infrastructure Services for road construction on a statutory local road allowance and shall be subject to approval by the General Manager of Transportation & Infrastructure Services, in conjunction with County Council.
- b. The approval for conditions of road construction shall be in accordance with approved Standard Road Design Guidelines as set out in this policy.
- c. All costs shall be borne by the applicant.
- d. The applicant shall ensure natural drainage of the road right-of-way is maintained.
- e. If there is a dead end in the road, a cul-de-sac type turnaround shall be provided. If there is insufficient area for the turnaround within the road allowance, the applicant shall acquire an easement in favor of the Municipality for additional area. If an easement is not obtainable or determined to not be necessary, the turnaround standard diameter of 30 metres shall be relaxed.
- f. The applicant shall post all required traffic control signs and the posting of the signs shall be in accordance to the provincial and municipal guidelines and regulations.
- g. The applicant shall enter in to an “Access and Work Agreement” with the Municipality to perform the road construction. Upon completion of the road construction and approval of same by the General Manager of Transportation & Infrastructure Services, the Municipality may assume responsibility for all future maintenance and upkeep of the road.
- h. Depending on intended use and field conditions, the applicant will be required to provide

engineering drawings and a letter of credit to cover the costs of the road construction.

- i. Applications involving extraordinary circumstances, not covered within this policy shall be referred to Council for discussion and direction.
- j. If the proposed road construction is located within an existing “Statutory Local Road Allowance” the County, with the approval of Council, may provide at their discretion, the engineering, culverts, gravel, fencing, and backsloping agreements. The landowners, resource companies and other parties will be required to provide a security deposit in advance of any work being undertaken in the amount of not less than \$10,000 plus \$10,000 for each kilometer of road to be constructed and for each bridge file. Should the applicant not proceed with the project within one year then the applicant shall forfeit all or a portion of the security deposit. The landowners, resource companies and other parties will be responsible for all other costs not stated above for the construction of the road.
- k. All applicants will be provided written confirmation of their requirements prior to any work being approved.

DESIGN GUIDELINES – STANDARD ROAD CONSTRUCTION - 20 m WIDTH

Right-of-way Width	Minimum	20.1 m (66 ft.)
Design Speed		90 kph (55 mph)
Road Width		8.6 m (28 ft.)
Ditch Shape	Minimum	Flat Bottom Ditch (3.0 m. wide)
Ditch Depth From Edge of Shoulder	Minimum	0.9 m (3 ft.)
Surface Crown		130 mm (5 in.)
Sideslope Ratio (h:v)	Maximum	3:1
Backslope Ratio (h:v)	Maximum	3:1
Culvert Diameter in Approaches	Minimum	500 mm (18 in.)
Culvert Diameter in Centre Line	Minimum	600 mm (24 in.)
Centerline Grade	Maximum	7%
Road Compaction	Minimum	95%

Additional Requirements:

- Road design must be submitted to the General Manager of Transportation & Infrastructure Services for approval prior to the commencement of any construction.
- No organic materials to be placed in the road embankment.
- Compaction shall be a minimum of 95% and on roads with a traffic volume higher than 500 vehicles per day; compaction shall be a minimum of 98%.
- The applicant shall be responsible for providing the road gravel at the discretion of the General Manager of Transportation and Infrastructure Services.
- All backslopes, ditches and disturbed areas shall be re-loamed and seeded at the applicant's expense.
- All new fences shall be located on the appropriate property boundaries and shall be constructed to the Municipality's standards and at the applicant's cost.

Standard Road Design Guidelines – 30 Metre Width

All requests from landowners, resource companies and other parties, wishing to construct roads to standard road design specifications on statutory local road allowances must adhere to the following procedures and guidelines:

- a. Application must be submitted in writing to the General Manager of Transportation & Infrastructure Services for road construction on a statutory local road allowance and shall be subject to approval by the General Manager of Transportation & Infrastructure Services, in conjunction with Council.
- b. The approval for conditions of road construction shall be in accordance with approved Standard Road Design Guidelines as set out in this policy.
- c. All costs shall be borne by the applicant.
- d. The applicant shall ensure natural drainage of the road right-of-way is maintained.
- e. If there is a dead end in the road, a cul-de-sac type turnaround shall be provided. If there is insufficient area for the turnaround within the road allowance, the applicant shall acquire an easement in favor of the Municipality for additional area. If an easement is not obtainable or determined to not be necessary, the turnaround standard diameter of 30 metres shall be relaxed.
- f. The applicant shall post all required traffic control signs and the posting of the signs shall be in accordance to the provincial and municipal guidelines and regulations.
- g. The applicant shall enter into an “Access and Work Agreement” with the Municipality to perform the road construction. Upon completion of the road construction and approval of same by the General Manager of Transportation & Infrastructure Services, the Municipality may assume responsibility for all future maintenance and upkeep of the road.
- h. Depending on intended use and field conditions, the applicant will be required to provide engineering drawings and a letter of credit to cover the costs of the road construction.
- i. Applications involving extraordinary circumstances, not covered within this policy, shall be referred to Council for discussion and direction.
- j. If the proposed road construction is located within an existing “Statutory Local Road Allowance” the County, with the approval of Council, may provide, at their discretion, the engineering, culverts, gravel, fencing, and backsloping agreements. The landowners, resource companies and other parties will be required to provide a security deposit in advance of any work being undertaken in the amount of not less than \$10,000 plus \$10,000 for each kilometer of road to be constructed and for each bridge file. Should the applicant not proceed with the project within one year then the applicant shall forfeit all or a portion of the security deposit. The landowners, resource companies and other parties will be responsible for all other costs not stated above for the construction of the road.
- k. All applicants will be provided written confirmation of their requirements prior to any work being approved.

DESIGN GUIDELINES – STANDARD ROAD CONSTRUCTION - 30 m WIDTH

Right-of-way Width	Minimum	30 m (99 ft.)
Design Speed		90 kph (55 mph)
Road Width		10 m (33 ft.)
Ditch Shape	Minimum	Flat Bottom Ditch (3.0 m wide)
Ditch Depth from Edge of Shoulder	Minimum	0.9 m (3 ft.)
Surface Crown		150 mm (6 in.)
Sideslope Ratio (h:v)	Maximum	4:1
Backslope Ratio (h:v)	Maximum	5:1
Culvert Diameter in Approaches	Minimum	500 mm (18 in.)
Culvert Diameter in Centre Line	Minimum	600 mm (24 in.)
Centerline Grade	Maximum	7%
Road Compaction	Minimum	95%

Additional Requirements:

- Road design must be submitted to the General Manager of Transportation & Infrastructure Services for approval prior to the commencement of any construction.
- No organic materials to be placed in the road embankment.
- Compaction shall be a minimum of 95% and on roads with a traffic volume higher than 500 vehicles per day; compaction shall be a minimum of 98%.
- The applicant shall be responsible for providing the road gravel at the discretion of the General Manager of Transportation & Infrastructure Services.
- All backslopes, ditches and disturbed areas shall be re-loamed and seeded at the applicant's expense.
- All new fences shall be located on the appropriate property boundaries and shall be constructed to the Municipality's standards and at the applicant's cost.

RESOURCE ROADS

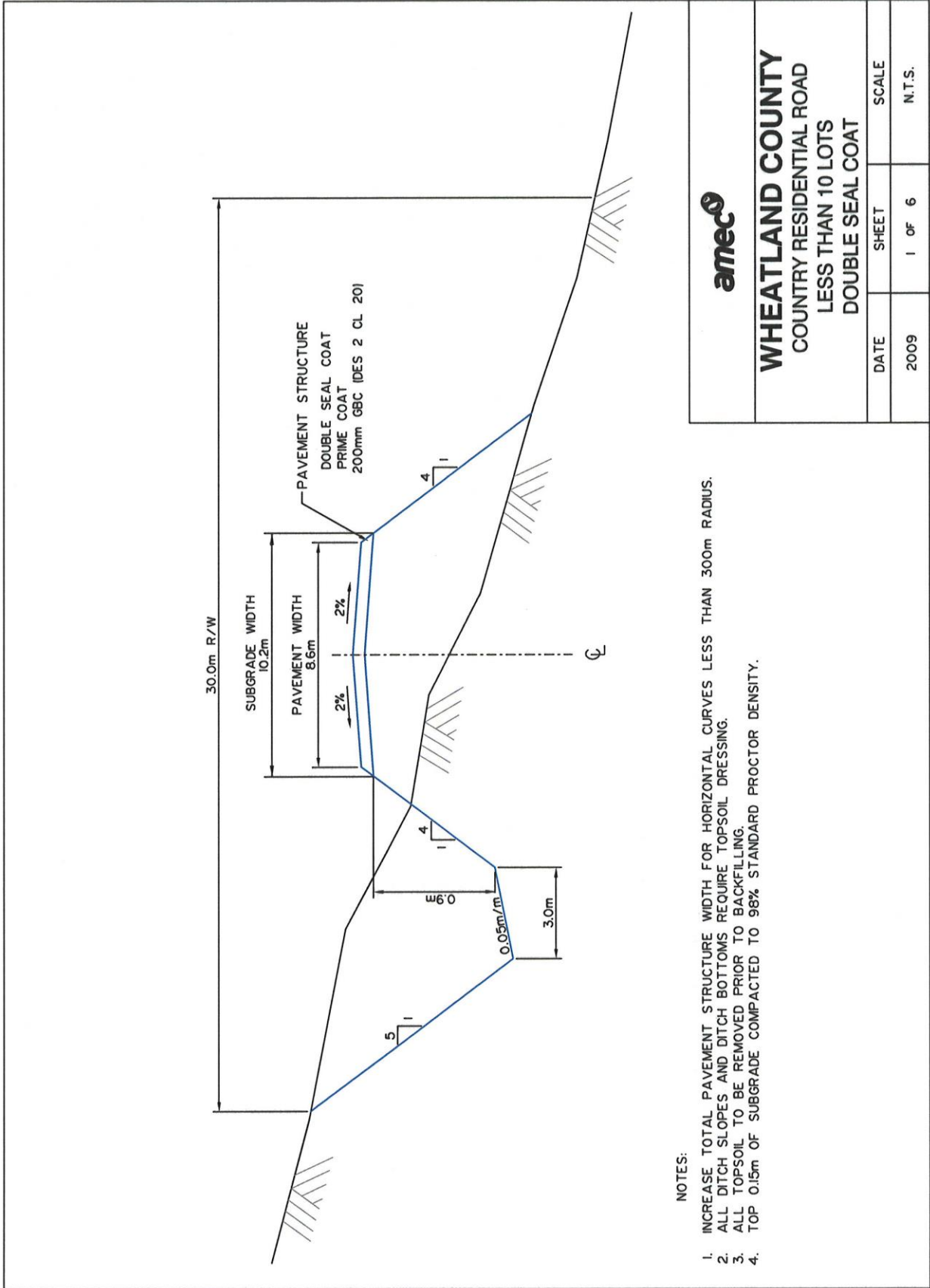
The Resource Road Design Guidelines are no longer in effect however there are several Resource Roads in the County.

