

**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**

*Bonding* means a security in the form of bonds, irrevocable letters of credit, certified cheques, or bank drafts 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.

*Long Term Permit* means a permit issued by Leduc County’s permit provider for multiple legal loads, or other movements, that is valid for the calendar year, which states the route and conditions surrounding the road use agreement as determined by the Director, Road Operations and Agricultural Services or their designate that require inspection, bonding, and serve as an attachment to Annual Road Use Agreements.

*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 as a public road, and includes a bridge forming a part of the public road and any structure incidental to the road.

*Road Use Agreement “RUA”* means the agreement signed by the company and the County which describes the legal obligations to the County for road use within its boundary and consists of either an Annual or Site-Specific agreement, as determined by the Director, Road Operations and Agricultural Services or their designate.

- *Annual Road Use Agreement* means the agreement signed for a specified route and is completed with a Long Term Permit, valid for the calendar year. This agreement shall be renewed yearly. This agreement from time to time may be amended by the Director, Road Operations and Agricultural Services or their designate.
- *Site-Specific Road Use Agreement* means the agreement signed for a specified final location and on a specified route, and is completed by a Short Term Permit, valid for specified hauling dates. This agreement from time to time may be amended by the Director, Road Operations and Agricultural Services or their designate.

*Short Term Permit* means a permit issued by Leduc County’s permit provider for multiple legal loads, drilling rigs, or other movements, valid for a specified time frame, which states the route and conditions surrounding the road use agreement as determined by the Director, Road Operations and Agricultural Services or their designate that require inspection, bonding and serve as an attachment to the Site-Specific Road Use Agreement.

**Policy authority**

*Legislative implications:*

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

*Bylaw implications:*

- Leduc County Fees and Charges
- Leduc County Traffic Bylaw, latest revision thereof

**Policy standards**

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1. Prior to undertaking any business, operation, activity or development, applicants must inquire with the Road Operations 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.
2. Persons or businesses as defined by the Leduc County Traffic Bylaw who fail to obtain a road use agreement may be subject to fines as per the Traffic Bylaw or the latest revision thereof.
3. A road use agreement includes:
  - The signed Road Use Agreement
  - A Long Term Permit and/or 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 Road Use Agreement 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, Road Operations and Agricultural Services 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,

- Maintain, update, and adhere to this policy.
- Ensure that the appropriate resources are available to meet the service levels.
- Provide quarterly updates to Council members 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 four years.

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