

PUBLIC WORKS

Section "PW"

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Title: Back-sloping

Policy: PW 001

Section: Public Works

PURPOSE: To outline the County's procedures for Back-sloping.

POLICY STATEMENT: Top priority will be given to Back-sloping of roadside ditches for landowners who move their fence at no cost to the County. However, if Council deems it necessary to backslope a stretch of road, the County will be responsible for the removal and replacement of the fences pursuant to the County's fencing policy. There is no charge by the County for this service however the landowner must sign a hold harmless agreement with the County.

1. Back-sloping is to be done with a minimum 5:1 backslope.
2. Request to Director Public Works or County Office. If a request is made at the County Office, the Director Public Works or Assistant Director Public Works shall, upon being notified, contact the landowner to schedule a convenient time to commence said works.
3. All farmers requesting Back-sloping must sign hold harmless agreements.
4. Brush will only be removed from private land to accommodate the 5:1 backslope.

Council Approved: November 5, 2019

Reference: Former Policy 600

Administrative Responsibility: Director Public Works

Review Cycle: As required

Resolution #11.05.19.488

Originally Approved: June 20, 1996

Reviewed: September 11, 1997

Title: Borrow Pits

Policy: PW 002

Section: Public Works

PURPOSE: To outline the County's guidelines for the procurement of road building.

POLICY STATEMENT: The County has established the following compensation for Borrow Pits for County landowners.

Landscape Borrows:

Upon entering a written agreement with the landowner for the procurement of road building materials and having had the affected site surveyed to determine area, the County will pay compensation equal to the assessed value per acre for each acre and part thereof affected.

This amount shall be deemed to totally compensate for not only the value of the procured material and incidental damages, but also any future reductions in yield.

If the taking of the road fill material displaces:

1. A growing crop of either cereal, oilseed or pulse, the County will compensate the crop owner based upon applying the current elevator price to the average yield per acre for the field in which the borrow area is located for the particular year in which the loss is sustained;
2. Pasture, the County will compensate the pasture owner based upon applying the carrying capacity as described on the Assessment Sheet for which the borrow area is located to the forage value in dollars per Animal Unit Month (AUM) for 12 months from the latest publication of the Farm Operations Cost Guide – Custom Rates Survey Summary; Compensation will be calculated utilizing a maximum of 60% of the Farm Operations Cost Guide – Cash Rent range as stated in the Guide.
3. Hay land, the County will compensate the hay land owner based upon applying the high price option per ton obtained from the current Agriculture Financial Services Corporation Hay Index to the average yield in tons per acre for the field in which the borrow area is located for the particular year in which the loss is sustained.

In the case of hay or pasture lands, the County will undertake to reseed the disturbed area with an appropriate seed mixture at no cost to the landowner.

Dug-Out Borrow Pits:

Upon entering a written agreement with the landowner for the procurement of road building materials, and once having obtained said materials, the County will pay the sum of One Hundred Dollars (\$100.00) for each earth borrow or the assessed value per acre, whichever is greater as full settlement for not only the road fill materials removed from the borrow area, but also for damages sustained to the lands during the removal of said materials.

In the event that the taking of the road fill material displaces:

1. A growing crop of either cereal, oilseed or pulse, the County will compensate the crop owner based upon applying the current elevator price to the average yield per acre for the field in which the borrow pit is located for the particular year in which the loss is sustained;

2. Pasture, the County will compensate the pasture owner based upon applying the carrying capacity as described on the Assessment Sheet for which the borrow pit is located to the forage value in dollars per Animal Unit Month (AUM) for 12 months utilizing the latest publication of the Farm Operations Cost Guide – Cash Rent range. Compensation will be calculated utilizing a maximum of 60% of the Farm Operations Cost Guide – Cash Rent range as stated in the Guide.
3. Hay land, the County will compensate the hay land owner based upon applying the high price option per ton obtained from the current Agriculture Financial Services Corporation Hay Index to the average yield in tons per acre for the field in which the borrow pit is located for the particular year in which the loss is sustained.

In the case of hay or pasture lands, the County will undertake to reseed the disturbed area with an appropriate seed mixture at no cost to the landowner.

Council Approved: November 5, 2019	Resolution #11.05.19.488
Reference: Former Policy 605	Originally Approved: June 14, 1990
Administrative Responsibility: Chief Administrative Officer	
Review Cycle: As required	Reviewed: September 13, 2005

Title: Brushing

Policy: PW 003

Section: Public Works

PURPOSE: To outline the County's criteria for control of brush along municipal roadways.

POLICY STATEMENT:

The growth of brush along municipal roadways will be controlled in the following manner:

1. In accordance with the policies and plans set forward by the Agricultural Service Board for brush control by roadside spraying.
2. Brushing of the ditches by mechanical or other means will only be undertaken along the right-of-way under the direction of the Director Public Works.

Brush will only be removed from private lands to accommodate 5:1 Back-sloping in accordance with Policy PW 001 Back-sloping or when required, to remove brush in areas where it is hazardous to traffic. If Council deems it necessary to conduct brushing on private lands, the County will be responsible for the removal and replacement of fences pursuant to the County's fencing policy.

The landowner must sign a hold harmless agreement with the County and allow the brush to be piled on the site and be responsible for its disposal.

Council Approved: November 5, 2019

Reference: Former Policy 610

Administrative Responsibility: Director Environmental Services

Review Cycle: Annually

Resolution #11.05.19.488

Originally Approved: September 18, 1997

Reviewed:

Title: Construction of Approaches by Non-County Forces Policy: PW 004
Section: Public Works

PURPOSE: To outline the County's position on construction of approaches not built by the County.

POLICY STATEMENT: Persons wishing to construct approaches to road allowances using their own equipment shall firstly apply for approval, in writing, at the County Office.

Permission to construct, if applicable, will be conditional on the following terms:

1. The approach shall be placed to maximize visibility for all traffic either using the County road or seeking ingress and egress at the intersection of the lease road and County road.
2. That the approach be sufficiently wide to accommodate the turning of heavy equipment to minimize unnecessary maneuvers on the County road.
3. Approach is to be constructed to the same grade as the adjacent road to the extent that equipment and tractor-trailers can pull onto the approach and come to rest on the same grade as the adjacent road.
4. Topsoil (A or B Horizon soils) are not to be used.
5. In the event that the approach hinders normal ditch-water flows, or at the discretion of the Director of Public Works (or designate), a 400mm x 15meter culvert shall be provided to accommodate water drainage within the road allowance.
6. The approach and any disturbance on the right-of-way must be re-seeded to a Certified No. 1 seed blend. A Seed Analysis Certificate and Fusarium Graminearum Test must be submitted to the County of Paintearth Agricultural Fieldman and approved prior to seeding.
7. The approach must be graveled upon completion of construction, prior to County Inspection.
8. An oil or gas pipeline company requesting approval to use an existing or construct an approach onto a County Road allowance shall be required to submit a three hundred (\$300.00) fee for each approach approval requested as per the Schedule of Fees Bylaw.
 - i. Director of Public Works or designate shall be notified prior to construction and immediately upon completion of construction to arrange for County Inspection.

