



MUNICIPAL DISTRICT OF GREENVIEW NO. 16
POLICY REVIEW COMMITTEE
MEETING AGENDA

Wednesday, June 11, 2025, 9:00 a.m.
Greenview Administration Building
Valleyview, AB

Pages

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF THE MINUTES 2 - 5
4. BUSINESS ARISING
5. POLICIES
 - 5.1 Policy 9505 Debt Management 6 - 11
 - 5.2 Policy 4002 Access Roads and Cul-de-sacs 12 - 21
6. BYLAWS
7. NEXT MEETING DATE
July 9, 2025.
8. ADJOURNMENT



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

POLICY REVIEW COMMITTEE

MINUTES

May 14, 2025, 10:26 a.m.
Greenview Administration Building
Valleyview, AB

Present:

Chair Tom Burton
Vice-Chair Ryan Ratzlaff
Member Dale Smith
Member Winston Delorme
Member Jennifer Scott
Member Bill Smith
Member Tyler Olsen
Member Marko Hackenberg
Member Dave Berry

Absent:

Member Sally Rosson
Member Christine Schlieff

Staff:

Chief Administrative Officer, Stacey Wabick
Director, Infrastructure and Engineering Roger Autio
Director, Planning and Economic Development Martino Verhaeghe
Director, Community Services Michelle Honeyman
Acting Director, Corporate Services Erin Klimp
Manager, Legislative Services, Sarah Sebo
Manager, Operations, Josh Friesen
Manager, Budget and Financial Planning, Marley Hanrahan
Recording Clerk, Hamzeh Hassanein

1. CALL TO ORDER

Chair Tom Burton called the meeting to order at 10:26 a.m.

2. ADOPTION OF AGENDA

MOTION: 25.03.088

Moved by: Member Tyler Olsen

That Policy Review Committee adopt the Agenda of the May 14 2025 Policy Review Committee as presented.

For (8): Member Winston Delorme, Vice-Chair Ryan Ratzlaff, Member Dale Smith, Chair Tom Burton, Member Jennifer Scott, Member Bill Smith, Member Tyler Olsen, and Member Dave Berry

Absent (3): Member Sally Rosson, Member Christine Schlieff, and Member Marko Hackenberg

CARRIED (8 to 0)

3. ADOPTION OF THE MINUTES

MOTION: 25.03.089

Moved by: Vice-Chair Ryan Ratzlaff

That the Policy Review Committee adopt the minutes of the Policy Review Committee held on April 9 2025 as presented.

For (8): Member Winston Delorme, Vice-Chair Ryan Ratzlaff, Member Dale Smith, Chair Tom Burton, Member Jennifer Scott, Member Bill Smith, Member Tyler Olsen, and Member Dave Berry

Absent (3): Member Sally Rosson, Member Christine Schlieff, and Member Marko Hackenberg

CARRIED (8 to 0)

4. BUSINESS ARISING

5. POLICIES

Member Marko Hackenberg arrives at the meeting.

5.1 New Policy – Topsoil and Fill Material Sourcing

MOTION: 25.03.090

Moved by: Member Winston Delorme

That Policy Review Committee recommend CAO approval of new administrative policy for Topsoil & Fill Material Sourcing, as amended.

- **Definition 1.7: A plant that is designated as Noxious or Prohibited Noxious under the Alberta Weed Control Act or elevated locally to become such by Greenview.**
- **Section 2.4: Remove**
- **3.2: Change to reasonably practical/accessible**

For (9): Member Winston Delorme, Vice-Chair Ryan Ratzlaff, Member Dale Smith, Chair Tom Burton, Member Jennifer Scott, Member Bill Smith, Member Tyler Olsen, Member Marko Hackenberg and Member Dave Berry

Absent (2): Member Sally Rosson, and Member Christine Schlieff

CARRIED (8 to 0)

5.2 Policy 09-03 Asset Retirement Obligations

MOTION: 25.03.091

Moved by: Member Jennifer Scott

That the Policy Review Committee recommend Council approve the transfer of Policy 1041 “Asset Retirement Obligations” from a Council policy to an Administrative policy, as presented.