Wheatland County will no longer approve the construction of this type of road, however; existing Resource Roads will remain the responsibility of the resource company who originally constructed the road.

ROAD CLASSIFICATION & PAVEMENT STRUCTURE GUIDELINES

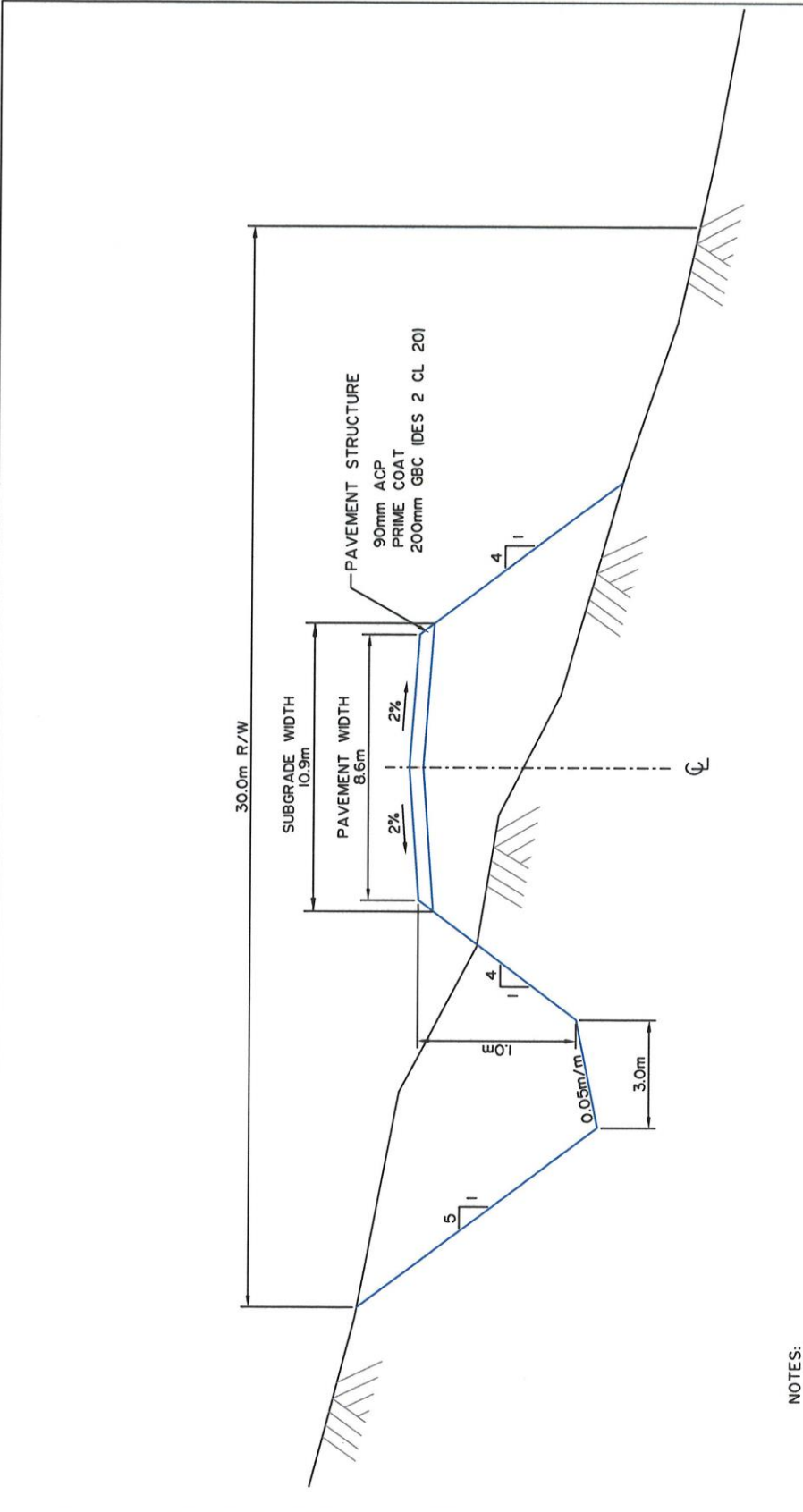
Classification	Description (all roads require granular Base Course & Paving unless noted otherwise)	Minimum Granular Base Course Thickness (mm)	Minimum Asphalt Pavement Thickness (mm)	Minimum Finished Width (m)
PC	Private Condominium Road, not maintained by County	200	Type 1	8.6
HR	Hamlet Residential <200 vehicles per day and lot sizes <2 acres	100	*Double Seal Coat	8.6
HC	Hamlet Collector – Industrial Commercial > 200 vehicles per day	200	Type 1	9.0
CR 50	Country Residential accessing 10 lots or less	200	*Double Seal Coat	8.6
CR 60	Country Residential with more than 10 lots	200	Type 1	8.6
RLU	Low volume road with gravel surfacing where the road accesses less than 4 lots and is not a through road	N/A	Gravel Surface	8.6
SAR (I/C)	Service Access Road – Industrial/Commercial	300	Type 2	9.0
Mar (I/C)	Major Access Road – Industrial/Commercial	300	Type 2	10.0

- Note: Refer to current Traffic Association of Canada, Geometric Design Standards Manual and Current Alberta Infrastructure and Transportation, Highway Geometric Design Guide for any standards or guidelines not covered above.
- *Double Seal Coated Roads will have 75% load restrictions for most of the year.
- Type 1 – Asphalt Concrete Pavement – 50 mm of “City of Calgary A Mix” plus 40 mm of “City of Calgary B Mix” (90 mm total ACP thickness)
- Type 2 – Asphalt Concrete Pavement – 70 mm of “City of Calgary A Mix” plus 60 mm of City of Calgary B Mix” (130 mm total ACP thickness)
- All classifications of roadways with on street parking will require additional width for dedicated parking lanes.



- NOTES:
1. INCREASE TOTAL PAVEMENT STRUCTURE WIDTH FOR HORIZONTAL CURVES LESS THAN 300m RADIUS.
 2. ALL DITCH SLOPES AND DITCH BOTTOMS REQUIRE TOPSOIL DRESSING.
 3. ALL TOPSOIL TO BE REMOVED PRIOR TO BACKFILLING.
 4. TOP 0.15m OF SUBGRADE COMPACTED TO 98% STANDARD PROCTOR DENSITY.

amec	
WHEATLAND COUNTY	
COUNTRY RESIDENTIAL ROAD LESS THAN 10 LOTS DOUBLE SEAL COAT	
DATE	SHEET
2009	1 OF 6
SCALE	
N.T.S.	