Council Approved: August 17, 2021
Reference: Former Policy 620
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #08.17.21.219
Originally Approved: June 14, 1990
Reviewed: March 2, 2021

Title: Development on Undeveloped Road Allowances

Policy: PW 005

Section: Public Works

PURPOSE: To provide a consistent, equitable, and fair method of addressing requests for construction of roads required to service proposed developments or subdivision applications adjacent to undeveloped road allowances. The policy relates to those undeveloped sites that include but are not limited to future residential, confined feeding operation, industrial or commercial development, and includes subdivisions.

POLICY STATEMENT: By authority of Section 18, 650, 651 and 655 of the Alberta Municipal Government Act, the County of Paintearth No. 18 requires the applicant for:

- a development permit or subdivision approval; or
 - an NRCB or ERCB regulated development; or
 - an access for other industrial or commercial development or usage;
- to enter into an agreement with the County of Paintearth No. 18 to construct or pay for the construction of a road to give access to a development, subdivision, or industrial site located within the County.

1. Residential Development

- a) The County of Paintearth No. 18 will pay fifty percent (50%) of the costs, to a maximum of \$25,000.00, including gravel, culverts, land & borrow dirt, access approaches, fencing, and pipeline, power, utility, or telecommunications facilities installation or relocation for building the access road to county standards as per County Policies.
- b) At the time of subdivision or development approval, whichever comes first, the Applicant will enter into a development agreement outlining the Applicant's and County's responsibility for the road and access. Council approval will be required for the full construction or final upgrade of the road beyond that of temporary access and will only occur at the stage of residential construction.

2. Industrial Development

- a) The Applicant will pay one hundred percent (100%) of the costs including gravel, culverts, land & borrow dirt, access approaches, fencing, and pipeline, power, utility, or telecommunications facilities installation or relocation for building the access road to County standards as per County Policies.
- b) At the time of project approval, the Applicant will enter into a road construction and maintenance agreement whereby a security bond will be required per mile of road. Council approval will be required for the construction and/or upgrade of the road prior to development approval and setting of security bond.
- c) In the event the location involves a dead-end road or in an area where there is no residential development or usage, the County. At its sole discretion, may require the Applicant to provide full annual maintenance or the constructed roadway, including signage and hazard or site restriction warning as required.

3. General Provisions

- a) The Applicant will be responsible for hiring a contractor for the construction of the road.
- b) The road must be constructed in accordance with the County of Paintearth No. 18 Policy PW 022 Road Construction Standards and the approaches constructed in accordance with County of Paintearth No. 18 Policy PW 004 Construction of Approaches by Non-County Forces.
- c) The Applicant is responsible to ensure that all pertinent municipal, provincial, or federal regulations and guidelines are conformed to.
- d) The County will be responsible for seeding of the roadside. County standards will apply for seeding of the roadside upon completion of construction, in accordance with Agricultural Service Board Policy on Roadside Seeding.
- e) The Applicant is responsible for all costs pertaining to the removal and rebuilding of fences in accordance with County Policy PW 009 Fencing to Accommodate Road Construction.

- f) The Applicant is responsible for right of entry onto lands for the purposes of earth borrow and of ditches, as well as notification, location, installation or relocation of existing power, pipelines, utility, and telecommunication facilities. The installation or relocation must be in accordance with County Policy PW 018 Location of Telephone/Power Lines, and County Policy PW 019 Pipelines, Well Equipment and Utilities – Right-of-Ways, respectively.
- g) The County is responsible for placement of required signs upon project completion.
- h) The Applicant is responsible for placement of the Applicants mail box in accordance with County Policy PW 025 Rural Mail Box Damages.
- i) Upon completion of the construction, and prior to seeding of the roadside, inspection will be required by the County of Paintearth No. 18 Public Works Department, and any deficiencies noted will require correction. Thereafter, final inspection will be completed one (1) year following corrections of any defects or deficiencies and a Final Acceptance Certificate will be issued. The County’s portion of the cost will be paid to the developer upon issuance of the Final Acceptance Certificate.
- j) Maintenance of the road and road allowance will be the responsibility of the County once a Final Acceptance Certificate has been issued.
- k) An individual or individuals shall have no claim for refund of the cost share if at any future date; the use of the road develops to the extent that it may be in the interests of the general public.

DEVELOPMENT ON UNDEVELOPED ROAD ALLOWANCES POLICY SCHEDULES INCLUDE THE FOLLOWING:

- 1. Development Agreement For Development on Undeveloped Road Allowances including Affidavit of Execution and Affidavit in Support of Caveat.
- 2. Final Acceptance Certificate
- 3. Policy PW 022 Road Construction Standards
- 4. Policy PW 004 Construction of Approaches by Non-County Forces.
- 5. Policy PW 018 Location of Telephone/Power Lines
- 6. Policy PW 019 Pipelines, Well Equipment and Utilities – Right-of-Ways
- 7. Policy PW 025 Rural Mail Box Damages
- 8. Agricultural Service Board Policy

Council Approved: April 4, 2023	Resolution #04.04.23.091
Reference: Former Policy 735	Originally Approved: June 14, 2005
Administrative Responsibility: Director Public Works	
Review Cycle: As required	Reviewed: July 12, 2011

Title: Equipment Hauling

Policy: PW 006

Section: Public Works

PURPOSE: To establish a policy on hauling non-County equipment.

STATEMENT: The County will not haul equipment for individuals or companies. However, the County may make exceptions provided the reasons fall under the following criteria.

1. In an emergency the County may move private equipment.
2. If a piece of equipment is to be, is or has been used for demonstration purposes the Director Public Works may provide County equipment to move it if the supplier is unable to make alternate arrangements.
3. Should a contractor working for the County require equipment moved and is unable to reasonably obtain an outside service, the Director Public Works may authorize the use of County equipment for moves within the County charging government rates.

