	R.M. OF WALLACE-WOODWORTH		
	TRANSPORTATION POLICY		
	TITLE : Rural Approach Policy		DATE: July 19, 2016
		AMENDMENT APPROVED by: Resolution No. 16/378 Revision Date: July 2018	PAGE: 1

PURPOSE

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

The policy also ensures the consistency of the requirements necessary for the construction of all rural municipal approaches to properties located within the Municipality.


PROCEDURE

1. Ratepayers wishing to install/have installed a new approach, or to widen an existing approach must fill out a *Rural Approach Application Form - (Schedule A of this Policy)*.
2. All Applications are to be received by the Municipality's GIS Technician. As determined necessary by the GIS Technician, the GIS Technician, Transportation Supervisor and/or Lead Hands for the Municipality will do an on-site inspection of the site identified in the relevant application, to determine if the application fits the criteria of the *Rural Approach Policy*.

If safety hazards exist that should prohibit the approval of a new rural approach at the requested site, comments concerning the same will be made by staff reviewing the site, on the reverse side of the *Rural Approach Application Form - (Schedule A of this Policy)*. *Safety hazards in this context may include but are not limited to sight lines, potential road maintenance issues, etc.*

3. Applications that fit all conditions of the *Rural 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 Rural Approach Applications* process, outlined in this Policy.

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POLICY

1. Residential Approach Applications

- a. The Rural Municipality of Wallace-Woodworth will permit one (1) approach for each residential yard site, *at Municipal expense*, under the following conditions:
 - i. Applicant has filed a completed Rural Approach Application, including a detailed site map; 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, Council will install the approach and culvert (if deemed necessary) at no cost to the property owner, to the following Municipal standard:
 - i. Culvert length requirement to be a maximum of 12.2 m (40 feet); and
 - ii. Culvert diameter to be a minimum of 450 mm (18 inches); and
 - iii. Culvert size to exceed 450 mm (18 inches) only in the case where a Manitoba Water Stewardship License requires the increased size; and
 - iv. 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.;
 - v. Approach to be a minimum of 45.72 m (150 feet) from any intersection; and
 - vi. Contractor hired to do the installation, will be responsible for application of all clearances from utilities including to, but not limited to Manitoba Hydro, MTS, Gas, prior to work commencing. Copies of any required clearances should be forwarded to the Municipal Office to be kept on file.


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- vii. Clay/shale materials must be approved by the Transportation Supervisor and/or Lead Hands for the construction of the approach.
- viii. Municipality will supply and apply 10 yards of road gravel at the time of construction.
- ix. Approved Water Stewardship License must be obtained by the Municipality prior to onset of the installation.
- c. Following the completion of the initial construction of all residential approaches, the ongoing maintenance will be the sole responsibility of the residence/property owner.

The Municipality does however reserve the right to complete maintenance upgrades to any and all approaches in the Municipality, at Municipal expense.


2. 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 $\frac{1}{4}$ section which borders a Municipal road allowance, *at Municipal expense*, under the same conditions and following the same standards as the Residential Approach.
- b. In the case where the required culvert length exceeds the standard 12.2 m 40 feet, for both new construction, or in the case of and extension to an existing culvert, extra culvert length and all installation costs for the same will be at the expenses of the property owner/applicant.
- c. Municipality will be responsible for the ongoing maintenance of all agricultural and commercial approaches that are approved under the *Rural Approach Policy*. All ongoing maintenance will be done in a manner acceptable to the Municipality, as approved by the Transportation Supervisor and/or Lead Hands.

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3. Oil Industry Approach Applications

- a. The Rural Municipality of Wallace-Woodworth will permit a maximum of four (4) approaches each to be a minimum of 200 metres apart, required for oil activity purposes on each side of the $\frac{1}{4}$ section which borders a Municipal road allowance, with all costs associated to be *at the Applicant's expense*, under the following conditions:
 - 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 18.29 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 poles 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. Applicant to be responsible for application of all clearances from utilities including but not limited to Manitoba Hydro, MTS, Gas, etc. prior to work commencing. Copies of any required clearances to be forwarded to the Municipal Office to be kept on file.
 - vi. Approved Water Stewardship License (*minor works*) must be obtained by the Municipality.


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- c. Following the completion of the initial construction of Oil Industry Approaches, the ongoing maintenance will be the sole responsibility of the Applicant.
- 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, and this too will include any/all approaches for the property.

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.

4. Non-Conforming Rural Approach Applications

- a. In the instance that a Rural Approach Application does not meet the criteria set out in the Policy, the Application will 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.
 - iii. All agreements must be filed in the Municipal Civic Filing System.

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5. Other Matters

- a. In the instance 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.
- b. Approaches constructed before receiving Municipal approval, may be ordered removed from the site and all costs incurred for the removal will be at the property owner's expense.
- c. New construction of approaches which intersect Provincial Roads must have Provincial Approval (Highway Traffic Board) and the property owner will be subject to regulations and costs as set by the Province of Manitoba.
- d. All Rural Approaches currently in existence as of the day this policy is approved by council, shall be considered grandfathered in nature.
- e. 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.



File No: _____

Rural Approach Application Form

1. Please fill out this table:

Date Application was filled out:	Name of Property Owner & Mailing Address:	
Legal Land Description:		
Phone:	E-mail:	Fax:

2. Approach Purpose: Residential ☐ Agricultural ☐ Commercial ☐

Please state why an approach is required:

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

If not, please list your additional requirements:

3. Proposed Plan: Please include a plan, map or sketch of your property on the back of 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 river, streams, marshes, 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.

Landowner Signature: _____ Date: _____

*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" - Rural Approach Policy



File No: _____

Rural Approach Application Form (con't)

Sketch Area:

Large empty rectangular box for sketching.

MUNICIPAL OFFICE USE ONLY

Field Inspection Comments:

Five horizontal lines for field inspection comments.

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



Phone (204) 748-1239 • Fax (204) 748 3450

Email: info@wallace-woodworth.com

PO Box 2200 Virden, MB R0M 2C0

Locate Request Form

1. Please fill out this table:

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

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) : _____

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