



## POLICY MANUAL

<b>Legal References:</b> <ul style="list-style-type: none"><li>•</li></ul>	<b>Policy department:</b> Public Works
<b>Cross References:</b> <ul style="list-style-type: none"><li>• C-27 Financial Reserves Policy</li><li>• Transportation Master Plan (Draft)</li></ul>	<b>Policy Number:</b> N47
<b>Adoption Date:</b> <ul style="list-style-type: none"><li>• August 29, 2016 - #CM20160829.1009</li></ul>	<b>Policy Title:</b> County Road Surfacing Policy
<b>Revision Date:</b> <ul style="list-style-type: none"><li>•</li></ul>	<b>Review Date:</b> August 2019

### POLICY PURPOSE:

The purpose of this policy is to provide a framework for determining the County of Grande Prairie roads to be considered for New Surfacing annually. New surfacing may include the application of ACP (Asphalt Concrete Pavement), Cold Mix (Cold Asphalt Paving), or another hard surface product approved by the County of Grande Prairie No. 1.

### DEFINITIONS:

**Annual Average Daily Traffic (AADT)** means a measurement used primarily in transportation planning and transportation engineering. Traditionally, it is the total volume of vehicle traffic of a highway or road for a year divided by 365 days.

**Transportation Master Plan (TMP)** means a strategic document that will guide how the County will address and plan its current and future transportation needs for the next 10 years. It's about connecting and moving people, goods and services throughout the County of Grande Prairie in a safe, efficient and effective way.

**5-year Construction Plan** means a plan including construction, reconstruction or resurfacing of roads meeting the criteria of the AADT and outlined in the TMP.



**County** means the municipal corporation of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

**A Local Improvement Tax**, is a tax paid by the landowners for the costs incurred to complete the surfacing project. The County may provide manpower and equipment to the project at no cost to the landowner, and at the discretion of Council.

## **POLICY STATEMENT AND GUIDELINES:**

To recognize the desire to surface gravel roads when certain criteria are met.

### **Criteria:**

- A. Annual Average Daily Traffic (AADT) of 500 vehicles or more.**
- B. Listed in Transportation Master Plan (TMP)**
- C. Recognized in 5-year Construction Plan**

A listing of roadways, meeting the criteria of the Annual Average Daily Traffic (AADT) and the Transportation Master Plan (TMP) will be compiled, reviewed and held by the Public Works Department. This listing will be reviewed by the Director of Public Works and the Chief Administrative Officer for inclusion and presentation during the budget process on a need/criteria basis.

Funding will be provided by General Taxation Revenue or other sources of revenue identified by the budget process.

### **1. RURAL RESIDENTIAL SUBDIVISION INTERNAL ROADS**

In December, 1998 (motion 777/12/98), the County changed the practice of fully funding internal residential subdivision road hard surfacing to require that new subdivisions approved after that date requesting paving with a county approved product such as cold mix/micro surfacing of the internal roads be required to pay for the same through a local improvement tax levy or the developer attend to the paving/cold mix surfacing.

### **Criteria:**

- A. Pre 1999: Subdivision approved prior to 1999 will be eligible for consideration of surfacing when 95% of the approved lots are fully developed.**

During budget discussions each year a list of eligible subdivisions and requests will be presented for Council's consideration.

Funding for Priority One (1)'s, (subdivisions meeting the 95% criteria) will be through General Taxation Revenue or other sources of revenue identified by the budget process.



**B. Post 1998: Landowners pay for surfacing by Local Improvement Tax.**

**C. Life Expectancy Class:**

- i) Hamlet Streets (ACP Hotmix) = Twenty (20) year life**
- ii) Residential Roads (ACP Hotmix) = Twenty (20) year life – pavement**
- iii) Local Roads (ACP Hotmix) = Sixteen (16) year life**
- iv) Rural Residential Subdivisions (coldmix or, micro surfacing or Alternative) = Ten (10) year life**

## **ROLES AND RESPONSIBILITIES:**

**Chief Administrative Officer (CAO)** is responsible for reviewing the recommendations with the Director of Public Works prior to making recommendations to Council

**Director of Public Works** is responsible for recommendations to CAO during the budget process and recommendations to Council for consideration.

**Construction Manager** is responsible for the data collection including the AADT, TMP, 5-year Construction Plan and the listing of roadways meeting the criteria.

## **CONFIDENTIALITY:**

The use and interpretation of all County Policies and schedules will comply with all aspects of the Freedom of Information and Protection of Privacy Act (FOIP). Any breaches of the FOIP Act will be subject to disciplinary action.

## **RECORDS MANAGEMENT REQUIREMENTS:**

All documentation will be filed in accordance with the Records Management Policy and to comply with the Municipal Government Act (MGA), Freedom of Information & Protection of Privacy Act (FOIP) and any other applicable legislation, regulation, or act.

## **NON COMPLIANCE:**

Consequences of non-compliance with this Policy may result in the potential for legal challenges and/or penalties to the County of Grande Prairie No. 1, its elected officials and/or staff.

The Chief Administrative Officer must approve any exceptions to the Policy.



## **POLICY AUTHORITY:**

The Chief Administrative Officer has the authority to amend the related Schedules of Policy N47 from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to Policy are to be approved by Council.