

---

## Access to Roads Under the County's Jurisdiction

---

**References:** Strathcona County "Design & Construction Standards"  
Transportation Association of Canada's "Geometric Design Guide for Canadian Roads"  
Alberta Transportation's "Highway Geometric Design Guide"

**Cross-reference:** Bylaw 8-2007 "Unauthorized Use of County Property" Section 3.12.A.  
Bylaw 2-2017 "Transportation System Bylaw"

### Policy Statement

---

This policy is intended to guide the provision of access to roads under the County's jurisdiction in order to strike a balance between access requirements and the safe, efficient operation of the road system. All new and modified accesses are subject to the approval of the County.

### Definitions

---

**"Approach", "Access", or "Access approach":** Any material or structure located within the road right-of-way used for the purpose of entering or exiting any road under County's jurisdiction

**Manager:** The Manager of the Right-of-Way Management branch, Transportation & Agriculture Services department

**Director:** The Director of the Transportation & Agriculture Services department

**Road:** Any public road under the County's jurisdiction

**Variance:** A formal written request for exceptions to the policy where the requested access does not meet the standards or guidelines

### Guidelines

---

Placement of Accesses within County-owned Roads is governed by Bylaw 8-2007 "Unauthorized Use of County Property" Section 3.12.A.

Following principles of accepted risk management, planning and engineering practices will guide the requirements for the Access review process.

- The safety of Road users is the primary factor in the Access review process.
- Access management will consider the Road classification per the Transportation System Bylaw 2-2017 including the current and future Road function and traffic volumes.
- Placement of all Accesses will be governed by current engineering standards and guidelines and other municipal bylaws.

Review and approval of all Accesses will be guided by the current edition of the County's "Design & Construction Standards", Transportation Association of Canada's "Geometric Design Guide for Canadian Roads", and Alberta Transportation's "Highway Geometric Design Guide".

Current and future uses of County Roads and Access are to be considered for effective planning and management of the transportation network.

All accesses are subject to the approval of the Manager, Right-of Way Management or a designate.

## **Policy Record**

---

**Date of Approval by Council:** Aug 19, 1986; June 14, 2005; July 6, 2010; June 24, 2014

**Resolution No:** 657/86; 429/2005; 447/2010; 229/2014

**Next Review Date:** July 2020

**Policy No:** SER-009-016

**Last Review Date:** July 4, 2017

**Replaces:** 60-62-017

**Lead Role:** *Chief Commissioner*

**Administrative Review:** Transportation and Agriculture Services

## **Procedures**

---

The procedures document provides all parties clear Access management, planning and engineering practices to guide the requirements for the access review process in both the urban and rural context. The procedures document will govern all existing, proposed, modified, temporary and non-approved Accesses placed within Roads under the County's jurisdiction.

## **Responsibilities**

---

Transportation & Agriculture Services is responsible to:

- Approve and manage all secondary Accesses and modifications of any Access to Roads under the County's jurisdiction which fall outside a Development Permit.
- Approve primary Access to lots in new rural subdivisions and any undeveloped lots without prior Access.
- Inspect new and modified Accesses to ensure they are in compliance with the required standards.
- Govern non-approved and non-compliant Accesses to ensure safety of Road users and efficient operation of the Road system and recommend to the Planning & Development Services department's Land Management Services branch to enforce non-compliant Access.
- Maintain and update the required standards and application process, as required.
- Inventory all Accesses in the database.
- Accept all applications and funds related to Access requests.
- Aid all applicants in the completion of Access requests.
- Upon final approval, maintain culverts and drainage within the Road right-of-way.

Planning & Development Services is responsible to:

- Review Development Permits and applications and approve primary, secondary Accesses and Access modification in accordance with the required standards through the development agreement and Land Use Bylaw.
- Administer the Unauthorized Use of County Property Bylaw 8-2007, as amended or replaced from time to time, for Accesses to Roads under the County's jurisdiction.
- Inspect new and modified Accesses constructed under the Development Permit approval.

Residents requesting a new or modified Access to County-owned Roads shall:

- Submit a completed application form with all applicable fees to Transportation and Agriculture Services.
- Provide rationale for the Access or Access modification in accordance with all standards and guidelines.
- Provide landownership or a letter from the landowner giving the applicant permission to act on their behalf.
- Should a requested Access not meet the standards or guidelines, the applicant is required to prepare a formal written request for Variance to the policy from the Director, Transportation & Agriculture Services, additional fees may apply as per the application and fee schedule.
- Per the Highways Development and Protection Act, S.A. 2004, c. H-8.5, Any proposed Accesses located within 300 metres of a provincial highway right-of-way, or within 800 metres of the centre point of an intersection of a provincial highway with another public Road, must include a Roadside Development Permit from Alberta Transportation prior to the County Access application.
- Residents who own land bordering a neighbouring municipality seeking access to Roads under the County's jurisdiction are required to include a development permit from that municipality with the County Access application.
- Upon final approval, residents are responsible for all Access surface maintenance including snow clearing and driving surface condition.

#### **Procedure Record**

---

**Date of Approval:** August 19, 1986; June 14, 2005; July 6, 2010; June 24, 2014

**Policy No:** SER-009-016

**Next Review Date:** 2020

**Last Review Date:** July 4, 2017

**Administrative Review:** Transportation and Agriculture Services