

**Policy statement**

Road Use Agreements are in place to protect county infrastructure and ensure that residents of Leduc County receive the least impact possible while still allowing business to function on Leduc County roads.

**Definitions**

*Road* means any street, road or highway under the direction, control and management of Leduc County shown as a road on a plan of survey filed and registered with Land Titles or land used a public road, and includes a bridge forming a part of the public road and any structure incidental to the road.

*Master Road Use Agreement “MRUA”* means the overarching agreement signed by the company and the County which describes the legal obligations to the County for road use within its boundary and is completed with either a Long Term Permit or a Short Term Permit as determined by the Director, Road Operations and Agricultural Services or their designate. This agreement shall be renewed yearly. This agreement from time to time may be amended by the Director, Road Operations and Agricultural Services or his or her designate.

*Long Term Permit* means a “Schedule A” agreement provided by the Director, Road Operations and Agricultural Services or their designate that is for extended periods of time which states the route and conditions surrounding the road use agreement.

*Short Term Permit* means a permit issued by Leduc County’s permit provider for multiple legal loads, drilling rigs or other movements as determined by the Director, Road Operations and Agricultural Services or their designate that require inspection, bonding and serve as an attachment to the MRUA.

*Bonding* as a requirement of road use agreements, security in the form of bonds, irrevocable letters of credit or certified cheques to be used to pay for road damages. The amount of bonding shall not exceed 50% of the current cost of rebuilding the total length of the road assigned in accordance with the road use agreement.

**Policy authority**

*Legislative implications:*

- *Municipal Government Act (MGA), RSA 2000*

*Bylaw implications:*

- Leduc County Fees and Charges
- Traffic Bylaw 27-18 or latest revision thereof

**Policy standards**

1. Prior to undertaking any business, operation, activity or development, applicants must inquire with the Public Works Department to determine if a Road Use Agreement is required. Conditions that may require a Road Use Agreement include, but are not limited to:
  - multiple loads (in excess of 5 loads per week, and/or continuing beyond the designated week), and/or
  - excessive loads in terms of weight and/or
  - heavy or oversized loads which exceed a road ban issued by Leduc County and/or
  - in Leduc County’s sole judgement that damage may occur if subjected to the loads.

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2. Persons or businesses as defined by Bylaw 27-18 who fail to obtain a road use agreement may be subject to fines as per Traffic Bylaw 27-18 or the latest revision thereof.
3. A road use agreement includes:
  - Master Road Use Agreement
  - A Long Term Permit and/or A Short Term Permit
  - Bonding as determined by the Director, Road Operations and Agricultural Services or their designate.
4. Subject to applicant providing all required information including bonding, Leduc County will provide and process a Road Use Agreement within two business days.
5. A person or business who has entered into a MRUA with Leduc County shall comply with all terms and conditions of the road use agreement. If found to be in default of the terms and conditions of the same, the Director, Public Works and Engineering or their designate may either suspend or terminate the road use agreement.

**Policy responsibilities**

*Council responsibilities:*

Council will,

- Approve the Road Use Agreement policy.

*Administration responsibilities:*

Director, Road Operations and Agricultural Services will,

- Be responsible for maintaining and updating this policy.
- Ensure that the appropriate resources are available to meet the service levels.
- Provide updates to Council members monthly at Public Works Committee.

Manager, Road Operations will,

- Be responsible for ensuring that the appropriate staff adheres to this policy.

**Monitoring and updating**

- This policy will be posted on Leduc County’s website.
- This policy will be reviewed at least once every two years.

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