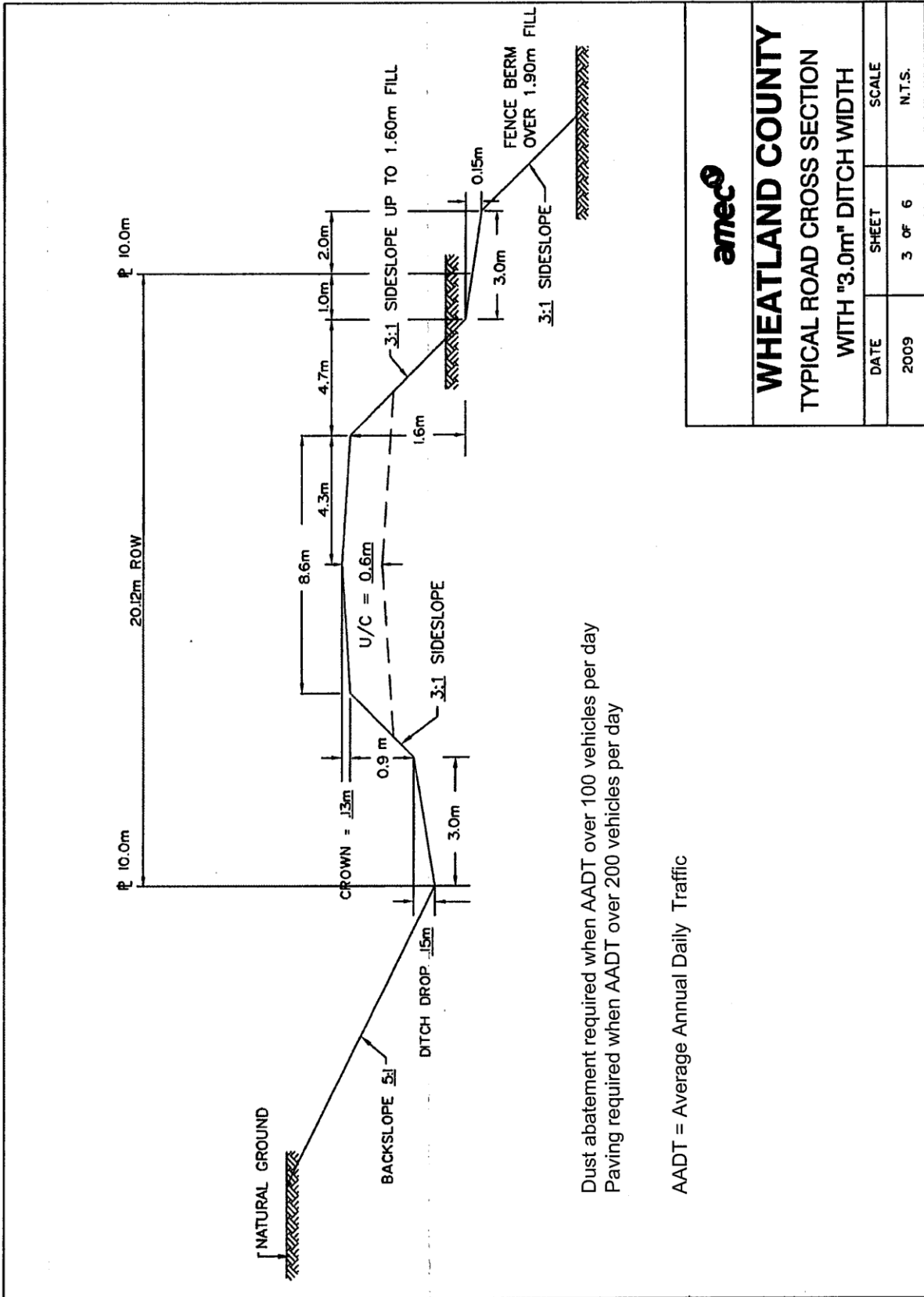


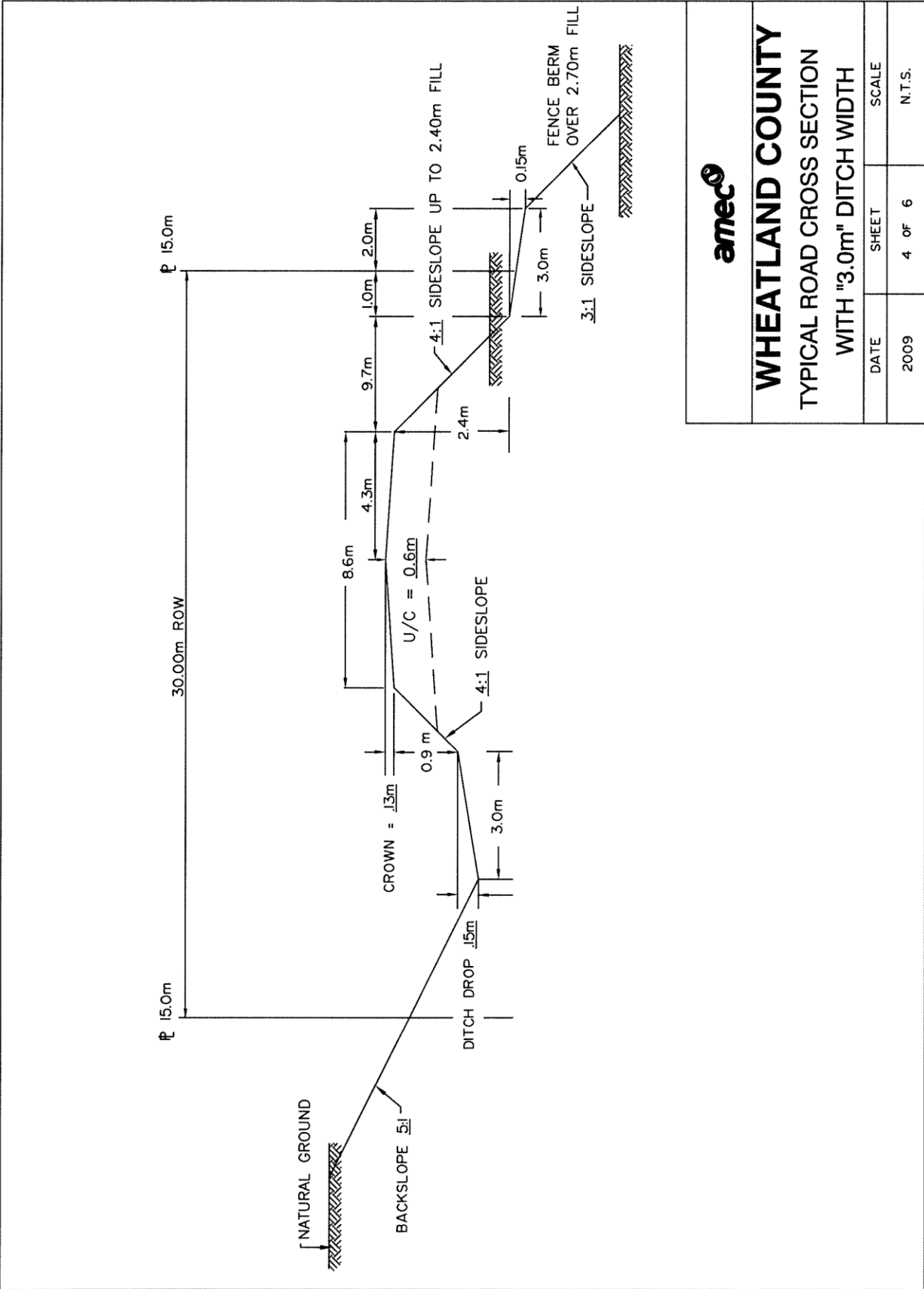
- NOTES:
1. INCREASE TOTAL PAVEMENT STRUCTURE WIDTH FOR HORIZONTAL CURVES LESS THAN 300m RADIUS.
 2. ALL DITCH SLOPES AND DITCH BOTTOMS REQUIRE TOPSOIL DRESSING.
 3. ALL TOPSOIL TO BE REMOVED PRIOR TO BACKFILLING.
 4. TOP 0.15m OF SUBGRADE COMPACTED TO 98% STANDARD PROCTOR DENSITY.



WHEATLAND COUNTY
COUNTRY RESIDENTIAL ROAD
GREATER THAN 10 LOTS
ASPHALT CONCRETE PAVEMENT

DATE	SHEET	SCALE
2009	2 OF 6	N.T.S.

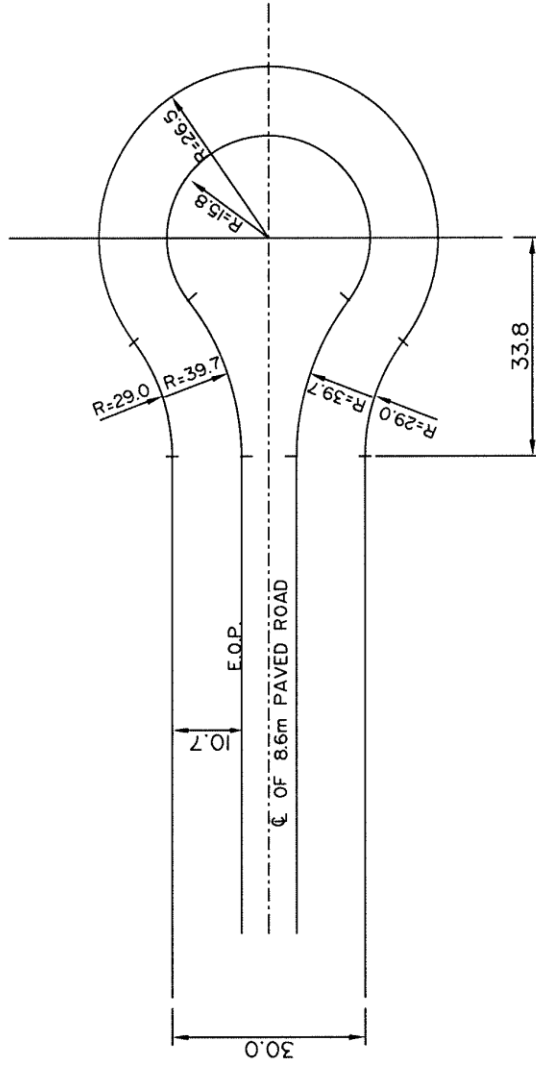




ameco

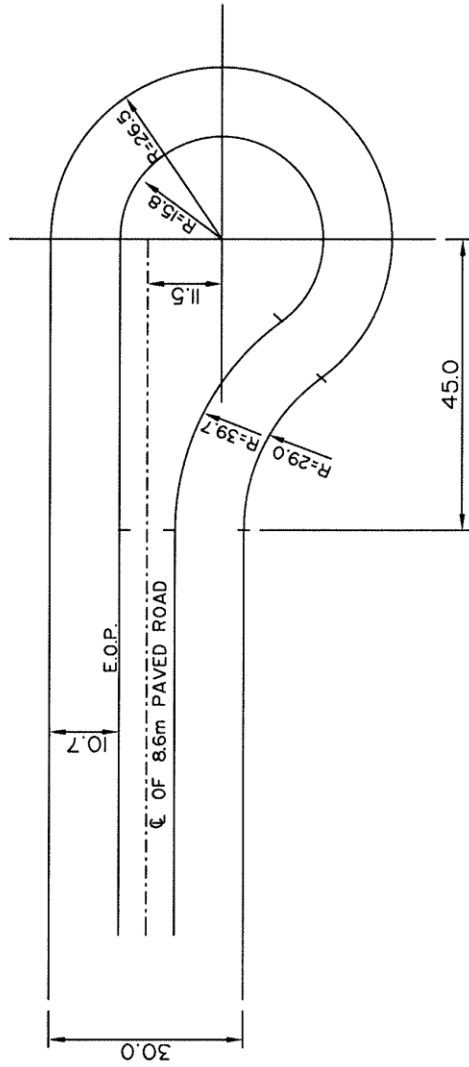
WHEATLAND COUNTY
 TYPICAL ROAD CROSS SECTION
 WITH "3.0m" DITCH WIDTH

DATE	SHEET	SCALE
2009	4 OF 6	N.T.S.



WHEATLAND COUNTY
CIRCULAR CUL-DE-SAC
MINIMUM CUL-DE-SAC DIMENSIONS
FOR A 30m RIGHT OF WAY

DATE	SHEET	SCALE
2009	5 OF 6	N.T.S.



WHEATLAND COUNTY
 CIRCULAR OFF-SET CUL-DE-SAC
 MINIMUM CUL-DE-SAC DIMENSIONS
 FOR A 30m RIGHT OF WAY

DATE	SHEET	SCALE
2009	6 OF 6	N.T.S.

PUBLIC WORKS POLICY SECTION 9.4 - GUIDELINES AND PROCEDURES FOR OUTSIDE PARTIES	9.4.2 ROAD ALLOWANCES Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708 Revised: Oct. 4/16 CM – Res. 16-10-22 Revised: April 4/17 CM – Res. 17-04-40

PURPOSE

Outlines specific guidelines pertaining the use of road allowances by outside parties.

ROAD ALLOWANCES

- a. The County does not lease public road allowances.
- b. Road closures are adopted under special circumstances by By-law or Resolution and Ministerial approval. (MGA Sections 22 & 24), and as set out in Policy 9.5.4.
- c. If for any reason a resource company, or other party planning to use an undeveloped public road allowance for access, disturbs the public road allowance for the purpose of up-grading, improving or graveling the public road allowance, then that party at their own expense must construct the road to meet the County standards.
- d. Upon receiving a written request from a landowner to construct a machinery trail (for farm equipment), Wheatland County Council may require upgrades to the undeveloped public road allowance that are suitable to provide a safe and appropriate road condition for its end use, at the discretion of the General Manager of Transportation and Infrastructure Services. These upgrades may or may not be completed at the expense of the landowner based on Council's discretion and to the satisfaction of the Public Works Department.
- e. Upon completion of the upgrade of the public road allowance to a machinery trail, the entrance to the machinery trail from the main road must be posted with signs stating that the road is not maintained, that operators use the road at their own risk and that the road is a dead end if applicable.

PUBLIC WORKS POLICY SECTION 9.4 - GUIDELINES AND PROCEDURES FOR OUTSIDE PARTIES	9.4.3 DUST CONTROL <p align="right">Page 1/7</p>
Effective Date: Jan. 1, 2024	Revised: Nov. 24/09 CM – Res. 09-708 Revised: May 10/11 CM – Res. 11-330 Revised: Oct. 18/11 CM – Res. 11-796 Revised: Mar. 7/16 CM – Res. 16-03-36 Revised: Nov. 6/18 CM – Res. 18-11-6 Revised: Jul. 5/23 CM-2023-07-42

PURPOSE

This policy describes the road dust control programs and services supplied by Wheatland County and provides direction concerning the application of dust control by non-County workforces on Local Roadways and Local Provincial Highways.