For (9): Member Winston Delorme, Vice-Chair Ryan Ratzlaff, Member Dale Smith, Chair Tom Burton, Member Jennifer Scott, Member Bill Smith, Member Tyler Olsen, Member Marko Hackenberg, and Member Dave Berry

Absent (2): Member Sally Rosson, and Member Christine Schlieff

CARRIED (9 to 0)

5.3 Policy 9500 Financial Reserves

MOTION: 25.03.092

Moved by: Member Dale Smith

That the Policy Review Committee recommend Council approve Policy 9500 “Financial Reserves” as presented.

For (9): Member Winston Delorme, Vice-Chair Ryan Ratzlaff, Member Dale Smith, Chair Tom Burton, Member Jennifer Scott, Member Bill Smith, Member Tyler Olsen, Member Marko Hackenberg, and Member Dave Berry

Absent (2): Member Sally Rosson, and Member Christine Schlieff

CARRIED (9 to 0)

6. BYLAWS

7. NEXT MEETING DATE

June 11, 2025.

8. ADJOURNMENT

MOTION: 25.03.093

Moved by: Vice-Chair Ryan Ratzlaff

That Policy Review Committee adjourn this meeting at 11:02 a.m.

For (9): Member Winston Delorme, Vice-Chair Ryan Ratzlaff, Member Dale Smith, Chair Tom Burton, Member Jennifer Scott, Member Bill Smith, Member Tyler Olsen, Member Marko Hackenberg, and Member Dave Berry

Absent (2): Member Sally Rosson, and Member Christine Schlieff

CARRIED (9 to 0)

Recording Secretary

Chair



REQUEST FOR DECISION

SUBJECT: **Policy 9505 Debt Management**
SUBMISSION TO: POLICY REVIEW COMMITTEE
MEETING DATE: June 11, 2025
DEPARTMENT: FINANCE
STRATEGIC PLAN: Economy

REVIEWED AND APPROVED FOR SUBMISSION
CAO: MANAGER: MH
DIR: EK PRESENTER: MH
LEG:

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 9505 “Debt Management” as presented.

BACKGROUND/PROPOSAL:

Utilizing debt (including loans and lines of credit) to fund public infrastructure is a valuable strategy for Governments to spread the cost associated with capital growth across the generations which will be enjoying the benefits of long-term assets over their useful life. It can also be a useful tool in times of favourable interest rates as it may be more cost effective in the long-term to borrow funds than to lose out on potential investment income. It is important to analyze many factors in the decision to issue debt and to make sure resources are identified to prepare for the issuance of debt and to address on-going requirements throughout its term.

Debt management policies are written guidelines and requirements that guide the process of debt evaluation and debt issuance, including management of a debt portfolio and adherence to various laws and regulations. A debt management policy should improve the quality of decisions, articulate policy goals, provide guidelines for the structure of debt issuance, and demonstrate a commitment to long-term capital and financial planning. This policy will provide credibility, transparency and ensure that there is a common understanding among Administration, Council and ratepayers regarding Greenview’s approach to debt financing.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that this policy will continue to strengthen Greenview’s long-term financial planning process.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Policy Review Committee has the alternative to make amendments to the draft policy.

Alternative #2: Policy Review Committee has the alternative to reject the policy and continue without one. However, Administration does not recommend this action because it is best practice to set out guidelines for debt management.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will apply any amendments and bring the policy to a regular council meeting for approval.

ATTACHMENT(S):

- Policy 9505 Debt Management (Draft)

Title: Debt Management

Policy No: 9505

Effective Date: Date passed in Council

Motion Number:

Department: Budget & Financial Planning

Review Date: (3 Years from date approved)



Legal References:

Municipal Government Act, RSA 2000, c M-26, Part 8.
Debt Limit Regulation, AR 255/2000.

Cross References:

Policy 1016 "Budget Development Process"
Policy 1507 "Tangible Capital Assets"
Policy 9500 "Financial Reserves"
Policy 9501 "Financial Reporting"

Purpose: The purpose of this policy is to establish financial guidelines and controls for the issuance and use of debt and to ensure a favourable financial position while supporting Greenview's ability to meet current and future infrastructure requirements including replacement, new growth, and emergent capital initiatives.

