



# **PUBLIC WORKS DEPARTMENT - ROADS**

## **POLICY AND PROCEDURES**

### **Gravel and Paved Cost sharing between residents and the Municipality**

**TP-27-2021**

Adopted on July 12, 2021

Resolution #397-2021

PUBLIC WORKS DEPARTMENT - ROADS

**POLICY AND PROCEDURES  
GRAVEL AND PAVED COST SHARING  
BETWEEN RESIDENTS AND THE MUNICIPALITY  
TP-27-2021**

**1. CONTEXT:**

From time to time the Municipality will receive requests to have work done on a road prior to their time in the asset management plan.

In these circumstances The Municipality may approve the work to be done pending a cost sharing partnership.

**2. DEFINITIONS:**

**2.1 Paved road:**

Helps to seal the surface from rainfall, and thus protects the base and subgrade material. It eliminates dust problems, has high user acceptance because of increased smoothness, and can accommodate many types of vehicles such as tractor-trailers that do not operate as effectively on unsurfaced roads.

**2.2 Gravel road:**

Generate lower speeds than paved surfaces. Another advantage of the unpaved road is its forgiveness of external forces. For example, today vehicles with gross weights operate on local roads. Such vehicles would damage a lightly paved road so as to require resealing, or even reconstruction. The damage on a gravel road would be much easier and less expensive to correct. There is nothing wrong with a good gravel road.

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**3. CRITERIA:**

A) If a **gravel road** section **does not meet** to the Asset Management Plan Threshold to rebuild and pave the said road and a request is put forward by a resident(s), the municipality may consider:

1. Request re-examination of the average daily traffic volumes (ADT) for the previous two years.
2. View the present assessment of properties on the said road section. In the case of building permit that are in process the assessment maybe added to the calculation.
3. Calculate the amount of taxes paid as established in section on the said road section; Based on the percentage of the budget related to the municipal contribution applied to the roads.
4. Request the participation from the property owner (s) at 50% of cost and subtract the portion amount of municipal taxes being paid by the residents as established in section 3. a) 3. and to proceed under Local Improvement Act, R.S.O. 1990, section 26 to move forward.
5. Evaluate the activities of agriculture, seasonal businesses or other interest.
6. Road condition and evaluate the maintenance cost for the previous two years. (Labour, machine time, graveling, dust layer).

B) If a **pave road** section **does not meet** the Asset Management Threshold and is not scheduled in the upcoming budget to repave the road also a request is put forward by a resident(s), the same criteria should be also considered by the municipality stipulated in criteria A) from 1 to 6.

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**4. PROCEDURES:**

1. A formal request must be submitted to the Public Works Department;
2. Each section of road should be considered separately and should be evaluated at face value and each should be considered differently;
3. Calculate on a point-rating system;
4. Proceed under Local Improvement Act, R.S.O. 1990, section 26 to move forward;
5. Once the evaluation has been done by the Public Works Department and revised by Finance Department a report shall be presented to Council for approval by a resolution.
6. The Council reserves the right to refuse an application if, in their opinion, the budget for the year in which the request is made does not allow it.
7. An agreement be signed by both parties the owner(s), the Public Works Director and CAO/Clerk of the Municipality.

**5. FEES AND CHARGES:**

The municipality shall charge the following fees (where applicable):

- 1 An administration fee according to By-Law No.87-2018 as amended from time to time for municipal services fees and be applied to the total cost.
- 2 The cost of hot mix materials be charged as per invoice of the supplier.
- 3 Granular and machinery are charged according to the rates established by the municipality.
- 4 Salaries and 30% of benefits.
- 5 All applicable taxes.
- 6 Due date of payment: The property owner is required to pay within 30 days as per the invoice if not paid the total charge will be added in one payment on taxes with interest.