

Ministry of Transportation and Highways
940 Blanshard Street
Victoria, B.C.
V8W 3E6

Circular Letter: G 23/87

Date: September 15, 1987

File: 70-01-78

TO: ASSISTANT DEPUTY MINISTERS
ALL EXECUTIVE DIRECTORS
ALL BRANCH AND REGIONAL DIRECTORS
ALL REGIONAL AND DISTRICT MANAGERS

Re: Classified Highways - Part 3, Highway Act
Responsibility and Cost Sharing Guide

This circular cancels and replaces G26/73. It is being distributed to all municipalities which have classified highways within their boundaries. The content of the circular will also form a revision for Section 6 of the Policy and Procedures Manual.


Roy Illing
Deputy Minister

Attachment

G 23/87
September 1987

PROVINCE OF BRITISH COLUMBIA

**MINISTRY OF TRANSPORTATION
AND HIGHWAYS**

**CLASSIFIED HIGHWAYS – PART 3 HIGHWAY ACT
RESPONSIBILITY AND COST SHARING GUIDE**

**CLASSIFIED HIGHWAYS – PART 3 HIGHWAY ACT
RESPONSIBILITY AND COST SHARING GUIDE**

6.01 GENERAL

1. A classified highway is a highway within a municipality which is classified as Arterial or Secondary on the recommendation of the Minister and approved by order of the Lieutenant Governor in Council.
2. A highway may be classified as Arterial after consultation with the municipality and as Secondary after municipal agreement and ratification by bylaw.
3. A highway of importance (i.e., part of the main Provincial highway network and generally a numbered route) which passes through a municipality will be classified as Arterial Highway regardless of the volume or proportion of external traffic. A municipal street which is not part of the main Provincial highway network, however, may warrant classification as Arterial Highway if it carries a heavy volume of external traffic.
4. A highway of less general importance (i.e., not part of the main Provincial highway network and not a numbered route) which passes through a municipality may warrant classification as Secondary Highway if it carries a substantial volume of external traffic.
5. The term "external traffic" used in this section means nonstop traffic having both an origin and a destination beyond the municipal boundary.

6.02 RESPONSIBILITY AND COST SHARING

1. The Ministry is responsible for and bears the cost of all direct roadway construction and maintenance on Arterial Highways but shares responsibility and costs with the municipality for certain related works as specified in Section 6.03.
2. The municipality is responsible for construction and maintenance on Secondary Highways, but the Ministry may contribute 50% of approved construction costs and 40% of approved maintenance costs as specified in Section 6.03 (the Act allows for cost sharing by the Ministry up to 75% in a municipality having a population less than 1,000). The Ministry does not contribute to construction costs for work carried out prior to project approval.
3. Provincial participation in cost shared works requested by municipalities on Arterial and Secondary Highways is subject to Ministry approval and the availability of funds. Enquiries and applications for cost sharing should be directed to the appropriate District office of the Ministry.
4. The following chart, Section 6.03, specifies responsibility as either "Provincial" or "Municipal" and indicates a percentage division of costs for most works items on Arterial and Secondary Highway projects. When necessary, the chart refers to more detailed information found in Subsections 6.03.1 to 6.03.20.

RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL/MUNICIPAL DIVISION OF COST

Works Item	Secondary		Arterial (Non-Freeway)		Arterial (Freeway)	
	Construction	Maintenance	Construction	Maintenance	Construction	Maintenance
Median	Municipal P/M 50/50	Municipal P/M 40/60	Provincial P/M 100/0	Provincial P/M 100/0	Provincial P/M 100/0	Provincial P/M 100/0
Meters (parking)	Municipal P/M 0/100	Municipal P/M 0/100	Municipal P/M 0/100 under permit from the Ministry.	Municipal P/M 0/100	N/A	N/A
Painted Markings (centreline, lane-line and channelization)	Municipal P/M 50/50	Municipal P/M 40/60	Provincial P/M 100/0	Provincial P/M 100/0	Provincial P/M 100/0	Provincial P/M 100/0
Patching and Crack Filling	N/A	Municipal P/M 40/60	N/A	Provincial P/M 100/0	N/A	Provincial P/M 100/0
Pavement Recap	Municipal P/M 50/50	N/A	Provincial P/M 100/0 (See Section 6.03.5 for works limits on the intersecting municipal roads)	N/A	Provincial P/M 100/0 (See Section 6.03.5 for works limits on the intersecting municipal roads)	N/A
Pedestrian Grade Separation	Municipal P/M 50/50 if considered warranted by the Ministry.	Municipal P/M 40/60	Provincial P/M 80/20 if considered warranted by the Ministry	See Section 6.03.8 for responsibility and share of costs.	Provincial P/M 80/20 if considered warranted by the Ministry	See Section 6.03.8 for responsibility and share of costs

Key: Provincial (or Municipal) = Works responsibilityP/M = % Division of costsN/A = Not Applicable

RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL/MUNICIPAL DIVISION OF COST

Works Item	Secondary		Arterial (Non-Freeway)		Arterial (Freeway)	
	Construction	Maintenance	Construction	Maintenance	Construction	Maintenance
Bicycle Ways						
1. Separate Prism	Municipal P/M 0/100	Municipal P/M 0/100	Municipal P/M 0/100	Municipal P/M 0/100	N/A	N/A
2. Widening of Shoulder	Municipal P/M 50/50	Municipal P/M 40/60	N/A	N/A	N/A	N/A
Boulevards	Municipal P/M 0/100	Municipal P/M 0/100	Municipal staff consult District Highways Manager. Ministry staff see Section 13.60, Chapter 13, Policy and Procedure Manual.		N/A	N/A
Bridge (over water)	Municipal P/M 50/50	Municipal P/M 40/60	Provincial P/M 100/0	Provincial P/M 100/0 (See Section 6.03.10 for exception re. sidewalk portion)	Provincial P/M 100/0	Provincial P/M 100/0
Bus Bays	Municipal P/M 50/50 (However, if work is requested by Transit Co., then P/M sharing is limited to the Road Authority's share of costs only)	Municipal P/M 40/60	Provincial P/M 100/0 (However, if work is requested by Transit Co., then P/M sharing is limited to the Road Authority's share of costs only)	Provincial P/M 100/0	N/A	N/A
Bus Only Lanes	Municipal P/M 50/50 (However, if work is requested by Transit Co., then P/M sharing is limited to the Road Authority's share of costs only)	Municipal P/M 40/60	Provincial P/M 100/0 (However, if work is requested by Transit Co., then P/M sharing is limited to the Road Authority's share of costs only)	Provincial P/M 100/0	Provincial P/M 100/0 (However, if work is requested by Transit Co., then P/M sharing is limited to the Road Authority's share of costs only)	Provincial P/M 100/0
Crosswalks	Municipal P/M 50/50	Municipal P/M 40/60	Provincial P/M 100/0 (Including those on intersecting municipal roads at traffic signals)	Provincial P/M 100/0	N/A	N/A

Key: Provincial (or Municipal) = Works responsibilityP/M = % Division of costsN/A = Not Applicable

RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL/MUNICIPAL DIVISION OF COST

Works Item	Secondary		Arterial (Non-Freeway)		Arterial (Freeway)	
	Construction	Maintenance	Construction	Maintenance	Construction	Maintenance
Culverts through grade (including bridge replacement)	Municipal P/M 50/50	Municipal P/M 40/60	Provincial P/M 100/0	Provincial P/M 100/0	Provincial P/M 100/0	Provincial P/M 100/0
Curb and Gutter	Municipal P/M 50/50 (See Section 6.03.20 for exception)	Municipal P/M 40/60	Provincial P/M 50/50 (See Section 6.03.20 for exception) (See Section 6.03.01 for project initiation and implementation procedure)	Provincial P/M 100/0	N/A	N/A
Curb Painting (parking prohibition)	Municipal P/M 0/100	Municipal P/M 0/100	Municipal P/M 0/100 (See Section 6.03.2 for exception)	Municipal P/M 0/100	N/A	N/A
Ditches	Municipal P/M 50/50	Municipal P/M 40/60	Provincial P/M 100/0	Provincial P/M 100/0	Provincial P/M 100/0	Provincial P/M 100/0
Engineering (construction supervision)	Municipal P/M 50/50	N/A	Provincial (For share of costs see Section 6.03.3)	N/A	Provincial P/M 100/0	N/A
Engineering (design)	Municipal P/M 50/50	N/A	Provincial P/M 100/0	N/A	Provincial P/M 100/0	N/A

Key: Provincial (or Municipal) = Works responsibility

P/M = % Division of costs

N/A = Not Applicable

RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL/MUNICIPAL DIVISION OF COST

Works Item	Secondary		Arterial (Non-Freeway)		Arterial (Freeway)	
	Construction	Maintenance	Construction	Maintenance	Construction	Maintenance
Frontage or Service Road	Municipal P/M 0/100	Municipal P/M 0/100	Provincial P/M 100/0 for first construction (See Section 6.03.4 for exceptions) Municipal P/M 0/100 for re-cap	Municipal P/M 0/100	Provincial P/M 100/0 for first construction (See Section 6.03.4 for exceptions) Municipal P/M 0/100 for re-cap	Municipal P/M 0/100
Grade, Pavement and Shoulders	Municipal P/M 50/50	Municipal P/M 40/60	Provincial P/M 100/0 (See Section 6.03.5 for works limit on intersecting municipal roads)	Provincial P/M 100/0	Provincial P/M 100/0 (See Section 6.03.5 for works limit on intersecting municipal roads)	Provincial P/M 100/0
Guardrail	Municipal P/M 50/50	Municipal P/M 40/60	Provincial P/M 100/0	Provincial P/M 100/0	Provincial P/M 100/0	Provincial P/M 100/0
Landscaping	Municipal P/M 0/100	Municipal P/M 0/100	Municipal staff consult District Highways Manager. Ministry staff see Section 13.60, Chapter 13, Policy and Procedure Manual.		Municipal staff consult District Highways Manager. Ministry staff see Section 13.60, Chapter 13, Policy and Procedure Manual.	
Lighting of intersections and of related channelization (including preducting)	Municipal P/M 50/50	Municipal P/M 40/60	See Section 6.03.6 for responsibility. See Section 6.03.13 for share of costs.		Provincial P/M 100/0	Provincial P/M 100/0
Lighting between intersections (including preducting)	Municipal P/M 0/100	Municipal P/M 0/100	Municipal P/M 0/100 under permit from the Ministry.	Municipal P/M 0/100	Provincial P/M 100/0	Provincial P/M 100/0

Key: Provincial (or Municipal) = Works responsibilityP/M = % Division of costsN/A = Not Applicable

RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL/MUNICIPAL DIVISION OF COST

Works Item	Secondary		Arterial (Non-Freeway)		Arterial (Freeway)	
	Construction	Maintenance	Construction	Maintenance	Construction	Maintenance
Retaining Walls	Municipal P/M 50/50	Municipal P/M 40/60	Provincial P/M 100/0	Provincial P/M 100/0	Provincial P/M 100/0	Provincial P/M 100/0
Right-of-Way Acquisition	Municipal P/M 0/100	N/A	Provincial P/M 100/0	N/A	Provincial P/M 100/0	N/A
Seal Coat and other surface treatment	Municipal P/M 50/50	N/A	Provincial P/M 100/0 (See Section 6.03.5 for works limit on the intersecting municipal roads)	N/A	Provincial P/M 100/0 (See Section 6.03.5 for works limit on the intersecting municipal roads)	N/A
Sidewalks (on grade)	Municipal P/M 0/100	Municipal P/M 0/100	Municipal P/M 0/100 under permit from the Ministry. (See Section 6.03.9 for exception)	Municipal P/M 0/100	N/A	N/A
Sidewalks (on structures)	Municipal P/M 50/50	Municipal P/M 40/60	Provincial P/M 100/0	See Section 6.03.10 for responsibility and share of costs.	Provincial P/M 100/0	Provincial P/M 100/0
Signals (fire)	Municipal P/M 0/100	Municipal P/M 0/100	Municipal P/M 0/100 (or Fire District) under permit from the Ministry. (See Section 6.03.11 for exception)	Municipal P/M 0/100 (or Fire District)	N/A	N/A

Sept. 1987

Key: Provincial (or Municipal) = Works responsibilityP/M = % Division of costsN/A = Not Applicable

RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL/MUNICIPAL DIVISION OF COST