Council Approved: November 5, 2019
Reference: Former Policy 800
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #11.05.19.488
Originally Approved: May 21, 1992
Reviewed: October 10, 1997

Title: Fence Line Location

Policy: PW 007

Section: Public Works

PURPOSE: To state the County's position on locating fence lines.

POLICY STATEMENT: The County will locate and mark fence lines at no cost to the ratepayers providing all of the following conditions apply.

1. The County built the road past the property in the past two seasons.
2. Legal survey evidence is available, or the property line can be reasonably established by County personnel. Any additional survey costs shall be borne by the ratepayer.
3. A request to locate is received by the Chief Administrative Officer.

If the above conditions are met the County will endeavor to locate and mark the fence line at the earliest possible convenience taking into consideration other work to be done.

Council Approved: November 5, 2019
Reference: Former Policy 640
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #11.05.19.488
Originally Approved: June 22, 1991
Reviewed: September 11, 1997

Title: Fences

Policy: PW 008

Section: Public Works

PURPOSE: To state the County's policy on fencing across developed road allowance.

POLICY STATEMENT: No one will be permitted to construct, erect or locate a fence on any developed road allowance in the County of Paintearth No. 18.

Council Approved: November 5, 2019

Reference: Former Policy 645

Administrative Responsibility: Director Public Works

Review Cycle: As required

Resolution #11.05.19.488

Originally Approved: February 28, 1991

Reviewed: March 15, 2001

Title: Fencing to Accommodate Road Construction

Policy: PW 009

Section: Public Works

PURPOSE: To outline the County's policy on fencing to accommodate road construction.

POLICY STATEMENT: As the County requires some fences be removed to accommodate road construction, they therefore have adopted the following regulations.

1. If an adequate fence is in existence the County will pay the landowner, the sum of \$250.00 per half mile to remove the fence.
2. If the landowner does not wish or is unable to remove the fence the County will do so salvaging whatever materials are practical.
3. If the landowner rebuilds or replaces the fence with a legal fence within one year after road construction is completed, the County will pay the landowner \$500.00 per half mile.
4. If the landowner wishes the fence to be rebuilt when road construction is completed, the County will build the fence with the landowner supplying wire and the County the posts.
5. Where a temporary fence is required, the County will construct and remove the fence, or the landowner may construct and remove the fence and the County will pay the landowner the sum of \$200.00 per half mile.
6. Where an inadequate fence is in existence and the landowner does not wish to be bothered with it, the County will remove and dispose of it.

The County will use pressure treated posts with 4" to 5" tops, which will be placed a maximum of 16' apart and will use salvage posts first. Should the landowner require better quality posts, he shall supply them, and the County will reimburse him the cost of the posts the County would have used.

All wire shall be supplied by the landowner and all salvage wire will be returned to the landowner.

Council Approved: November 5, 2019
Reference: Former Policy 650
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #11.05.19.488
Originally Approved: June 20, 1991
Reviewed: December 19, 2002

Title: Fencing When Developing Road Allowances

Policy: PW 010

Section: Public Works

PURPOSE: To state the County's policy on fencing when road construction is done on an undeveloped road allowance.

POLICY STATEMENT:

When the County builds a road on an undeveloped road allowance, they will abide by the following with respect to fencing.

1. Where a single fence is in existence, the County will follow its "Fencing to Accommodate Road Construction" policy as follows:
 - a) When the landowners are sharing the upkeep, the fence compensation will be split.
 - b) When only one landowner is maintaining the fence, he/she will be the one compensated.

Council Approved: November 5, 2019
Reference: Former Policy 655
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #11.05.19.488
Originally Approved: December 29, 1992
Reviewed: September 11, 1997

Title: Gravel Hauling

Policy: PW 011

Section: Public Works

PURPOSE: To outline the contractor's responsibilities when hauling gravel for the County of Paintearth No. 18.

POLICY STATEMENT: Private trucks hauling gravel for the County will be required to follow these regulations.

1. The County will not permit belly dumps on hauls for stockpiling purposes.
2. All trucks must always have their headlights on.
3. Contractors must supply the County Office with the following information one week prior to commencement of work.
 - a) All trucks must:
 - be properly licensed and show proof of at least \$2,000,000.00 insurance coverage.
 - be registered with the Workers' Compensation Board.
 - have a current Commercial Vehicle Inspection Certificate.
4. Contractor is responsible for any material spilled on highways or County roads and must clean-up spills immediately. Contractor is also responsible for any damage caused by the above and material falling off trucks causing damage (e.g. windshields, rock chips, etc.) to vehicles.
5. Gravel trucks are required to travel at the posted speed limit while loaded or empty. Loads are not to exceed licensed weights and are to be carried only on designated roads.
6. All trucks are subject to approval by the County.
7. All accidents or injuries must be reported immediately to the County of Paintearth.
8. For the summer gravel haul, enough trucks will be hired by the Director Public Works from the priority truck list.
9. For stockpiling, a system of pre-registration will be followed.
10. The number of trucks permitted from individuals or companies may be limited if an over-abundance of trucks is registered.
11. All truckers must be a resident of the County or Municipalities within the County boundaries for at least six months in order to haul gravel for the County.
12. Summer hauling is awarded to the individual or company and not the truck.
13. The County will pay for hauling at an established and an agreed upon rate.

Council Approved: November 5, 2019
Reference: Former Policy 660
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #11.05.19.488
Originally Approved: June 20, 1991
Reviewed: September 11, 1997

Title: Gravel Program

Policy: PW 012

Section: Public Works

PURPOSE: To allow the County of Paintearth to set the criteria for re-graveling County gravel roads.

POLICY STATEMENT: All gravel roads are to be re-graveled as necessary to provide a road that is generally passable for traffic under normal spring or rain conditions.

Gravelling is to be undertaken in each year based on priorities established within the limits of budget funds. Priorities are to be determined with consideration to the road classification and the existing gravel condition of the road relative to the amount and type of traffic.

A. Gravel Crushing and Supply

1. The Director of Public Works or designate shall prepare estimates of gravel crushing and supply requirements for the following year. The estimates shall provide details on the quantities required for gravelling, gravelling of new MG30 and construction projects and any other gravel for stockpile reserves.

