



MUNICIPAL DEVELOPMENT STANDARDS

SECTION 1 – INTRODUCTION TO STANDARDS

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Planning & Engineering

TABLE OF CONTENTS

SECTION	PAGE
1 Introduction to Standards	1-2
1.1 Foreword	1-2
1.2 Scope	1-2
1.2.1 Municipal Development Standards	1-2
1.2.2 Redevelopment	1-2
1.3 Relationship: City and Developer	1-2
1.4 Definitions	1-2
1.5 Reference Materials	1-5
1.6 Local Authority Freedom of Information and Protection of Privacy Act	1-5

1 INTRODUCTION TO STANDARDS

1.1 Foreword

This collection of documents, the “City of Lloydminster Municipal Development Standards”, has been prepared to guide designers and the development industry in the design of municipal improvements and systems that will meet the requirements of the City of Lloydminster. These Standards encourage good engineering and construction practices, and reflect the minimum requirements acceptable to the City, but are not meant to limit creativity and innovation in design. Any deviation from these minimum Standards must be discussed with, and requires a written request to, the City for approval prior to implementation.

These Standards will be updated on an as-required basis. Persons in receipt of and using the Municipal Development Standards are required to ensure they have the latest revisions. Current revisions of the document are available on the City’s website (www.lloydminster.ca). Users of these Standards may request changes to be considered for future revisions, or identify errors or omissions for correction, using the Request for Changes to Publications form, found on the City’s website.

1.2 Scope

1.2.1 Municipal Development Standards

These Standards and related procedures apply to the preparation and submission of engineering drawings, as well as the construction of municipal improvements and lot services in both rural and urban residential, commercial and industrial developments and include:

- Water distribution systems and lot service connections;
- Sanitary sewage systems and lot service connections;
- Storm collection systems, including stormwater management facilities, lot grading and lot service connections;
- Roadways, sidewalks, curb and gutter and lane improvements;
- Shallow (franchised) utilities (e.g. gas, power, lighting, telephone and cable television);
- Landscaping requirements including hard and soft elements and walkway systems.

1.2.2 Redevelopment

These Standards also apply to the redevelopment of residential and industrial/commercial lands. Where a unique situation arises that requires deviation from these Standards, a written request must be submitted in advance to the City, as detailed in Section 2.2.4.

1.3 Relationship: City and Developer

Upon issuance of a Construction Completion Certificate for a development that includes Municipal Improvements, the City agrees to provide municipal services as they are generally provided within the rest of the city. Upon the expiration of the two (2) year warranty period and the execution of a Final Acceptance Certificate by the City, all municipal improvements and the responsibilities thereof are taken over by the City. For that reason, the City is charged with the responsibility of ensuring that all municipal services provided in lands being developed meet minimum acceptable standards, so that the municipal services can be properly operated and maintained for the benefit of the end users of the new development.

For these reasons, approvals are necessary prior to any aspect of construction commencing, and it is required that the City be involved in all aspects of servicing and land development, including performing periodic inspections of construction as it is in progress.

1.4 Definitions

In this document the following words and terms have the following definitions:

- “City” refers to the corporation of the City of Lloydminster, its departments and employees.
- “Commercial/Industrial” means a lot where the land use district of the lot is designated as Industrial, Commercial or Direct Control under the Land Use Bylaw.
- “Contractor” means any person, persons or corporation which will undertake installation of municipal services or infrastructure on behalf of either the Developer or the City.
- “Construction Completion Certificate (CCC)” means a certificate issued by the Consulting Engineer and executed by the City, confirming that:
 - the work is accepted by the City as complete and operational;
 - all deficiencies have been resolved to the satisfaction of the City; and
 - the warranty period for the work has commenced.
- “Developer’s Consultant” or “Consulting Engineer” or “Engineering Consultant” means the Professional Engineer retained by the Developer to be responsible for the design, layout and supervision of installation; recording as-built information; certifying the installation is in accordance with the standards, design drawings and design specifications; and performing these duties in connection with the provision of municipal improvements as set out in this document.
- “Developer” means any person, persons or corporation which has applied to subdivide and/or develop, or to service an existing parcel of land, whether as the owner or an agent for the owner of the land.
- “Easement” means an easement, interest or right held by the City of Lloydminster for the purpose of providing utilities, access or drainage.
- “Engineer” means an individual appointed by the City that represents the City in any engineering or related functions.
- “Environmental Reserve (ER)” means land owned by the City to be preserved in its natural state. Environmental Reserve includes swamps, gullies, ravines, natural drainage courses, flood plains, steep slopes and shorelines and is defined in the Municipal Government Act of Alberta and the Planning and Development Act of Saskatchewan.
- “Erosion and Sedimentation Control Plan (ESC Plan)” means a detailed plan outlining the measures to be taken, and best management practices to be implemented, to control erosion and transportation of sediment as a result of development.
- “Final Acceptance Certificate (FAC)” means a certificate issued by the Consulting Engineer, confirming that:
 - the work is complete, in conformance with the Municipal Development Standards and the approved drawings;
 - all deficiencies and maintenance work have been resolved to the satisfaction of the City; and
 - the warranty period for the work has expired.