1. DEFINITIONS

- 1.1. **Authorized Borrowing Bylaw** means a Greenview bylaw with reference to a particular borrowing as required under section 251(1) of the MGA.
- 1.2. **Capital Expenditure/Project** means expenditures incurred to acquire, construct, develop, replace or better a tangible capital asset as defined by Public Sector Accounting Board section PS 3150.
- 1.3. **Council** means the municipal Council of the Municipal District of Greenview No.16.
- 1.4. **Debt** means borrowing as defined under section 241(a.1) of the Municipal Government Act.
- 1.5. **Debt Limit** means the maximum allowable debt outstanding as determined by the Province of Alberta Debt Limit regulation A.R. 255/2000, as amended. These regulations indicate that a municipality's total debt outstanding cannot exceed 1.5 times its annual operating revenue.
- 1.6. **Debt Service Limit** means the maximum allowable debt service costs as determined by the Province of Alberta Debt Limit regulation A.R. 255/2000, as amended. These regulations indicate that a municipality's total annual debt servicing payments cannot exceed 25% of its annual operating revenue.
- 1.7. **Debt Servicing** means the required annual principal and interest debt repayments.
- 1.8. **Debt Term** means the period of time during which debt payments are made. At the end of the debt term, the debt is paid in full.
- 1.9. **Greenview** means the Municipal District of Greenview No.16.

- 1.10. **Intergenerational Equity** means distributing the costs associated with capital growth across the generations which will be enjoying the benefits of the tangible capital assets built today.
- 1.11. **Long-Term Debt** means debt with a term greater than 5 years, as defined under MGA section 258(1).
- 1.12. **MGA** means the *Municipal Government Act*, RSA 2000, c.M-26.
- 1.13. **Short-Term Debt** means debt with a term of five years or less, as defined under MGA section 257(1).
- 1.14. **Tangible Capital Asset** means non-financial assets having physical substance that:
 - A) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
 - B) have been acquired, constructed or developed;
 - C) have useful economic lives extending beyond an accounting period;
 - D) are to be used on a continuing basis; and
 - E) are not for sale in the ordinary course of operations.

2. POLICY STATEMENT

- 2.1. Greenview recognizes that, properly applied, debt can be an affordable source of financing that complements the financial sustainability of an organization and is an important long-term planning tool.
- 2.2. The incurrence of debt must consider intergenerational equity. Debt is generally appropriate where the beneficiaries (future users) of the infrastructure funded by the debt will then share responsibility for the future repayment of the debt.
- 2.3. Debt is only permitted for capital projects and is not to be used to finance ongoing operating expenditures.
- 2.4. The timing, type, and term of debt shall be determined with the objective of minimizing the long-term costs to Greenview.
- 2.5. Greenview must maintain flexibility to utilize debt in response to emerging financial needs.
- 2.6. The issuance of new debt must be approved by Council in accordance with the legislation.

3. USE OF DEBT

- 3.1. Greenview will not issue debt to finance ongoing operating expenditures.
- 3.2. When deciding on the use of debt, alternative capital financing sources should be considered.
- 3.3. Debt will be considered for capital expenditures for:
 - A) tangible capital assets with long useful lives that provide long-term benefits;
 - B) capital projects that provide community-wide benefits;
 - C) emerging needs to support Council priorities and approved strategic plans;
 - D) major rehabilitation of existing assets; and
 - E) other priorities as determined by Council.

- 3.4. Short-term debt may be considered for interim or bridge financing of capital expenditures for the management of cash flow requirements (note that the primary source of bridge financing is Reserves).
- 3.5. Council has discretion to approve the use of debt on behalf of other organizations or agencies within the context of this policy.

4. DEBT APPROVAL

- 4.1. Capital projects subject to debt financing shall be considered and approved as part of Greenview's annual budget process.
- 4.2. All issuance of debt requires an authorized bylaw. The authorized borrowing bylaw must be in place prior to undertaking capital activities funded by external debt sources.
- 4.3. New debt issuances shall identify funding sources and debt repayment schedules.

5. DEBT PLANNING & MANAGEMENT

- 5.1. The tolerance or capacity to absorb and manage new debt will be analyzed as part of the annual capital budgeting process to determine the necessity for and viability of the capital project and identify the revenue stream for the repayment.
- 5.2. Intergenerational equity shall be considered when recommending capital projects for debt approval.