B. Gravelling

1. The Director of Public Works or designate shall determine the roads to be graveled.
 - a) Field access spot graveled as needed.
 - b) Local roads graveled every 5 years.
 - c) Collector roads graveled every 3 years.
 - d) Arterial roads graveled every 2-3 years.
2. Generally, ¼ (320 km) of the gravel roads will be graveled with a minimum of 150 yards of crushed gravel applied per mile.
3. The Director of Public Works or designate will administer the program and have recorded all gravel applications and generate the appropriate (proposed and final) maps and reports.
4. The gravel checker shall ensure that signs warning the public of loose gravel are placed on the stretch of road that is being graveled.
5. The district grader operator shall maintain the newly graveled road as soon as possible.
6. Any gravelling expenditure to exceed budget allocations or use of reserve gravel requires the approval of County Council.

Council Approved: November 5, 2019
Reference:
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #11.05.19.488
Originally Approved: August 20, 2019
Reviewed:

Title: Haul Road Agreement

Policy: PW 013

Section: Public Works

PURPOSE: To establish procedures to permit the hauling of extra-ordinary volumes along the road network in a manner that protects the infrastructure.

PROCEDURES:

1. All third parties, expecting to haul abnormal volumes of various loads during a protracted period are required to enter into an agreement with the County.
2. The agreement provides for the hauler assuming responsibility for re-instating the county roads to their original condition should the hauler damage same, as assessed by a representative of the County of Paintearth No. 18.
3. The agreement also provides for the hauler to move the loads along a specifically dedicated route.

Council Approved: November 5, 2019

Reference: Former Policy 665

Administrative Responsibility: Director Public Works

Review Cycle: As required

Resolution #11.05.19.488

Originally Approved: January 20, 1983

Reviewed: December 4, 1997

Title: Haying of Road Allowance

Policy: PW 014

Section: Public Works

PURPOSE: To outline the County's policy on haying of the road allowance.

POLICY STATEMENT: The County is divested with responsibility for the direction, control and management of roads.

1. The County reserves the right to undertake vegetation management along roadsides for eradication and control purposes at any time.
2. Landowners may request the County not mow the ditches if they intend to hay prior to May 30th of each calendar year.
3. The landowner is granted priority for haying road allowances adjacent to their land until July 15th of any year. The landowner may grant permission to a second party upon request to hay the allowance prior to July 15th.
4. After July 15th, the County will assume control measures of vegetation through mowing the road allowance.
5. A minimum swath of 3.66 meters (12') is to be cut where possible. The swath shall be confined to the road allowance and not allowed to encroach upon the road surface.
6. Bales shall not be left on the road surface overnight and bales along the road allowance will be removed within 48 hours.

Council Approved: November 5, 2019

Reference: Former Policy 670

Administrative Responsibility: Director Public Works

Review Cycle: As required

Resolution #11.05.19.488

Originally Approved: January 20, 1983

Reviewed: July 27, 2010

Title: Hire Trucks & Equipment

Policy: PW 015

Section: Public Works

PURPOSE: To establish criteria for hiring of non-County trucks and equipment.

POLICY STATEMENT:

Hiring:

1. If available, gravel trucks owned by residents of the County or Towns and Villages within the County shall be given first preference. Second preference shall be given to renters of land in the County who are non-residents.
2. No County employee holding a supervisory position shall own or operate a gravel truck under contract to the County.

Insurance:

1. Hired trucks shall carry at least \$2,000,000.00 (two million) Public Liability and \$2,000,000.00 (two million) Property Damage Insurance while hired by the County.

Operation:

1. Gravel truckers on County gravel hauls are required to travel at the posted speed limit while loaded or empty.
2. Loads are not to exceed licensed weights and are to be carried only on designated roads.

Private Contracts:

1. Any equipment owner which intends to utilize said equipment while performing County sponsored projects under contract with the County, must produce written evidence of Public Liability Insurance for a minimum value of \$2,000,000.00 (two million). Upon application, Council may waive this requirement subject to the equipment owner signing a subrogation agreement.

Council Approved: November 5, 2019
Reference: Former Policy 810
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #11.05.19.488
Originally Approved: November 25, 1993
Reviewed: December 18, 2007

Title: Load Limits

Policy: PW 016

Section: Public Works

PURPOSE: To establish procedures for dealing with overweight loads traveling within the County of Paintearth.

POLICY STATEMENT: Load limits for vehicles traveling County roads shall be those set by the axle weight control standards of the Alberta Transportation and Utilities and approved by the County of Paintearth.

1. Operations of all vehicles exceeding the above limits must apply to the local road authority, in this case the Community Peace Officer of the County of Paintearth or in his absence the Director Public Works or the County of Paintearth Office for permission to travel the designated roads.
2. Operators of overweight vehicles will be required to complete and retain in their possession, while traveling on County roads, a County of Paintearth Overload Permit, or a Road Assignment Contract for Private Contractors.
3. As a condition of obtaining this special permit the company accepts responsibility to pay for damages affected to the road as assessed by a representative of the County of Paintearth No. 18.

Council Approved: November 5, 2019

Reference: Former Policy 680

Administrative Responsibility: Director Public Works

Review Cycle: As required

Resolution #11.05.19.488

Originally Approved: January 20, 1983

Reviewed: October 9, 1997

Title: Loading of Water from County Road Allowances Policy: PW 017
Section: Public Works

PURPOSE: To outline the County's policy on loading of water from County road allowances.

POLICY STATEMENT: The County's Bylaw No. 348-84 prohibits vehicles loading water off County road allowances and therefore requires landowners to provide proper access onto the County roads for water haulers.

1. The parking of vehicles on municipal roads for the purpose of loading water from canals, ditches or any other source of supply is prohibited.
2. That any person who is charged and convicted of contravening Bylaw 348-84 is liable to a fine of not more than One Hundred Dollars (\$100.00) for the first offence, and not more than Two Hundred Dollars (\$200.00) for any subsequent offence. Failure to pay the prescribed fines may result in a prison term not exceeding six (6) months.
3. The County is permitted the loading of water from County road allowances for the purpose of road stabilization and for the purpose of fire suppression.

Council Approved: November 5, 2019
Reference: Former Policy 685
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #11.05.19.488
Originally Approved: March 16, 1984
Reviewed: June 20, 2017

Title: Location of Telephone/Power Lines

Policy: PW 018

Section: Public Works

PURPOSE: To outline criteria for the location of telephone/power lines within the County.

PROCEDURES: The County has established the following procedures.