POLICY

Wheatland County will provide Dust Control services within the major categories listed below, and as defined in further detail within this is policy.

- Dust Control Associated with Wheatland County Operational Activities
- Dust Control within Hamlets
- County-Funded Dust Control Program for High-Volume Roads
- Purchased Dust Control Program

The annual schedule for carrying out the County-Supplied Dust Control programs described in this policy is provided in Table 1 below.

TABLE 1. SCHEDULE OF COUNTY-APPLIED DUST CONTROL PROGRAMS

Purchased Dust Control Application Type ¹	Purchased Dust Control Order Form Submission Periods ²	Approximate Time Period of Product Applications ³
County-Funded Spray Applied	NA	May 15 to June 30
Purchased Spray-Applied (Round 1)	April 1 to May 14	May 15 to May 31
Purchased Spray-Applied (Round 2)	May 15 to June 14	June 15 to June 30
Purchased MRO	April 1 to June 30	July 15 to August 15
<p>NOTES:</p> <p>¹ Dust Control products and application methods may vary and shall be determined at the sole discretion of the County.</p> <p>² Exact start and completion of application acceptance period may be adjusted slightly year over years to accommodate weekends and holidays.</p> <p>³ The listed product application time periods are approximate. Exact period within which product application will occur may vary depending on weather conditions, availability of resources, or other limiting factors.</p>		

Dust Control Associated with Wheatland County Operational Activities

At the discretion of the General Manager or delegate, Wheatland County staff may at any time apply Dust Control Products or other road surface stabilization products on gravel roads as follows:

- Within and adjacent to County operated waste transfer sites, County operated facilities, or other locations related to County operations.
- Where Wheatland County Workforces are conducting activities that results in the generation of excessive airborne dust from roads near local residences or businesses, or where it may be resulting in low visibility conditions for road users.
- Where the application of such products improves the long-term cost efficiency of maintaining the road surface.

Dust Control Within Hamlets

At the discretion of the General Manager or delegate, Wheatland County staff may at any time apply Dust Control Products on gravel roads within and adjacent to developed high-density residential areas within Hamlets.

County-Funded Dust Control Program for High-Volume Roads

Wheatland County will maintain a County-Funded Dust Control Program for High-Volume Roads. This program shall be administered as follows:

- County-Funded Dust Control will be provided on High-Volume Roads adjacent to all residences located within 200 metres of the centreline of the roadway.
- County-Funded Dust Control will be applied one time per year as a single top-coat of Spray-Applied Dust Control, extending approximately 60 meters in each direction from the point on the roadway representing the origin of a line perpendicular to the roadway and extending to the residence, for a maximum, continuous, unbroken application distance of approximately 120 meters.
- No warranty is provided for dust control applications administered under the County-Funded Dust Control program, nor will second-round or “redo” applications be considered within the same calendar year of the initial, annual application.

Traffic counts completed for the purposes of determining if a Local Roadway or Local Provincial Highway classifies as a High-Volume Road under this policy shall be administered as follows:

- Traffic counts for determining the Average Daily Traffic (ADT) on roads throughout the County will be completed at the discretion of the General Manager or delegate, subject to weather conditions, availability of resources, or other limiting factors.

- The ADT for any roadway will be calculated using the average of a minimum of 2 distinct traffic counts completed within the same calendar year, with a minimum 2-month interval between traffic counts.
- When the measured ADT reaches the minimum threshold to classify that road as a High-Volume Road, it will be included as part of the County-Funded Dust Control Program within the following Calendar year.
- Roads previously classified as High-Volume Roads will have traffic recounts completed periodically, at the discretion of General Manager or delegate, to determine if they still meet the minimum ADT threshold for that classification. If recorded traffic volumes on a qualified road fall below the required minimum ADT threshold, a recount will be completed to ensure accuracy. Upon determining that a road has fallen below the minimum ADT threshold, affected residents will be notified that the road will be removed from the County-Funded Dust Control program.

Purchased Dust Control Program

Wheatland County will maintain a Purchased Dust Control program for Wheatland County ratepayers, providing fee-for-service dust suppression services. This program shall be administered as follows:

- Requests for the purchase of County-Supplied Dust Control shall be submitted to authorized Wheatland County staff using the Purchased Dust Control Order Form.
- The cost for application of County-Supplied Dust Control shall be in accordance with the applicable fee(s) listed within the latest version of the Master Fee Schedule Bylaw at the time of payment and shall be indicated on the completed Purchased Dust Control Order Form.
- Purchased Dust Control will be applied for a continuous, unbroken length, and must consist of a minimum distance of 120 linear metres. The start and end points of the product application may be determined by the purchaser, subject to the final approval of the County.
- Completed and approved Purchased Dust Control Order Forms, along with the required payment, will be accepted by Wheatland County staff each year, only during the Purchased Dust Control Order Form submission periods defined in Table 1 of this policy.
- The number of Purchased Dust Control applications approved and completed by the County in any given year shall be limited to what can be completed within the product application time periods defined in Table 1 of this policy, and what can be completed within the funds and resources approved by Council.
- The County shall prioritize the completion of Dust Control Product applications according to the order in which they are received or, at the discretion and approval of the General Manager or delegate, in the order that the work associated with all approved applications can be most efficiently completed.

Maintenance and Warranty for Purchased Dust Control Applications shall be as follows:

- Wheatland County will warranty Purchased Dust Control applications for the period defined in Table 2.

TABLE 2. PURCHASED DUST CONTROL WARRANTY PERIODS

Dust Control Application Type	Warranty Period	Warranty Period Start Date
Spray-Applied	30 Days	Date of Application
MRO	1 Year	Date of Application

- Warranty for Purchased Dust Control does not include normal wear and tear. Completion of warranty repair work is subject to inspection and approval by Wheatland County staff. Wheatland County staff will determine if any deficiencies are present with the product or application, beyond normal wear and tear, and if the application qualifies for warranty repair work.
- If, within the warranty period of the Purchased Dust Control, the County's roadwork activities compromise the surface conditions or effectiveness of the dust control application, the County will re-apply the Dust Control Product at no cost, or otherwise will provide a full refund of the original purchased price of the dust control to the original purchaser.
- Wheatland County may perform complimentary pothole patching of previously applied Maintainable Road Oil (MRO) dust control locations once per year, as required, for the useful life of the application. This service is subject to inspection and approval by Wheatland County staff to determine if pothole patching is required for the road surface to meet County standards.
- If, at any time after the warranty period has expired for Purchased MRO dust control applications, damage or deterioration to the MRO road surface is determined to be too extensive to be adequately repaired to County standards by means of pothole patching work only, Wheatland County will perform the work to reclaim the MRO surfacing. The MRO surface condition assessment, and the final decision for reclamation of the MRO surface, shall be at the sole discretion of Wheatland County or other applicable Road Authority.

Dust Control by Non-County Workforces

Non-County Workforces may provide dust control services on Local Roadways only upon written authorization from Wheatland County, in the form of an Access and Work Agreement and a location-specific Third-Party Dust Control Authorization Form.

General Provisions and Limitations

County-Supplied Dust Control is not available for privately owned roads or driveways, nor within undeveloped public road allowances.

To facilitate road maintenance activities, Wheatland County may extend dust control application lengths to eliminate small gaps of untreated roadway between adjacent dust control applications. Where this is done for Purchased Dust Control applications, this will be completed at no additional cost to the applicant.

The following general limitations apply to all Dust Control applications on Local Roadways and Local Provincial Highways:

- Dust Control products applied to roads are intended to help suppress the formation of air-borne dust originating from the road surface, but they do not eliminate the formation of all air-borne dust. Wheatland County does not guarantee the dust-mitigating effectiveness of any dust control products or applications.
- Wheatland County will perform work on or within any roadway, as needed, to maintain roadway safety, integrity, and drainage. This includes locations where dust control has been or is scheduled to be applied. Work may include, but may not be limited to, grading, ripping, pulverizing, reclaiming, and/or repacking of the roadway.
- If a road section, for which Spray-Applied Dust Control was previously applied, becomes rough, or wash boarding occurs, at any time after application, it will be graded along with the adjoining roadway without the reapplication of the dust control product, except that the Purchased Dust Control warranty provisions provided in this Policy still apply within the specified warranty period.
- Applications of Spray-Applied dust suppression generally lose much of their effectiveness during the months following initial application. Any section of Local Roadway on which Spray-Applied dust control product was applied will be graded routinely, along with the adjoining roadway, after November 1st of any given year.
- Wheatland County does not manage or maintain Local Provincial Highways. All applications of County-Supplied Dust Control, including Purchased Dust Control, on Local Provincial Highways are subject to the approval of, and any action by, the Provincial Road Authority.

DEFINITIONS

"Council" means Wheatland County's Council of elected officials.

"County" means Wheatland County.

"County-Funded Dust Control" means County-Supplied Dust Control on Local Roadways and Local Provincial Highways, with the costs of the product and application paid for by the County.

"County-Supplied Dust Control" means the application of dust suppression products or services on Local Roadways or Local Provincial Highways, by or under the direction of Wheatland County.

“**Dust Control**” refers to the general treatment of, or application of products to, a road surface for the intended purpose of mitigating the formation of air-borne dust originating from the road surface.

“**Dust Control Product**” is a product designed for the specific application of mitigating the formation of air-borne dust originating from the road surface.

“**General Manager**” means the Wheatland County General Manager responsible for the care and maintenance of Local Roadways.

“**High-Volume Road**” means a Local Roadway or Local Provincial Highway for which Wheatland County has performed traffic counting and for which the Average Daily Traffic (ADT) is a minimum of 100 vehicles per day.

“**Local Provincial Highway**” means the portion of a Provincial Highway, as defined within the latest revision of the Alberta Highways and Development Act, located within Wheatland County.

“**Local Roadway**” are public road rights-of-way under the direction, control, and management of Wheatland County, developed and intended for use by vehicular traffic, and not including undeveloped road allowances or dirt trails.

“**Non-County Workforces**” refers to entities and equipment not employed, owned, or contracted by Wheatland County.

“**MRO**” means Maintainable Road Oil and is a slow curing cut-back asphalt oil mixed with road gravels, which is then spread and compacted on the road surface.

“**Patching**” means to fill and repair potholes with a cold mix asphalt.

“**Purchased Dust Control**” means fee-for-service County-Supplied Dust Control on Local Roadways and Local Provincial Highways.

“**Road Authority**” The governmental body legislatively responsible for the care and maintenance of the road(s) under consideration.

“**Spray-Applied Dust Control**” means the application of a spray-applied dust suppression product, such as Calcium-Chloride.

“**Washboarding**” means the formation of periodic, transverse ripples in the surface of the road.

“**Wheatland County Workforces**” refers to workforces and equipment employed, owned, or contracted by Wheatland County.