6. DEBT LIMITS

- 6.1. Total debt outstanding shall not exceed 75% of the provincially regulated debt limit and debt servicing shall not exceed 75% of the provincially regulated debt service limit.
- 6.2. While Council may at any time, at its discretion, approve debt beyond the 75% internal limits prescribed within this Policy, these internal limits have been established for the following purposes:
 - A) to direct Administration and set targets for the development of operating and capital budgets not to exceed the internal limits;
 - B) to serve as an early warning signal that debt is becoming a significant burden on Greenview and appropriate steps should be taken to manage the short, medium and long-term implications;
 - C) to recognize the additional reporting requirements which may be required by lenders. For example, the Province of Alberta under the Loans to Local Authorities requires additional documents from municipalities within 25% of their provincially regulated debt or debt service limits; and
 - D) to achieve Greenview's objective of sustaining a financially viable municipality.

7. DEBT CATEGORIES

- 7.1. To support debt planning and management, debt is categorized into groups based on the nature of the capital expenditure and the financing source for debt servicing as follows:
 - A) Tax-Supported Debt - issued for capital projects related to tax supported operations; debt servicing payments shall be repaid from tax-supported revenues such as property taxes, nonutility user fees, fines, licenses, permits and investment income.

- B) Non Tax-Supported Debt - issued for capital projects which are self-funded and include but are not limited to local improvement supported debt. Debt is issued for capital projects that benefit specific properties pursuant to an approved local improvement plan; debt servicing payments shall be repaid from local improvement tax levies on the benefitting properties.
- C) Utility User-Rate Debt - issued for capital projects related to utilities operations; debt servicing payments, or a portion thereof, shall be repaid from utility user rates.

8. DEBT ISSUANCE, TERMS AND REPAYMENT

- 8.1. When the incurrence of long-term debt is deemed to be an appropriate method to finance capital projects, the Province will be initially considered as a lender. Where it is more attractive and advantageous, a long-term financing arrangement with another acceptable lender will be considered.
- 8.2. Greenview shall limit long-term debt financing to capital projects with a life expectancy greater than 5 years. With the exception of heavy equipment such as graders and emergency equipment such as fire trucks, Greenview shall not finance the purchase of vehicles, machinery, equipment, computer hardware or software through long-term debt even though their life expectancy is greater than 5 years.
- 8.3. The debt term shall not exceed the estimated useful life of the tangible capital asset being financed.
- 8.4. The repayment of principal on debt shall not extend beyond 20 years, unless there are compelling factors which make it necessary to extend the term beyond this point. By financing over the shortest term possible, lower interest rates and reduced future costs of financing result.
- 8.5. Greenview shall consider early repayment of debt if it is economically advantageous.

9. REPORTING

- 9.1. Greenview's debt limits, total debt outstanding, and total annual debt service payments will be reported in the Annual Financial Statements.
- 9.2. Long-term projections for outstanding debt will be provided through the annual budget process.

10. COUNCIL RESPONSIBILITIES

- 10.1. Council is responsible to direct the use of debt through the annual budget process, bylaw, or resolution.

11. ADMINISTRATION RESPONSIBILITIES

- 11.1. Administration is responsible for administrative compliance and monitoring of this Policy.



REQUEST FOR DECISION

SUBJECT:	Policy 4002 Access Roads and Cul-de-sacs		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 2, 2025	CAO:	MANAGER: LT
DEPARTMENT:	CONSTRUCTION & ENGINEERING	DIR:	PRESENTER: LT
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 4001 and Policy 4002

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommends Council approve the Policy 4002 “Access Roads” as presented.

BACKGROUND/PROPOSAL:

During the December 10, 2024, regular Council meeting, Administration brought forward 2 separate requests for the extension of rights-of-way to encompass an engineered cu-de-sac to be added. At that time, Council determined that it was not required for these locations. Council did, however, request Administration to review the existing Policy 4002 Access Roads and bring forward for review.

Motion 24.12.625 Moved: Councillor Ryan Ratzlaff

That Council accept Administration’s report on increasing ratepayer requests to upgrade sections of dead-end-roads with the construction of proper cul-de-sacs, for information. CARRIED

Motion 24.12.626 Moved: Councillor Ryan Ratzlaff

That Council direct Administration to develop a new/revised policy that will assist in addressing all construction requests for existing roadways, and bring the same to the Policy Review Committee for review and discussion. CARRIED

Upon review of applicable existing policies, Administration has combined Policy 4001 Security Deposits for Residential Road Construction to Proposed Residential Developments and Policy 4002 Access Roads, to simplify and clarify the application process and the requirements for *any* road construction request within Greenview. The existing Policy 4001 relates to the road construction requests that are submitted for residential use. However, there are stipulations that apply to residential applications vs other construction applications.