1. Bylaw 262 prohibits the construction, placing or laying above or below ground or power transmission lines, poles and cables, telephone lines, poles and cables closer than 15.54 meters to the centre line or any district highway.
2. The administration is authorized to approve requests to locate power lines adjacent to municipal road allowances subject to the following regulations.
3. The owners of a power line that is located closer than 15.54 meters from the centerline of a road are responsible for the relocation of this line should it be required to accommodate road construction or widening.
4. Power lines that are to be placed on a road allowance shall be located within 0.61 meters of the boundary of the road allowance.
5. The owner of a power line that is located on a road allowance must agree in writing to indemnify and save harmless the County from any claims, proceedings, demands and liabilities which may be brought or made against the County as a result of having a power line located on the road allowance.
6. Telephone lines shall be installed at least 1 meter (3.28') below the lowest portion of the ditch.

Council Approved: November 5, 2019
Reference: Former Policy 650
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #11.05.19.488
Originally Approved: September 15, 1977
Reviewed: December 18, 1997

Title: Pipelines, Well Equipment & Utilities – Right-of-Ways Policy: PW 019

Section: Public Works

PURPOSE: To establish an administrative procedure for locating pipelines, permanent well equipment and utility lines that parallel or intersect County road allowances.

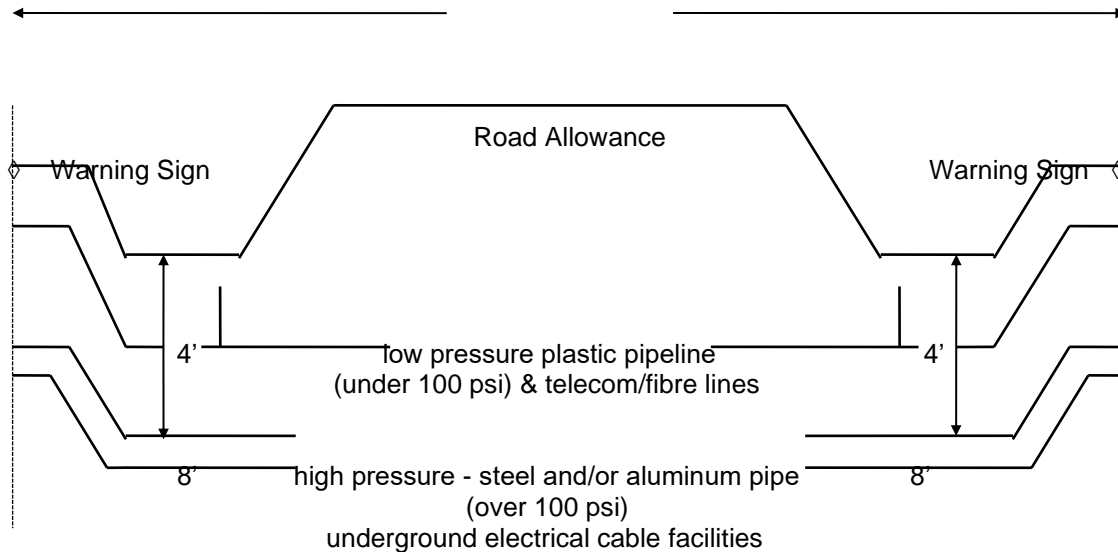
POLICY STATEMENT: Council of the County of Paintearth No. 18 recognizes the need for locating pipelines, well equipment and utility lines to parallel or cross under road allowances. The County administration is hereby authorized to approve requests to have pipelines, well equipment, or utility lines parallel or cross under road allowances subject to the following regulations. A list of approved pipelines, well equipment and utility line locations shall be provided to Council as information.

Persons wishing to construct, repair, or replace a pipeline, oil or gas well, or utility line within, under, parallel and across a road allowance must submit a letter together with a map clearly showing the route or location of the pipeline/utility crossing(s) to the Development Officer.

1. Developed road allowances shall be crossed using the boring method unless otherwise approved.
2. Undeveloped road allowances may be crossed using the open cut method of crossing.
3. Low pressure plastic pipelines as well as fibre optic or telecommunications lines crossing municipal road allowances must be placed at a minimum depth of 1.22 meters (4 feet) below the existing ditch bottom. The depth of the pipeline shall be maintained for the entire width of the road allowance or 15.24 meters (50 feet) from the centre line of the road whichever is greater.
4. High pressure steel and aluminum pipelines and all electrical lines crossing municipal road allowances must be placed at a minimum depth of 2.44 meters (8 feet) below the existing ditch bottom. The depth of the pipeline shall be maintained for the entire width of the road allowance or 15.24 meters (50 feet) from the centre line of the road whichever is greater.
5. Warning signs shall be placed on either side of the road allowance to identify the location of the buried services. These signs are to be maintained by the owner of the services.
6. Each application by an electrical, telecom, oil, gas pipeline or company to cross a road allowance with a high-pressure pipeline or other utility line shall be accompanied by a three hundred (\$300.00) fee for each road allowance crossed as per Schedule of Fees Bylaw. All local Gas Co-op facilities are exempt from the fees within this policy.
7. The applicant and/or successor must agree in writing to:
 - i) save harmless and keep indemnified the County of Paintearth No. 18 from and against any liability which the County of Paintearth No. 18 may sustain or be liable for, in consequence of having permitted the applicant to cross the road allowance with a pipeline or utility service;
 - ii) the applicant and/or successor must agree in writing to re-locate their buried services at their own expense when required by the County of Paintearth No. 18 due to road construction; and
 - iii) Maintain all road crossings at the expense and responsibility of the owner.
8. County officials are to be notified one working day prior to commencing with the pipeline/utility road allowance crossing.
9. All pipeline/utility road allowance crossings shall be restored to their original condition or to the satisfaction of the Council.

10. The placement of well equipment, pipelines or buried electrical and telecom utilities near roads or right-of-ways shall be as follows:
 - i) all permanent well equipment, oil and gas pipelines and risers (and related permanent equipment) must be at least 40 metres from centre line of right-of-way.
 - ii) overhead electrical and telecom utilities may be parallel and located 0.6 m within the boundary of the right-of-way.
 - iii) buried electrical and telecom utilities may be allowed parallel to right-of-way's of 100' located 0.6 m within the boundary of the right-of-way at a minimum depth of 3' subject to County approval.
 - iv) the placement of any parallel pipelines within the right-of-way is strictly prohibited.
 - v) all crossings are preferred to be 90 degree perpendicular to the right-of-way however bored crossings within 45 degrees may be approved where circumstances warrant.
 - vi) no crossings will be allowed within 30 m of an intersection.

11. Specific to rural commercial or industrial parks accessed by an internal service road, utilities and other buried services may be allowed within a designated utility corridor located within the right-or way of the internal service road. This would be subject to having the utility corridor surveyed and protected as such within a plan registerable at a Land Titles Office.



