	R.M. OF WALLACE-WOODWORTH	
	TRANSPORTATION POLICY	
	TITLE: Municipal Approach Policy	DATE: July 19, 2016 AMENDMENT APPROVED by: Resolution No. 25/061 Revision Date: February 25, 2025
		PAGE: 1

PURPOSE

The Rural Municipality of Wallace-Woodworth has adopted this policy to ensure that all municipal approach applications are dealt with in a timely, consistent and equitable manner, while maintaining public safety and the integrity of our road network.

The policy also ensures the consistency of requirements necessary for construction of approaches used to access properties within the Municipality.

PROCEDURE


1. Ratepayers requesting a new approach to be installed, or to widen an existing approach must fill out a *Municipal Approach Application Form - (Schedule A of this Policy)*.
2. All Municipal Approach Applications are to be received by the GIS Technician. The Transportation Superintendent and/or Public Works Staff shall complete an inspection of the site identified on the application. Findings will determine if the approach application complies with the *Municipal Approach Policy*.

Any safety hazards that exist shall be noted under *Schedule A - Field Inspection Comments* of the *Municipal Approach Application Form* at the time of inspection.

The severity of the hazards will be assessed and may prohibit the approach application from being approved. Safety hazards may include but are not limited to sight lines, potential road maintenance issues, etc.

3. Applications that fit all conditions of the *Municipal Approach Policy* will be processed by the GIS Technician and approved by the Chief Administrative Officer or other Designated Officer for the Municipality.

Applications that do not fit the criteria of this Policy will follow the *Non-Conforming Municipal Approach Applications* process, outlined in this Policy.


	R.M. OF WALLACE-WOODWORTH	
	TRANSPORTATION POLICY	
	TITLE: Municipal Approach Policy	DATE: July 19, 2016 AMENDMENT APPROVED by: Resolution No. 25/061 Revision Date: February 25, 2025
		PAGE: 2

POLICY

1. Rural Residential Approach Applications

- a. The Rural Municipality of Wallace-Woodworth will permit one (1) approach for each rural residential yard site, *at Municipal expense*, under the following conditions:
 - i. Applicant has filed a completed Municipal Approach Application, including a detailed site map and legal landowner signature. In the case where the applicant is not the legal landowner of the specified property, signature from the legal landowner must be included on the application form; and
 - ii. No other approach exists to the residential property; and
 - iii. Approach is on an existing municipal road.

- b. Should all above conditions (i – iii) be met, the Rural Municipality of Wallace-Woodworth will arrange for the approved approach and culvert (if deemed necessary) to be installed at *Municipal expense*, to the following Municipal Standard:
 - i. Culvert diameter to be a minimum of 450 mm (18 inches); and
 - ii. Culvert size to exceed 450 mm (18 inches) only in the case where a Manitoba Water Stewardship License requires the increased size; and
 - iii. Approach to be a minimum of 5 m (16 feet) from any and all above ground utilities, including but not limited to Manitoba Hydro infrastructure, MTS pedestals, and water system infrastructure, etc.;
 - iv. Approach to be a minimum of 45.72 m (150 feet) from any intersection; and
 - v. Prior to construction, the Transportation Superintendent must approve all aggregate materials to be used in the construction of the approach.

	R.M. OF WALLACE-WOODWORTH	
	TRANSPORTATION POLICY	
	TITLE: Municipal Approach Policy	DATE: July 19, 2016 AMENDMENT APPROVED by: Resolution No. 25/061 Revision Date: February 25, 2025 PAGE: 3


- vi. Municipality will supply and apply of 10 yards of road gravel at the time of construction.
- vii. Approved Water Stewardship License must be obtained by the Municipality prior to onset of the installation.
- c. Where an extension to an existing culvert or a culvert within a newly constructed approach requires a length that exceeds the municipal standard of 12 meters (40 feet), additional culvert length and all installation costs (labour, material, etc.) will be the responsibility of the property owner/applicant (details on no. 5, page 6).
- d. The ongoing maintenance to the surface of the approach will be the sole responsibility of the property owner following its initial construction. Surface maintenance may include gravel application, pothole repair, vegetation management, etc.

The Municipality will be responsible for maintenance of all culverts through existing approaches within the Municipality, at *Municipal expense*. Culvert maintenance may include cleaning, steaming, replacement (up to the current standards), etc.

2. Urban Property Approach Applications

Urban properties are defined as residential or commercial properties within a LUD or settlement community within the Municipality.

- a. The Rural Municipality of Wallace-Woodworth will permit one (1) approach for each urban property, at *Municipal expense*, under the same conditions and following the same standards as the Rural Residential Approach.
- b. Where an extension to an existing culvert or a culvert within a newly constructed approach requires a length that exceeds the municipal standard of 12 meters (40 feet), additional culvert length and all installation costs (labour, material, etc.) will be the responsibility of the property owner/applicant (details on no. 5, page 6).