Active Policy 4001:

- Purpose: To establish a process whereby security deposits are required from applicants for the construction of residential roads.
- The security deposit will be returned or refunded to the applicant, without interest, if permanent residency is established within three years of the date of approval of the residential road construction.
 - Administration fee of \$2,500
 - Security deposit required of \$2,500 once application approved
 - Must live within the location within 6 months the security gets returned
 - 30m right-of-way

Active Policy 4002:

- Purpose: To provide physical access to land(s) within Greenview that has no accessibility.
- Greenview may construct access roads to give access to any cultivated lands, which ~~have no~~ are not accessible through a developed/undeveloped road allowance and/or any applicant owned adjoined lands.
 - No security deposit required
 - No living requirement
 - 30m right-of-way

Administration is asking Policy Review Committee to support the combination of both policies to ensure that each request is evaluated and considered in a consistent manner. Each request has the same engineered requirements for the road construction itself, therefore, should not be any different than the other. Construction of a road has high costs that could benefit one landowner in some instances vs multiple in some cases. Residents that do not have financial stake in the construction aren't invested. Those that have financial stake have more investment to either move to the land or use the land accordingly.

Administration notes that the fees associated with Policy 4001 are currently only reflected within the policy itself and are not included in the current Schedules of Fees bylaw.

However, with the combination of the policies Council can determine the cost that should be associated with both types of applications. The policy would put a timeframe on the deadline for applications for Council to review and approve for the following construction season.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Policy Review Committee accepting the recommended motion is the Policy would provide consistent requirements for road construction, regardless of the use of the roadway.
2. The applicants would have financial stake and Greenview would recover some of the costs for the construction of roadways.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is there would be costs to the applicant for the construction of the roadway.

ALTERNATIVES CONSIDERED:

Alternative #1: Policy Review Committee has the alternative to make revisions to the draft combined policy and direct Administration to bring back to PRC for a follow-up review.

MOTION: That Policy Review Committee direct Administration to bring back the draft policy combining Policies 4001 and 4002, to a future Policy Review Committee meeting for further review and discussion, with the following changes: [list revisions].

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will apply any revisions and bring the combined policy to Council for approval.

ATTACHMENT(S):

- DRAFT - Policy 4002 Access Roads and Cul-De-Sacs
- ACTIVE - Policy 4001 Security Deposits for Residential Road Construction...
- ACTIVE - Policy 4002 Access Roads

Title: SECURITY DEPOSITS FOR RESIDENTIAL ROAD CONSTRUCTION TO PROPOSED RESIDENTIAL DEVELOPMENTS

Policy No: 4001

Effective Date: May 9, 2017

Motion Number: 17.05.176

**Supersedes Policy No:
4001/4001-01 (Nov 26/13),
EES 01**



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To establish a process whereby security deposits are required from applicants for the construction of residential roads.

DEFINITIONS

Permanent Residency means an approved permanent residence which is continuously occupied for more than six months.

POLICY

1. Greenview is required to provide or ensure legal access to property but is not required to provide physical access. When Council authorizes a road to be constructed to provide physical access to a quarter section(s) or a parcel of land, the road shall be constructed under the following conditions:
 - 1.1 All new roads being constructed to a quarter section(s) or a parcel of land shall be constructed through the quarter section as per Greenview's Engineering Design & Construction Standards' cul-de-sac section.
 - 1.2 Residential roads will be constructed to the specifications as outlined in the Greenview Engineering Design & Construction Standards.
 - 1.3 When the quarter section line or property line lies within a low area, muskeg, creek or other physical barrier unsuitable to access the parcel, the road shall be constructed sufficiently past such barrier to surpass any hindrance.
 - 1.4 When a low area, muskeg, creek or other physical barrier does not allow for acceptable access and would create substantial increase to the cost of the project, the issue will be brought to Council for review.
2. Upon Council approval for the construction of road access on a road allowance to unoccupied lands for the purpose of proposed residential development, the following conditions apply:

