



Policy Title: Undeveloped or Sub-Standard Road Allowance Construction

Policy Area: Transportation	Effective Date: May 26, 2021
Policy Section: Road Construction	Updated: July 2, 2026
Supersedes Policy: September 26, 2025 – 657/25, May 26, 2021 - 308/21, 300-14	Approved on: July 2, 2026 Resolution: 498/26 Next Review Date: This Policy will be reviewed every three (3) years or earlier, in the event of major changes to legislation or related policies and procedures, or if deemed necessary by the Chief Administrative Officer.

Policy Statement:

The Rural Municipality of Britannia No. 502 maintains numerous road allowances within its boundaries. From time to time, requests may arise for new road construction in areas where no roadway currently exists or has been maintained. New subdivisions, development, or changes in use may also require that roads be upgraded in order to support changes to the types and volumes of traffic associated with proposed development. While the RM often supports the development of undeveloped or substandard road allowances, it is not obligated to develop all such roadways.

To ensure clarity and consistency, the RM has established specific road development standards and criteria outlining who is responsible for the cost and construction of roadways under various circumstances. *These responsibilities apply unless otherwise directed by a resolution of Council.*

Purpose:

The purpose of this policy is to establish clear and consistent guidelines for staff, Council, and the public regarding the development of undeveloped or substandard road allowances within the RM, including the assignment of responsibility for associated costs.



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Definitions:

Applicant: means the developer or person applying for, requesting, or requiring a road improvement under this policy.

CAO: means the Chief Administrative Officer for the RM of Britannia No. 502.

Commercial/Industrial: means a commercial or industrial use as outlined in the use tables of the zoning districts in the Zoning Bylaw for this road (Zoning Bylaw 24-2021 or LPD Zoning Bylaw 18-2014).

Farm Dwellings: means a farm dwelling as defined in the Zoning Bylaw for this road (Zoning Bylaw 24-2021 or LPD Zoning Bylaw 18-2014).

Council: means the elected Reeve and Council of the RM of Britannia No. 502.

Operations Director: means the Operations Director for the RM of Britannia No. 502.

DSO: means the Development Services Officer as appointed by the CAO.

Road Allowance: means a road allowance laid out pursuant to the authority of an Act or an Act of the Parliament of Canada.

Right-Of-Way: means the portion of the road allowance from the edge of the road surface to the property line of the adjacent property, including shoulder and ditch.

Substandard Road Allowance: means a road allowance where the current standard of development is not sufficient for the existing or proposed uses under this policy.

Municipality or RM: means Rural Municipality of Britannia No. 502.

Oilfield: means development that falls under *The Oil and Gas Conservation Act*.

Proposed Development: means any existing or proposed land use, development, subdivision, or access that may generate or alter traffic on a road and is subject to review under this policy. This includes, but is not limited to, existing developments undergoing a change in use or intensity, development permit applications, approach applications, and subdivision applications/ referrals.

Public Through Road: means a municipally owned and maintained developed road that connects two other municipal roads, providing a continuous route for public vehicular travel.

Road: means any public highway vested in the Crown in Right of Saskatchewan or titled in the name of the Crown in Right of Saskatchewan, as defined in the Highways and Transportation Act.



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Undeveloped Road Allowance: means a road allowance that has not been developed by the RM to any road standard.

Responsibilities:

Council is responsible for approving this policy.

The Chief Administrative Officer is responsible for reviewing and updating the policy as required, overseeing the administration and implementation of this policy, and consulting with the Operations Director regarding policy revisions, interpretations, and administration.

The Operations Director and Operations Foreman or designate are responsible for reviewing the condition and capacity of the road servicing the proposed development, approach, or subdivision upon receipt of a Policy TS-008 Road Review Form from the DSO. Completion of the form includes documenting the existing road condition and identifying any operational concerns or required improvements. The Operations Director and Foreman shall monitor the implementation and effectiveness of this policy on an ongoing basis to ensure that its standards and processes remain appropriate, support the RM's asset management objectives, and promote the safe use of public roads. Any recommended amendments or improvements arising from operational experience shall be submitted to the CAO for review and consideration for future policy updates.

The Development Services Officer is responsible for including this policy in the review of all development permit applications, approach applications, and subdivision referrals and conducting an initial review to determine if any road construction or upgrade may be required to support the proposed development. The DSO is also responsible for initiating the Policy TS-008 Road Review Form and forwarding it with all applicable supporting documentation to the Operations Director for review. The DSO is responsible for commuting the results of the road review to the necessary parties related to any application or referral received and coordinating with RM administration and Operations to proceed with any construction or upgrades that may be required.