Works Item	Secondary		Arterial (Non-Freeway)		Arterial (Freeway)	
	Construction	Maintenance	Construction	Maintenance	Construction	Maintenance
Signals (pedestrian)	Municipal P/M 50/50 (See Section 6.03.7 regarding warrants)	Municipal P/M 40/60	Provincial P/M 50/50 (See Section 6.03.7 regarding warrants)	Provincial P/M 50/50	N/A	N/A
Signals (railway)	Railway Co. P/M 50/50 However, P/M sharing is limited to the Road Authority's share of costs only. (See Section 6.03.12 for further explanation)	Railway Co. P/M 40/60	Railway Co. P/M 100/0 However, P/M sharing is limited to the Road Authority's share of costs only. (See Section 6.03.12 for further explanation)	Railway Co. P/M 100/0	N/A	N/A
Signals (traffic and flashing beacon including preducting and interconnection)	Municipal P/M 50/50 (See Section 6.03.7 regarding warrants)	Municipal P/M 40/60	Provincial Share of cost explained in Section 6.03.13. (See Section 6.03.7 regarding warrants)	Provincial	N/A	N/A
Signs (directional, route, warning and regulatory)	Municipal P/M 50/50 (See Section 6.03.18 for exception)	Municipal P/M 40/60	Provincial P/M 100/0	Provincial P/M 100/0	Provincial P/M 100/0	Provincial P/M 100/0
Signs (parking)	Municipal P/M 0/100	Municipal P/M 0/100	Municipal P/M 0/100 under permit from the Ministry. (See Section 6.03.2 for exception)	Municipal P/M 0/100	N/A	N/A
Signs (street name)	Municipal P/M 0/100	Municipal P/M 0/100	Municipal P/M 0/100	Municipal P/M 0/100	N/A (See Section 6.03.19 for exception)	N/A

Key: Provincial (or Municipal) = Works responsibilityP/M = % Division of costsN/A = Not Applicable

Sept. 1987

RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL/MUNICIPAL DIVISION OF COST

Works Item	Secondary		Arterial (Non-Freeway)		Arterial (Freeway)	
	Construction	Maintenance	Construction	Maintenance	Construction	Maintenance
Snow (plowing, sanding and salting)	N/A	Municipal P/M 40/60	N/A	Provincial P/M 100/0	N/A	Provincial P/M 100/0
Snow (removal)	N/A	Municipal P/M 0/100	N/A	Municipal P/M 0/100 (See Section 6.03.15 for exception)	N/A	Provincial P/M 100/0
Stalls (painting parking lines)	Municipal P/M 0/100	Municipal P/M 0/100	Municipal P/M 0/100 under permit from the Ministry.	Municipal P/M 0/100	N/A	N/A
Storm Drains, Catch Basins, Outfalls and related works	Municipal P/M 50/50 (See Section 6.03.14 for exception)	Municipal P/M 40/60	Provincial P/M 50/50 (See Section 6.03.14 for exception)	Municipal P/M 0/100 with curb and gutter (See Section 6.03.15 for exception) Provincial P/M 100/0 without curb and gutter	Provincial P/M 100/0	Provincial P/M 100/0
Structure/Over-crossing (highway under a municipal road and not interconnected)	Municipal P/M 50/50	Municipal P/M 40/60	Provincial P/M 100/0	See Section 6.03.16 for responsibility and share of costs.	Provincial P/M 100/0	See Section 6.03.16 for responsibility and share of costs.
Structure/Under-crossing (highway over a municipal road and not interconnected)	Municipal P/M 50/50	Municipal P/M 40/60	Provincial P/M 100/0	Provincial P/M 100/0 (See Section 6.03.10 for exception re. sidewalk portion)	Provincial P/M 100/0	Provincial P/M 100/0

Key: Provincial (or Municipal) = Works responsibilityP/M = % Division of costsN/A = Not Applicable

RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL/MUNICIPAL DIVISION OF COST

Works Item	Secondary		Arterial (Non-Freeway)		Arterial (Freeway)	
	Construction	Maintenance	Construction	Maintenance	Construction	Maintenance
Sweeping roadway and litter removal from right-of-way	N/A	Municipal P/M 0/100 with curb and gutter Municipal P/M 40/60 without curb and gutter	N/A	Municipal P/M 0/100 with curb and gutter (See Section 6.03.15 for exception) Provincial P/M 100/0 without curb and gutter (See Section 6.03.17 for exception)	N/A	Provincial P/M 100/0 (See Section 6.03.17 for exception)
Utility relocation	Utility Co. P/M 50/50 However, P/M sharing is limited to the Road Authority's share of costs and only applies to work initiated by the Municipality	N/A	Utility Co. P/M 100/0 However, P/M sharing is limited to the Road Authority's share of costs and only applies to work initiated by the Ministry	N/A	Utility Co. P/M 100/0 However, P/M sharing is limited to the Road Authority's share of costs and only applies to work initiated by the Ministry	N/A

Key: Provincial (or Municipal) = Works responsibilityP/M = % Division of costsN/A = Not Applicable

6.03 (continued)

1. A municipality wishing to initiate a curb and gutter project on an Arterial Highway within its boundaries should apply in writing to the local District Highways Manager. If the Ministry agrees to consider the proposed project, it will provide an approximate estimate of the municipal cost share. If the municipality accepts this anticipated share, the Ministry will schedule survey and design work. On completion of design, the Ministry will provide a more detailed estimate of the municipal cost share.

At this stage, the Ministry requires a resolution by Council agreeing to the municipal cost share based on the detailed estimate and agreeing to accept responsibility for maintenance of sidewalks and the storm drainage system. Upon receipt of this agreement, the Ministry will schedule the work on the basis of overall Provincial priorities and the availability of funds.

When the contract is awarded the Ministry will provide a further estimate based on the contract unit prices and design quantities and an approximate commencement date.

At the completion of the project, the municipality will be invoiced for its share of the actual cost. It should be noted that the actual cost is based on the contract unit prices and installed quantities and may differ from the estimated cost.

2. The Ministry reserves the right to paint curbs or erect signs prohibiting parking and reserves the right to initiate enforcement if, in the absence of appropriate municipal action or enforcement, it is deemed necessary in order to safeguard or expedite traffic movement.
3. Curb and gutter projects on non-freeway type Arterial Highways are a Provincial responsibility. Generally the municipal share is approximately 20% of the total project cost. The municipal cost of engineering construction supervision is approximately 15% of the municipal share.
4. Provincial responsibility for the work and for the full cost of construction applies only when the Ministry undertakes first construction. If the municipality wishes to initiate construction or the work is required of a developer as a condition of development approval, then no Provincial responsibility or cost share is involved.
5. Where the Ministry carries out construction on either non-freeway or freeway type Arterial Highways, it will extend the construction on an intersecting municipal road as may be necessary in order to meet the existing roadway.

Where a non-freeway type Arterial Highway intersects a municipal road the Ministry will normally carry out maintenance to the edge of the roadway. However, where special circumstances exist, the boundaries to which the Ministry will carry out maintenance may be adjusted as mutually agreed to by the municipality and the Ministry and defined on intersection plans.

On freeways, the Ministry will carry out maintenance on interchanges to points which have been mutually agreed to by the municipality and the Ministry and which are defined on interchange plans.

6.03 (continued)

6. Generally, the Ministry installs lighting on steel poles and municipalities arrange with power utilities for leased lighting on utility poles. The Ministry will participate in installation, power and maintenance for lighting intersections where Ministry warrants are filled and the design and light source are approved by the Ministry. The Ministry in general performs maintenance on lighting which it has installed.
7. Where new signals (traffic, flashing beacon and pedestrian) are to be installed or existing signals reconstructed at existing intersections, Ministry warrants must be filled.
8. Maintenance of pedestrian grade separations on Arterial Highways is a cooperative endeavour with the municipality carrying out and paying for sweeping, snow clearing and snow removal and the Ministry assuming responsibility and costs for the structure and lighting.
9. While the full cost of new sidewalk installation on Arterial Highways is generally a municipal responsibility, the Ministry is responsible for and pays the full cost of replacement in kind of existing sidewalk necessitated by grade change or widening.
10. While maintenance of sidewalks on non-freeway type Arterial highway structures and bridges is generally a Provincial responsibility the municipality is responsible for carrying out and paying for winter maintenance where a municipal sidewalk system leads to the sidewalk on the structure.
11. While installation of fire signals on non-freeway type Arterial Highways is generally a municipal or Fire District responsibility, the Ministry is responsible for and pays the full cost of installation necessitated by construction of a new major highway, if considered warranted by the Ministry.
12. While the Railway Company is responsible for signal installation and maintenance, the Road Authority (a municipality, the Ministry or both) shares in the costs. In the case of Federally regulated railways, the Federal/Company/Road Authority division of costs is defined in a Board Order. With Provincially regulated railways, the Company/Road Authority division of costs is defined in an Order-in-Council.
13. Cost of construction and maintenance for traffic signals and lighting on non-freeway type Arterial Highways, at intersections with four legs, will be as follows:
 - a. At the junction of two Arterial Highways the Ministry will pay all costs.
 - b. At the junction of an Arterial Highway and a municipal road the sharing will be 50% by the Ministry and 50% by the municipality.
 - c. At the junction of an Arterial Highway and a Secondary Highway the sharing will be 75% by the Ministry and 25% by the municipality.

At intersections with other than four legs, cost sharing shall be on a pro-rata basis to be calculated by the Ministry.

6.03 (continued)

A written agreement approved by the Ministry and the municipality, covering capital and maintenance, is required before installation commences.

While the Ministry generally shares with the municipality the capital cost of signals and lighting installation as described above, the Ministry pays the full cost of installation necessitated by construction of a new major highway, if considered warranted by the Ministry. Power and maintenance costs are shared with the municipality as described above.

While payment for installation and maintenance of fire preemption equipment for traffic signals is generally the responsibility of the municipality and/or Fire District, the Ministry will pay the installation cost necessitated by construction of a new major highway, if considered warranted by the Ministry.

While payment for installation and maintenance of bus preemption equipment for traffic signals is the responsibility of the municipality and/or the Transit Authority, installation will be permitted only if considered warranted by the Ministry.

14. While enclosed storm drain and outfall installation associated with curb and gutter is cost shareable for pipe size sufficient to accommodate highway drainage, as indicated, the municipality is required to pay the extra cost for larger pipe needed to accommodate additional municipal runoff.
15. While the municipality is responsible for snow removal, cleaning storm drains and outfalls, sweeping streets and removing litter from the right-of-way on non-freeway type Arterial Highways with curb and gutter, the Ministry reserves the right to carry out these works in the absence of appropriate municipal action and to charge the municipality accordingly.
16. Maintenance of freeway and non-freeway Arterial Highway overcrossings built by the Ministry is a cooperative endeavour with the municipality carrying out and paying for surface maintenance, sweeping, snow clearing and snow removal and the Ministry assuming responsibility for the structure.
17. On either non-freeway or freeway type Arterial Highways the Ministry is normally responsible for all litter removal on non curb and gutter sections. However, where there is a frontage road within the highway right-of-way the Ministry is responsible for litter removal only to the frontage road shoulder or curb nearest to the highway roadway.
18. While the cost of supplying and installing most signs is generally shared as indicated, the Ministry will supply Provincial route markers and trail blazer assemblies when required.
19. While street name signs are not generally associated with freeways, the Ministry will supply, install and maintain at its own cost, signs naming municipal roads on overcrossing structures.
20. Provincial involvement applies to construction associated with adjacent enclosed storm drain only. Responsibility and cost of construction of curb and gutter with adjacent open ditch is entirely municipal.



MEMORANDUM

To: Regional Directors
Regional Manager, Planning
Regional Traffic Engineers
District Highways Managers
and Project Managers

January 25, 1996
Municipal Programs
3B - 940 Blanshard St.
Victoria, B.C. V8W 3E6
Phone: 387-3262

**Re: Addendum to Circular G23/87- Responsibility and
Cost Sharing Guide for Classified Highways**

In July 1995, we distributed a draft revision of Circular G23/87 for your comments and recommendations, with the intention to update the circular for distribution. Ron Grant and I presented the revised circular to Executive Committee on Monday, January 22, 1996. The direction received at Excomm was as follows:

- The revised circular should **definitely not** be distributed to municipalities. Sending this document out to the municipalities may leave the expectation that the Arterial and Secondary Highway Programs will carry on in perpetuity. As you may or may not know, the ministry's classification and program strategy is presently under review, with the strong possibility of major changes.
- Items that will increase costs to the ministry must be removed (i.e. right-of-way for Secondary highways, 50/50 cost sharing for Secondary highway maintenance, etc.).
- Circular can be distributed as an addendum, **to ministry staff only**, for clarification and expansion of the "way we currently do business". The current G23/87 should not be discarded, but rather used in conjunction with this addendum.