<p>Council Approved: May 17, 2022 Reference: Former Policy 695 Administrative Responsibility: Chief Administrative Officer Review Cycle: As required</p>	<p>Resolution #05.17.22.175 Originally Approved: January 20, 1983 Reviewed: May 17, 2022</p>
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Title: Rental of County Graders

Policy: PW 020

Section: Public Works

PURPOSE: To establish criteria for rental of County graders.

POLICY STATEMENT: The Council of the County of Paintearth No. 18 authorizes County ratepayers to rent County graders with operator for the construction of access roads and snowplowing on private roads subject to the following regulations.

Regulations:

1. The rate to be charged shall be in accordance with the County's Schedule of Fees Bylaw.
2. No person shall receive this service if their account from previous service remains outstanding.
3. The rental of County graders shall be at the convenience of the County of Paintearth No. 18.
4. Requests for the rental of County graders are to be submitted to the Director Public Works.
5. Ratepayers must sign an agreement to hold the County harmless from any claims or liability resulting from the County performing work in accordance with this policy.

Council Approved: November 5, 2019
Reference: Former Policy 815
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #11.05.19.488
Originally Approved: September 24, 1992
Reviewed: October 9, 1997

Title: Road Allowance Leases

Policy: PW 021

Section: Public Works

PURPOSE: To outline the County's guidelines for road allowance leases.

POLICY STATEMENT: Road allowances may be cancelled and leased by Bylaw to adjoining landowner or landowners. The request to lease is advertised for two consecutive weeks and subject to a lack of protest, Council will give one reading to Bylaw and submit same to Minister of Transportation for approval.

1. Lease Rate is \$5.00 per acre per annum.
2. Lessee required to pay advertising.
3. Lease is for three (3) year period however, may be broken as a result of a request to re-open from any party.

Council Approved: November 5, 2019
Reference: Former Policy 700
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #11.05.19.488
Originally Approved: January 1, 1983
Reviewed: September 11, 1997

Title: Road Construction Standards

Policy: PW 022

Section: Public Works

PURPOSE: To outline the County’s standards for a safe and well managed road network for the long-term economic prosperity of the County and for its future.

STATEMENT: The County of Paintearth will have a rural road network system categorized and prioritized into five road classifications. The classification system will provide an efficient road network system that acts as a feeder system to the provincial highway network and the local communities within the County of Paintearth.

Roads constructed on road allowances within the County are to meet County standards:

1. Low Traffic Roads (oilfield access/farm access)
Medium Traffic Roads
Designated Haul Roads, Highways
2. Construction of Approaches

In conjunction with the rural road network system as determined in the Transportation Master Plan, the following evaluation criteria will be established to support a life cycle approach to asset management.

1. Current Design and Construction Standard
2. Road Maintenance – frequency of grading and gravelling.
3. Safety Implication – site lines, grade width, side and back slopes.
4. Average annual daily traffic counts (AADT).
5. Traffic type.
6. Water Drainage.

Implementation will be done through the Transportation Master Plan.

Road Classifications:

- A. Gravel Local Road
- B. Gravel Collector Road
- C. Major Arterial Road – either artificial surface or gravel
- D. Hamlet Residential Road – rolled ditch or no curb and gutter
- E. Hamlet Collector Road – curb and gutter
- F. Field Access

Council Approved: November 5, 2019
Reference: Former Policy 705
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #11.05.19.488
Originally Approved: June 14, 1990
Reviewed: September 07, 2010

Title: Road Maintenance

Policy: PW 023

Section: Public Works

PURPOSE: To allow the County of Paintearth to set the criteria for maintenance to all roads within the control and jurisdiction of the County boundaries.

POLICY STATEMENT: The County recognizes the importance of roads within the County's boundaries and therefore regulations have been developed for maintenance of County roads.

C. Winter Maintenance - Snowplowing

2. The goal of winter maintenance for paved roads is to remove snow and ice from the road surface as quickly as possible. The Director of Public Works or designate will determine the appropriate use of equipment and materials to achieve this result. Time frames will vary depending on the severity and duration of the snowfall or weather event.
3. The goal of winter maintenance for gravel roads is to remove snow from the road surface after accumulations reach approximately 15cm or more. Gravel road snow removal will be undertaken under the direction of the Director of Public Works or designate with the goal of minimizing the amount of gravel that ends up in the ditch.

Order of Priority for Snowplowing – Paved Roads

- e) County designated Primary Main Roads.
- f) Main Access Roads to Hamlets/Village.
- g) Snowplowing will be undertaken in a manner that minimizes equipment backtracking or excessive travel. This may influence the actual priority of plowing.

Order of Priority for Snowplowing – Gravel Roads

- a) Arterial, Collector, Local Roads – Plowing will commence in alternating locations. Snowplowing will be undertaken in a manner that minimizes motor grader backtracking or excessive travel.
- b) Field Access Roads and Machinery Roads – Plowing will only be undertaken to an established residence or to transport agricultural products, provided the road may be opened with a motor grader. This service will be subject to the availability of equipment.
- c) Hamlets – Plowing will be completed when County equipment is in the area or when local roads have been completed.
- d) Winging snow from shoulders of roads and other maintenance will have secondary priority.

D. Summer Maintenance – Paved Roads

1. The goal of summer maintenance of paved roads is to protect the public from pot holes and premature pavement failure.
 - a) Pot holes on paved or oiled roads will be repaired as soon as possible considering the time of year and availability of crews and materials.
 - b) A program will be undertaken yearly to seal cracks either by contract or by County forces. The crack sealing program is to prevent water from entering the road bed and causing structural failure.
 - c) Spray patching of select areas will be undertaken to prevent premature failure of the surface of the road and to provide a better quality of ride for the public.

- d) Line painting of paved roads will be done as needed. Every 3rd year completing the center line with alternating shoulders.

Summer Maintenance – Grading

1. The goal of summer gravel road maintenance is to get and keep gravel roads in a reasonable safe driving condition relative to the character of the road and recent weather.
2. The order in which roads are graded will depend on traffic volumes, structural condition of the road and amount of gravel on the road.
 - a) Gravel roads (Arterial, Collector, Local) will be graded on average of every 4 weeks weather permitting.
 - b) High traffic volume roads will be graded more often while some lower traffic volume roads will be graded less often.
 - c) High traffic volume roads will be graded first, if necessary, after a rain.
 - d) Access roads and machinery roads will be graded a minimum of once a year if time allows and condition of the road allows. Grassed in field access roads will not be bladed. Holes will be repaired by spot graveling with 1½ inch material.
 - e) Roads will be graded in an orderly fashion to maximize efficiency.

