



# CITY OF MOOSE JAW

## LOCAL IMPROVEMENT POLICY

<b>POLICY:</b> Local Improvement Policy	<b>Effective Date:</b> February 10, 2020
<b>SECTION:</b> ENGINEERING	<b>Prepared by:</b> Josh Mickleborough Director of Engineering
(EC_Jan27_2020 – Local Improvement Policy, EC-2019-0186: Ratified CM_Feb10_2020)	<b>Resolution #</b> 2020-02-10-052
<p><b><u>PURPOSE:</u></b></p> <p>The purpose of this policy is to establish parameters and conditions for the use of Local Improvement Programs (LIP). Establishing what types of work are eligible and a procedure to screen for property owner support.</p> <p><b><u>SCOPE:</u></b></p> <p>This policy applies to all residents, Administration and City Council in the use of LIP's.</p> <p><b><u>POLICY:</u></b></p> <p>All LIP's must conform to the requirements of <i>The Local Improvement Act, 1993</i>. This includes formal approval by City Council and review and approval by Saskatchewan Municipal Board (SMB). This policy establishes criteria for using LIP's in the City of Moose Jaw, how cost and budget is allocated for the work, and an application process that ensures property owner support.</p> <p><b><i>Initiation</i></b> – an application for an LIP can be initiated by: City Council, adjacent property owners or City Administration.</p> <p><b><i>Eligible work</i></b> – under this policy the approved uses for the LIP funding model are:</p> <ol style="list-style-type: none"> <li>1) New infrastructure</li> <li>2) Existing infrastructure that does not meet current standards</li> </ol>	

Standards, practice and expectations for infrastructure change over time. The intent of this policy is to provide a mechanism to allow for existing areas and sub-division meet current practices and standards.

*New infrastructure* - infrastructure that has not existed since the time of development (or has been removed and is not included in the asset inventory). i.e. a sidewalk not on one side of an existing roadway, or the absence of water or sewer in a right of way.

*Existing infrastructure not meeting current standards* – infrastructure that does not meet current engineering standards. i.e. a gravel road in the city, or a narrow road.

Under this policy the condition of infrastructure is not considered, condition of infrastructure is addressed through the asset management plan and established condition targets and level of service.

The LIP is not intended to support or offset cost or impacts of new development. This policy is to be used in conjunction with other policies and Bylaws.

**Costs** – the costs are to be allocated in accordance with *The Local Improvement Act, 1993* based on ownership and frontage calculations.

Administration will maintain a Uniform Rates Bylaw of unit rates for standard infrastructure. The rates will be used in the estimate provided to applicants and in the application to SMB.

**Budget** - The intent of this policy is that LIP's funding does not interfere with capital maintenance budgets and asset management plans. The use of LIP's is to provide a mechanism to improve infrastructure in an area.

New budget will be identified to support the implementation of the LIP, this will be done in conjunction with the regular budget process unless that schedule would cause undue delays, in which case a report will be taken to City Council.

Payment options include lump sum or financing with the City of 4% for seven years.

The implementation (construction) of a successful LIP will be from one to two years from the date of application. This takes into account budget approvals, variability SMB review periods, tender periods and construction seasons.

### **Procedure**

1. Pre-screening LIP request – submission of scope, location and description of work.
2. Review and evaluation of LIP Pre-screening for Eligible Work. (2 weeks)

3. If work is eligible an Application Petition form will be provided to applicant (this includes an estimate and unit rates for work). If work is not eligible a letter declining the LIP will be issued. (3 weeks)

4. If 50% or greater of property owners impacted sign the Application Petition acknowledging a willingness to pay the associated the costs, the budget process and the formal legislative process will be initiated. (4 weeks)

5. If applicable the City portion of funding will be included in the following years budget submission to City Council. (or a report will be taken to City Council)

6. The information and data required for the formal LIP will be compiled and the application drafted. (2 months)

7. The formal application will be submitted to SMB. SMB will conduct their review and process. (estimated at 2 months)