..../2

The following outlines some of the minor changes/additions to Circular G23/87, but still reflects our current practice:

1. Secondary highway cost sharing for maintenance remains at 40/60.
2. "Bicycle Ways #2. Widening of Shoulder" shows the province being 100% responsible on Arterial highways. This change reflects the ministry's current Cycling Policy.
3. On "Curb and Gutter", Section 3.7 covers replacement in kind, similar to sidewalks.
4. "Dust Control" is a new item on the chart.
5. The sections relating to lighting and signals have been extensively rewritten, but any changes from G23/87 are minor and have been made to rationalize and clarify the document. This rewriting was carried out, and agreed to, by both Municipal Programs and the Electrical Section of Highway Engineering Branch.
6. "Litter Removal" and "Sweeping" on curb and gutter sections of Secondary highways are now listed as eligible items. This will provide some consistency to our previously inconsistent application of these items.
7. "Outfalls" is a new item on the chart.
8. "Railway Crossings" and "Railway Grade Separations" are new items and only define existing policy.
9. "Seismic Upgrades" is a new item. We have approved cost sharing for seismic upgrades to bridges on Secondary highways.
10. "Sound Barrier" is a new item.

The attached addendum mirrors the current circular, with new content shown as ***bold italics*** in the text, and **shaded** in the table. This addendum should be copied and distributed to ministry staff who require clarification to the ministry's current use of this Responsibility and Cost Sharing Guide.

Please give me a call if you have any questions or wish to discuss further.

A handwritten signature in black ink, appearing to read "Tim Zurowski".

Tim Zurowski
Municipal Programs Officer

/TZ
Attachment

cc: Tim Stevens, Director Highway Planning
Al Sadler, Senior Electrical Engineer, Traffic Engineering
Bill Bedford, Director, Highway Maintenance
Richard Voyer, Acting Director, Highway Safety
Gordon Eisenhuth, Regulatory Liaison Officer, Bridge Engineering

**ADDENDUM TO
CLASSIFIED HIGHWAYS - PART 3, HIGHWAY ACT
RESPONSIBILITY AND COST SHARING GUIDE
(For Ministry Use Only)**

1. GENERAL

1. A classified highway is a highway within a municipality which is classified as Arterial or Secondary on the recommendation of the Minister and approved by order of the Lieutenant Governor in Council.
2. A highway may be classified as Arterial after consultation with the municipality and as Secondary after municipal agreement and ratification by bylaw.
3. A highway of importance (i.e., part of the main provincial highway network and generally a numbered route) which passes through a municipality will be classified as Arterial Highway regardless of the volume or proportion of external traffic. A municipal street which is not part of the main provincial highway network, however, may warrant classification as Arterial Highway if it carries a heavy volume of external traffic. ***Factors which are taken into account when considering justification for Arterial classification of an unnumbered route are the annual average percentage of external traffic over the length of the route and the type and total volume of this traffic. When an unnumbered Arterial no longer warrants classification, the classification may be rescinded.***
4. A highway of less general importance (i.e., not part of the main provincial highway network and generally not a numbered route) which passes through a municipality may warrant classification as Secondary Highway if it carries a substantial volume of external traffic. ***Factors which are taken into account when considering justification for Secondary classification are the annual average percentage of external traffic over the length of the route and the type and total volume of this traffic. When a Secondary Highway no longer warrants classification, the classification may be rescinded.***
5. The term "external traffic" used in this section means nonstop traffic having both an origin and a destination beyond the municipal boundary. ***When reviewing a route for possible classification, the ministry may consider traffic accessing certain destinations within the municipality, from which the municipality derives no tax benefits, as "external". Some examples of such destinations are: hospitals, airports, universities, regional/provincial parks, regional garbage dumps, etc.***
6. ***Written permission must be obtained from the Ministry of Transportation and Highways before any type of vehicle is restricted or prohibited from using a Secondary Highway. This does not apply to Spring load restrictions.***

1. (Continued)

7. ***It is not practical to include in, or keep up to date by Order-in-Council, details of the transverse limits of classified highways. The Ministry accepts that the limits of classified highways are the right-of-way lines, except where there is a frontage road or a bicycle way. If there is no line on the right-of-way plan separating the highway and frontage road/bicycle way limits, the highway limit is generally considered as extending to approximately the top of the back slope of the highway ditch. Where an enclosed drainage system exists, the classified highway limit is generally considered to be the mid-point between the highway and the frontage road.***

2. RESPONSIBILITY AND COST SHARING

1. The Ministry is responsible for and bears the cost of all direct roadway construction and maintenance on Arterial Highways but shares responsibility and costs with the municipality for certain related works as specified in Section 3.
2. The municipality is responsible for construction and maintenance on Secondary Highways, but the Ministry ***will*** contribute 50% of approved construction costs and 40% of approved maintenance costs as specified in Section 3 of this document (the Highway Act allows for cost sharing by the Ministry up to 75% in a municipality having a population less than 1,000). The Ministry does not contribute to construction costs for work carried out prior to project approval.
3. Provincial participation in cost shared works requested by municipalities on Arterial and Secondary Highways is subject to Ministry approval and the availability of funds. Inquiries and applications for cost sharing should be directed to the appropriate district office of the Ministry.
4. ***The Ministry has control of design on Arterial Highways. It may agree to inclusion of features on Arterial Highways which will be paid for by a municipality.***
5. The following chart, Section 3, specifies responsibility as either "Provincial" or "Municipal" and indicates a percentage division of costs for most works items on Arterial and Secondary Highway projects. When necessary, the chart refers to more detailed information found in Subsections 3.1 to 3.22.

3. RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL / MUNICIPAL DIVISION OF COST

Works Item	Secondary						Arterial (Non-Freeway)						Arterial (Freeway)					
	Construction			Maintenance			Construction			Maintenance			Construction			Maintenance		
	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %
<u>Administration and Overhead</u>	← All Agencies Pay Their Own Costs →																	
<u>Bicycle Ways</u>																		
1. Separate Prism	Municipal	0	100	Municipal	0	100	Municipal	0	100	Municipal	0	100	N/A			N/A		
2. Widening of Shoulder	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	N/A			N/A		
<u>Boulevards</u>																		
<u>See Landscaping</u>																		
<u>Bridge (over water)</u> (See also Structure overcrossing & undercrossing)	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0
										(See Section 3.8 re: sidewalk portion)								
<u>Brush Clearing</u>	N/A			Municipal	40	60	Ministry Staff see maintenance contract standards for the particular contract area											
<u>Bus Bays</u>	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	N/A			N/A		
	(If work is requested by the Transit Authority then P/M sharing is limited to the Road Authority's share only)						(If work is requested by the Transit Authority then Prov. sharing is limited to the Road Authority's share only)											
<u>Bus Only Lanes</u>	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0
	(If work is requested by the Transit Authority then P/M sharing is limited to the Road Authority's share only)						(If work is requested by the Transit Authority then Prov. sharing is limited to the Road Authority's share only)						(If work is requested by the Transit Authority then Prov. sharing is limited to the Road Authority's share only)					
<u>Crosswalks & Associated Stop Lines</u>	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	N/A			N/A		
							(Including those on intersecting municipal roads at traffic signals)											
<u>Culverts through Grade</u> (including bridge replacement)	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0

P = Provincial M = Municipal N/A = Not Applicable

3. RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL / MUNICIPAL DIVISION OF COST

Works Item	Secondary						Arterial (Non-Freeway)						Arterial (Freeway)					
	Construction			Maintenance			Construction			Maintenance			Construction			Maintenance		
	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %
<u>Curb & Gutter</u>	Municipal (See Section 3.17)	50	50	Municipal	40	60	Provincial (See Sections 3.7 & 3.17) (See Section 3.1 for project initiation and implementation procedure)	50	50	Provincial	100	0	N/A			N/A		
<u>Curb Painting</u> (parking prohibition)	Municipal	0	100	Municipal	0	100	Municipal (See Section 3.2)	0	100	Municipal	0	100	N/A			N/A		
<u>Ditches</u>	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0
<u>Dust Control</u>	N/A			Municipal	40	60	N/A			Provincial	100	0	N/A			Provincial	100	0
<u>Engineering</u> (construction supervision)	Municipal	50	50	N/A			Provincial (For share of costs see Section 3.3)	N/A			N/A		Provincial	100	0	N/A		
<u>Engineering</u> (design)	Municipal	50	50	N/A			Provincial (See Section 3.10(d) and 3.20 for exceptions)	100	0	N/A			Provincial	100	0	N/A		
<u>Frontage or Service Road</u> (including directional, route, warning & regulatory signs)	Municipal	0	100	Municipal	0	100	Provincial (for first construction only) (See Section 3.4)	100	0	Municipal (including pavement recap.)	0	100	Provincial (for first construction only) (See Section 3.4)	100	0	Municipal (including pavement recap.)	0	100
<u>Grade, Pavement & Shoulders</u>	Municipal	50	50	Municipal	40	60	Provincial (See Section 3.5 for works limit on intersecting municipal roads)	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0
<u>Guardrail</u>	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0

P = Provincial M = Municipal N/A = Not Applicable

3. RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL / MUNICIPAL DIVISION OF COST

Works Item	Secondary						Arterial (Non-Freeway)						Arterial (Freeway)					
	Construction			Maintenance			Construction			Maintenance			Construction			Maintenance		
	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %
<u>Landscaping</u> (Including all vegetation and hard aesthetic features)	Municipal	0	100	Municipal	0	100	Municipal staff consult the District Highways Manager Ministry staff see Landscape Policy and Design Standards						Municipal staff consult the District Highways Manager					
<u>Lighting of Intersections and Raised Channelization considered warranted by the Ministry</u> (Including leased lighting)	Municipal	50	50	Municipal	40	60	(See Section 3.10(b) for responsibility.) (See table in Section 3.10(a) for share of costs) (See Sections 3.10 (e) (f) (g) & (h) for exceptions)						Provincial	100	0	Provincial	100	0
<u>Lighting of intersections not considered warranted by the Ministry</u>	Municipal	0	100	Municipal	0	100	Municipal	0	100	Municipal			N/A			N/A		
							(See Sections 3.10 (b) & (e))			(See table in Section 3.10(a) for division of power and maintenance costs)								
<u>Lighting Between Intersections considered warranted by the Ministry</u> (including leased lighting)	Municipal	0	100	Municipal	0	100	Provincial	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0
							(See Section 3.10 (d))											
<u>Lighting Between Intersections not considered warranted by the Ministry</u>	Municipal	0	100	Municipal	0	100	Municipal	0	100	Municipal	0	100	N/A			N/A		
							(See Sections 3.10 (b) & (d))											
<u>Litter Removal</u>																		
1. With Curb & Gutter	N/A			Municipal	40	60	N/A			Municipal	0	100	N/A			Provincial	100	0
2. Without Curb & Gutter	N/A			Municipal	40	60	N/A			Provincial	100	0	N/A			Provincial	100	0
							(See Section 3.14)									(See Section 3.14)		

P = Provincial M = Municipal N/A = Not Applicable

3. RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL / MUNICIPAL DIVISION OF COST

Works Item	Secondary						Arterial (Non-Freeway)						Arterial (Freeway)					
	Construction			Maintenance			Construction			Maintenance			Construction			Maintenance		
	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %
<u>Median</u>	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0
<u>Meters (parking)</u>	Municipal	0	100	Municipal	0	100	Municipal (under permit from MoTH)	0	100	Municipal	0	100	N/A			N/A		
<u>Mowing</u>	N/A			Municipal	40	60	Ministry staff see maintenance contract standards for the particular contract area											
<u>Outfalls</u>	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0
							(See Section 3.11 for exception)											
<u>Painted Markings</u> (centreline, lane-line, lane edge line and channelization)	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0
<u>Patching and Crack Filling</u>	N/A			Municipal	40	60	N/A			Provincial	100	0	N/A			Provincial	100	0
<u>Pavement Recap</u>	N/A			Municipal	40	60	N/A			Provincial	100	0 (See Section 3.5 for works limit on intersecting municipal roads)	N/A			Provincial	100	0 (See Section 3.5 for works limit on intersecting municipal roads)
<u>Pedestrian Grade Separation</u>	Municipal (If considered warranted by the Ministry)	50	50	Municipal	40	60	Provincial (If considered warranted by the Ministry)	80	20	(See Section 3.6 for responsibility and share of costs.)			Provincial (If considered warranted by the Ministry)	80	20	(See Section 3.6 for responsibility and share of costs.)		
<u>Railway Crossings (at grade)</u>	Railway Co.	50	50	Railway Co.	40	60	Railway Co.	100	0	Railway Co.	100	0	N/A			N/A		
The P/M cost sharing is limited to the road authority's share of costs only. See Section 3.9.																		

3. RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL / MUNICIPAL DIVISION OF COST

Works Item	Secondary						Arterial (Non-Freeway)						Arterial (Freeway)					
	Construction			Maintenance			Construction			Maintenance			Construction			Maintenance		
	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %
<u>Railway Grade Separation</u>																		
1. Railway over roadway	Railway Co.	50	50	Railway Co.	40	60	Railway Co.	100	0	Railway Co.	100	0	Railway Co.	100	0	Railway Co.	100	0
2. Railway under roadway	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0
The P/M cost sharing is limited to the road authority's share of costs only. See Section 3.9.																		
<u>Retaining Walls</u>	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0
<u>Right-of-Way Acquisition</u>	Municipal	0	100	N/A			Provincial	100	0	N/A			Provincial	100	0	N/A		
<u>Seal Coat and other Surface Treatment</u>	Municipal	50	50	N/A			N/A			Provincial	100	0 (See Section 3.5 for works limit on intersecting municipal roads)	N/A			Provincial	100	0 (See Section 3.5 for works limit on intersecting municipal roads)
<u>Seismic Upgrade (bridges)</u>	Municipal	50	50	N/A			Provincial	100	0	N/A			Provincial	100	0	N/A		
<u>Sidewalks</u> (new construction on grade)	Municipal	0	100	Municipal	0	100	Municipal	0	100 Under permit from the Ministry. (See Section 3.7)	Municipal	0	100	N/A			N/A		
<u>Sidewalks</u> (on structures)	Municipal	50	50	Municipal	40	60	Provincial	100	0	(See Section 3.8)			Provincial	100	0	Provincial	100	0
<u>Signals</u> (emergency)	Municipal	50	50	Municipal	40	60	Provincial	50	50 (See Sections 3.10(g) & (h) for exception)	Provincial	50	50	N/A			N/A		
<u>Signals</u> (emergency pre-emption)	Municipal	50	50	Municipal	40	60	(See Section 3.10(h) for details)						N/A			N/A		

3. RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL / MUNICIPAL DIVISION OF COST

Works Item	Secondary						Arterial (Non-Freeway)						Arterial (Freeway)					
	Construction			Maintenance			Construction			Maintenance			Construction			Maintenance		
	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %
<u>Signals</u> (pedestrian)	Municipal (See Section 3.10(c))	50	50	Municipal	40	60	Provincial (See Sections 3.10 (c) (d) & (g))	50	50	Provincial	50	50	N/A			N/A		
<u>Signals</u> (rail & bus pre-emption)	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	N/A			N/A		
<u>Signals</u> (railway)	Railway Co. P/M sharing is limited to the road authority's share only. (See Section 3.9 for further explanation)	50	50	Railway Co.	40	60	Railway Co. P/M sharing is limited to the road authority's share only. (See Section 3.9 for further explanation)	100	0	Railway Co.	100	0	N/A			N/A		
<u>Signals</u> (traffic and flashing beacon including preducting, interconnection & audible feature)	Municipal (See Section 3.10(c))	50	50	Municipal	40	60	Provincial (See Section 3.10(a) for division of costs) (See Sections 3.10(c) (d) & (g))			Provincial			N/A			N/A		
<u>Signs</u> (directional, route, warning and regulatory)	Municipal (See Section 3.15)	50	50	Municipal	40	60	Provincial (includes stop signs on intersecting municipal streets)	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0
<u>Signs</u> (parking)	Municipal	0	100	Municipal	0	100	Municipal under permit from the Ministry (See Section 3.2)	0	100	Municipal	0	100	N/A			N/A		
<u>Signs</u> (street name)	Municipal	0	100	Municipal	0	100	Municipal (See Section 3.16)	0	100	Municipal	0	100	N/A			N/A		
<u>Snow</u> (plowing, sanding & salting)	N/A			Municipal	40	60	N/A			Provincial	100	0	N/A			Provincial	100	0

P = Provincial M = Municipal N/A = Not Applicable

3. RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL / MUNICIPAL DIVISION OF COST

Works Item	Secondary						Arterial (Non-Freeway)						Arterial (Freeway)					
	Construction			Maintenance			Construction			Maintenance			Construction			Maintenance		
	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %
<u>Snow (removal)</u>	N/A			Municipal	0	100	N/A			Municipal	0	100	N/A			Provincial	100	0
<u>Sound Barrier</u>	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0
	Installations must meet Ministry warrants as contained in the "Policy for Mitigating the Effects of Traffic Noise from Freeways and Expressways".																	
<u>Stalls (painting parking lines)</u>	Municipal	0	100	Municipal	0	100	Municipal	0	100	Municipal	0	100	N/A			N/A		
	under permit from the Ministry																	
<u>Storm Drains, Catch Basins and Related Works</u>																		
1. With Curb & Gutter	Municipal	50	50	Municipal	40	60	Provincial	50	50	Municipal	0	100	Provincial	100	0	Provincial	100	0
	(See Section 3.11)																	
2. Without Curb & Gutter	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0
	(See Section 3.12)																	
<u>Structure/Bridge (over water)</u> <u>See Bridges</u>																		
<u>Structure/Over-crossing (highway under a municipal road and not interconnected)</u>	Municipal	50	50	Municipal	40	60	Provincial	100	0	See Section 3.13 for responsibility and share of costs.			Provincial	100	0	See Section 3.13 for responsibility and share of costs.		
<u>Structure/Under-crossing (highway over a municipal road and not interconnected)</u>	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0
	(See Section 3.8 for exception re. sidewalk)																	
<u>Sweeping Roadway</u>																		
1. With Curb & Gutter	N/A			Municipal	40	60	N/A			Municipal	0	100	N/A			Provincial	100	0
2. Without Curb & Gutter	N/A			Municipal	40	60	N/A			Provincial	100	0	N/A			Provincial	100	0
<u>Traffic Control for Work on Roadways</u>	Municipal	50	50	Municipal	40	60	Provincial	100	0	Provincial	100	0	Provincial	100	0	Provincial	100	0

P = Provincial M = Municipal N/A = Not Applicable

3. RESPONSIBILITY FOR WORKS ON CLASSIFIED HIGHWAYS AND PROVINCIAL / MUNICIPAL DIVISION OF COST

Works Item	Secondary						Arterial (Non-Freeway)						Arterial (Freeway)					
	Construction			Maintenance			Construction			Maintenance			Construction			Maintenance		
	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %	Resp. Agency	Prov. %	Mun. %
<u>Utility Relocation</u> (water, sanitary sewer, irrigation & storm drains)	Municipal (See Section 3.18)	50	50	N/A			Municipal (See Section 3.18)	100	0	N/A			Municipal (See Section 3.18)	100	0	N/A		
<u>Utility Relocation to Underground</u> (electrical & telephone)	Utility (See Section 3.19)	50	50	Utility	0	0	Utility (See Section 3.19)	(See Section 3.19)		Utility	0	0	N/A			N/A		
<u>Wheelchair Curb Cuts & Sidewalk Ramps</u> (Retrofit only)	Municipal	50	50	N/A			Provincial	100	0	N/A			N/A			N/A		

3. (continued)

1. A municipality wishing to initiate a curb and gutter project on an Arterial Highway within its boundaries should apply in writing to the local District Highways Manager. If the Ministry agrees to consider the proposed project, it will provide an approximate estimate of the municipal cost share. If the municipality accepts this anticipated share, the Ministry will schedule survey and design work. On completion of design, the Ministry will provide a more detailed estimate of the municipal cost share.

At this stage, the Ministry requires a resolution by Council **and a covering letter of agreement to pay** the municipal cost share based on the detailed estimate and agreeing to accept responsibility for maintenance of sidewalks and the storm drainage system. Upon receipt of this agreement, the Ministry will schedule the work on the basis of overall provincial priorities and the availability of funds.

When the contract is awarded, the Ministry will provide a further estimate based on the contract unit prices and design quantities and an approximate commencement date.

At the completion of the project, the municipality will be invoiced for its share of the actual cost. It should be noted that the actual cost is based on the contract unit prices and installed quantities and may differ from the estimated cost.

2. The Ministry reserves the right to paint curbs or erect signs prohibiting parking and reserves the right to initiate enforcement if, in the absence of appropriate municipal action or enforcement, it is deemed necessary in order to safeguard or expedite traffic movement.
3. Curb and gutter projects on non-freeway type Arterial Highways are a Ministry responsibility. Generally, the municipal cost share is approximately 20% of the total project cost. The municipal cost of Engineering (construction supervision) **and contingencies is generally not more than** 15% of the municipal share.
4. Ministry responsibility for the work and for the cost of frontage road construction applies only when the Ministry undertakes first construction. If the municipality wishes to initiate construction or the work is required of a developer as a condition of development approval, then no Ministry responsibility or cost share is involved. **The Ministry may agree to inclusion of features (i.e. curb and gutter, sidewalks) which will be paid for by a municipality.**

3. (continued)

5. Where the Ministry carries out construction on either non-freeway or freeway type Arterial Highways, it will extend the construction on an intersecting municipal road as may be necessary in order to meet the existing roadway.

Where a non-freeway type Arterial Highway intersects a municipal road, the Ministry will normally carry out maintenance to the prolongation of the curb or the shoulder edge. However, where special circumstances exist, the boundaries to which the Ministry will carry out maintenance may be adjusted as mutually agreed to by the municipality and the Ministry and defined on intersection plans.

On freeways, the Ministry will carry out maintenance on interchanges to points which have been mutually agreed to by the municipality and the Ministry and which are defined on interchange plans. ***These plans, defining the limits of responsibility, should be negotiated with the municipality prior to construction commencing. The plans should be signed by both parties and copies deposited with the municipality and the Ministry.***

6. Maintenance of pedestrian grade separations on Arterial Highways is a co-operative endeavour, with the municipality carrying out and paying for sweeping, snow clearing and snow removal, and the Ministry carrying out and paying for structural and lighting maintenance. ***The Ministry also pays for power costs.***
7. While the full cost of new sidewalk installation on Arterial Highways is generally a municipal responsibility, the Ministry is responsible for and pays the full cost of replacement in kind of existing sidewalk (***and curb and gutter***) necessitated by grade change or widening.
8. While maintenance of sidewalks on Arterial (non freeway) structures and bridges is generally a Ministry responsibility, the municipality is responsible for carrying out and paying for winter maintenance if a municipal sidewalk system leads to the sidewalk on the structure.
9. ***Orders by railway regulatory agencies stipulate whether the rail or road authority is responsible for construction and maintenance of grade crossings and separations and also the portion of the costs of those works for which each is responsible. In the case of federally regulated railways, the Federal/Company/Road Authority division of costs is defined in an Order or letter of agreement. With provincially regulated railways, the Company/Road Authority division of costs is defined in a certificate. (See 1110.07 to .09 of Highway Engineering Design Manual for more detail).***

- 10 (a) Cost of construction and maintenance for traffic signals, flashing beacons and lighting on non-freeway type Arterial Highways, at **existing** intersections with **three and four approach roadways** (legs) will be as follows:

Cost Sharing

CONSTRUCTION, POWER and MAINTENANCE
Traffic Signals, Flashing Beacons and Intersection Lighting

Leg 1	Leg 2	Leg 3	Leg 4	Ministry (%)	Municipal (%)
A	A	A	A	100	0
A	A	A	S or M	75	25
A	A	S or M	S or M	50	50

Leg 1	Leg 2	Leg 3	Ministry (%)	Municipal (%)
A	A	A	100	0
A	A	S or M	66 2/3	33 1/3

A = Arterial

S = Secondary

M = Municipal

At intersections other than described above, cost sharing will be on a pro-rata basis to be calculated by the Ministry. A written agreement, approved by the Ministry and a municipality, covering construction, power and maintenance, is required before installation commences.

Where one or more legs of an intersection are a Secondary Highway, a municipality may seek additional funding under the Secondary Highway Program.

- (b) **The design and installation of any lighting installed by others on Arterial Highways must conform to Ministry standards and be approved by the Ministry.**

Generally, the Ministry installs lighting on steel poles and municipalities arrange with power utilities for leased lighting on utility poles. The Ministry will participate in installation, power and maintenance for lighting intersections where Ministry warrants are filled and the design and light source are approved by the Ministry. **Applications for cost sharing of leased lighting must be accompanied by a completed H. 380 form.** The Ministry, in general, performs maintenance on lighting which it has installed.