Policy:

1. General

- (1) Although it is in the municipality's interest to see further development of undeveloped or substandard road allowances within its boundaries, it is not the municipality's responsibility to further develop all road allowances within the municipality.
- (2) Notwithstanding 1.(1), it is the responsibility of the municipality to see that all roads constructed within the municipality's road allowances are constructed to municipal standards.



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- (a) Given this responsibility it is felt that the following four municipal standards and cost sharing agreements should apply, unless otherwise specified by resolution of council.

Table 1 – Municipal Road Standards

Design Specification	Primary Grid	Main Farm Access	Internal Subdivision Roads	Acreage/Single Farm Access
Design Speed	100 km/hr	80 km/hr	60km/hr	60 km/hr
Surface Type	Asphalt Concrete Seal Based Gravel	Gravel	Gravel	Gravel
Right of Way	42m	30m – 42m	30 – 42m	20m -30m
Side Slopes	3:1 – 4:1	3:1 – 4:1	3:1 – 4:1	3:1
Back Slopes	3:1 – 4:1	3:1 – 4:1	3:1 – 4:1	3:1 – 4:1
Ditch Width	2.0m – 4.0m	2.0m – 4.0m	2.0m – 4.0m	2.0m
Ditch Depth	1.0m	1.0m	1.0m	.5m
Road Top	13. m	8.5m	8.5m	7.4m
Surface Gravel	10 cm	10 cm	10 cm	10 cm
Adjacent or Accessing Land Uses Requiring the Standard *	- Oilfield - Commercial	- Oilfield - Medium Density Residential Development - High-Density Residential Development - Two or more Farm Dwellings that are accessory to a Farm Operation	Internal subdivision right-of-ways for residential use or Commercial or Industrial (subject to additional policy criteria)	- Less than five acreages - One Farm Dwellings that is accessory to a Farm Operation
Culvert	Minimum 500 mm diameter – length to provide 4:1 side slope	Minimum 500 mm diameter – length to provide 4:1 side slope	Minimum 500 mm diameter – length to provide 4:1 side slope	Minimum 500 mm diameter – length to provide 4:1 side slope

** Note: Unless otherwise specified, the road standard applies where any of the listed land uses exist or are proposed on lands adjacent to/ accessing the road.*

- (3) All road standards require an engineered design and construction inspection/ certification following construction of the road.
- (4) Topsoil and other substandard soils are not to be used within the road construction prism.



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- (5) Where recommended by the municipal engineer, Council may make adjustments by resolution to the above standards in cases that might include unique types of topography, soil conditions, or other differences of a structural nature.
 - (a) If, after careful consideration, the municipal engineer determines that safety or other factors are not being compromised, Council may, by resolution, instruct the RM to construct the using different standards than the above.
- (6) Development of Undeveloped or Substandard road work initiated under this policy is outside the responsibility and scope of the RM's Operations Department.
 - (a) Where all or a portion of the road construction costs are funded by the Municipality, the Municipality shall administer the tendering process. Upon acceptance of the engineering design, Administration shall issue and award the construction tender in accordance with the Municipality's Purchasing Policy.
 - (b) Where the full cost of road construction is the responsibility of the Applicant, compliance with the Municipality's Purchasing Policy is not required. The Applicant shall be responsible for procuring a qualified contractor and completing the works in accordance with the approved engineering design and all applicable municipal requirements.
- (7) Development associated with any road build or upgrade required under this policy shall not be permitted until the work and any associated agreements have been completed to the satisfaction of the RM.

2. Cost Sharing Agreements

(1) Acreage or Agricultural Development – Undeveloped Road Allowances

- (a) The municipality will pay 100% of the cost of the engineering and right of way purchases.
- (b) The municipality will pay 100% of the costs related to pre-construction environmental, wildlife, and heritage reviews.
- (c) Road construction costs including but not limited to fencing, culverts, earthwork, utility locates/ relocation, and gravel will be cost shared as follows:
 - (i) For the first half mile of road construction, the municipality will pay 50% of the costs, up to a maximum of \$50,000.00.
 - (A) All construction costs beyond the maximum municipal cost share amount on the first half mile are the responsibility of the developer/ applicant.
 - (ii) All construction costs beyond the first half mile are the responsibility of the developer/ applicant.



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(2) Acreage or Agricultural Development – Substandard Road Allowances

- (a) The municipality will pay 100% of the cost of the engineering and right of way purchases.
- (b) The municipality will pay 100% of the costs related to pre-construction environmental, wildlife, and heritage reviews.
- (c) Road construction costs including but not limited to fencing, culverts, earthwork, utility locates/ relocation, and gravel will be cost shared as follows:
 - (i) For the upgrade of the portion of an existing public through road servicing a minimum of two residences, the municipality will pay 100% of the costs, up to a maximum of \$50,000.00. Any cost beyond \$50,000.00 will:
 - (A) Require a resolution of council to approve; or
 - (B) Be the responsibility of the Applicant, as determined by resolution of council.
 - (ii) For the upgrade of the first half mile of an existing dead-end road or a public through road servicing less than two residences, the municipality will pay 50% of the costs, up to a maximum of \$50,000.00.
 - (A) All construction costs beyond the maximum municipal cost share amount on the first half mile are the responsibility of the developer/ applicant.
 - (B) All construction costs beyond the first half mile are the responsibility of the developer/ applicant.