- 2.1 The applicant will provide an administration fee in the amount of \$2,500.00 in the form of cash or certified cheque to cover administration costs such as preliminary planning & design.
 - 2.2 If the applicant fails to move forward with the project after preliminary planning is initiated. Greenview will retain the administration fee.
 - 2.3 If the applicant proceeds with the project, the administration fee of \$2,500.00 becomes part of the total security deposit of \$5,000.00 required for construction by the applicant.
4. The security deposit will be returned or refunded to the applicant, without interest, if permanent residency is established within three years of the date of approval of residential road construction. Where this has not been met, or the property has been sold prior to the fulfillment of this condition, the security will be forfeited.
5. Construction of a residential road will not commence until the specified security has been provided by the applicant and an agreement outlining terms and conditions has been entered into by the applicant.
6. Dedication of road widening, as determined by the General Manager, Infrastructure & Planning, will be required on land owned by the applicant adjacent to or abutting the residential road construction project.
7. Payment of the security deposit must be received within ninety (90) days from Council approval to construct, and prior to the project proceeding.

Title: Access Roads

Policy No: 4002

Effective Date: June 8, 2021

Motion Number: 21.06.297

Supersedes Policy No: NONE

Review Date: June, 2024



Purpose: The purpose of the Policy is to provide physical access to land(s) within Greenview that has no accessibility.

1. DEFINITIONS

- 1.1. **Access Roads** means to construct a new road on the municipality's registered roadways or undeveloped road allowances to a titled parcel of land used for farm operations; these roads will be constructed in accordance with the Development Guidelines & Municipal Servicing Standards.
- 1.2. **Greenview** means Municipal District of Greenview No. 16.

2. POLICY

- 2.1. Greenview may construct Access Roads to give access to any cultivated lands, which have no accessible access through a developed/undeveloped Road Allowance(s) and/or any applicant owned adjoining lands.
- 2.2. Landowners that wish to have an Access Road built must submit an application to Greenview. The application deadline is August 1. Applications received after August 1 will be brought to Council to determine whether the application will be accepted or deferred to the following year.

3. PROCEDURE

- 3.1. No access roads will be constructed where there is currently adequate access to the parcel whether through an existing roadway, a developed/undeveloped road allowance, or through the applicant's immediately adjacent parcel.
- 3.2. If land is required from the applicant for the road construction, the applicant shall provide it free of charge.
- 3.3. Road access requests will not be considered to grazing leases.
- 3.4. Once administration reviews the applications against this policy a list of proposed projects will be brought to Council for approval.

4. COUNCIL RESPONSIBILITIES

- 4.1 Council will annually consider allocating funds for access roads.
- 4.2 Council, at all times, maintain the authority to determine which roads, if any are to be constructed and in which order.

5 ADMINISTRATION RESPONSIBILITIES

- 5.1 Administration will review the submitted application and bring forward a recommendation utilizing a rating system approved by Council. The rating system includes:
 - A) Cost of project;
 - B) Whether it will serve more than the landowner;
 - C) Whether a bridge structure is required;
 - D) Drainage concerns;
 - E) Whether the road is of network importance;
 - F) Whether there is ratepayer consensus; and
 - G) Whether there is utility relocation requirements.
- 5.2 In determining the most economical route for a potential access road, Greenview staff will consider several factors including, but not limited to, physical land barriers such as hills, swamps, and water bodies, soil conditions and any other man-made constraints such as pipelines, power lines, building and other structures.
- 5.3 Administration will notify the applicant should the application be denied.
- 5.4 Administration will notify the applicant should the application be approved and identify next steps for construction.

Title: Access Roads and Cul-De-Sacs

Policy No: 4002

Effective Date:

Motion Number:

Supersedes Policy No: 4001

Review Date:



Legal References:

Not applicable

Cross References:

Development Guidelines & Municipal Servicing Standards
Schedules of Fees Bylaw

Purpose: The purpose of the Policy is to provide physical access to land(s) within Greenview that have no accessibility and/or to extend existing roads to provide a cul-de-sac for the use of a turnaround.