3. (continued)

- (c) Where new signals (traffic, flashing beacon and pedestrian) are to be installed or existing signals reconstructed at existing intersections, Ministry warrants must be filled.
- (d) ***The cost of electrical upgrade/installation on Arterial Highways necessitated by development will be paid for by the local government. Any request from a developer for electrical work on an Arterial highway must be processed through a municipality. Engineering design costs for the electrical component of a construction project will be charged on any work carried out for a developer or other agency. The Ministry will pay for changes to electrical work necessitated by Ministry road works.***
- (e) ***The term "municipal" used in the lighting section of the chart may be replaced with Improvement District, Regional District or other local government agency.***
- (f) ***If the Ministry considers it necessary, it will install and pay for lighting on a portion of a municipal road which has been reconstructed in conjunction with construction of a new highway (eg. at the intersection of a cross street and a frontage road). That portion of the lighting beyond the Ministry's maintenance boundary will be on a separate circuit or added to an existing municipal circuit. Power and maintenance for this lighting will be a municipal responsibility.***
- (g) While the Ministry generally shares with the municipality the capital costs of signals and lighting installation as described in 10(a), the Ministry pays the full cost of installation necessitated by construction of a new major highway, if considered warranted by the Ministry. Power and maintenance costs are shared with the municipality as described above.
- (h) ***The term "municipal" used in the Arterial sections for Signals (emergency) and Signals (emergency pre-emption) of the chart may be replaced with Fire District, Regional District or other local government agency.***

3. (continued)

A municipality, or other local governing body, is responsible for providing, maintaining and paying all costs to provide a "request for pre-emption" signal, up to a demarcation point at the traffic signal. The "request for pre-emption" may be accomplished by various means, such as hard wiring, telephone service, siren response, etc. The demarcation point is usually identified as an electrical box or panel located on one of the traffic signal poles. The Ministry will provide all equipment required to take the "request for pre-emption" from the demarcation point to the traffic signal controller, modify the existing traffic signal controller as necessary and provide, at the traffic signal, any visual indicators of "request for pre-emption" receipt which may be required for the information of drivers of emergency vehicles. The cost of construction and maintenance of all equipment, wiring, etc. on the traffic signal side of the demarcation point will be shared on the same basis as the costs for the traffic signal. The Ministry will carry out maintenance on all equipment on the traffic signal side of the demarcation point and will bill the municipality for its share.

Where the introduction of emergency pre-emption to an existing traffic signal necessitates the replacement of the traffic signal controller, the municipality may be required to pay all or a portion of the replacement costs.

If an emergency signal is, in the opinion of the Ministry, necessitated by construction of a new major highway, the Ministry will pay the full cost of constructing the emergency signal, but the municipality is required to provide all pre-emption equipment wiring, etc. on the municipal side of the demarcation box at the signal.

11. While enclosed storm drain installation associated with curb and gutter is cost shareable for pipe size sufficient to accommodate highway drainage, a municipality is required to pay the extra cost for larger pipe ***and larger outfall*** if needed to accommodate additional municipal runoff.
12. While the municipality is responsible for cleaning storm drains on Arterial Highways with curb and gutter, the Ministry reserves the right to carry out these works in the absence of appropriate municipal action and to charge the municipality accordingly.
13. Maintenance of freeway and non-freeway Arterial Highway overcrossings built by the Ministry is a co-operative endeavour, with the municipality carrying out and paying for surface maintenance, sweeping, snow clearing and snow removal and the Ministry assuming responsibility for the structure, ***including replacement of the concrete running surface when required.***

3. (continued)

14. Where there is a frontage road, the Ministry is responsible for litter removal only to the frontage road shoulder or curb nearest to the highway.
15. While the cost of supplying and installing most signs is generally shared as indicated, the Ministry will supply provincial route markers and trail blazer assemblies when required.
16. ***The Ministry may at its discretion, and own cost, supply, install and maintain street name signs in advance of intersections or on overcrossing structures or traffic signal davits.***
17. Ministry involvement applies to construction associated with adjacent enclosed storm drain only. Responsibility for and cost of construction of curb and gutter with adjacent open ditch is entirely municipal. ***The Ministry may elect, at its own cost, to install curb and gutter and associated storm drains on Arterial Highways at locations where open ditch would be suitable but the cost of right-of-way for a ditch exceeds the cost of curb and gutter and storm drains.***
18. ***The Ministry's responsibility for 100% of costs is limited only to relocation work necessitated by road construction initiated by the road authority. The municipality or utility owner will be required to pay the extra costs where larger pipes are requested. Replacements/relocations not necessitated by road construction are 100% municipal responsibility. The assistance is available to municipalities and publicly owned utility authorities.***
19. ***If electrical and/or telephone lines are to be relocated from poles to underground, the Ministry will only contribute an amount equivalent to what it would have paid towards relocation of poles necessitated by road construction.***
20. ***Engineering costs will be charged on any work carried out for a developer.***

Arterial Highways Responsibility and Cost Sharing Guide



Ministry of
Transportation
and Infrastructure

Last updated July 27, 2020

Table of Contents

1	Introduction	2
2	Process and Administration	3
2.1	Construction Cost Sharing Agreements.....	Error! Bookmark not defined.
2.1.1	Major Construction or Improvement Projects Undertaken by the Province	3
2.1.2	Municipal Works Within Arterial Right of Way	5
2.1.3	Developer Works.....	5
2.2	Highway Maintenance Agreements and Maintenance Exchange Agreements.....	5
3	Cost Sharing	7
3.1	Cost Sharing Table	8
3.2	Cost Sharing Table Notes	12
3.2.1	Bikeways.....	12
3.2.2	Curb and Gutter and Storm Drainage Systems	12
3.2.3	Electrical Infrastructure.....	13
3.2.4	Emergency Response Pre-emption Signals	15
3.2.5	Engineering for Design and Engineering for Construction	15
3.2.6	Fencing	16
3.2.7	Mobilization	16
3.2.8	Pedestrian Facilities.....	16
3.2.9	Railway Infrastructure.....	16
3.2.10	Roadway Overcrossings and Undercrossings	17
3.2.11	Routine Maintenance Activities.....	17
3.2.12	Signs and Pavement Markings	17
3.2.13	Sound Mitigation Walls.....	18
APPENDICES.....		19
	Appendix A: Guidance on Research and Confirmation of Arterial Highways.....	19
	Appendix B: Guidance on Researching Road Tenure and Property Research	21
	Appendix C: How to Search for Gazettes and Order in Council Documents	23

1 Introduction

This Guide is intended to assist with the creation and administration of cost sharing agreements pertaining to construction and maintenance responsibilities for Arterial Highways.

A classified Arterial Highway is a provincial highway within a Municipality, designated under Part 4 Division 2 of the Transportation Act. As such, the Municipality shall obtain permits for any construction or ongoing maintenance works within the boundaries of the Arterial Highway. The permits will clearly state the requirements for construction and outline the ongoing maintenance obligations (either operational or financial) of the parties, based on ownership of infrastructure.

If there is any question about the status or boundaries of the Arterial Highway, the designation should be confirmed prior to addressing responsibilities and cost sharing. An Arterial Highway can have been established by Order in Council (OIC), gazette, and/or legal survey plan. Policy Branch keeps a listing of Arterial Highway routes and assigns new routes. Please see Appendix A which provides guidance on researching Arterial Highway status.

Generally, the Ministry is responsible for all direct roadway construction on Arterial Highways but may share responsibility and costs with municipalities for certain urban related works as specified in Section 3.1 Cost Sharing Table.

The maintenance of Arterial Highways is the mandate of the Ministry of Transportation and Infrastructure (the Ministry). This responsibility is largely executed through Highway Maintenance Contracts, which engage the services of private companies, either Highway Maintenance Contractors or through Public-Private-Partnership (P3) Agreements. However, some aspects of highway maintenance may be executed by the Municipality, through mutual agreement.

Application of the Guide will help provide a consistent and equitable approach to establishing cost sharing arrangements for projects, improvements and maintenance on Arterial Highways interfaces with Municipalities. As a Guide, negotiations and preliminary agreements drafted under this document are not legally binding on either party. The Ministry and the Municipality should use the content of this document as guidance for developing cost share agreements and operational/maintenance permits for mutually beneficial works, which reflect the financial abilities and the values of the Municipality and the Province.

2 Process and Administration

The design, construction and operation of Arterial Highways and the associated Municipal roadways must be closely integrated. There can be many fiscal and operational benefits of the two jurisdictions working closely together on safety and capacity projects, signalization and electrical improvements and having clarity around maintenance obligations. The two governments need a common understanding of their roles, responsibilities and commitments, with agreements documented in writing. Also, a process for keeping the agreements current should be an important part of the ongoing relationship between the two parties.

Details of the agreement should be jointly developed and should outline the specific roles and responsibilities of each party, during and after construction. Precise locations of utilities and facilities should be detailed on Record Drawings to enable re-location during maintenance or any subsequent construction.

Documentation must be retained by both parties, for the life of the infrastructure or until the agreement and drawings are superseded by newer improvements. Both paper and electronic copies of the agreements and any associated drawing, photographs, operational manuals and material certifications must be retained.

Agreements should also include details of any cyclical inspection and maintenance programs. The agreement should indicate which party will undertake the inspection and maintenance and set the frequencies and timelines. Any tracking documentation required for due diligence should also be included, to ensure inspection and maintenance activities can be tracked.

It is strongly suggested ongoing Operational Meetings be established between the two parties. These meetings can check compliance on cyclical inspection and maintenance programs, ensure the infrastructure is performing to expectations and that any emergency response contacts and notifications are renewed on a frequent basis.

Cost sharing agreements between the Ministry and local governments are generally the result of opportunities to work collaboratively on construction projects or the delivery of maintenance activities for the mutual benefit of both parties.

The administration process for cost sharing agreements varies depending on the party responsible for undertaking construction (Province, Municipal, Local Government or Developer) or delivering maintenance within the Arterial Highway, each of them is unique and explained further below.

2.1 Construction Undertaken by the Province

Generally, major construction projects on Arterial Highways are a Ministry responsibility. These projects are typically delivered by the Ministry for the purposes of an improvement for the users of the Arterial Highway (for example: enhanced safety, increased capacity, inclusion of HOV and cycling lanes, etc.). These projects may be delivered as part of a Major Project, within a corridor improvement program, or as part of the Ministry's Capital, Safety or Rehabilitation programs.

As such, the project will be assigned a Project Manager (Region or District) who will oversee all aspects of the project, including initiation, funding, tendering and delivery.

These projects are also an opportunity to consider and include improvements to the surrounding infrastructure, adjacent to or connecting to the highway, owned by others.

Generally, Districts have a close working relationship with local governments, or third parties (such as utility companies) and would invite them as a stakeholder to appropriate project meetings. The Project Manager will coordinate any works included and delivered on behalf of local government or a third party.

During the planning stages of a construction project, inter-agency discussions will determine included improvements, utility upgrades, limits of construction and cost sharing arrangements.

The Ministry has control of design on Arterial Highways and may agree to the inclusion of certain features which will be paid for by a municipality.

The Cost Sharing Table in Section 3.1 specifies responsibility as either "Provincial" or "Municipal" and indicates a percentage division of costs for most work activities on Arterial Highway projects.

If the Ministry agrees to consider the proposed inclusions to the project, it will provide a preliminary estimate of the municipal cost share. If the municipality accepts (in writing) their estimated cost share and agrees to accept responsibility for maintenance of their infrastructure (including but not limited to frontage roads, sidewalks, the storm drainage system and other maintenance items), the Ministry may schedule survey and design work for projects which have a reasonable chance of proceeding to construction. On completion of the design, the Ministry will provide a more detailed estimate of the municipal cost share and draft a cost share agreement.

A pre-construction agreement will outline the roles, responsibilities and cost obligations for specific construction projects (either Municipal or Ministry initiated) which involves modifications or improvements to inter-related infrastructure.

At this stage, the Ministry requires a resolution by City Council and a covering letter of agreement (format and content to be determined by the Province) to abide by any requirements as outlined in the pre-construction agreement and to pay the municipal cost share based on the detailed estimate, upon completion. Upon receipt of the letter of agreement, the Ministry will schedule the work, in context of overall provincial priorities and the availability of funds. Competing Provincial priorities may impact scheduling of Ministry participation and/or determine if the Province can participate.

When the contract is awarded, the Ministry will provide an updated estimate based on the contract prices and design quantities and an approximate commencement date.