(3) High Density Country Residential and Medium Density Country Residential Subdivision – New Internal Subdivision Road

- (a) The municipality will pay 100% of the cost of the engineering and right of way purchases.
- (b) The municipality will pay 100% of the costs related to pre-construction environmental, wildlife, and heritage reviews.
 - (i) The applicant is responsible for the costs of any geotechnical study required by the province and/ or recommended by the municipal engineer.
- (c) Road construction costs including but not limited to fencing, culverts, utility locates/ relocation, earthwork, and gravel will be responsibility of the developer/ applicant.
 - (i) Detailed responsibilities to be defined in an agreement.



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(4) Commercial/Industrial Standards:

- (a) All commercial and industrial uses must be located along, or upgraded to, a “Primary Grid” standard as listed above, unless approved by the Operations Director for “Internal Subdivision Roads” standard if it meets all of the following criteria:
 - (i) The road right-of-way servicing the use is not a through road for non-local traffic; the road must be internally contained, such as a cul-de-sac, crescent or other internal subdivision road.
 - (ii) Proposed use, in combination with other existing uses, is not of sufficient intensity and does not require sufficient heavy-vehicle access, in the Operation Director’s opinion, as to otherwise require a “Primary Grid” standard.
 - (iii) The road right-of-way servicing the use connects to a road with a sufficiently high standard, in the Operation Director’s opinion, that it can accommodate the increase in traffic caused by the use.
 - (iv) The parcel containing the use must include enough developed road/parking space to accommodate the loading, unloading of a semi-truck and the ability for a semi-truck to turn around on the parcel.
 - (v) That the surrounding road network and current future plans for the area do not, in the opinion of the Operations Director, require a higher standard.
 - (vi) The lesser standard will be accompanied by a speed limit at or below the design speed, as determined by the Operations Director to be required for safety.
- (b) The municipality will pay 100% of the cost of the engineering and right of way purchases.
- (c) The municipality will pay 100% of the costs related to pre-construction environmental, wildlife, and heritage reviews.
 - (i) The applicant is responsible for the costs of any geotechnical study required by the province and/ or recommended by the municipal engineer.
- (d) Road construction costs including but not limited to fencing, culverts, utility locates/ relocation, earthwork, and gravel will be responsibility of the developer/ applicant.
- (e) Detailed responsibilities to be defined in an agreement.
- (f) Temporary access may be granted for drilling and developing a well site.
- (g) If, careful consideration, the municipal engineer determines that safety or other factors are being compromised, Council may, by resolution, instruct the RM to construct the road to the above standards at the applicant’s expense.



Policy No: TS-008

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(5) Attachments

TS-008 Road Review Form



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TS-008 Road Review Form

1. Application Information

File Number: _____

File Type:

☐ Subdivision Referral

☐ Development Permit

☐ Approach Application

☐ Other: _____

Applicant: _____

Legal Land Description: _____

Municipal Address (if applicable): _____

Road(s) being assessed: _____

2. Proposed Development

Current land use:

Proposed development / intended use:

Brief description of proposed development:



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3. DSO Desktop Road Review

Existing right-of-way width (from ISC) : _____.

Road Surface Type (per RM map):

- | | | | |
|------------------------------------|--------------------------------------|---|--------------------------------------|
| ☐ Pavement | ☐ Gravel Main | ☐ Gravel Secondary | ☐ Gravel Path |
| ☐ Seal Coat | ☐ Oiled | ☐ Undeveloped | |

Existing developments currently accessing the road:

Additional desktop review comments:

4. Operations Road Inspection

Inspection Date: _____ Inspected By: _____

Current road standard / type and condition:



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Current road standard / type and condition appropriate to support proposed development:

☐ Yes ☐ No ☐ Refer to Engineer for Decision

Road standard required to support proposed development:

Is the existing road:

Undeveloped: ☐ Yes ☐ No

Substandard for the proposed development: ☐ Yes ☐ No

Does the road require improvements: ☐ Yes ☐ No

If Yes, describe the required improvements:

5. Operations Recommendation

☐ Existing road is adequate to support the proposed development.

☐ Road improvements are required.

☐ Road improvements are required and currently included in a Capital Plan.

☐ Additional engineering or technical review is required.

☐ Other:

Comments:

Name: _____

Signature: _____

Date: _____