REFERENCES

Legislation

- Alberta Municipal Government Act
- Alberta Highways and Development Act

WHEATLAND COUNTY

- Alberta Highway Maintenance Guidelines and Level of Service Manual

Bylaws

- Wheatland County Master Fee Schedule Bylaw

DOCUMENT OWNER

Transportation & Agriculture

PUBLIC WORKS POLICY SECTION 9.4 - GUIDELINES AND PROCEDURES FOR OUTSIDE PARTIES	9.4.4 ROAD APPROACHES	Page 1/2
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708 Revised: Feb. 15/11 CM – Res. 11-106 Revised: July 5/11 CM – Res. 11-534 Revised: Feb. 19/13 CM – Res. 13-02-112	

PURPOSE

Lists specific guidelines when outside parties request to construct road approaches.

ROAD APPROACHES

The Administration of road approaches is handled through the Public Works Department. The actual checking of road approaches is done by the County Land Agent.

- a. The applicant must complete an Application for Road Approach. This application must include a construction date. A \$1000.00 deposit will be required with the application. This deposit will be refunded when the installation of the approach has been completed to the County’s standards, the satisfaction of the County Land Agent and the municipality gives the final approach approval. Approaches should be constructed within one week of the construction date indicated on the application. The applicant is required to provide notice to the County should this construction completion time line not be met. Should this notice not be provided to the County, the County shall retain the right to retain the applicant’s deposit.
- b. All proposed road approaches must be inspected by the public works department prior to installation and again upon completion of installation. The approach location must be clearly marked with survey stakes or Global Positioning System (GPS) located on a legal survey of the property prior to inspection. A charge of \$150.00 will be charged to commercial applicants should an approach not be marked prior to inspection. The County will require a minimum of 30 days notice for inspection of an approach location.

Residential and farm approach locations shall be marked clearly with survey stakes or Global Positioning System (GPS) located on a legal survey of the property prior to inspection. A charge of \$75.00 will be charged to residential or farm applicants should an approach not be marked prior to inspection. The County will require a minimum of 30 days notice for inspection of approach location.

- c. A fee of \$150.00 will be charged for each commercial pre and post approach construction inspection. A review of an existing commercial approach will be charged \$150.00 per inspection. (Approach inspections will include a preliminary approval inspection at a fee of \$150.00 prior to construction and a final inspection once the approach is completed at a fee of \$150.00 for total of \$300.00 for both

inspections.) A commercial approach is an approach to access an operation other than farm or residential.

The review of residential or farm approaches shall require a pre inspection fee of \$75.00 and a post construction fee of \$75.00. An inspection fee of \$75.00 shall be charged for existing residential and farmland approaches.

- d. No approach approval shall be considered complete until the final inspection is completed, and the application is signed by the Land Agent.
- e. The standards for road approaches are as follows:
 - Sight distance must be 183 metres (600 ft.) when accessing roads with a posted speed limit of 80 km per hour and 305 metres (1,000 ft.) when accessing roads with a posted speed limit of 100 km per hour.
 - Side slopes are to be at a ratio compatible to the existing roadway with a maximum of 3:1.
 - Top of approach must be a minimum of 9.8 metres (32 ft.) in width.
 - Top of joint (shared) approaches must be a minimum of 15.24 metres (50 ft.) in width.
 - Surface of approach to match the surface of the adjoining roadway.
 - Approaches must be located a minimum of 15.5 metres (50 ft.) from an intersection of two local roads, measured from the closest edge of the approach to the shoulder of the intersecting road.
 - The use of organic material (top soil) is prohibited in the construction of a road approach.
 - Approaches that have a down hill grade onto a municipal road will not be permitted.
- f. A condition of subdivision approval will include the installation of a road approach meeting the County standards and at the landowner's expense. This may ultimately require the installation of two approaches to a quarter section where none currently exist.
- g. Approaches installed prior to January 1, 2010 that do not meet the standards of this policy must be upgraded, at the landowner's expense, at such time a subdivision or development permit is approved. All new approaches installed in the County after January 1, 2010 must meet policy standards.

Schedule of Approach Inspection Fees:

Commercial Inspection Fees:

Preconstruction Inspection Fee - \$150.00

Post Construction Inspection Fee - \$150.00

Existing Commercial Approach Inspection Fee - \$150.00

Non Marked Commercial Approach Fee - \$150.00

Residential and Farmland Inspection Fees:

Preconstruction Inspection Fee - \$75.00

Post Construction Inspection Fee - \$75.00

Existing Residential and Farm Approach Inspection Fee - \$75.00

Non Marked Residential and Farm Approach Fee - \$75.00

PUBLIC WORKS POLICY SECTION 9.4 - GUIDELINES AND PROCEDURES FOR OUTSIDE PARTIES	9.4.5 TEXAS GATES CONSTRUCTED ACROSS A MUNICIPAL ROAD	Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708	

PURPOSE

Lists specific guidelines for outside parties requesting to install a Texas Gate.

TEXAS GATES

- a. Texas gates are not supplied by the County. If a person wishes to install a Texas Gate, he must obtain permission from the County, it must be built to County specifications, he must pay all costs of the gate and installation and all future maintenance.
- b. The following shall apply:
 - Notwithstanding the provisions of this or any other Act, the Council upon request from a person who is an owner, purchaser, or lessee of land may by By-law, authorize such person to construct a Texas Gate across a municipal road at such place and according to such specifications and conditions as may be contained in the by-law.
 - A Texas Gate shall be constructed and kept in a reasonable state of repair by the person receiving permission to construct it.
 - If that person does not keep the Texas Gate referred to in this section in repair, that person and not the municipality, is liable for damages sustained by any person by reason of default.
- c. The Texas gate, not including any moveable fence, shall be built to the following minimum standards:
 - Length: 6.7 m (22 ft.)
 - Width: 1.83 m(6 ft.)
 - Depth: .61 m (2 ft.)
 - Strength: 49,896 kg (110,000 lb) minimum capacity
 - Elevation: same as roadway or maximum of 2” (5 cm) higher.
- d. The length of the Texas Gate may be reduced to the same width as the existing roadway.
- e. The person or corporation making this application shall also be responsible for any damage to or caused by livestock.
- f. Any person requesting a Texas Gate must first make an application to Council to receive by-law approval, sign an “Access and Work Agreement”, and comply with the Texas Gate standards as set out in this policy.

PUBLIC WORKS POLICY SECTION 9.4 - GUIDELINES AND PROCEDURES FOR OUTSIDE PARTIES	9.4.6 ROAD CROSSINGS/WATER LINES Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708 Policy Reviewed: Mar. 6/17 – C of W

PURPOSE

Provides guidelines for outside parties wishing to cross county roads with a water line.

ROAD CROSSINGS/WATER LINES

Road crossings for water pipelines are approved by the Public Works Department. The County requires that the water pipelines be buried a minimum of 1.2 metres (47 inches) below the lowest part of the ditch.

- a. Crossings will be made using steel or plastic pipe, cased or uncased as required by the County and installed preferably by the boring method. When location conditions prevent the use of boring with written approval of the County, they may be made by the open ditch method. In this case, it shall be the applicant’s responsibility to ensure that the backfill is properly compacted to prevent settlement detrimental to the use of the roadway.
- b. All open cut or bored crossings require an “Access and Work Agreement”.
- a. Crossings must be clearly and permanently marked on the property lines on both sides of any road allowance being crossed. The marker signs shall include regular and emergency contact phone numbers.
- b. The present and future owners of the proposed pipelines will, at their expense and immediately upon request of Wheatland County, move or relocate any part of the pipeline system under statutory and surveyed road allowance that must be so moved or relocated for Wheatland County.
- c. When crossings are cased the casing shall extend the full width of the right-of-way of the road.
- d. Applicants, in addition to meeting Wheatland County requirements, shall adhere to the latest requirements of Alberta Acts and Regulations; also all standards of the Government of Canada.
- e. All applicants shall register and maintain a membership in good standing with the **Alberta One-Call Corporation**. All costs associated with obtaining and maintaining membership with the Alberta One-Call Corporation shall be borne by the applicant.
- f. Service water shall be conveyed in a dedicated open ditch and will not be allowed to run in the road ditch.

PUBLIC WORKS POLICY SECTION 9.4 - GUIDELINES AND PROCEDURES FOR OUTSIDE PARTIES	9.4.7 PIPELINE WORKS IN OR ADJACENT TO MUNICIPAL RIGHTS-OF-WAY <p style="text-align: right;">Page 1/4</p>
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708 Revised: Feb. 15/11 CM – Res. 11-106 Policy Reviewed: Mar. 6/17 – C of W Revised: Dec. 15/20 CM – Res. CM-2020-12-56

PURPOSE

Section 39 of the *Pipeline Act* requires approval of the local authority for pipelines constructed on, across, over or under a road, or within 30 metres of the boundary of a road. This policy provides guidelines for outside parties wishing to carry out oil or gas pipeline operations in and within 30 metres of municipal road rights-of-way.

POLICY

1. Road Crossings
 - a. Road crossings for gas and oil pipelines are approved by the Transportation and Agriculture Department. The County requires that gas and oil pipelines be buried a minimum of 1.2 metres (47 inches) below the lowest part of the ditch for low pressure lines and a minimum of 1.4 metres (55 inches) below the lowest part of the ditch for high pressure lines.
 - b. Pipeline crossings should be constructed as close to a 90-degree angle as possible to the municipal road without any vertical or horizontal bends in the pipeline.
 - c. Written permission is required from Wheatland County to construct, install, repair and maintain pipelines under municipal roads. Written approval will include required terms and conditions in accordance with this policy.
 - d. All open-cut or bored crossings require an Access and Work Agreement.
 - e. Boring is the preferred method of constructing pipeline crossings across developed municipal roads to minimize damage or disturbance to the roadway surface or embankment. No open excavations are permitted within three (3) metres of the edge of the traveled road surface. When location conditions prevent the use of boring, the open-cut method may be used with written approval from the municipality.
 - f. Locations for pipeline crossings shall be selected with due consideration to any features of municipal roads, as well as any known plans of the municipality to upgrade or relocate roads. Pipeline crossings should be avoided which may have a detrimental effect on the future operation or upgrading of municipal roads. Applications must provide a detailed plan of proposed locations of proposed pipeline crossings.

2. Costs:
 - a. Inspections will be performed at the discretion of the Transportation and Agriculture department. All pipeline approvals will be charged a fee of \$150.00 per inspection.
3. Operations Within 30 Metres of Municipal Road Rights-of-Way
 - a. Any lines being buried adjacent to municipal road rights-of-way shall be a minimum of fifteen (15) metres from the legal boundary of the road right-of-way. As per the *Pipeline Act*, any lines buried between the minimum fifteen (15) metres and thirty (30) metres from the legal boundary of the road right-of-way require municipal approval.
 - b. Any proposed pipelines located closer than thirty (30) metres from the legal boundary of a road right-of-way may be approved by the Transportation and Agriculture Department on a case-by-case basis. Approval will require that a relaxation agreement be signed by the landowner and pipeline owner and be provided to Wheatland County. The relaxation will be applied to the Certificate of Title for that land as a caveat. Relaxation agreements must require that the pipeline owner move the pipeline at the County's request, at the company's cost and in a timely manner when road construction occurs in the adjacent road right-of-way.