Upon completion of the project, the municipality will be invoiced for its share of the actual costs. It should be noted the actual costs are based on the contract prices and installed quantities and may differ from the estimate.

The municipal share of Engineering, Construction Supervision and Contingencies will be pro-rated according to the percentage of municipal cost sharing for the total project. Upon completion of the project, the pre-construction agreement will be replaced by formal permits, or other forms of agreements, issued by the Ministry for any work completed within the right of way and any on-going operational or financial requirements. Permits will include Record Drawings. The permits, and associated documentation, will likely require the involvement of the Project Manager, District Operations, District Development Services and the included local government.

2.2 Construction Undertaken by Municipality

On occasion, a municipality or local government may propose a project to improve the local road network adjacent to or connecting to an Arterial Highway. A permit will be required if the municipality proposes works where construction and maintenance is entirely the municipality's responsibility and there are no cost shared features. These works may include the installation of cycle networks, utilities, luminaires, signal pre-emption for emergency response vehicles, speed reader boards, red light cameras and photo radar cameras. These works may also include landscaped treatments in boulevards or interchanges green spaces.

A municipality wishing to initiate this type of project, to be delivered by the municipality, a developer or a third party, shall apply in writing to the appropriate Ministry district office. If no cost shared features are included, normal Development Services permitting processes will apply.

Some self-initiated requests from municipalities may include improvements to Provincial infrastructure or include features eligible for cost sharing. Any requests for Provincial participation in cost shared works on Arterial Highways, are subject to Ministry approval and availability of funds. These requests may be managed by the District, or assigned to a Project Manager, depending on the scope and extent of works proposed.

Depending on the nature and scope of works to be undertaken, a pre-construction agreement may have to be developed, to outline each party's responsibilities and any fiscal commitments. Again, after the completion of the project, the pre-construction agreement will be replaced by formal permits, or other forms of agreements, issued by the Ministry for any work completed within the right of way and outlining any on-going operational or financial requirements.

In some cases, a master permit may be established, outlining, for instance, general project requirements for an arterial corridor. The master permit can be amended as necessary, to include additional works over time, or project specific site details.

2.3 Construction Undertaken by Developer

Permits are required for developer-initiated works affecting an Arterial Highway. Although initiated by a developer, the permit is issued to the Municipality, as they will likely be the post-development owner/operator of the new infrastructure. Costs are typically paid by the developer, unless non-development driven improvements are made concurrently. For example, intersection improvements where certain movements are not triggered by the development but are an improvement to overall traffic flow and capacity, may be funded by the Province.

2.4 Highway Maintenance Agreements and Maintenance Exchange Agreements

For ease of administration, general or on-going operational roles and responsibilities may be outlined in a Memorandum of Understanding (MOU), an omni-bus permit or an umbrella agreement. These general documents should be supported by individual works or utility permits, and by standard operating procedures for operations and maintenance.

Maintenance Exchange Agreements are intended to include activities where alternate party delivery has financial benefits for the parties or operational benefits for the public.

The complete set of maintenance responsibilities might be addressed by an MOU, supported by other specific agreements, permits, or by interchange or intersection specific diagrams.

In general, the most current Highway Maintenance Specifications¹ will be considered as the base line maintenance obligations for Ministry infrastructure. There may be exceptions to the general Specifications as noted in Local Area Specifications, as developed and included in the Agreement for each Service Area. Local Area Specifications must also be adhered to in any Maintenance Exchange Agreements.

Maintenance Exchange Agreements between the Municipality and the Highway Maintenance companies are supported by the Ministry if there is an overall public benefit. The details of these agreements are between the Municipality and the Highway Maintenance Contractor, however these agreements must have the approval of the Ministry.

When considering specific major maintenance activities, either for inclusion or exclusion to the services, the Ministry may elect to amend the Highway Maintenance Agreement through introducing a Local Area Specification, either at the proposal stage or during the contract. This allows the Ministry to add or deduct an activity (and the associated cost) to the Highway Maintenance Agreement.

Maintenance Exchange Agreements will be held and filed by the level of the organization entering into the agreement (typically the District), as well as the Operations group responsible for administration of general Highways Maintenance Contract. Written maintenance agreements should be available to the MOTI District, Regional and Headquarters levels, and be shared with the Maintenance Contractor, as required.

All formal permits will be captured in the Ministry's Development Approvals database, with associated plans and drawings retained electronically and in hard copy. Copies of the permits and agreements should be also kept by the local government and by any third party who undertakes ongoing maintenance of the infrastructure.

¹ <https://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/contracting-to-transportation/highway-bridge-maintenance/highway-maintenance>

3 Responsibility and Cost Sharing

The Ministry is responsible for the construction of arterial intersections and frontage roads only if they are required as a result of the construction of a new highway, or when it is in the Ministry's interest to do so. The Ministry may agree to inclusion of certain features (e.g. curb & gutter, sidewalks, etc.) which will be paid for by a municipality. If a municipality wishes to initiate improvements, or the work is required of a developer as a condition of development approval, then any Ministry obligation for cost share is optional.

Where the Ministry carries out construction on either non-freeway or freeway type Arterial Highways, it will extend the construction on an intersecting municipal road as may be necessary to transition the new construction into the existing roadway.

Where a non-freeway type Arterial Highway intersects a municipal road, the Ministry will normally carry out maintenance to the prolongation of the curb or the shoulder edge. However, where special circumstances exist, the boundaries to which the Ministry will carry out maintenance may be adjusted as mutually agreed to by the municipality and the Ministry.

On freeways, the Ministry will carry out maintenance on interchanges to points which have been mutually agreed to by the municipality and the Ministry.

The standard limit of responsibility is approximately 60 metres beyond the on/off ramps, however the limit will be established at the Ministry's discretion, to ensure proper operation and maintenance. Exceptions would be considered where there are signalized intersections in close proximity to the interchange, which may affect traffic flow and the interchange operation. The Ministry generally prefers to have control of such signalized intersections and will establish a limit to encompass the intersection.

The details of each party's roles and responsibilities can be defined on Intersection Responsibility Plans. See Appendix X for a sample of an MOU containing Intersection Responsibility Plans. These plans can cover items such as snow removal on exit and entry lanes, snow removal on pedestrian islands, maintenance of pavement markings and signs.

These plans define the limits of responsibility and the details regarding operations and maintenance. They should be negotiated with the municipality prior to construction commencing, or when issuing a permit for municipal or developer-initiated works. The plans should be signed by both parties and copies deposited with the municipality, the Ministry and any relevant third parties. Generally, initiation of the negotiation of these limits is the responsibility of the District for Municipal or developer-initiated works, or by the project manager for a major capital project.

3.1 Cost Sharing Guideline

The following table specifies responsibility as either “Provincial” or “Municipal” and indicates a percentage division of costs for most work items on Arterial Highway projects. This table should be read in conjunction with the notes included in Section 3.2.

Item	Construction		Maintenance	
	Works Responsibility	Division of Costs Province/Municipal (%)	Works Responsibility	Division of Costs Province/Municipal (%)
Administration and Overhead	All Agencies pay their own costs			
Bikeways – Separate Prism (see section 3.2.1 for further details)	Municipal	0/100	Municipal	0/100
Bikeways – Widening of Shoulders (see section 3.2.1 for further details)	Provincial	100/0	Provincial	100/0
Boulevards	See Landscaping			
Bus Bays (if work is requested by the Transit Authority then Province's sharing is limited to the Road Authority's share only.)	Provincial	100/0	Provincial	100/0
Bus Only Lanes (if work is requested by the Transit Authority then Province's sharing is limited to the Road Authority's share only.)	Provincial	100/0	Provincial	100/0
Crosswalks & Associated Stop Lines (<i>signalized intersections</i>) (see section 3.2.12 for details at unsignalized intersections)	Provincial	100/0	Provincial	100/0
Culverts through Grade (including bridge replacement)	Provincial	100/0	Provincial	100/0
Curb & Gutter (see sections 3.2.2 for further details and section 2.1.1 and 3 for project initiation and implementation procedure.)	Provincial	50/50	Provincial	100/0
Curb Painting (parking prohibition) (see section 3.2.12 for exception)	Municipal	0/100	Municipal	0/100
Ditches	Provincial	100/0	Provincial	100/0
Dust Control	Provincial	100/0	NA	NA
Engineering (construction supervision)	see section 3.2.5		NA	NA
Engineering (<i>design</i>)	see section 3.2.5		NA	NA
Fencing (see section 3.2.6 for further details)	Provincial	100/0	Provincial	100/0

	Construction		Maintenance	
Item	Works Responsibility	Division of Costs Province/Municipal (%)	Works Responsibility	Division of Costs Province/Municipal (%)
Frontage or Service Road Provincial Initiated (including directional, route, warning & regulatory signs)	Provincial	100/0	Municipal	0/100
Frontage or Service Road Municipal Initiated (including directional, route, warning & regulatory signs)	Municipal	0/100	Municipal (including pavement resurfacing.)	0/100
Grade, Pavement & Shoulders	Provincial	100/0	Provincial	100/0
Guardrail	Provincial	100/0	Provincial	100/0
Landscaping (including all vegetation & hard aesthetic features)	Municipal staff should consult with the District Manager, Transportation / See MOTI Landscape Policy and Design Standards			
Lighting of Intersections and Raised Channelization considered warranted by the Ministry (including leased lighting)	see section 3.2.3			
Lighting of Intersections not considered warranted by the Ministry See table in Section 3.2.3 for division of power and maintenance costs	Municipal	0/100	Municipal	0/100
Lighting Between Intersections considered warranted by the Ministry (including leased lighting) See Section 3.2.3	Provincial	100/0	Provincial	100/0
Lighting Between Intersections not considered warranted by the Ministry See Section 3.2.3	Municipal	0/100	Municipal	0/100
Litter Removal With Curb & Gutter (see Section 3.2.11 for further details)	NA	NA	Municipal	0/100
Litter Removal Without Curb & Gutter (see Section 3.2.11 for further details)	NA	NA	Provincial	100/0
Median	Provincial	100/0	Provincial	100/0
Meters (parking under permit/agreement from the Ministry)	Municipal	0/100	Municipal	0/100
Mobilization	see section 3.2.7 for share of costs		NA	NA
Mowing	See the Ministry's Highway Maintenance Contract Specifications, and/or Local Area Specifications for the Service Area. Mowing of areas outside of those identified in the Specifications may be requested by the municipality. If approved by the Ministry, works and costs will be undertaken by the Municipality.			
Outfalls (see section 3.2.2 for exception)	Provincial	100/0	Provincial	100/0

	Construction		Maintenance	
Item	Works Responsibility	Division of Costs Province/Municipal (%)	Works Responsibility	Division of Costs Province/Municipal (%)
Painted Markings (centreline, lane-line, edge line and channelization)	Provincial	100/0	Provincial	100/0
Patching and Crack Filling	NA	NA	Provincial	100/0
Pavement Rehabilitation (See Section 3.1 for works limit on intersection municipal roads)	NA	NA	Provincial	100/0
Pedestrian Grade Separation	Provincial	80/20 (If considered warranted by the Ministry)	see section 3.2.8 for responsibility and share of costs	
Railway crossings (at grade)	see section 3.2.9 for responsibilities and cost sharing			
Railway Grade Separation 1. Railway over roadway 2. Railway under roadway	see section 3.2.9 for responsibilities and cost sharing			
Retaining Walls	Provincial	100/0	Provincial	100/0
Right-of-Way Acquisition for Arterial Highway	Provincial	100/0	NA	NA
Seal Coat and Other Surface Treatments (see Section 3 for works limit on intersection municipal roads)	NA	NA	Provincial	100/0
Seismic Upgrade (<i>bridges</i>)	Provincial	100/0	NA	NA
Sidewalks (new construction on grade) Under permit from the ministry. (see section 3.2.8)	Municipal	0/100	Municipal	0/100
Sidewalks (on structures)	Provincial	100/0	see section 3.2.8	
Signals (emergency) (see section 3.2.4 for exception)	Municipal	0/100	Municipal	0/100
Signals (emergency pre-emption) (see section 3.2.4 for details)	Municipal	0/100	Municipal	0/100
Signals (pedestrian) (see section 3.2.3 for further details)	Provincial	50/50	Provincial	50/50
Signals (rail & bus pre-emption) Cost sharing is limited to the road authority's share only	Provincial	100/0	Provincial	100/0
Signals (railway) cost sharing is limited to the road authority's share only (See Section 3.2.9 for further explanation)	Railway Co.	100/0	Railway Co.	100/0
Signals (traffic and flashing beacon including pre-ducting, interconnection & audible feature)	see Section 3.2.3 for division of costs			