Council Approved: November 5, 2019 Reference: New & Policy 915 Administrative Responsibility: Director Public Works Review Cycle: As required	Resolution #11.05.19.488 Originally Approved: August 20, 2019 Reviewed:
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Title: Road Stabilization Criteria (MG30)

Policy: PW 024

Section: Public Works

PURPOSE: To outline the County's criteria for new or existing roads for stabilization.

POLICY STATEMENT: The County of Paintearth recognizes the value of long-range planning for infrastructure and therefore endorses the development and maintenance of a plan to identify roads that may be considered for stabilization.

The needs of all areas of the County shall be given equal consideration when road stabilization programs are being established. Priorities for road stabilization are to be based on the greatest need and most benefit using the following criteria.

1. Public Safety – gravel roads that are excessively prone to washboard, soft spots and other maintenance issues due to high traffic volumes.
2. Maintenance Concerns – gravel roads with high traffic volumes can be very costly to maintain and in addition to that the service level to road users can be marginal.
3. Traffic Volumes and Type of Service – the total amount of traffic combined with the type of traffic needs to be considered.
4. General Condition of Existing Road – service levels for users of gravel roads can severely deteriorate with high traffic volumes.
5. Contribution from Industry – on occasion the private sector will contribute to the stabilization of the road. The oil/gas industry is an example where they have contributed a percentage to facilitate the road stabilization to benefit both industry and ratepayers.
6. Cost of Road Stabilization – the availability of funding is a consideration as well as the cost of gravel in a certain area.
7. The roads will be reviewed by Council in accordance with the Transportation Master Plan. Generally, the review will be later in the year to allow for cost estimates, budgeting and for any new proposed roads.
8. The Director of Public Works or designate will review the existing and newly proposed roads, complete an evaluation based on the above criteria and arrange for Council to tour the roads if they so desire.
9. County Council retains the right to consider roads for soil stabilization which do not meet some or all the requirements set out in this policy.

Council Approved: November 5, 2019
Reference:
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #11.05.19.488
Originally Approved: August 20, 2019
Reviewed:

Title: Rural Mail Box Damages

Policy: PW 025

Section: Public Works

PURPOSE: To assign responsibility for repairs to damaged mail boxes.

POLICY STATEMENT: The County recognizes the necessity of mail boxes being established along rural roadways and, therefore, no objection to the mail boxes has been made, providing they are properly installed.

1. It is required that mail boxes be installed, clear of the shoulder of the road. It is desirable to have the post support a minimum of 1 meter from the shoulder, with the box placed on a cantilever arm to reach the area of the roadway shoulder. With the box located in this manner, a minimum of 1.1 meter higher than the shoulder, interference with snowplowing equipment is substantially reduced.
2. The County discourages the use of very rigid mail box installations such as posts embedded in grease or oil barrels filled with concrete, boxes installed with old grader blades or other heavy steel posts, or other types of installations which will not yield easily when hit by a vehicle.
3. Where a problem exists, the Director Public Works should discuss a suitable type of installation with the owner.
4. In the event a mail box is damaged by the County maintenance equipment, it will be replaced in the interest of good public relations. The County, however, will not be responsible for damages to mail boxes not properly placed.

Council Approved: November 5, 2019
Reference: Former Policy 710
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #11.05.19.488
Originally Approved: March 4, 1999
Reviewed: March 4, 1999

Title: POLICY RESCINDED – FEBRUARY 19, 2020

Policy: PW 026

Section: Public Works

PURPOSE:

POLICY STATEMENT:

Council Approved:

Reference:

Administrative Responsibility:

Review Cycle: As required

Resolution #

Originally Approved:

Reviewed:

Title: Seismic Operations in the County of Paintearth

Policy: PW 027

Section: Public Works

PURPOSE: To provide a consistent, equitable, and fair method of managing requests for access to county roads, road allowances and county properties for the purposes of carrying out seismic operations.

POLICY STATEMENT: The County of Paintearth No. 18 does not have authority to deny geophysical companies access to road allowances or to charge for access to road allowances. However, the County has authority to make those responsible for damages resulting from seismic operations on roads or road allowances repair and/or pay for the repair costs.

1. The County has authority to specify conditions pertaining to seismic requests for accessing county roads or road allowances to carry out seismic operations. These are agreed to prior to signing the Notification of Commencement of Seismic Operations.
2. The County of Paintearth No. 18 has authority to determine access to County of Paintearth No. 18 properties prior to signing a Seismic Operation Permit.
3. Authority to regulate activities on county roads, rights-of-ways, and county properties are authorized under Section 7 and 8 of the Alberta Municipal Government Act. Council will be advised of approved Seismic Operations on County Road, Rights-Of-Ways, and County Properties.
4. Alberta Regulation 214/98 and other guidelines, regulations and legislation regulate seismic operations in Alberta.
5. Seismic requests are granted access to public roads in accordance with Alberta Regulation 214/98. Access is administered at the time when the Geophysical Company requests signing off the Notice of Commencement of Seismic Operations document. Conditions that seismic operations must adhere to are specified using the Seismic Operations Approval For Access To County Roads, Rights-Of-Ways And County Property Approval Form that outlines terms, conditions and applicable fees pertaining to the approval.
6. Seismic Operation Permits may be granted for access to properties owned by the County of Paintearth. The County has the right to refuse or may negotiate right of entry fees for access to County owned properties. Compensation will be consistent with surrounding property access rates.
7. Drill holes on rights-of-ways and County Property must be filled from the bottom of the hole to the top of the hole with dry clay (bentonite).
8. There will be no charge for Administration to sign Notification of Commencement and Notification of Completion documents as requested by Geophysical Companies for Geophysical Operations on rights-of-ways and private land in the County Paintearth No. 18.
9. The geophysical company requesting to carry out the seismic operations accepts liability for any road damage and culvert damage, which occurs as a result of the survey and/or seismic operations on right-of-way's.