RESPONSIBILITIES

1. Contractor and Pipeline Owner Responsibilities
 - a. Pipelines must be installed, operated and maintained in accordance with all pertinent Acts and Regulations and in a manner so as not to interrupt, interfere with or endanger public usage of municipal roads. Contractors shall provide proper and adequate signage, barricades, and traffic control at all times that work is being carried out in or adjacent to municipal rights of way.
 - b. All excavations and disturbances created within a municipal road right-of-way must be backfilled, compacted, and reseeded to the satisfaction of the municipality. Contractors and/or pipeline owners shall be responsible for all future work and costs required to correct any settlement, erosion or other adverse impacts to municipal roads resulting from the construction, operation, or maintenance of a pipeline.
 - c. Contractors wishing to construct, install, repair and maintain pipelines in and adjacent to municipal road rights-of-way must acknowledge and agree that every cost and expense incurred in the installation, construction and future maintenance and repair of pipelines within municipal road rights-of-way shall not be the responsibility of the municipality.

- d. In the event that the municipality, at any time in the future, requires modifications, adjustments, relocation or other alteration of pipelines within municipal road rights-of-way or within thirty (30) metres on either side of a right-of-way, contractors and/or pipeline owners, at their own cost and expense, shall carry out any such modifications, adjustment, relocation, or alteration in a prompt and efficient manner within a maximum of 180 days from the date of formal written notice.
- e. Notification of work:
 - i. Contractors, except in the case of an emergency, shall provide a minimum of two (2) working days notification to the municipality of their intentions to commence pipeline construction or carry out activities in municipal road rights-of-way.
- f. Inspection of Work:
 - i. Contractors shall provide a minimum of two (2) working days' notice to the municipality to allow for inspection of disturbance within municipal road rights-of-way.
 - ii. Contractors shall provide a written record of recorded pipeline depths to the municipality. If, in the future, it is found that actual depths vary significantly from depths specified in any agreements or approvals, then the Contractor will be held responsible for future lowering or modification costs if required in the event of road construction costs or maintenance work being carried out.
- g. Contractors shall install permanent pipeline marker signs on both sides of municipal road rights-of-way indicating the existence and location of pipelines. Regular and emergency contact phone numbers must be included.
- h. Contractors shall, within ninety (90) days of completion of construction or installation of pipelines within municipal road rights-of-way, provide the municipality with as-built drawings for each pipeline crossing location indicating the as-built location and depth of pipelines relative to the road right-of-way and the structure within, to the satisfaction of the municipality.

DEFINITIONS

“Contractor” means any entity wishing to use property owned by Wheatland County or under the direction, control and management of Wheatland County. In this policy, Contractor refers specifically to entities wishing to construct, install, repair and maintain oil and gas pipelines within or adjacent to municipal road rights-of-way. A contractor may be a different entity or the same entity as the pipeline owner.

“High Pressure Pipelines” are defined as being designed or intended to be operated at a pressure in excess of 700 kPa

“Low Pressure Pipelines” are defined as being designed or intended to be operated at a pressure of 700 kPa or less.

“Pipeline Owner” means the holder of a license under the *Pipeline Act* for construction and operation of a pipeline, or the entity otherwise responsible for the pipeline infrastructure once it has been built. A pipeline owner may be a different entity or the same entity as the contractor.

“Relaxation Agreement” refers to an agreement between the landowner and pipeline company to allow pipeline activity within thirty (30) meters of a road right-of-way.

REFERENCES

- Pipeline Act, R.S.A 2000, c P-15
- Wheatland County Access and Work Agreement

DOCUMENT OWNER

General Manager of Transportation & Agriculture

PUBLIC WORKS POLICY SECTION 9.4 - GUIDELINES AND PROCEDURES FOR OUTSIDE PARTIES	9.4.8 UTILITIES – UNDERGROUND POWER LINES, TELEPHONE LINES, AND FIBRE OPTIC CABLES Page 1/2
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708 Policy Reviewed: Mar. 6/17 – C of W

PURPOSE

Provides guidelines for outside parties wishing to install various utilities within the County.

**UTILITIES – UNDERGROUND POWER LINES, TELEPHONE LINES
AND FIBRE OPTIC CABLES**

Road crossings for power lines and communication lines are approved by the Public Works Department. The County requires that the power lines and communication lines be buried a minimum of 1.2 metres (47 inches) below the lowest part of the ditch.

- a. Approvals are forwarded to the Public Works Superintendent for information. Complex proposals will be reviewed by the Council before approval is given.
- b. Telephone upgrading grids are forwarded to the Manager of Transportation & Infrastructure for consideration in future road construction. The Public Works Department then forwards the information to TELUS.
- c. Underground crossings will be made using casing or uncased as required by the County and installed preferably by the boring method. When location conditions prevent the use of boring with written approval of the County, they may be made by the open ditch method. In this case, it shall be the applicant's responsibility to ensure that the backfill is properly compacted to prevent settlement detrimental to the use of the roadway.
- d. All open cut or bored crossings require an "Access and Work Agreement".
- e. Crossings must be clearly and permanently marked on the property lines on both sides of any road allowance being crossed. The marker signs shall include regular and emergency contact phone numbers.
- f. The present and future owners of the proposed utility will, at their expense and immediately upon request of Wheatland County, move or relocate any part of the utility system under statutory and surveyed road allowance that must be so moved or relocated for Wheatland County.
- g. When crossings are cased the casing shall extend the full width of the right-of-way of the road.

- h. Applicants, in addition to meeting Wheatland County requirements, shall adhere to the latest requirements of Alberta Acts and Regulations; also all standards of the Government of Canada.
- i. All applicants shall register and maintain a membership in good standing with the **Alberta One-Call Corporation**. All costs associated with obtaining and maintaining membership with the Alberta One-Call Corporation shall be borne by the applicant.
- j. Irrigation service water or spill water shall be conveyed in a dedicated ditch and will not be allowed to run in the road ditch.

PUBLIC WORKS POLICY SECTION 9.4 - GUIDELINES AND PROCEDURES FOR OUTSIDE PARTIES	9.4.9 SIGNS AND SIGNAGE	Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708	

PURPOSE

Indicates guidelines for outside parties wishing to place temporary signs within the County.

SIGNS AND SIGNAGE

The purpose of this policy is to establish standards and guidelines for the placement of temporary signs or signage in municipal right of ways and specifically applies to signage used during rig moves, truck hauls and other short term projects such as application of dust control products on municipal roads, etc.

- a. Approval must be obtained from the Manager of Transportation & Infrastructure prior to the placement of any sign in the municipal right of way.
- b. It is the responsibility of the applicant to ensure all necessary line locates (such as Alberta One Call) are done prior to the installation of any signage.
- c. Road construction signs must meet the requirement contained within the Manual of Uniform Traffic Control Devices for Canada, Traffic Accommodation in Work Zones – Second Edition, and also meet the standards for such signs set out by Alberta Transportation.
- d. Non-reflective and/or home-made signs are not acceptable.
- e. Signs are to be installed prior to the commencement of any work and removed in a timely manner after the completion of the project.
- f. Signs are to be set back a minimum of three (3) metres from the shoulder of the road surface.

PUBLIC WORKS POLICY SECTION 9.4 - GUIDELINES AND PROCEDURES FOR OUTSIDE PARTIES	9.4.10 IRRIGATION WATER DAMAGE TO COUNTY ROADS Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708

PURPOSE

Provides procedures to follow when irrigation water encroaches on County roads.

IRRIGATION WATER DAMAGE TO COUNTY ROADS

- a. Administration will implement the following procedure when knowledge is received indicating an encroachment by irrigation water on a County road.
 - An inspection of the site by the Public Works Superintendent or his delegate including picture taking or road damage and the extent of the encroachment.
 - The property owner/irrigation user or both as the case may be, will be notified by registered letter of the personal liability accruing to them by their action, repeated action or continuing action.
 - Administration will maintain a file on a permanent basis by legal description of reported incidents and related costs and the action taken to advise the property owner/irrigation user, of the encroachment.

PUBLIC WORKS POLICY SECTION 9.4 - GUIDELINES AND PROCEDURES FOR OUTSIDE PARTIES	9.4.11 WORK FOR OTHER LOCAL MUNICIPALITIES Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708

PURPOSE

Indicates proper procedure to follow when requests are made by other municipalities.

WORK FOR OTHER LOCAL MUNICIPALITIES

- a. Any application from another local jurisdiction for the County’s workforce to perform work for that local jurisdiction must be presented in writing to Wheatland County Council. No work will commence until Council approval is received.
- b. Upon receiving a written request for work from a local jurisdiction, the County shall provide an estimate for the specified work with this estimate to be valid for thirty days, after such time, if the project has not commenced, a new quote will be required. The costs contained in this estimate will be based upon a rate that is eighty-five (85%) of the current Alberta Roadbuilders Association rates. It must be insured that all Wheatland County costs are covered by the estimate.
- c. Any work performed by County workforces for other local jurisdictions will be scheduled only as time permits, with all previously scheduled County work and emergencies to take first priority. Work must be within County boundaries.
- d. All other costs will be based on cost recovery.

PUBLIC WORKS POLICY SECTION 9.4 - GUIDELINES AND PROCEDURES FOR OUTSIDE PARTIES	9.4.12 INTENSIVE NON-AGRICULTURAL HAULING Page 1/2
Effective Date: Res. 10-37 January 19, 2010 CM	Revised:

PURPOSE

Outlines specific guidelines pertaining to the use of County roads by Contractors.

INTENSIVE NON-AGRICULTURAL HAULING

Wheatland County Council is committed to ensuring the protection of all municipal roads and the safety of the driving public using these roads.

Contractors and oilfield companies operating within the boundaries of Wheatland County and using County roads to haul equipment, construction materials and oil field products/byproducts in an intensive manner, will be required to sign both an "Access and Work Agreement" and a "Road Use Agreement" (Agreements).

- a. As part of the agreement the Contractors will be required to list the haul roads that they intend to use. The Contractors will be responsible for maintaining the condition of the road to the satisfaction of the Public Works Department including but not limited to; grading, graveling, and dust abatement. The Agreement shall also include any weight restrictions (the percent of the legal load capacity allowed on the road) on specific roads if required by the condition of the specific road section.
- b. The Contractor by signing the Agreements assumes primary responsibility for the condition of the road.
 - The Contractor will be responsible for maintenance, repair, and dust abatement at his own cost.
 - The County's Public Works Department, depending on availability and at the discretion of the Public Works Superintendent, may be available to assist in maintenance, repairs, and dust abatement at the Contractor's expense.
 - The Contractor will be expected to use "common sense" when using the road and shall discontinue hauling and inform the County if the road or any section of the road shows distress such as localized failure, rutting, or surface disintegration.

