



Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2023-06-08

Subject: Elgin County Roads Maintenance Agreement

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations and Community Services; And

That West Elgin Council approve in principle the amended County Roads Maintenance agreement (attached) and authorize staff to request the County to prepare the finalized agreement based on this amended version.

Purpose:

The purpose of this report is to seek West Elgin Council's approval, in principle, for the amended County Road Maintenance agreement attached as Appendix 1 and direct staff to request County Staff to craft the final agreement for adoption. Note, the attached agreement is for Central Elgin and was used as the source document, but finalized versions will be created for each Municipality.

Background:

The local municipalities and the County have been working collaboratively to update the existing County Road Maintenance agreement. While major pillars of the agreement remain unchanged, the proposed alterations will influence how the Municipality completes work under the agreement.

Changes to the agreement include,

Change/Alteration	Reasoning	Affect on Municipality	Staff Comments
Detailed Invoicing - the agreement now includes methodology to submit invoices with work order summaries quarterly	<ul style="list-style-type: none"> - inconsistent data to support adjusting the compensation for road maintenance. - track real costs for the County and Municipality 	<ul style="list-style-type: none"> - Municipality already tracks county and municipal expenses separately and provides a detailed financial breakdown to County staff annually - Citywide software (already in use) can track work orders for invoicing purposes 	<ul style="list-style-type: none"> - Staff support this change as it offers paths to improved service delivery for County and Municipality (i.e., public service requests, payroll, asset management information, accounting etc.)
Formalizing Equipment Rates	<ul style="list-style-type: none"> - various charge out rates used in local municipalities 	<ul style="list-style-type: none"> - staff will use provincial rates for equipment 	<ul style="list-style-type: none"> - Support/No Concerns
Submission of Inspection Reports	<ul style="list-style-type: none"> - Provide proof of inspection 	<ul style="list-style-type: none"> - Will need to keep records of inspection and deficiencies 	<ul style="list-style-type: none"> - Support/No Concerns
Creation of Operations and Governance Committees	<ul style="list-style-type: none"> - Provide working groups for continued dialogue and collaboration - Provide oversight of the agreement 	<ul style="list-style-type: none"> - Operations Committee is a formalization of what was quarterly meetings, and there is no change in effort level. - Governance is a new committee that would require the CAO or designate to attend scheduled meetings 	<ul style="list-style-type: none"> - Operations Committee is supported as part of continued collaboration. - Governance could be removed as it seems to add an unnecessary layer of bureaucracy, contractual concerns are rare and, if required, could be handled at CAO level ad-hoc.
Bicycle Facility Standards	<ul style="list-style-type: none"> - With growing emphasis on multi-modal transportation, particularly active transportation, these standards are now required 	<ul style="list-style-type: none"> - Maintain cycling facilities to specified standards 	<ul style="list-style-type: none"> - No Concerns - West Elgin already maintains bicycle lanes along Pioneer Line and Graham Road
General Clarification of Maintenance Expectations	<ul style="list-style-type: none"> - Continual improvement 	<ul style="list-style-type: none"> - Minor adjustments to procedures 	<ul style="list-style-type: none"> - No Concerns

In addition to staff review, a third-party legal review has been completed on behalf of all the lower tier municipalities, resulting in minor revisions to ensure legal compliance and clarity. Once approved in principle the County will need to finalize schedules, road classifications, and reimbursement rates for each local Municipality, at which point Council can approve the final agreement.

Staff recommends Council's approval in principle of the amended County Road Maintenance agreement and request the County to prepare the finalized agreement for approval. This collaborative effort between the local municipalities and the County will ensure efficient service delivery and foster transparency in road maintenance operations for the benefit of our local and broader community.

Financial Implications:

It is anticipated that financial reimbursement from the County will remain in alignment with the previous agreement subject to CPI increases.

Policies/Legislation:

Respectfully submitted by,

Lee Gosnell
Manager of Operations & Community Services

Report Approval Details

Document Title:	Elgin County Road Maintenance Agreement - 2023-19-Operations Community Services.docx
Attachments:	- Appendix 1 - County Roads Maintenance Agreement.pdf
Final Approval Date:	Jun 1, 2023

This report and all of its attachments were approved and signed as outlined below:

Heather Bouw