

Steenburg Lake South Road Advisory Committee

DRAFT Minutes: October 29, 2012

Limerick Community Centre – 9:30am

In Attendance: Gerald Phillips (Councillor – Tudor and Cashel), Bob Clarke (Tudor and Cashel Roads Committee Member), Boyd Walker (Dep. Reeve – Tudor and Cashel), Gord Schad (SLCA Member), Jim Tanner (SLCA Member), Ken Deboo (SLCA Member), Peter Debruyn (Limerick Resident), Joan Donaldson (Tudor and Cashel – Roads Committee Chair), Ron Carroll (Road Super. – Tudor and Cashel), Anthony Genovese (Pres. SLCA), Andra Kauffeldt (Councillor – Limerick), Jason Post (Road Super. – Limerick), Bonnie Weise (Councillor – Limerick)

The minutes from the previous meeting were reviewed in detail and approved by the committee as circulated with minor clarification changes noted. The motion to accept was made by Boyd, Seconded by Bonnie and approved by all in attendance.

- **Formal Committee Structure**

- Moved by Bonnie, Seconded by Anthony – All in favour

The formal committee structure was reviewed with the intention of achieving more equal representation, after concerns about SLCA representation were reviewed and discussed. It was unanimously agreed to add one more member to the SLCA representation to give 3 representatives from each group as follows:

Steenburg Lk. CA	Anthony Genovese (Tudor and Cashel Twp Resident) Ken Deboo (Limerick Township Resident) Jim Tanner (Tudor Township Resident)
Tudor and Cashel	Ron Carroll (Roads Dept Sup) Boyd Walker (Council Rep) Joan Donaldson (Alternate Bob Clarke) (Roads Dept Rep)
Limerick	Jason Post (Roads Dept Sup) Andra Kauffeldt (Council Rep) Bonnie Weise (Roads Dept Rep)

- Discussions Regarding SLCA Documentation Submitted for Review

Anthony provided a 43 page summary document of maintained and unmaintained roads in both Townships, along with the unaudited financial benefits received by both Townships through assessments of property on South Steenburg Lake Road. A discussion about the data and details about the documents occurred. (Copy attached)

- Review and discussion of Winter Maintenance Policies
 - Class 6 Roads are not covered under Regulation 239 – Minimum Maintenance Standards – but are required to meet minimum standards as described in Section 44 of the Municipal Act.
 - Level of Service statements by each Township are in place and act as the guiding principal to meet the requirements under Section 44.
 - Section 44 specifically lays out the requirements and responsibilities for Municipalities on municipally owned roads

- Road Grant Option Discussion
 - It was noted that all of the sample documents provided by Anthony related to private or non-assumed municipal roads. Discussion about road grants, and clarification about the municipalities’ requirements on Municipal Roadways was discussed at length. It was determined that it is unlikely that a Road Grant could take the form of those provided because the road is owned and assumed by the Municipality however, it was stated that if further review of this option was to be considered, a legal opinion should be obtained.
 - It was also clearly stated and identified that the purpose of providing the Road Grant Option was to ensure that both Councils were aware that there may be more than ONE way to address the needs of the residents on South Steenburg Lake Road and to encourage both Council to look for these options, as they may exist, within the Municipal Act.

General Points of Agreement or Understanding

All three parties at the meeting agreed, in principle, to the following statements or suggestions for furthering this conversation:

- 1) The Level of Service Policy and Patrol Policy for South Steenburg Road, would need to be considered and followed by both Townships and would be benchmarked by the most restrictive and detailed policy in place at the time of reaching an agreement for maintenance, if this occurred. That is, the Township with the most prescriptive policy, would become the service benchmark for the road.
- 2) Joan acknowledged that the Tudor and Cashel Level of Service and Patrol Policies are very similar to Limerick's policy so meeting the benchmark should not be a significant point of disagreement in the future.
- 3) All parties agreed that the current request to provide winter maintenance could not be considered until the 2013 winter season due to budget processes. No winter maintenance will be provided by either Township for the 2012 season as budgets for this year have already been set.
- 4) SLCA advised that they may be willing to consider incorporation of the Lake Association for the purposes of administering a Road Grant or similar program, if no other means of achieving an agreement is available however, this would not be the preferred resolution for SLCA.
- 5) The group agreed that regardless of whether maintenance may be completed by one or both townships, or by a private contractor, the Roads Superintendants (of their delegated staff) for each Municipality should still be responsible for meeting the patrolling requirements of the road to ensure that the required level of service is being met at all times by whomever may be providing the service.
- 6) All members of the committee understand that both of the Road Superintendants are working Road Superintendants and as such, may not be able to attend all future meetings because of the onset of the winter maintenance season.

NEXT STEPS/TASKS

- 1) SLCA have been provided with the relevant Level of Service and Patrol Policies and will use these documents to attempt to obtain cost quotes for providing winter maintenance services on South Steenburg Lake Road, to these specifications, from local contractors. Both Townships also advised SLCA that the minimum liability for the contractor must be \$5 million and that both Townships need to be named as insured parties in any potential service contract. It is recognized that these may be significant factors in calculating an estimated contract price.

- 2) Township Representatives will obtain documentation from existing Road Needs Studies in each municipality to identify the costs associated with bringing South Steenburg Lake Road up to the minimum standards that would be required for either or both Townships to provide winter maintenance on the road. It is felt that this data is required to make an informed decision on the potential costs of this option.
- 3) Recommendation that all committee members review Section 44 of the Municipal Act as well as “Russell on Roads” for interpretation and suggested best practices.

Adjournment: Ron moved to adjourn, and seconded by Jim with all in favour at 11:32 am.

Next Meeting : Monday November 19, 2012 @ 9:30am @ Tudor and Cashel Municipal Office