Item	Construction		Maintenance	
	Works Responsibility	Division of Costs Province/Municipal (%)	Works Responsibility	Division of Costs Province/Municipal (%)
Signs (directional, route, warning and regulatory) (at non-signalized intersections, excludes stop signs on intersection municipal streets) (see section 3.2.12 for further explanation)	Provincial	100/0	Provincial	100/0
Signs (parking) (under permit from the Ministry (see section 3.2.12)	Municipal	0/100	Municipal	0/100
Signs (street name) (see section 3.2.12)	Municipal	0/100	Municipal	0/100
Snow (plowing, sanding & salting of travelled lanes)	NA	NA	Provincial	100/0
Snow (removal from storage areas)	NA	NA	Municipal	0/100
Sound Barrier	Municipal staff consult the District Highways Manager (see section 3.2.13 and MOTI Policy for Mitigating the Effects of Traffic Noise from Freeways and Expressways)			
Stalls (painting parking lines) (with approval from the Ministry, see section 3.2.12)	Municipal	0/100	Municipal	0/100
Storm Drains, Catch Basins and Related Works With Curb & Gutter (see section 3.2.2)	Provincial	50/50	Municipal	0/100
Storm Drains, Catch Basins and Related Works Without Curb & Gutter	Provincial	100/0	Provincial	100/0
Structure/Bridge (over water) (see section 3.2.8 for exception regarding sidewalk portion)	Provincial	100/0	Provincial	100/0
Structure Over-crossing (Highway under a municipal road and not interconnected)	see section 3.2.10 for responsibility and share of costs.			
Structure Under-crossing (Highway over a municipal road and not interconnected)	see section 3.2.10 for responsibility and share of costs. (see section 3.2.8 for exception regarding pedestrian sidewalk)			
Sweeping Roadway With Curb & Gutter	NA	NA	Municipal	0/100
Sweeping Roadway Without Curb & Gutter	NA	NA	Provincial	100/0
Traffic Control for Work on Roadways	Funded by Agency undertaking works			
Utility Relocation (water, sanitary sewer, irrigation & storm drains (see sections 3.2.2 and 3.2.3	Municipal	0/100	NA	NA

Item	Construction		Maintenance	
	Works Responsibility	Division of Costs Province/Municipal (%)	Works Responsibility	Division of Costs Province/Municipal (%)
Utility Relocation to Underground (<i>electrical & telephone</i>)	Utility	See section 3.2.3	Utility	See section 3.2.3
Wheelchair Curb Cuts & Sidewalk Ramps On traffic islands	Provincial	100/0	Provincial	100/0
Wheelchair Curb Cuts & Sidewalk Ramps Not On traffic islands	Municipal	0/100	Municipal	0/100

Note: Unless noted the Province is responsible for 100% of Construction and Maintenance activities on Arterial (Freeway) designated roadways.

3.2 Cost Sharing Notes

3.2.1 Bikeways

Bikeways are generally a Ministry responsibility on Arterial Highways. However, a Municipality may wish to initiate a cost-shared project for shoulder widening for multiuse pathways. Maintenance of these pathways, if installed as part of a municipal bike network, will be by the Municipality. Where separated bike paths are constructed, the municipality will be responsible for the ensuing maintenance and overall operational aspects of the bike network. This includes monitoring conditions and implementing seasonal closures/openings as required. Municipal initiated projects may be cost shared under the Cycling Network Program funded through the British Columbia Transportation Financing Authority (BCTFA). Please refer to the Cycling Network Program Guidelines for further details.

3.2.2 Curb and Gutter and Storm Drainage Systems

Responsibility for the cost of construction and maintenance of curb and gutter, with adjacent open ditch, is entirely municipal.

The Ministry may become financially involved if the option of an enclosed storm drainage system is being considered.

The Ministry may elect to install, at its own cost, curb and gutter and associated storm drains on Arterial Highways at locations where open ditch would be suitable, but where the right-of-way costs for a ditch exceeds the cost of curb and gutter and enclosed storm drains. Where the drainage system is sized for highway runoff only, the Ministry will be responsible for maintaining the curb and gutter and storm sewers.

Enclosed storm drainage installation associated with curb and gutter is cost sharable for pipe size sufficient to accommodate highway drainage. A municipality is required to pay the extra cost for larger pipe and larger outfalls if needed to accommodate additional municipal runoff.

Where the drainage system is upsized to accommodate addition municipal runoff, the municipality will be responsible for maintaining the curb and gutter and storm sewers. The municipality is responsible for sweeping, cleaning storm drains, and the repair of all

associated drainage appliances, on Arterial Highways with curb and gutter. In the absence of appropriate municipal action, the Ministry reserves the right to carry out these works and charge the municipality accordingly.

Any operational or specialized maintenance requirements for retention ponds designed into the storm drainage system will be noted in the agreement or permits, as well as an indication of responsible party and frequency of inspection and maintenance.

As this type of infrastructure is largely underground and not readily visible, it is important to confirm the accuracy and precision of Record Drawings. The drawings need to be kept current with any changes or re-locations documented. Municipal and Provincial drainage infrastructure can become “entwined”, especially in areas with developed frontage road networks. For the purposes of emergency response to hazardous goods spills, and the ongoing maintenance of catch basins and settling ponds, it is essential to identify which intakes are connected to specific outflows. A good operational knowledge of the system is imperative to ensure protection of fish habitat and bodies of water.

Where the relocation of municipal owned utilities (water, sewer, irrigation & storm drains) is required due to Ministry roadworks, the cost of replacement in kind, may be pro-rated depending on its life expectancy. The municipality or utility owner will be required to pay the extra costs where larger pipes are requested. Replacements or relocations not necessitated by road construction are 100% responsibility of the municipality or utility owner.

3.2.3 Electrical Infrastructure

Electrical Infrastructure may include Traffic Signals, Flashing Beacons, Intersection Lighting, Red-Light Cameras, Photo Radar Cameras, Municipal Webcams, Speed Reader Boards and other ancillary electrical devices.

The term “Municipal” used in the electrical section of this document may be replaced with “Improvement District”, “Regional District”, “Transportation Authority” or other local government agency.

Cost of construction and maintenance for traffic signals, flashing beacons and lighting on non-freeway type Arterial Highways at existing intersections with three and four approach roadways (legs) will be as follows:

Cost Sharing for Construction, Power, and Maintenance of Traffic Signals, Flashing Beacons and Intersection Lighting

Leg 1	Leg 2	Leg 3	Leg 4	Ministry %	Municipal %
A	A	A	A	100	0
A	A	A	M	75	25
A	A	M	M	50	50

Leg 1	Leg 2	Leg 3	Ministry %	Municipal %
A	A	A	100	0
A	A	M	66 2/3	33 1/3

A = Arterial M = Municipal

At intersections other than described above, cost sharing will be on a pro-rata basis to be calculated by the Ministry. A written agreement, approved by Ministry and a municipality, covering construction, power and maintenance, is required before installation commences.

Billings to local government for power usage is administered under a separate inventory system which allocates power consumption based on device. Billings to the Municipality are administered by Regions. Inventory updates occur annually after projects are completed. Any questions or concerns regarding the inventory or the billing should be directed to the Regional Finance team.

The design and installation of any intersection lighting installed by others on Arterial Highways must conform to all Ministry standards and be reviewed and approved by the Ministry in advance of work commencing. Works will also be inspected prior to acceptance. Any works completed under the direction of the Municipality or a developer will be inspected by the Ministry prior to being added to the inventory.

The design and installation of any lighting between intersections installed by others on Arterial Highways must conform to Ministry safety standards and be approved by the Ministry. Generally, the Ministry installs lighting on steel poles and the municipalities may make arrangements with power agencies for leased lighting on utility poles. The Ministry generally performs maintenance on installed lighting. Power costs are cost shared based on the Table above, based on ownership of the various legs of the intersection.

A completed H380 form must accompany applications for cost sharing of leased lighting.

The Ministry will install, power and maintain luminaires and lighting for intersections where Ministry warrants are filled, and the Ministry approves the design and light source. These projects are subject to funding and will typically be undertaken in conjunction with a highway widening project or an intersection development project (for example, highway widening for the installation of left turn lanes).

Where new signals (traffic, flashing beacon, and pedestrian) are to be installed, or existing signals reconstructed, at existing intersections, Ministry warrants must be filled.

All costs for electrical upgrade/installation on Arterial Highways necessitated by development will be paid for by the local government and/or the developer. Any request from a developer for electrical work on an Arterial Highway must be processed through a municipality. Engineering design costs, for the electrical component of a construction project, will be charged on any work carried out by the Ministry on behalf of a developer or other agency. The Ministry will require a letter of agreement to pay the municipal maintenance cost share of the electrical upgrade or installation. The cost of electrical upgrades or traffic signal enhancements, such as left turn arrows or audible signals will be shared as outlined in this Section.

The Ministry will pay for changes to electrical work necessitated by Ministry road works.

If a municipality requests electrical and/or telephone lines be relocated from poles to underground, the Ministry will only contribute an amount equivalent to what it would have paid towards relocation of poles necessitated by road construction under the standard Telus and BC Hydro protocol agreements. The Municipality will be responsible for the costs to arrange relocation of electrical and communications infrastructure with the utility company.

If a municipality considers it necessary for safety reasons, and the Ministry agrees, the Ministry will install and pay for lighting on a portion of a municipal road which has been

reconstructed in conjunction with construction of a new highway (for example: at the intersection of a cross street and frontage road). That portion of the lighting beyond the Ministry's maintenance boundary will be on a separate circuit or will be added to an existing municipal service. Power and maintenance for this lighting will be a municipal responsibility.

While the Ministry generally shares with the municipality the capital costs of signals and lighting installation as described above, the Ministry pays the full cost of installation necessitated by the construction of a new major highway, if considered warranted by the Ministry. Power and maintenance costs are shared with the municipality as described in the Table above. The Ministry has a process to add inventory as installations are completed, and to adjust the annual cost share payment from the Municipality for power usage and ongoing maintenance of inventory.

Any ancillary municipal electrical devices, such as Red-Light Cameras, Photo Radar Cameras, Municipal Webcams, and Speed Reader Boards shall be approved by Ministry prior to installation. The device may be mounted to Ministry infrastructure by the Ministry for the Municipality. The device may share electrical connections with traffic signals, flashing beacons or intersection or roadway lighting. The power cost sharing agreement will be amended accordingly. Maintenance of the devices, as well as repair and replacement shall be the responsibility of the Municipality.

There may be other utility companies occupying the right of way under permit with the Ministry. Each of these permits will have terms and conditions for relocation of infrastructure. Municipalities should check with Ministry for permit holders during the planning stages of their projects.

3.2.4 Emergency Response Pre-emption Signals

A municipality, or other local governing body, is responsible for providing, maintaining and paying all costs to provide a "request for pre-emption" signal, up to a demarcation point at the traffic signal. The "request for pre-emption" may be accomplished by various means, such as hard wiring, telephone service, siren response, etc. The demarcation point is usually identified as an electrical box or panel located on one of the traffic signal poles. The Ministry will provide, at the municipality's expense, all equipment required to take the "request for pre-emption" from the demarcation point to the traffic signal controller and modify the existing traffic signal controller as necessary. The cost of construction for both sides of the demarcation point shall be borne by the municipality. The Ministry will carry out maintenance on all equipment on the traffic signal side of the demarcation point and will bill the municipality for its share.

Where the introduction of emergency pre-emption to an existing traffic signal necessitates the replacement of the traffic controller and/or signal pole, the municipality will be required to pay all of the replacement costs.

If an emergency signal is, in the opinion of the Ministry, necessitated by the construction of a new major highway, the Ministry will pay the full cost of constructing the emergency signal, but the municipality is required to provide all pre-emption equipment, wiring etc. on the municipal side of the demarcation box at the signal.

3.2.5 Engineering for Design and Engineering for Construction

Engineering costs will be charged on any work carried out by the Ministry for a developer. Typically, any engineering required to prepare for a project (including some Geotechnical testing) is absorbed by the Ministry. Once options are developed, and one option is

selected to proceed as the project, any further engineering cost for detailed design and construction are prorated, based on proportional ownership of improvements.

3.2.6 Fencing

As a general rule, fencing within the right-of-way of a freeway type Arterial highway is a Ministry responsibility, and fencing within the right-of-way of a non-freeway type Arterial highway is a municipal responsibility. Fencing outside of the highway right-of-way is the responsibility of the municipality or private landowner. For information pertaining to fencing on Schedule 2 Highways, please contact your local District Transportation Manager. For information regarding the maintenance and repair of fencing constructed as a result of highway development, please refer to Section 8 (2) of the Highway Act.