The City, in executing this certificate, accepts that the warranty period has expired, and assumes responsibility for the municipal improvements. A copy of the Final Acceptance Certificate, and a checklist for its completion, can be found in Appendix 2A.

- “Landscape Architect” means a registered or licensed member, in good standing, of the Alberta or Saskatchewan Association of Landscape Architects, dependent upon which province the development is in. The City may in its

sole discretion, upon review of qualifications and/or portfolios, accept other consultants as an alternative to a registered or licensed Landscape Architect.

- “Landscape Consultant” means the Landscape Architect that is retained by the Developer to be responsible for the preparation of design drawings, and design specifications; performing, or appointing a qualified representative to perform, the layout and supervision of the installation of landscaping and related work; recording as-built information; certifying that the material and installation is in accordance with these standards, design drawings, and design specifications; and performing those duties in connection with the provision of municipal improvements as set out in these Municipal Development Standards.
- “Maintenance” means the Developer’s sole responsibility for any and all repairs and replacements of any improvements which may, in the opinion of the City, become necessary during the warranty period.
- “Municipal Improvements” means items of municipal infrastructure which are constructed by the Developer to service the development, and then become the property of the City following the conclusion of the warranty period. They include, but are not limited to, items such as: deep utilities, shallow utilities, franchise utilities, roadways, lanes, street lighting, and landscaping.
- “Municipal Reserve (MR)” means land owned by the City for the development of parks and school grounds pursuant to the *Municipal Government Act* of Alberta. In Saskatchewan, Municipal Reserve is defined pursuant to the *Planning and Development Act*. Alberta and Saskatchewan definitions differ in their explanation of Municipal Reserve.
- “Municipal Utility Parcel (MUP)” means land designated for a public utility in Saskatchewan, as defined in the *Planning and Development Act* of Saskatchewan.
- “Open Space” or “Public Open Space” means any parcel of land or body of water which is set aside and reserved for public use including Municipal and Environmental Reserves.
- “Professional Engineer” means a registered or licensed member, in good standing, of the Association of Professional Engineers and Geoscientists of Alberta or Saskatchewan, dependent upon which province the development is in. This meaning will be extended to Engineering Licensees in Saskatchewan, and Professional Licensees and Professional Technologists in Alberta, provided the documents or plans they certify are within the scope of their license.
- “Public Utility Lot (PUL)” means land designated for a public utility in Alberta, as defined in the *Municipal Government Act* of Alberta.
- “Qualified Person” means a person who holds a Qualified Person Designation from the Saskatchewan Ministry of Environment.
- “Redline Drawings” means a set of Issued for Construction drawings which have been annotated to reflect any deviation of installed or constructed improvements from the specifications within the drawing. These deviations include, but are not limited to, changes in elevation, horizontal alignment, pipe length, and addition or omission of appurtenances. Deviations must be indicated in red on the submitted drawings. These annotations may be hand-written, provided they are legible.
- “Rural” generally means an area within the city limits with Rural Services.
- “Rural Services” generally means an area with a City owned water distribution system and sewage collection system, with storm drainage collected by roadside ditches.

- “Urban” generally means an area within the city limits with Urban Services.
- “Urban Services” generally means an area with a City owned sanitary and stormwater collection system, and water distribution system.
- “Warranty Period” means a minimum period of two (2) years commencing with the execution of a Construction Completion Certificate and ending with the execution of a Final Acceptance Certificate.

1.5 Reference Materials

Throughout these Standards, reference will be made to other standards and regulations. These include, but are not limited to:

- Occupational Health and Safety Acts and Regulations;
- Alberta Infrastructure, Highway Geometric Design Standard;
- Transportation Association of Canada (TAC) Standards and Guidelines;
- Water Security Agency of Saskatchewan Waterworks Design Standard (EPB 501), Stormwater Guidelines (EPB 322), and Sewage Works Design Standard (EPB 503);
- City of Edmonton, Erosion and Sedimentation Control Guidelines and Erosion and Sedimentation Control Field Manual;
- Stormwater Management Guidelines for the Province of Alberta;
- Alberta Transportation, Traffic Accommodation in Work Zones; and
- The current editions of the City of Lloydminster’s Water, Sanitary, Storm Water and Transportation Master Plans.

Any references to Acts, Regulations, Bylaws and Standards within this document are to the most recent edition of these documents.

1.6 Local Authority Freedom of Information and Protection of Privacy Act

The Lloydminster Charter provides that the *Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*, and its regulations, are in effect for the City of Lloydminster and it gives any person a right of access to the records in our custody or control, subject to limited and specific exceptions. All documents and information, including correspondence, agreements, plans and specifications that are written, photographed, recorded or stored in any manner by the City of Lloydminster may be subject to the access and privacy provisions of the Act.

Developers and their agents, consultants and contractors must identify all information that they consider confidential and the basis for confidentiality (including those parts of their submission that relate to trade secrets, commercial, financial, labour relations, scientific and technical information).

While the City will endeavour to use Sections 17 and 18 of *The Local Authority Freedom of Information and Protection of Privacy Act* to protect the confidentiality of the information identified by the Developer or their agents as confidential, other sections of the Act may apply, and the information may have to be disclosed to members of the public who request access to records in the City’s custody and control.