1. DEFINITIONS

1.1. Access Roads means a road within the municipal right-of-way that will be registered as a road plan in which will provide access to titled property to gain access. to construct a new road on the municipality's registered roadways or undeveloped road allowances to a titled parcel of land used for farm operations; these roads will be constructed in accordance with the Development Guidelines & Municipal Servicing Standards.

1.2. Cul-de-sac means a small portion of road on a municipality's registered roadway where it is a dead-end for the purpose of turn around to allow vehicles to exit the dead-end roadway.

1-1-1.3. Landowner means the registered owner of a parcel of land as indicated on the Certificate of Title issued by the Alberta Land Titles Office.

1-2-1.4. Greenview means the Municipal District of Greenview No. 16.

2. POLICY

2.1. Greenview may construct Access Roads to give-provide access to any cultivated lands for the use of farming or residential purposes, which have no are not accessible access through a developed/undeveloped Road Allowance(s) and/or any applicant-owned adjoining lands.

2-2. Landowners that wish to have an Access Road, a cul-de-sac, or an Access Road with cul-de-sac and/or just a cul-de-sac built must submit an application to Greenview. The annual application deadline is August 1st. Applications received after August 1st will be brought to Council to determine whether the application will be accepted or deferred to the following

year. Applications received after August 1st will be presented to Council for the following budget review and approval.

2.2. The applicant will provide a the applicable non-refundable fee as per the current Schedules of Fees, in the form of cash or certified cheque to cover administrative costs such as the preliminary planning and design for an access road and/or cul-de-sac.

2.2.1. If the applicant is applying only for a cul-se-sac on an existing roadway, a non-refundable application fee as per the current Schedule of fees.

2.3. If the applicant proceeds with the construction, the applicant will provide the a non-refundable construction fee as per the current Schedules of Fees is required. .00 start the construction scheduling.

2.4. The eConstruction scheduling will only occur ifonce approval is granted and fundingall applicable fees as per the current Schedules of Fees are paid in full.

3. PROCEDURE

3.1. No access roads will be constructed where there is currently adequate access to the parcel whether through an existing roadway, a developed/undeveloped road allowance, or through the applicant's immediately adjacent parcel.

3.1.3.2. No cul-de-sac will be constructed where there is currently adequate space to turn around within the existing right-of-way.

3.3. If land is required from the applicant for the road construction access and cul-de-sac, the applicant shall provide it free of charge.

3.2.3.4. If the applicant does not own the land, construction will be dependent on the landowners on either side of the existing roadway.

3.3.3.5. Road access requests will not be considered to grazing leases.

3.6. Once aAdministration reviews the applications against this policy, a list of proposed projects will be brought to Council for approval and to allocate funds accordingly for the following construction season.

4. COUNCIL RESPONSIBILITIES

4.1 Council will annually consider allocating funds for farmland-access roads and cul-de-sacs based on the applications that are provided to Administration.

4.2 Council, at all times, maintain the authority to determine which roads and cul-de-sacs, if any are to be constructed and in which order.

5. ADMINISTRATION RESPONSIBILITIES

5.1 Administration will review the submitted application(s), Administration will investigate the following items and prepare a high-level estimate and-and bring forward a recommendation to Council to make the most informed decision by using the following particulars:utilizing a rating system approved by Council. The rating system includes:

A) Cost of project;

- B) Whether it will serve more than the landowner;
- C) Benefits to the current resident;
- ~~B)D)~~ Type of structure(s) that are required;
- ~~C)E)~~ Whether a bridge structure is required;
- ~~D)F)~~ Drainage concerns;
- ~~E)G)~~ Whether the road is of network importance or benefit to Greenview;
- ~~F)H)~~ Whether there is ratepayer ~~consensus~~concerns and prepare complete consensus; and
- I) Whether there is utility relocation requirements which may or may not include pipelines, bridge,s electrical;-
- ~~G)J)~~ Whether land is-required acquired or necessary

5.2 In determining the most economical route for a potential access road and/or cul-de-sac, Greenview staff will consider several factors including, but not limited to, physical land barriers such as hills, swamps, and water bodies, soil conditions and if land is able to be acquired and any other ~~man-made~~ constraints such as pipelines, power lines, building and other structures.

5.3 Administration will notify the applicant should the application be denied.

5.4 Administration will notify the applicant should the application be approved and identify next steps for construction.