

# Limited Service Agreements

Roads Operations, Public Works

**Core Service Review**



# Limited Service Agreements

- Limited service has been provided by agreement on private and unassumed roads
- Includes 2 gradings/year and up to 2 loads of gravel per road plus an additional load of gravel for every kilometer of road (or portion thereof) over one km in length **at no charge**
- Can include snowplowing as well
- The road must meet standards and pass inspection before LSA is approved

# Current Agreements

- Currently have 65 active agreements to provide service to 68.72km of private & unassumed roads
- There are agreements for another 22 roads (17.7km) that are currently pending
- 62% of agreements are for unassumed roads, 37% are private and 1% is a combination

# What is it costing us?

- Cost to provide this service has increased 45% since 2012
- Received 7 new applications in 2015
- 18 renewals in 2015, 20 expiring in 2016
- Currently contract out some of the work as our equipment is too large to service the roads

# What is it costing us?

## 2014 Actual

Labour	Equipment	Material	Contract	Other	Total
\$6,258.86	\$11,567.50	\$5,517.30	\$6,925.81	\$700.00	<b>\$30,969.47</b>

## 2015 Actual

Labour	Equipment	Material	Contract	Other	Total
\$5,849.52	\$14,772.46	\$6,841.34	\$6,594.05	\$700.00	<b>\$34,757.37</b>

Does not include costs for staff or for registry searches

# What is it costing us?

Area	Approximate annual cost
Administration - PW	\$8,320
Supervisors - existing agreements	\$11,696
Supervisors - new agreements	\$602
Managers	\$3,128
Service Centre staff	\$1,360
Legal	\$500
	<b>\$25,606</b>

# Council Resolution – January 2016

- Staff to develop a comprehensive strategy for Unassumed and Private Roads including a Seasonal Roadway Level of Service policy for review by Council to be presented prior to the end of 2016
- No new LSA applications be accepted until completion of the comprehensive strategy
- Continue providing service for Unassumed and Private Roads with LSAs in place

# Items to Review

- Inventory of Roads & Maintenance
- Assumption Policy and Road Standards
- Seasonal Level of Service Policy
- Local Improvement Charges
- Signage for Unassumed Roads
- Zoning Bylaws & Building Permits
- Entrance & Road Occupancy Permit Processes
- Subdivision Agreements



# Inventory of Roads

- Roads Needs Study data used as a starting point
- Confirm status of each road segment – assumed, unassumed, private or forced
- What level of maintenance is provided on each section of road – summer, winter, fully maintained, unmaintained

# Assumption through maintenance

- Prior to January 1, 2003 acts of maintenance on a road amounted to assumption
- These roads will be identified through the inventory and we can formally assume them through by-law

# Assumption by by-law

- Roads are assumed by the municipality through by-law
- The road must meet the minimum road construction standards and eligibility requirements outlined in Assumption Policy

# Road Standards

- Set specifications for assuming a year round road
- Roads that don't meet the specifications for a year-round road may be designated as a summer/seasonal road for maintenance
- Standards include right-of-way, design speed, maximum grade, surface width, shoulder width, turnaround, base material, surface material, ditches, culverts, etc.

# Seasonal Level of Service Policy

- Defines a 'summer/seasonal road' and the level of service
- Duration of service (usually ceases November 1 to April 30)
- Signage
- Winter use of seasonal/summer roads

# Local Improvement Charge

- Under The Municipal Act, 2001 a Local Improvement Charge can be used
- Affected residents would pay the charge on their taxes
- Can be used to bring roads up to standard for assumption
- Process will be outlined in Assumption Policy

# Local Improvement Charge

- Unassumed Road – 2/3 of property owners, 50% of assessment must agree
- Private – 100% of property owners must agree
- Process outlined in The Municipal Act, 2001

# Private Road Eligibility for Assumption

- Owners Association must be in place
- Establish criteria for eligibility - # of residences, % of assessment, petition
- Technical requirements for roadway
- Local Improvement Charge could be used to have homeowners pay for road to be brought up to standard



# Unassumed Roads

- City property
- Signage – in consultation with Risk Management & Legal
- Inventory will identify unassumed roads
- Calculate resources required to bring roads up to standard for assumption



# Zoning By-laws & Building Permits

- Building Permits are issued based on zoning
- Many roads in Limited Service Residential (LSR) are unassumed
- Zoning by-laws for each former municipality still in effect
- Many zoning by-laws have a provision to allow permit issuance in LSR zones

# Entrance & Road Occupancy Permits

- Review policies and permit processes
- An entrance permit is required prior to the construction of a new entrance, or alteration or reclassification to an existing entrance
- Prior to any work within the City Road right of way a Road Occupancy Permit must be obtained

# Subdivision Agreements

Winter Maintenance is provided to residents living in unassumed subdivisions in our community.

Currently, the Council endorsed Subdivision Agreement template commits the City “to snowplow and sand all roads in the Plan of Subdivision after issuance of the first final occupancy permit”.

Assumption of subdivision roads depends on the timing of build out of the lots and typically takes:

- approximately 10 to 15 years in the rural areas
- approximately 5 to 10 years in the urban areas

Therefore, the service is provided prior to the municipality accepting and assuming full responsibility for the roads.

# Proposed Recommendations

- Cancel all LSAs on Private Roads
  - Unnecessary Liability and risk
  - Utilizing public funds on private property
  - Potential for unlimited growth
  - Puts a strain on already thin resources
- Work with resident groups to bring road up to standard for assumption (Local Improvement Charge)

# Proposed Recommendations

- Establish Seasonal Level of Service Policy for maintenance on Unassumed Roads until roads can be assumed (where possible)
- If LSAs continue then should be fee for service, including administration fee for application