10. Roads, road allowances, shoulders, side slopes, and ditches shall not be cut, dug, or in any way damaged by the exploration operations. The consequences of not adhering to this requirement will be in accordance with Section 47 and 48 of the Exploration Regulation. Operations “may” be restricted to daylight hours and are to be undertaken only at such times as roadway conditions are favorable. The County of Paintearth No. 18 conducts inspections prior to commencement of the seismic operations on public roads and within 5 working days of the Notification of Completion of seismic operations.
11. The geophysical company shall provide written notice to the County of Paintearth No. 18 not more than 24 hours after removal of all crews and exploration equipment used in the conduct of the exploration program in accordance with Section 28 of the Exploration Regulations.
12. The geophysical company must report any road, road allowance and property damage as soon as possible to the County of Paintearth No. 18 Director Public Works or designate, the Director Community Services, or County Administration. The County of Paintearth No. 18 at its discretion, after inspection of the damage may permit the geophysical company to repair the damage with its own designated contractor or the County of Paintearth No. 18 will repair the damage with County forces and the geophysical company shall be invoiced accordingly.

Council Approved: November 5, 2019 Reference: Former Policy 740 Administrative Responsibility: Director Public Works Review Cycle: As required	Resolution #11.05.19.488 Originally Approved: September 14, 2006 Reviewed:
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Title: Snowplowing

Policy: PW 028

Section: Public Works

PURPOSE: To outline the County's position on snowplowing.

POLICY STATEMENT: The following guidelines for snowplowing have been established:

1. All Ratepayers requesting snowplowing service must have a Hold Harmless Agreement signed before the service is undertaken.
2. Rates for snowplowing on private property shall be in accordance with the County's Schedule of Fees Bylaw.
3. No person shall receive snowplowing service if his account from the previous season remains outstanding.
4. The Director Public Works or Assistant Director Public Works must be contacted prior to 7:00 a.m. on the day the service is to be provided. The service will not be provided if this procedure is not followed.
5. If the equipment has already gone past the residence it may take up to three (3) working days before the lane will be plowed. If the equipment must make a special trip to snowplow the lane, this service will be billed by the hour.
6. The snowplowing of private property shall only be done once public thoroughfares have been cleared of snow to permit unimpeded travel.
7. Snowplowing of lanes for compassionate or medical emergency reasons shall be done at no charge as soon as possible.

Council Approved: November 5, 2019
Reference: Former Policy 720
Administrative Responsibility: Director Public Works
Review Cycle: As required

Resolution #11.05.19.488
Originally Approved: January 20, 1983
Reviewed: December 15, 1997

Title: Snowplowing Municipal Airports

Policy: PW 029

Section: Public Works

PURPOSE: To ensure adequate maintenance is available at the airports.

POLICY STATEMENT: Council of the County of Paintearth No. 18 authorizes the use of County equipment to clean the Castor and Coronation airports when the Town equipment cannot handle the snow.

PROCEDURES:

1. Requests are to be submitted to the Director Public Works or Assistant Director Public Works.
2. No charge shall be made for this service.

Council Approved: November 5, 2019

Reference: Former Policy 940

Administrative Responsibility: Director Public Works

Review Cycle: As required

Resolution #11.05.19.488

Originally Approved: January 20, 1983

Reviewed: December 4, 1997

Title: Soil Stabilization Available for Ratepayers

Policy: PW 030

Section: Public Works

PURPOSE: To establish criteria under which soil stabilization is available to ratepayers.

POLICY STATEMENT: The County offers a treatment program to residents living adjacent to local gravel roads to mitigate the impact of dust in front of residences.

The service will be provided subject to the following conditions.

1. Applications for soil stabilization must be received prior to August 1st of each year.
2. The applicant will be responsible to pay for the cost of the actual product available as determined by application metering. Billing will be submitted after the project is completed.
3. The County will provide a minimum distance of 660 feet (201 meters) per site as soil stabilization treatment on the road in front of residences.
4. Sites are to be staked by the Public Works department in the presence of the applicant prior to the commencement of the application of the soil stabilization material.
5. The County has the right to refuse the application of the soil stabilization material if so, deemed unfeasible after the inspection of the site.
6. The County will contribute the preparation of the area, additional gravel if required, the water truck and grader for the application.
7. The County will maintain the road at its discretion and cost and retains the right to scarify the soil stabilization treatment in the event of excessive deterioration. The County makes no guarantee as to the life expectancy of the material process.
8. Soil Stabilization will be completed at the convenience of the County when materials can be transported, and equipment is available to carry out the work.
9. This policy is not applicable where soil stabilization is required as a condition of a development permit agreement.

Council Approved: November 5, 2019

Reference: Former Policy 630

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #11.05.19.488

Originally Approved: June 14, 1990

Reviewed: March 17, 2009

Title: Texas Gates

Policy: PW 031

Section: Public Works

PURPOSE: To outline the County's policy on Texas Gates.

POLICY STATEMENT: The following procedures have been established for the installation of Texas Gates.

1. Council approval must be sought prior to the installation of a Texas Gate on a road allowance.
2. Any person installing such a gate must ensure that the County is held harmless of any liability resulting from the installation.
3. All Texas Gates must be accompanied by an access bypass sufficiently wide to accommodate agricultural equipment.

Council Approved: November 5, 2019

Reference: Former Policy 730

Administrative Responsibility: Director Public Works

Review Cycle: As required

Resolution #11.05.19.488

Originally Approved: June 14, 1990

Reviewed: September 11, 1997

Title: Use of County Equipment

Policy: PW 032

Section: Public Works

PURPOSE: To outline the County's policy on the use of County equipment.

POLICY STATEMENT:

1. The County of Paintearth No. 18 prohibits the use of County equipment on private property by any person or organization excepting those uses outlined in policy, or as may be authorized by Council from time to time.
2. Council retains the authority to waive the rental charge based upon the individual merit of each application.

Council Approved: November 5, 2019

Reference: Former Policy 825

Administrative Responsibility: Director Public Works

Review Cycle: As required

Resolution #11.05.19.488

Originally Approved: June 20, 1983

Reviewed: October 10, 1997

Title: Use of County Equipment (Emergencies)

Policy: PW 033

Section: Public Works

PURPOSE: To establish criteria for use of County equipment during emergencies.

POLICY STATEMENT: The Council of the County of Paintearth No. 18 approves of the use of County equipment in emergencies, subject to the following regulations:

Regulations:

1. Authorization must be obtained through Director Public Works, Assistant Director Public Works or Chief Administrative Officer.
2. Further regulations and conditions may be imposed on the user as deemed necessary by the authorizing personnel.

Council Approved: November 5, 2019

Reference: Former Policy 830

Administrative Responsibility: Director Public Works

Review Cycle: As required

Resolution #11.05.19.488

Originally Approved: January 1, 1983

Reviewed: October 9, 1997