- The Contractor will be responsible for repairing any damage, caused by continuing to haul on the road after the initial signs of distress listed above. The repair work shall be completed to the satisfaction of the County's Public Works Department.
- c. Wheatland County reserves the right to suspend or cancel both Agreements at any time if deemed necessary by the Public Works Department due to excessive damage to the haul roads, public safety concerns, or breach of either of the Agreements.

PUBLIC WORKS POLICY SECTION 9.5 - LAND COUNTY PROPERTY	9.5.1 LAND PURCHASING	Page 1/4
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708 Revised: Feb. 19/13 CM – Res. 13-02-112 Revised: Sept. 16/14 CM – Res. 14-09-64 Revised: April 4/17 CM – Res. 17-04-39	

PURPOSE

Describes procedures to be followed when County acquires land for road construction and land disturbance payments.

LAND PURCHASING AND LEASING OF COUNTY PROPERTY

Wheatland County is dedicated to providing a high quality and safe road network for its residents. To achieve this goal, co-operation from adjacent landowners throughout this process is required.

INFRASTRUCTURE PROJECTS

ACQUISITION OF RIGHT OF WAYS, BACKSLOPE AND BORROWS

- a. Prior to land purchase or back slope agreements being presented to land owners with lands adjacent to or part of a road construction or re-construction project, the Land Agent will:
 - i. Notify the Councilor within the Division where road construction will occur no less than one week prior to sending out notification letters to, or otherwise contacting and inviting the landowners to a community meeting. At this meeting County staff will present and explain the road project including the County policies regarding compensation, timelines, and land agreements.
 - ii. The Land Agent will follow up with affected landowners to further discuss and review road project agreements and contact any landowner that was not in attendance at the community meeting.
- b. A 60 day deadline will be implemented from the date of the letter of notice on all road construction projects. If the project is not signed within this period, the project may be removed from the road program and may be placed at the end of the ten year road program.
- c. Payment for land will be based on the average market value per acre of comparable parcels in the area, not including building values or improvements.
- d. Payment in excess of normal land and fence agreements must receive prior approval of Council.

- e. In cases of road construction projects where high traffic volumes and safety issues exist, Council may consider additional compensation to the landowners to address the road project.
 - For the purpose of this policy, high traffic volumes will be defined as traffic volumes of a minimum of 500 vehicles per day.
 - High traffic volumes will take into consideration average annual daily traffic counts, including equivalent single axle loading and commercial vehicles. Other considerations may include proximity to highways, traffic continuity and access to local industry.

SUBDIVISION APPROVAL CONDITION

ACQUISITION OF RIGHT OF WAYS, BACKSLOPE AND BORROWS

- a. At the time of a subdivision approval, the Subdivision Authority (SA) may require the dedication of land for internal roads at no cost to the County, in accordance with Sections 62 and 661 of the Municipal Government Act (MGA).
- b. At the time of a subdivision approval, the SA may require the dedication of land for future road widening on any lands adjacent to existing road plans. These lands may either be taken at the time of subdivision plan registration (in accordance with Section 661 of the MGA), or require the applicant/landowner sign an agreement for a future taking and agree to the registration on title of a caveat for this purpose.
- c. At the time of a subdivision approval, the SA may require the applicant/landowner to sign agreements for future backsloping and borrow on any lands adjacent to existing road plans, and agree to the registration on title of a caveat for this purpose.
- d. At the time of approval of a Development Permit, the applicant/landowner may be required to sign agreements for future backsloping and borrow on any lands adjacent to existing road plans, and agree to the registration on title of a caveat for this purpose.
- e. Compensation for lands acquired in this manner for road widening, backsloping and borrow shall follow this policy, 9.5.1, and shall apply in those instances where there is an approved subdivision not yet registered or a caveat on title for these agreements registered as a condition of subdivision approval, unless the agreement(s) provide(s) for a higher level of monetary compensation.

LAND DISTURBANCE, CROP DAMAGE, TREE REPLACEMENT

Landowners located along road construction and bridge file projects are asked to recognize that with all land disturbances during construction, the structure of the soil is modified and lower crop production is likely to occur on these disturbed areas.

As a result land disturbance is compensated to full farmland market value to ensure the landowner is fairly compensated for any future losses in crop yield.

a. Land Disturbance

- Payment for areas disturbed will be at the rate of 100% of the average farmland market value/acre in the area of the project.
- Any disturbed area under one (1) acre within a quarter section or smaller titled area will be compensated with a minimum (1) one acre payment.

b. Crop Damage

- Compensation for crop loss due to land disturbance caused by construction activities shall be calculated using the current market \$ Per Bushel plus 20%, resulting in a onetime payment of 120% of the parent parcel's crop type and average yield in the year(s) of disturbance.
- Chemicals, fertilizers, and other crop damage payments will be at the discretion of the County.

c. Pasture and Hayland

The County may compensate a landowner for hay or pasture disturbance as follows, at the discretion of the Public Works Department:

- Pasture - at current market pasture lease rate in the area of the project, plus 20% per acre.
- Loss of pasture may be compensated by payment of up to three (3) years of loss of use, in order to compensate for forage re-establishment which may include temporary fencing.
- Hayland- at current market price of hay plus 20% per ton.

d. Tree Replacement

- If newly purchased road right of way contains trees the landowner wants to keep, the landowner has the option of moving them, provided the cost to do so receives prior approval of the County. The landowner will be reimbursed the cost to move the trees upon provision of proof of the expense to the County. The Landowner shall be responsible for hiring a contractor to move the trees within the timeframes as specified by the County. Wheatland County takes no responsibility in the loss of moved trees.
- Trees located within newly purchased portions of right of way shall be replaced with a payment equal to that of contract planted trees of the same or similar types of trees.

FENCING

1. If fencing obstructs a road construction or reconstruction project Wheatland County shall have the fencing removed by its staff or contractor.
2. At the landowners request, County staff or the contractor may stockpile fencing materials removed from their lands at a site located within proximity of the construction site on the landowner's property.

3. At the completion of the road construction or reconstruction project, County staff or the County contractor will replace any fencing removed with a fence of the same type, using new materials at the County's expense. The fence will be placed on the property line unless other arrangements are made in writing and approved by the County. Replacement fencing will be at minimum a 3 wire fence.
4. If a landowner has a fencing request that exceeds the cost of replacement of the original fence, if approved, the extra cost will be charged to the landowner or deducted from the land disturbance payment due to the Landowner, if sufficient.
5. All fencing projects will be completed by the contractor or County staff. Landowners will not have the option of doing their own fencing, unless they sign a waiver accepting full responsibility for the fence which will void any warranty. No compensation shall be paid to the Landowner if they do any part of the replacement fencing.
6. If a landowner does not want fencing replaced at the end of construction, the landowner shall not be entitled to any other compensation for the fencing nor have it installed at an alternate location, or have materials supplied and not installed.

RECLAMATION

When areas of private land are disturbed for road construction purposes, it is Wheatland County's commitment to return that land as near as possible to its original state under the guidelines of Alberta Environment.

- a. Reclamation of a site following road construction is done in conjunction with the Public Works Department and the County Agricultural Service Board.
- b. By signing the Borrow Agreement, the landowner agrees to allow access and to take upon said land all such workers, crews, implements and machinery as may be necessary to allow for:
 - Reclamation requirements
 - Weed control on disturbed land
 - Re-vegetation of disturbed grass or hayland
 - Grazing of livestock on disturbed areas requires written authorization of the Wheatland County Manager of Agricultural Services. Premature grazing nullifies all compensation claims.
 - Removal of temporary fencing prior to the 3 year time frame will be at the discretion of Wheatland County's Manager of Agricultural Services.
 - The temporary fence is the property of Wheatland County and shall be removed by Wheatland County's contract fencer or the County's own forces.

PUBLIC WORKS POLICY SECTION 9.5 - LAND COUNTY PROPERTY	9.5.2 LEASING OF COUNTY PROPERTY Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708 Revised: April 2/19 CM – Res. 19-04-56 Revised: May 7/19 CM – Res. 19-05-49 & 19-05-50

PURPOSE

Describes procedures to be followed when County land becomes available for lease.

LEASING OF COUNTY PROPERTY

- a. Land available for lease shall be determined by Council. Not all County lands are available for lease.
- b. Road allowances are not available for lease.
- c. Land available for lease shall be publically tendered.
- d. Tenders for leases shall be released by October 31st of the year preceding the effective date of a lease.
- e. Lease effective dates shall be January 1st, excepting for those instances where a lease has commenced midyear, and the first year shall be a portion of a calendar year.
- f. Current Lessees may be granted a Right of First Refusal (RFOR) if they submitted a tender on a parcel available for lease; owners adjacent to lands tendered shall be granted a Right of Second Refusal (ROSR) if they submitted a tender on a parcel available for lease. The ROFR or ROSR must be accepted in writing within 14 working days of the Offer.
- g. Leases do not permit subletting.
- h. Any taxes and charges relating to the leasing of lands shall be the responsibility of the Lessee.
- i. Public spaces and recreational spaces may be leased at the discretion of Council and are not subject to this Policy.

PUBLIC WORKS POLICY SECTION 9.5 - LAND COUNTY PROPERTY	9.5.3 SALE OF COUNTY PROPERTY Page 1/1
Effective Date: Apr 3/07	Revised: 07-197 Revised: Nov. 24/09 CM – Res. 09-708

PURPOSE

Describes procedures to be followed when County land becomes available for sale.

SALE OF COUNTY PROPERTY

Sale of Wheatland County Property will be at the discretion of the Wheatland County Council.

PUBLIC WORKS POLICY SECTION 9.5 - LAND COUNTY PROPERTY	PUBLIC ROAD ALLOWANCES – LEASES, CLOSURES, AND ENCROACHMENTS <p style="text-align: right;">Page 1/2</p>
Effective Date: April 4, 2017 CM Res. 17-04-40	

PURPOSE

Outlines specific guidelines pertaining the lease of road allowances, closure of road allowances as permitted under Sections 22 & 24 of the MGA and Encroachment Agreements as permitted under Section 651.2 of the MGA.

ROAD ALLOWANCES: LEASE

- a. The County does not lease public road allowances.

