

Lac La Biche County *Policy*

TITLE: General Municipal Servicing Standards (GMSS)

POLICY NO: PW-31-003

RESOLUTION: 20.340

EFFECTIVE DATE: April 28, 2020

DEPARTMENT RESPONSIBLE: Public Works

NEXT REVIEW DATE: April 28, 2023

POLICY STATEMENT:

In order to enhance the safety and usage of County Infrastructure, Lac La Biche County wishes to develop General Municipal Servicing Standards as a guideline for development and construction of County's sponsored Infrastructure and land development projects.

"Original Signed"

Chief Administrative Officer

May 1, 2020

Date

"Original Signed"

Mayor

May 4, 2020

Date

SPECIAL NOTES/CROSS REFERENCE: General Municipal Servicing Standards Procedure PW-31-003

AMENDMENT DATE:

Procedure

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GENERAL GUIDELINES:

The objective of the General Municipal Servicing Standards is to provide a clear guiding frame-work for managing the scope, quality, time, cost, risk, and human resources of corporate projects for designers and developers in the design of Municipal infrastructure within Lac La Biche County. These standards are intended to ensure that new Municipal infrastructure is acceptable to the County with regards to overall quality, safety & environmental considerations, functionality, operation & maintenance requirements and life cycle cost. The Developer and Consultant are responsible for ensuring that Municipal infrastructure is designed and constructed to achieve the County's objective in this regard.

Council expects its Capital and Development projects to be conducted within a comprehensive multi-step approach to enhance effectiveness, efficiency and clarity. Council requires that an effective program be delivered in the context of a broad range of resources and competencies working together.

DEFINITIONS:

- **GMSS**
 - General Municipal Servicing Standards
- **Construction Completion**
 - When the entire construction work has been performed to the requirements of the Development Agreement or Construction Contract.
- **Construction Completion Certificate**
 - The certificate issued by the County for the municipal improvements, or a portion thereof. These improvements must be constructed and installed by the Developer to the satisfaction of the Development Agreement or Construction Contract.
- **Construction Contract**
 - The legal agreement between the Contractor and the County which specifies the financial obligations, and terms and conditions for the construction and warranty of municipal improvements necessary for public capital improvement.

- **Council**
 - The Municipal Council of Lac La Biche County.
- **County**
 - The Municipal Corporation of Lac La Biche County and those authorized to act on behalf of them.
- **Consultant / Engineer**
 - Shall mean the Professional Engineer as defined in the Engineering and Geoscience Professional Act of Alberta. responsible for the design where applicable throughout the GMSS, this term may refer to or include the Landscape Architect or the developers designated representative.
- **Contractor**
 - Shall mean the person, firm or corporation that undertakes the installation of Municipal infrastructure on behalf of County or Developer.
- **Developer**
 - An entity or person, and their representatives, that develop private or public lands in the County.
- **Development Authority**
 - As defined in the Lac La Biche County Land Use Bylaw.
- **Development Agreement**
 - A Development Agreement is a legal agreement between the Developer and the County which specifies the financial obligations, and terms and conditions for the construction and warranty of municipal improvements necessary to service land approved for development.
- **Municipal Infrastructure**
 - Includes roads, utility network, landscaping and other surface or underground improvements to be owned and / or operated by the County.
- **Engineering Drawings**
 - Shall mean the detailed engineering drawings & specifications prepared by the Engineer for Land development or County Capital Projects.
- **Environmental Site Assessment**
 - As defined in the Alberta Environmental Site Assessment Standard, Alberta Government.
- **Final Acceptance**
 - When the entire work has been performed to the requirements of the Development Agreement

or Construction Contract.

- **Land Use Bylaw**
 - Latest authorized revision of the Lac La Biche County Land Use Bylaw.
- **Permit to Practice**
 - Means "permit holder" as defined in the Engineering and Geoscience Professions Act of Alberta.
- **County's Engineer**
 - Senior Manager, Public Works or his/her designate.

PROCEDURE:

1. The General Municipal Servicing Standards (GMSS) is intended to provide specific guidelines to assist the County and Developer in the planning, design, preparation and submission of plans and specifications for construction of municipal infrastructure and systems (roads, water distribution systems, low- pressure/gravity sewer systems, stormwater management facilities) that will meet the servicing requirements for commercial, industrial and residential subdivision development within the County.
2. The General Municipal Servicing Standards (GMSS) have been developed with three goals in mind:
 - i. To ensure that the County is provided with a quality product that will meet an acceptable long-term life expectancy while maintaining cost efficiency and practicality so as not to prohibit land development.
 - ii. To minimize the maintenance requirements associated with land development.
 - iii. To ensure that lac La Biche County capital project contracts are included and that the objective is to ensure that all infrastructure work within the County is constructed / performed to a consistent standard.
3. The General Municipal Servicing Standards should only be considered as a minimum requirement. The Developer or Contractor remains fully responsible for the design and construction of Municipal infrastructure according to accepted engineering practice and standards that address and meet the specific needs and site conditions of the development or project. Certain site-specific conditions may warrant the use of standards that are more stringent.

4. The General Municipal Servicing Standards, as well as the latest editions of any referenced legislation or document, form part of the requirements for the design and construction of any project within the County.
5. The Developer must at its own cost and expense, provide the design and construction of the required Municipal improvements, including necessary off-site upgrades and utility over sizing associated with the development as stated in the development agreement.
6. The Developer or Contractor is responsible for obtaining all necessary permits required for the undertaking of the project prior to the construction, Developer or Contractor must seek approval of all engineering drawings, reports and permits from Lac La Biche County or any other utility or other government organization as per requirement.
7. Upon completion of all Municipal improvements, the Developer or Contactor must give notice to the County and arrange for inspections. Upon the receipt of a Construction Completion Certificate request from the Developer, the County must inspect the municipal improvements, prepare a deficiency list, and forward it to the Developer and County’s Engineer or Planning and Development department.
8. All deficiencies must be rectified at the developers cost to the satisfaction of the contract or development agreement prior to the acceptance and approval of the Construction Completion Certificate by the County.
9. The Warranty Period for the municipal improvements must commence upon acceptance of the Construction Completion Certificate by the County and will cease upon the issuance of the Final Acceptance Certificate. The Warranty Period must be governed by the terms outlined in the development agreement or contract and the Developer or Contractor must provide, for the duration of the warranty period, an irrevocable letter of credit or equivalent as required by the County.

"Original Signed"

Chief Administrative Officer

May 1, 2020

Date

SPECIAL NOTES/CROSS REFERENCE: General Municipal Servicing Standards Policy PW-31-003

AMENDMENT DATE:

