



Report To:	Regional Chair and Members of Regional Council Mayor and Members of Council of the the City of Burlington Town of Halton Hills Town of Milton Town of Oakville
From:	Halton Area CAOs
Date:	June 19, 2019
Re:	Regional Road Maintenance Agreement Update

**RECOMMENDATION**

That Halton Region enter into new Road Maintenance Agreements with the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for the repair and maintenance of Regional Roads for a period of five years commencing January 1, 2020 with an option to extend an additional five years to December 31, 2029.

**REPORT**

**Purpose**

The purpose of this report is to recommend that Halton Region, the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville, enter into new Regional Road Maintenance Agreements based on the efficiencies identified through the streamlining of contract administration during the one-year trial periods established through the Memorandums of Understanding initiated in 2018.

**Background**

Since 1996 the Local Municipalities have provided maintenance services for Regional Roads in accordance with the Regional Road Maintenance Agreements. This arrangement is very beneficial providing economies of scale, seamless service delivery to residents, and reduced capital requirements (salt domes, equipment, facilities etc.).

In 2015 the Regional Road Maintenance Agreements were extended for an additional five-year period commencing June 2, 2015 to June 1, 2020 with an option to extend an additional five years to June 1, 2025. Amendments to the Agreements addressed technical issues such as forestry, landscaping, maintenance in construction zones, street lighting, etc.

In 2016, BMA Management Consulting was retained to undertake an independent review of the administration of the Regional Road Maintenance Agreements. This review included a comprehensive analysis of the administration activities between the Local Municipalities and Halton Region. In 2016, the Area CAOs approved the following recommendations from consultant's review:

- For non-winter maintenance:
  - A fixed price (including administrative overhead) contract for summer activities based on a lane/km cost.
  - Broad definition of the routine maintenance to be included in fixed price.
  - Invoicing based on work orders only for one-time or emergency situations.
  - Local Municipalities assume responsibility for non-winter road patrol of Regional Roads.
  
- For winter maintenance:
  - Establishing a consistent approach for allocating winter maintenance costs between Local and Regional Roads that is based on a lane/km and incorporates a weighting to reflect the effort required for the class of road (i.e. primary vs. secondary vs. local/residential roads).
  - Where maintenance winter cost for Regional Roads are tracked separately, actual costs will be billed plus a 15 per cent administration fee. Salt will continued to be billed with a 10 per cent administration fee.

The following is a list of routine activities that were included in the cost/lane km that has been established with the Local Municipalities through the pilot project:

- Asphalt cold/hot patch
- Sweeping and flushing
- Shoulder maintenance
- Erosion control
- Weed control
- Graffiti removal
- Debris pick up
- Manhole maintenance and ditch repair
- Minor bridge maintenance
- Entrance culvert maintenance
- Culvert maintenance
- Storm sewer maintenance/cleaning
- Catchbasin maintenance/cleaning
- Curb/gutter maintenance

- Sign maintenance
- Right of way hazards, safety devices/guidrails (temporary)
- Street light maintenance
- Emergency maintenance
- Landscaping, horticulture and brush control
- Street light locates
- Traffic signal locates
- Storm sewer locates
- Weather monitoring

Note: The list above varies from municipality to municipality and the specifics related to each municipality will be addressed in the Contractor's Maintenance Services document as an appendix to the Regional Road Maintenance Agreements.

In 2017, through Attachment #1 to Report No. PW-14-17, the Halton Area CAOs also approved a recommendation that Halton Region and the Local Municipalities enter into a Memorandum of Understanding for a one-year trial period to test the effectiveness of the administrative changes.

## **Discussion**

### ***Findings from the One-Year Trial Period***

The Memorandums of Understanding for the one-year trial period with each of the Local Municipalities were implemented on the following dates:

- Town of Halton Hills: December 1, 2017
- Town of Oakville: January 1, 2018
- Town of Milton: April 1, 2018
- City of Burlington: July 1, 2018

During the trial period which was extended to June 30, 2019, staff from both Halton Region and the Local Municipalities reviewed the effectiveness of the trial period. The review identified that the changes made to the Regional Road Agreements for the administration of non-winter and winter maintenance through the Memorandums of Understanding created efficiencies and service improvements.

### ***New Road Maintenance Agreements***

Based on the successful one-year trial period and extension, through this report, the Area CAOs unanimously agree that the changes included in the Memorandum of Understanding and observed through the trial period with each Local Municipality be permanently incorporated and that Halton Region into new Road Maintenance Agreements with the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for the repair and maintenance of Regional Roads for a period of

five years commencing January 1, 2020 with an option to extend an additional five years to December 31, 2029.

The Area CAO's also agree that the existing Memorandums of Understanding be extended to December 31, 2019 to allow for approvals by each of the local municipalities and allow staff time to prepare the agreements and updates to the Contractors Maintenance Service document as an appendix to the Agreements.

FINANCIAL/PROGRAM IMPLICATIONS

There are no financial implications associated with this report.

Respectfully submitted,



Jane MacCaskill  
Chief Administrative Officer  
Halton Region



Tim Commisso  
Interim Chief Administrative  
Officer  
City of Burlington



Brent Marshall  
Chief Administrative Officer  
Town of Halton Hills



Bill Mann  
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Ray Green  
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