	R.M. OF WALLACE-WOODWORTH	
	TRANSPORTATION POLICY	
	TITLE: Municipal Approach Policy	DATE: July 19, 2016 AMENDMENT APPROVED by: Resolution No. 25/061 Revision Date: February 25, 2025
		PAGE: 4

- c. The ongoing maintenance to the surface of the approach will be the sole responsibility of the property owner following its initial construction. Surface maintenance may include gravel application, pothole repair, vegetation management, etc.

The Municipality will be responsible for maintenance of all culverts through existing approaches within the Municipality, at *Municipal expense*. Culvert maintenance may include cleaning, steaming, replacement (up to the current standards), etc.


3. Agricultural and Commercial Approach Applications

- a. The Rural Municipality of Wallace-Woodworth will permit one (1) approach required for agricultural purposes on each side of the ¼ section which borders a Municipal Road allowance, at *Municipal expense*, under the same conditions and following the same standards as the Rural Residential Approach.
- b. Where an extension to an existing culvert or a culvert within a newly constructed approach requires a length that exceeds the municipal standard of 14 meters (45 feet), additional culvert length and all installation costs (labour, material, etc.) will be the responsibility of the property owner/applicant (details on no. 5, page 6).
- c. The ongoing maintenance to the surface of the approach will be the sole responsibility of the property owner following its initial construction. Surface maintenance may include gravel application, pothole repair, vegetation management, etc.


The Municipality will be responsible for maintenance of all culverts through existing approaches within the Municipality, at *Municipal expense*. Culvert maintenance may include cleaning, steaming, replacement (up to the current standards), etc.

4. Oil Industry Approach Applications

- a. The Rural Municipality of Wallace-Woodworth will permit a maximum of four (4) approaches required for oil activity purposes on each side of the ¼ section which borders a Municipal Road allowance, with all costs associated to be at *the Applicant's expense*, under the following conditions:

	R.M. OF WALLACE-WOODWORTH	
	TRANSPORTATION POLICY	
	TITLE: Municipal Approach Policy	DATE: July 19, 2016 AMENDMENT APPROVED by: Resolution No. 25/061 Revision Date: February 25, 2025
		PAGE: 5

- i. Applicant has filed a completed *Locate Request Form – (Schedule B of this Policy)*, including a detailed site map, and has indicated that an approach is necessary; and
 - ii. Approach is on an existing municipal road.
- b. Should all above conditions (i – ii) be met, the Applicant must install the approach and culvert, to the following Municipal standard:
 - i. Culvert length requirement to be a maximum of 18 m (60 feet); and
 - ii. Culvert diameter to be a minimum of 450 mm (18 inches); and
 - iii. Approach to be a minimum of 5 m (16 feet) from any and all above ground utilities, including but not limited to Manitoba Hydro infrastructure, MTS pedestals, and water system infrastructure, etc.;
 - iv. Approach to be a minimum of 45.72 m (150 feet) from any intersection; and
 - v. Approaches to be a minimum of 200 metres apart; and
 - vi. Approved Water Stewardship License (*registerable works*) must be obtained by the Municipality.
- c. All ongoing maintenance of the approach shall be the sole responsibility of the Applicant following the approaches initial construction.
- d. The installation of a rural approach for the purpose of oil production is to be considered *temporary* in nature.
- e. Following the abandonment of an oil producing well, all assets of the organization are to be removed from the site at the organization’s expense, which includes any approaches for the property.

	R.M. OF WALLACE-WOODWORTH	
	TRANSPORTATION POLICY	
	TITLE: Municipal Approach Policy	DATE: July 19, 2016 AMENDMENT APPROVED by: Resolution No. 25/061 Revision Date: February 25, 2025
		PAGE: 6


Should the property owner wish to retain the existing *temporary* approach, then a new *Rural Approach Application Form - (Schedule A of this Policy)* must be completed requesting the reclassification of a temporary Oil Industry Approach to a permanent Agricultural Rural Approach, and the process completed as per existing policy.

5. Non-Conforming Rural Approach Applications

- a. Where a Municipal Approach Application does not meet the criteria set out in the Policy, the Application shall be considered by Council and may be approved only in the following manner:
 - i. Approval of such a non-conforming application may only be authorized by Resolution of Council.
 - ii. The Applicant must enter into an agreement with the Municipality to install and maintain the approach to the Municipality’s standard, as to be outlined in the same agreement.
- b. The responsibility for costs associated with a non-conforming approach shall be determined at the discretion of Council.
 - i. The property owner/applicant may be held responsible for the costs of culverts, couplers, and installation expenses (including labor, materials, etc.), as specified in a Council Resolution.
- c. All Non-Conforming Approach agreements must be filed in the Municipal Civic Filing System.