3.2.7 Mobilization

For construction projects, the municipal cost share for mobilization will be pro-rated to reflect the same percentage which the overall municipal cost share is to the total project cost (i.e. if the municipal cost share is 20% of the total project cost, then their share would be 20% of the total project mobilization costs).

3.2.8 Pedestrian Facilities

Installation of grade separated pedestrian crossings are typically undertaken by the Ministry, in conjunction with major highway projects. These projects typically will be cost shared as they form part of the municipal multiuse pathway or cycle network system.

In cases where the grade separated facility is requested by the Municipality and is not considered warranted by the Ministry, the municipality is 100% responsible for design, construction and maintenance of the structure, under permit from the Ministry.

Maintenance of pedestrian grade separations on Arterial Highways is a co-operative endeavor, with the municipality carrying out and paying for sweeping, snow clearing and snow removal, and the Ministry carrying out and paying for structural and lighting maintenance. This applies to facilities crossing under (tunnels) or over the highway (pedestrian bridges).

While the full cost of sidewalks on Arterial highways is generally a municipal responsibility, the cost of replacement in kind of existing sidewalk and curb & gutter, necessitated by grade change or widening, may be pro-rated depending on the current sidewalk's remaining life expectancy.

While maintenance of sidewalks on Arterial (non-freeway) structures and bridges is generally a Ministry responsibility, the municipality is responsible for carrying out and paying for winter maintenance if a municipal sidewalk system leads to the sidewalk on the structure.

3.2.9 Railway Infrastructure

Orders by railway regulatory agencies stipulate whether the rail or road authority is responsible for construction and maintenance of grade crossings and separations. It also outlines the portion of the costs of those works, for which each party is responsible. In the case of federally regulated railways, the Federal/Company/Road Authority division of costs is defined in an Order or letter of agreement. With provincially regulated railways, the Company/Road Authority division of costs is defined in a certificate. (See the Highway Engineering Design Manual for more detail). In many instances, the physical works at rail

crossings will be undertaken by the Rail Authority, and costs invoiced to the Road Authority. Signal installation and maintenance are generally completed by the Rail Authority at their cost.

3.2.10 Roadway Overcrossings and Undercrossings

Maintenance of freeway and non-freeway Arterial Highway overcrossings and undercrossings built by the Ministry is typically a co-operative endeavor, with the municipality carrying out and paying for surface maintenance such as sweeping, snow clearing and snow removal, raised island and associated curbing and lane marking. The Ministry assumes responsibility for all other structural maintenance such as concrete deck/surface repair/replacement, sidewalk repair/replacement, railing repair/replacement, joints and seals repair/replacement, concrete surface sealing, spring washing and drainage appliances. Where specific Agreements are in place for Arterial Highway overcrossings or undercrossing, construction and maintenance responsibilities will be as defined in the Agreement.

3.2.11 Routine Maintenance Activities

Where there is a frontage road, the Ministry is responsible for litter removal only to the top of the back slope of the highway ditch. The Ministry sets the frequency for litter cleanup in the Highway Maintenance Agreement Specifications. Any requests for frequencies exceeding the Specifications will be the responsibility of the Municipality. Where curb and gutter exist, the Municipality will be responsible for all litter removal.

Where there is a frontage road, the Ministry is responsible for roadside mowing to the width and frequency as noted in the Specifications. Any requests for mowing of extra widths or grassed areas or at frequencies exceeding the Specifications will be the responsibility of the Municipality.

3.2.12 Signs and Pavement Markings

At unsignalized intersections the Ministry is fully responsible for the stop signs and crosswalks across the Arterial Highway only, and the municipality is fully responsible for the stop bars and crosswalks on the intersecting municipal road. At signalized intersections the Ministry is fully responsible for all stop bars and crosswalks and any associated signs.

While the cost of supplying and installing most signs is generally shared as indicated, the Ministry will supply provincial route markers and trail blazer assemblies when required.

The Ministry may, at its discretion and own cost, supply, install and maintain street name signs in advance of intersections or on overcrossing structures or traffic signal davits.

Confirmatory signs as required within a Municipality to direct clients to approved Tourist and Attraction businesses will be supplied by the business or the municipality. The Municipality or business will install and maintain confirmatory signs along the arterial and within the Municipal boundaries. Installation will occur at the same time as the Service and Attraction sign installation on the arterial. The format and size of these signs will be as detailed in the Ministry's Service and Attraction Sign Policy.

In some situations, on-street parking is allowed along Arterial Highways where the Municipality has a Ministry approved traffic bylaw in place. In these cases, on-street parking is managed by the municipality. All features associated with the parking, including parking stall signs and pavement markings, will be managed by the local government. Painting of parking stalls and other parking associated pavement markings (gore areas,

arrows, handicapped stall markers) are the responsibility of the Municipality. The Ministry reserves the right to paint curbs or erect signs prohibiting parking and reserves the right to initiate enforcement if, in the absence of appropriate municipal action or enforcement, it is deemed necessary to safeguard or expedite traffic movement.

3.2.13 Sound Mitigation Walls

The Ministry may, at its discretion and in accordance with its policies, install and maintain sound mitigation walls. This is typically where a project significantly increases the noise levels by addition of traffic lanes closer to homes in residential areas. Where a developer or local municipality wishes to install sound mitigation walls, they will be responsible for the installation and maintenance of the feature.

.

APPENDICES

Appendix A Guidance on Research and Confirmation of Arterial Highways

The legal tenure and ownership status of a highway must be confirmed prior to making any decisions or taking any actions regarding Ministry highways or other property assets. Arterial Highway classification only applies to Provincial Public Highway; therefore, the first two steps are to research and analyze existing evidence to verify that the subject corridor:

- Has legally been established as a highway by one of the methods outlined in the s.1 of the *Transportation Act* defining “highway”
- Is currently classified as Arterial Highway by one of the two methods used by the Ministry to designate Arterial Highway:
 - Certification of Arterial Highway Dedication on a registered reference or subdivision plan, for immediate arterial designation of new highway pursuant to s.44.1 TA
 - An OIC to concurrently resume, pursuant to s.35(8) CC, existing roads vested with a municipality and designate them as Arterial Highway pursuant to s.45(1)(ii) TA.

The following is a general guide to determining Arterial Highway status:

Highway routes established prior to 2004:

- Would need to be resumed and designated arterial by an OIC
- May include frontage roads:
 - That form part of a Gazetted highway route, even if labelled as such on a plan (frontage roads are not a legally defined term)
 - That are covered by the scope of the OIC, unless expressly omitted by the OIC
- Include pre-2004 widenings *adjacent* to an existing Arterial Highway (as they form part of that route)

Highways established *after* 2004 and *before* the enactment of s.44.1 TA (2010):

- Must be resumed and designated arterial by OIC with clearly defined areas
- Does not include widenings after 2004 – each new highway dedication must be designated arterial

All new highways established after 2010:

- Can be designated Arterial Highway with a certificate as per s.44.1 TA on the reference, explanatory or subdivision plan
- If a plan is registered without the arterial certification, but the highway should be arterial, the area required must be resumed and designated Arterial Highway by OIC

- Arterial area needs to be clearly defined

The research and analysis process begins with the applicable MoTI district's review of its own records as well as a search of applicable Land Titles and Crown land records. The regional Property Services team may then be asked for assistance, including an examination of its property records. Highways Department Information and Records at HQ may be needed to provide offsite and/or archive records as required.

OICs, Gazettes, plans, titles and other related registered documents are the key records to examine. There are many sources that can lead to the whereabouts of the pertinent documents, such as GRSII, Property Service files, road registers, BC Laws OIC listings, etc. The status of highway tenure and ownership can change over time, so it is critical that all existing evidence is found and carefully analyzed for the most current status determination.

OICs designating arterial classification are often ambiguous in nature and may require assistance from legal counsel to confirm interpretation and application of the arterial description. Sometimes it is necessary to commission a BCLS to assist with interpreting historical boundary descriptions as they apply to current cadaster.

Appendix B Guidance on Road Tenure and Property Research

ROAD TENURE AND PROPERTY RESEARCH Sources of Information for Districts	
Land Titles information	
Pull the Certificate of Title and all plans and excepted plans in the legal description	> Any road shown within the bold outline on plans in the legal description is <u>legally established road</u> > Check plans for clues – gazette references, “ghosted” plans, scenery > Check for any pending registrations
Check for E&F clause under Legal Notations	> Usually an indication of gazetted road > Obtain a copy of the E&F document through the Land Title Office
Check Parcel Information & Misc Notes	> May contain references to gazetted roads, Crown grants, Document Filings (“DF”) or other plans affecting the title > Request any potentially relevant documents
Note on myLTSA requests: Some older documents may come up as “Obtain at LTO” or “Scan on Demand” which is unavailable to MOTI accounts. Regional Properties has contracts with Title Search Agencies who are able to manually retrieve these documents for a fee. Reach out to your Regional Properties group to see if this is an option for your research.	
Gazettes	
Search the P drive and/or the BCLaws.ca for Gazettes	> See “How to Search for Gazettes & OICs” Cheat Sheet for detailed instructions
Crown land information	
Search legal description in GATOR	> Crown Grants (check for Crown grant deletions) > Crown land surveys > References to survey field notes
District Files	
Districts may have some of these resources – and others. Ask around to find out what historical files your District office keeps.	> Road Register > District Plans > Gazette records > Road Files > Dev Apps Files (pre-DAS, Disco DAS, eDAS)
Hwys Information and Records	
Check for records on the Hwys Info P: drive	> Gazettes, OICs, Road Survey Plans, historical maintenance records (expenditures)
Contact HighwaysInformation.RecordsServices@gov.bc.ca	> For assistance locating gazettes or Road Survey plans not located on the P drive > To pull HQ File numbers noted in gazettes
<i>If you are unable to locate the information you are looking for...</i>	

Contact Regional Properties

Regional Property Services are the keepers of Property Services ("PS") files and a number of other historical, hardcopy resources. Reach out to Property Services for help accessing these resources.

- > PS Files
- > Blue Books (Historical files by road name/project)
- > District Acquisition Plan Binders ("Black binders")
- > R Files (Crown land)
- > Gazette binders
- > Conversations with local BCLS's (historical knowledge)
- > Manual land title records via Title Search Agency

Appendix C: How to Search for Gazettes and Order in Council Documents

HISTORICAL GAZETTES (1873 – present, some recent missing)

- Navigate to the P drive at: P:\HQ\HWYS Information & Records
- Go to “Gazettes”, then “Gazette Notices by Land District”
- Open the .pdf for the appropriate Land District (ie. Kamloops Division Yale District)
- Press ctrl+f to open the search dialogue and input search items
- Some ways to search include:
 - Road name (try previous/alternate names or highway numbers too)
 - Legal description (ie. “1234” for District Lot 1234; “Section 19, Township 20, Range 9”)
 - Plan number (try rearranging, ie. “558”, “H558”, “KAP558H”)
 - Municipality name (if looking for Arterial) or Indian Reserve Name (if in IR)
- Make a note of the PUBLICATION date of any possible matches
- Navigate back to the P drive/Gazettes folder and find the year of the gazette (ie. “1945 Gazettes”)
- Find the .pdf containing the appropriate date range and scroll until you find the publication date and gazette

RECENT GAZETTES (2003 – present)

- Navigate to the BC Gazette Part I at:
<http://www.bclaws.ca/civix/content/bcgaz1/bcgaz1/?xsl=/templates/browse.xsl>
- Open “Advanced Search” and input search items to find gazettes
- Tip: Include the word “transportation” in your search to narrow it down to MOTI gazettes

NOTE on interpreting gazettes:

Read the gazette for reference to a plan/survey to show **what was established by the gazette**

- District plans should be stored in the District office
- Pull LTO plans through myLTSA
- Road Survey “RS” plans: check the P drive at HWYS Information & Gazettes/Drawings and Plans/Road Surveys; if not in there, email HighwaysInformation.RecordsServices@gov.bc.ca to request it

ORDERS IN COUNCIL (OICs)

- All OICs should have an accompanying gazette notice – find the gazette first
- The gazette should mention an OIC number (ie. Order in Council No. 1298)
- Make note of the OIC number and the YEAR of the OIC
- Navigate to <http://www.bclaws.ca/civix/content/oic/?xsl=/templates/browse.xsl>

- Find the OIC by year:
 - “Orders in Council” has OICs from 2014-present
 - “Historical Orders in Council” has OICs from 1879-2013