ROAD ALLOWANCES: CLOSURES

- a. Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26.1, Sections 22 & 24 permit the closure of road allowances under the direction, control, and management of a municipality by bylaw or resolution, and ministerial approval.
- b. Applications to close road allowances will only be accepted from adjacent landowners except as otherwise approved by Council on a case by case basis, or unless the application is from a department within the County.
- c. An application to close a road allowance must be accompanied by the applicable fee, as set out in the Master fee schedule adopted by Council, unless the application is from a department within the County.
- d. If the application to close a road allowance is rejected by Council at any stage of the approval by Council, the applicant shall be refunded one-half of the application fees paid.
- e. If the Minister does not approve a road closure Bylaw after first reading and Public Hearing, or a Resolution for a road closure adopted by Council, and there is no possibility of amending the Bylaw or Resolution so as to be acceptable to the Minister, the applicant shall be refunded one-third of the application fees paid.
- f. Areas of closed road may only be sold to and consolidated with the applicant's lands, except as otherwise approved by Council on a case by case basis, unless the application is from a department within the County where the area of closure will be retained as fee simple lands by the County.

- g. All costs associated with survey(s) and Land titles registration fees shall be borne by the applicant.
- h. Areas of road closures shall be sold at fair market value, as determined either by Wheatland County staff, or an independent appraiser. If an applicant opts for an independent appraisal to determine value, the cost of the appraisal shall be borne by the applicant. Areas of road closure may be sold at less than fair market value, but such proposed sales shall be advertised, as required by MGA Section 70.

ROAD ALLOWANCES: ENCROACHMENTS

- a. Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26.1, Section 651.2(1) defines an encroachment agreement as an agreement under which a municipality permits an improvement on land adjoining a road that encroaches onto a road that is under the direction, control and management of the municipality of improvements made on land that is adjoining that road.”
- b. Council may agree to an encroachment agreement for such encroachments on a case by case basis.
- c. Encroachment agreements approved by Council shall be registered against the certificate of title to the parcel of land that adjoins the road and contains the encroaching improvement, in accordance with MGA Section 651.2.
- d. Encroachment agreements shall contain a clause in accordance with Section 13(1)(o) of the Traffic Safety Act of Alberta, RSA 2000, whereby the County may at any time in its sole discretion withdraw the rights it has granted under the Encroachment Area for public purposes with thirty (30) days’ notice to the owner of the adjacent lands subject of the agreement, and the Owner shall remove the encroaching improvement located within the Encroachment Area to the satisfaction of the County.

PUBLIC WORKS POLICY SECTION 9.6 - STAFF AND COUNTY SUPPLIED TOOLS AND EQUIPMENT	9.6.1 STAFF SUPPLIED TOOLS	Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708	

PURPOSE

To outline responsibilities of staff and County with regards to staff supplied tools.

Staff Supplied Tools

- a. Council shall prescribe a minimum standard set of tools required by each employee at the commencement of employment. It will then be incumbent on each and every employee to maintain that minimum tool set for their own use in the course of their duties. Employees must take reasonable care to ensure the proper maintenance and security of both their own tools as well as County supplied tools.
- b. Wheatland County will then replace all of each employee's lost or non-warranted broken tools or toolboxes as required as a result of their usage at County facilities/jobsites.
- c. All other tools and equipment required to perform any task assigned as a part of an employee's job description will be provided by and maintained by Wheatland County.
- d. All employees shall have the option of having their personal tools insured against loss or damage by Wheatland County, while tools are stored at a County facility. A condition of this option will be that the employee must provide administration with a current inventory of their tools.

PUBLIC WORKS POLICY SECTION 9.6 - STAFF AND COUNTY SUPPLIED TOOLS AND EQUIPMENT	9.6.2 COUNTY SUPPLIED TOOLS Page 1/1
Effective Date:	Revised: Nov. 24/09 CM – Res. 09-708

PURPOSE

To outline responsibilities of staff and County with regards to County supplied tools.

County Supplied Tools

All tools and equipment owned/supplied to the workforce by Wheatland County will be:

- a. Subject to an annual inventory review.
- b. Assigned to an individual person, shop, crew or department at the time of purchase with the appropriate record of this information being maintained by the Purchasing Agent. No interdepartmental lending of tools shall be condoned. Each department will be responsible for budgeting their own tool requirements and there-after, maintaining their tool inventory.
- c. Accurately tracked for the purpose of determining the reasons for the need of replacement or upgraded items.
- d. Clearly marked as to identify ownership where practical (at the time of purchase – prior to being issued for use).

PUBLIC WORKS POLICY SECTION 9.7 - UTILITIES	9.7.1 WATER METER TESTING	Page 1/1
Effective Date: April 20/10 CM - Res. 10-247	Revised:	

PURPOSE

To outline procedure for the testing of water meters.

Deposit for Testing Water Meters

1. The Utilities Department will, upon written request, test any customer's meter, and where excessive errors are shown to exist, adjust for wrong charges for a period not to exceed one year previous.
2. When a customer requests a meter test, a deposit equivalent to cost of testing will be required to cover the costs of the test. The deposit will be returned to the customer if the meter is found, upon test, to over-register more than two percent (2%) under the conditions of normal operation.

PUBLIC WORKS POLICY SECTION 9.7 - UTILITIES	9.7.2 WATER EFFICIENCY REBATE PROGRAM Page 1/1
Effective Date: March 3, 2015 March 3/15 CM – Res. 15-03-17	Revised:

PURPOSE

Describes the Wheatland County Water Efficiency Rebate Program.

OVERVIEW OF PROGRAM

It is estimated that up to 30% of household water consumption is attributed to toilet usage. Older higher flow toilets are inefficient and unnecessarily contribute to this usage. Wheatland County is offering a rebate program to encourage water conservation within Wheatland County for residential properties. The potential environmental savings of water consumption are estimated 38,000 litres saved per year per toilet by converting from a standard toilet to a low flow toilet, 20,000 litres saved with the installation of a faucet aerator, and 17,000 litres saved using a low-flow shower head.

Implementation of this program will not only benefit the homeowner in lower water and wastewater fees, but it will also reduce the environmental footprint in both producing the potable water and treating the wastewater.

PROGRAM REQUIREMENTS

The Water Efficiency Rebate Program is available for residential property owners located within Wheatland County (who have no arrears with Wheatland County) and/or those who currently have up to date utility accounts with Wheatland County.

The rebate will consist of a \$60 per fixture replacement with a maximum of \$180 per household/property and will not be paid until proof of purchase with pictures of old toilet in place and new toilet installed, or fixture.

This program applies only to residential dwellings located within Wheatland County.

The application for a rebate must be submitted to the County within 6 months of purchase of the fixture.

Residents must apply to the utility department and include:

- Completed and signed application form
- Copy of sales receipt for toilet/fixture(s)
- Photo of old toilet/fixture(s) prior to removal
- Photo of new toilet/fixture(s) installed

Wheatland County reserves the right to enter the residence in order to inspect or verify the installation of the toilet.

PUBLIC WORKS POLICY SECTION 9.7 - UTILITIES	9.7.3 WATER AND WASTEWATER BLOCKAGE POLICY Page 1/1
Effective Date: Oct. 10, 2017 Oct. 10/17 CM – Res. 17-10-47	Revised:

PURPOSE

To provide guidelines and procedures for the operation and maintenance of the County water and wastewater systems in the event of a sanitary sewer blockage or freezing of a water service line.

Wastewater Systems

General

1. A property owner or tenant is responsible for ensuring the sewer service line into the premises is kept free from blockages and has adequate vertical cover or insulation.
2. The property owner or tenant shall be responsible for the clearing of blockages within the sewer service line from the connection at the dwelling or structure to the sanitary main within the County road right of way.

Sewer Back Up

Owner/Tenant

1. If an owner or a tenant discovers a problem with their sewer connection, they must first obtain the services of a plumber or contractor to clear or remove the obstruction in the sewer service line. The plumber or contractor shall take the necessary steps to clear or remove the obstruction from the sewer service line.
2. The owner or tenant is advised to contact the Wheatland County Utility Department to report the sanitary sewer backup. The Utility Department, as soon as reasonably practical, will respond to a complaint for a sewer backup.
3. The owner or tenant should contact their insurance provider to report the sewer back up.

County

1. Once a complaint has been received, the Wheatland County Utility Department will determine the sewer main's rate of flow adjacent to the affected property. A normal rate of flow within the county sewer main indicates that the blockage is likely within the private sewer service line. The County may also wish to video inspect the sewer main to verify its condition.

PUBLIC WORKS POLICY SECTION 9.7 - UTILITIES	9.7.4 ROSEBUD SEPTIC TANK CARE AND MAINTENANCE Page 1/2
Effective Date: June 5, 2018 Jun. 5/18 CM – Res. 18-06-45	Revised:

PURPOSE

Describes procedures to be followed for the proper cleaning and maintenance procedures for privately owned septic tanks within the Hamlet of Rosebud.

Rosebud Septic Tank Care and Maintenance

Wheatland County is dedicated to providing a safe and reliable sanitary collection system within the County’s Hamlets and named areas. Proper operation and maintenance of these systems is essential to ensuring their longevity and operation.

The Rosebud wastewater system operates on a low pressure collection system. Each lot within the hamlet is serviced with a two chamber septic tank and pump. Wastewater is discharged into these tanks where the solids settle in the first chamber and the effluent (liquid only) transfers into the secondary chamber. It is then pumped from this chamber into the County collection system which consist of 89mm low pressure forcemains and then ultimately into the Rosebud treatment facility.

Without proper cleaning and maintenance of the privately owned septic tanks, reliable operation of the collection system may be compromised. Solids may be transferred into the secondary chamber and ultimately pumped into the forcemains causing blockages and sewer backups.

Inspection

1. Wheatland County will perform an inspection on privately owned septic tanks every two years. These inspections will assess proper tank operation, current sludge level and overall condition of the tank.
2. These inspections will be documented and made available to the landowner upon request.
3. The landowner is requested to enter into a Municipal Access Agreement with the County to allow access onto private lands.

Cleaning and Maintenance

1. All privately owned septic tanks in Rosebud must be cleaned a minimum of once every two years. Cleaning of the tank will involve removal of all solids accumulated within the primary chamber and removal of the effluent in the secondary chamber.

2. Wheatland County will coordinate the removal of the sludge from the tanks. A private contractor will be arranged to remove the sludge and remaining effluent from the septic tanks bi-annually.
3. Wheatland County will recover the costs of this operation through an additional fee on the utility billing.
4. It is recommended that the cleaning of the tanks occur in the spring to allow biological action to re-establish during the warm summer months.
5. Wheatland County may request that a landowner perform cleaning or maintenance on their septic tank more frequently than every two years. This request may be dependent on increased numbers of occupants residing on property or elevated levels of sludge present in the tank based on the inspection.

Non-compliance

1. Should a landowner refuse entry or fail to comply with the cleaning and maintenance requirements set out above, the County may, in accordance with the Wheatland County Water and Sewer Bylaw, cease to permit access to the County owned and operated wastewater collection system. This action may involve closing the sanitary curb stop valve located at each property or physically terminating the connection to the system.
2. Septic tanks that are in poor condition may require repair prior to being permitted to discharge into the County collection system.