6. Other Matters

- a. Where an approach is to be used for a dual purpose *ie.* for property that is to be used for both residential and agricultural/commercial purposes, the Municipality will be responsible for the construction of the approach to that of the highest standard.

	R.M. OF WALLACE-WOODWORTH		
	TRANSPORTATION POLICY		
	TITLE: Municipal Approach Policy		DATE: July 19, 2016
	AMENDMENT APPROVED by: Resolution No. 25/061 Revision Date: February 25, 2025	PAGE: 7	

- b. Prior to commencement of approach construction, the hired contractor shall be responsible for obtaining all utility clearances, including but not limited to, Manitoba OneCall: Click Before You Dig and RM of Wallace-Woodworth Water Utility.
- c. Approaches constructed before receiving Municipal approval, may be ordered removed from the site and all costs incurred for the removal to be the responsibility of the property owner.
- d. New construction of approaches which intersect Provincial Roads must be approved by Manitoba Transportation & Infrastructure (MTI). The property owner will be subject to regulations and costs as set by the Province of Manitoba.
- e. All Rural Approaches currently in existence as of the day this policy is approved by council, shall be considered grandfathered in nature.
- f. Rural Residential Developments – All Rural Approaches required for residential development within an area to be considered to be “Rural Residential” in the Development Plan(s) and/or Zoning Bylaw(s) of the Municipality, must be considered by Council within the terms of a Development Agreement for the property in question, without exception.

Reference Table: Standard for Conforming Approach Application

Type of Approach	Culvert Size - Conforming		Limit no. of approaches		Category
	Meters	Feet			
Rural Residential	12	40	1	Per roll number	Permanent
Urban Residential	12	40	1	Per roll number	Permanent
Ag/Commercial	14	45	1	Per side of 1/4 section	Permanent
Oil field	18	60	4	Per side of 1/4 section	Temporary

Any deviations from the standards set above will be considered non-conforming. The application will need Council approval.



Municipal Approach Application Form

1. Please fill out this table:

Date of Application:	Name of Applicant & Mailing Address:	
Legal Land Description:		
Phone:	E-mail:	Fax:
Is the applicant the same as the registered landowner? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>If the applicant is different from the legal landowner, landowner signature must be included at the time of application.</i>		

2. Approach Purpose: Rural Residential Urban Property Agricultural Commercial

Please state why an approach is required:

Does your approach fall into the specifications outlined under the R.M. of Wallace-Woodworth Municipal Approach Policy? Yes No

If not, please list your additional requirements:

3. Proposed Plan: Please include a map, sketch or plan of the specified property with the application, showing all existing approaches and proposed additions. Include any existing features of the land in the immediate vicinity including buildings, roads, water features such as rivers, streams, low areas, etc. Please do not forget your North Arrow!

I will observe and perform all provisions of The Planning Act, The Development Act, the applicable Zoning By-Laws and the provisions of other relevant laws, by-laws or agreements.

Applicant Signature: _____ Date: _____

Legal Landowner Signature: _____ Date: _____
(if different from applicant)

*Please note that if any information is missing, processing time may be considerably affected.

MUNICIPAL OFFICE USE ONLY

Application Received By: _____ Date Received: _____
Application Reviewed By: _____ Date Reviewed: _____

APPROVALS:

Council: Required _____ Not Required _____ Resolution # _____
Water Stewardship License Required _____ Not Required _____ License # _____

Culvert Supplied _____ Diameter/ Length/ Material _____
GPS Coordinates UTM Zone 14 _____

“Schedule A” - Municipal Approach Policy



Municipal Approach Application Form (con't)

Sketch Area:

MUNICIPAL OFFICE USE ONLY

Field Inspection Comments:

"Schedule A" - Municipal Approach Policy – (Con't)



Locate Request Form

1. Please fill out this table:

Date Request Was Submitted:		Date Work Is To Commence:
Company Name & Address:	Phone:	E-mail:
Applicant Name:	Phone:	E-mail:
Field Representative:	Phone:	E-mail:

2. Legal Land Description (and any other details): _____

3. Type of Request (check all that applies):

- Utilizing an existing approach
- Modifying/Upgrading an existing approach
- Construction of a new approach
- Changing hydro poles and anchors
- Installing new hydro poles and anchors
- Construction of a new wellsite and/or drilling new well
- Cross RM property with a pipeline
- Cross RM property with electrical lines
- Fence installation and/or changes
- Installation of a new pedestal
- Installation of a communication cable

Other (please specify) : _____

Are all requested locations staked/flagged? Yes No

5. Please attach a map, aerial photograph, or sketch of the plan details.

“Schedule B”- Municipal Approach Policy