



Subject: McKenzie Ln and Thomas St Paving Petition Contributions
To: CAO for Planning Advisory Committee, July 15, 2025
Date Prepared: July 03, 2025
Related Motions: n/a
Prepared by: Tippy Scott, Geomatics Coordinator
Approved by: John Woodford, Director of Planning & Development

Summary

Staff have recently received two paving petition applications for Thomas St, Enfield, and McKenzie Lane, East Uniacke. Section 9.13 of the Local Improvement Charges Bylaw (F-100) permits Council to choose, at their discretion, to contribute up to 10% of the cost of the paving for a municipally owned road when paving is requested by petition. The Department of Finance has identified a reserve of \$273,429 titled 'Transportation - Paving (Municipal)' for the purpose of contributing to paving petitions on municipal roads. Every year \$20,000 is added to this reserve.

Financial Impact Statement

There is no immediate financial impact associated with the adoption of this report.

Recommendation

That if the paving petitions for both Thomas St and McKenzie Lane, East Uniacke are successful, and the Province agrees to contribute 50% towards the paving of the provincial portion of McKenzie Lane, Planning Advisory Committee recommend that Council approve a 10% Municipal contribution towards the cost of paving the municipal portions of Thomas St, Enfield and McKenzie Lane, East Uniacke; and that the municipal 10% and provincial 50% contributions be subtracted from the total combined cost of paving McKenzie Ln, East Uniacke and the remainder be divided evenly amongst all property owners.

Recommended Motion

That the Planning Advisory Committee recommend that if the paving petitions for Thomas St and McKenzie Lane, East Uniacke are successful, and the Province agrees to contribute 50% towards the paving of the provincial portion of McKenzie Lane, that:

- Council approve a 10% Municipal contribution towards the cost of paving the municipal portions of Thomas St, Enfield and McKenzie Ln, East Uniacke; and*
- That the municipal 10% and provincial 50% contribution be subtracted from the combined total cost of paving McKenzie Ln, East Uniacke and the remainder be divided evenly amongst all property owners.*

Background

Staff have received two paving petition applications from property owners for the paving of Thomas St, Enfield and McKenzie Ln, East Uniacke (see Appendix A - Charge Area Maps). Only the municipal portion of Thomas St is included in the petition application for that road. The other portion of Thomas St is privately owned, and gated. Both the provincially owned and municipally owned sections of road are included in the McKenzie Ln petition application. Only developed properties have been included in the proposed charge area for this paving petition at the request of the individuals who requested the petition.

The province typically contributes 50% of the cost of paving provincially owned roads, which would apply to the provincially owned portion of McKenzie Lane.

Staff are recommending that Council approve a 10% municipal contribution towards the cost of paving the municipally owned sections of these roads; and that in the case of paving McKenzie Ln, East Uniacke that the municipal 10% and provincial 50% be subtracted from the combined total cost, and the remainder be divided evenly amongst all property owners.

These contributions would only apply if the paving petitions are successful; and if the Province agrees to a 50% contribution for the paving of the provincial portion of McKenzie Lane, East Uniacke.

Discussion

PAVING PETITION PROCESS

Typically, the paving petition process is as follows:

1. A request for petition is received by staff from either Council, or at least two property owners along the proposed road to be paved.
2. For municipally owned roads, staff bring a report to Council for approval to apply a 10% contribution from the municipality towards the cost of paving the road.
3. Staff develop a cost estimate breakdown over 10 years for each affected property owner including any Municipal or Provincial contributions based on road ownership.
4. Petition packages are mailed out to all property owners who then submit their votes. The petition is successful if it receives a 2/3rd majority in favour.
5. For successful petitions on municipally owned roads, a report is brought to Council to approve the local improvement.

LEGISLATIVE AUTHORITY

Section 9.13 of the Local Improvement Charges Bylaw (F-100) states:

For local improvements on streets owned by the Municipality, at its own discretion, Council may choose to make a financial contribution up to a maximum of ten (10) percent towards the cost of the local improvement.

FINANCIAL CONSIDERATIONS

The Department of Finance has identified a reserve of \$273,429 titled 'Transportation - Paving (Municipal)' for the purpose of contributing to paving petitions on municipal roads. Every year \$20,000 is added to this reserve.

Staff note that there is a current capital budget item for *gravel* road rehabilitation along the entire length of Thomas Street with a budget of \$860,000. This project would replace approximately 1600m of base and surfaces courses along Thomas St and includes upgrades to existing culverts and drainage features.

The Department of Infrastructure and Operations has estimated the 2026/27 cost to pave these roads as shown below (not including HST):

Road	Estimated Cost	Municipal 10%	Provincial 50%	Property Owners
Thomas St (municipal portion)	\$900,000 +HST	\$90,000 +HST	N/A	\$810,000 +HST

Road	Estimated Cost	Municipal 10%	Provincial 50%	Property Owners
McKenzie Ln (municipal portion)	\$200,000 +HST	\$20,000 +HST	N/A	--
McKenzie Ln (provincial portion)	\$750,000 +HST	N/A	\$375,000 +HST	--
Total Combined	\$950,000 +HST	\$20,000 +HST	\$375,000 +HST	\$555,000 +HST

There are a total of 44 properties included in the proposed charge area for Thomas St, Enfield. The total upfront cost per property would be approximately \$18,410 +HST.

For the McKenzie Ln petition, staff recommend that the municipal and provincial contributions are taken off of the total combined cost estimate, and that the remainder is then divided evenly amongst all property owners along the total length of the road.

There are a total of 35 properties in the proposed charge area for McKenzie Ln, East Uniacke. Assuming the breakdown noted above, the total upfront cost per property would be approximately \$24,430 +HST.

Conclusion

Staff are seeking Council's approval to contribute 10% of the cost of paving the municipal portions of Thomas St, Enfield and McKenzie Ln, East Uniacke; and that in the case of paving McKenzie Ln, East Uniacke that the municipal 10% and provincial 50% be subtracted from the combined total cost, and the remainder be divided evenly amongst all property owners.

Recommended Motion

That the Planning Advisory Committee recommend that if the paving petitions for both Thomas St and McKenzie Lane, East Uniacke are successful, and the Province agrees to contribute 50% towards the paving of the provincial portion of McKenzie Lane, that:

- Council approve a 10% Municipal contribution towards the cost of paving the municipal portions of Thomas St, Enfield and McKenzie Ln, East Uniacke; and*
- That the municipal 10% and provincial 50% contribution be subtracted from the combined total cost of paving McKenzie Ln, East Uniacke and the remainder be divided evenly amongst all property owners.*

Appendix A - Charge Area Maps

THOMAS ST, ENFIELD



Thomas St, Enfield Paving Petition Charge Area 2025

MCKENZIE LN, EAST UNIACKE



McKenzie Ln, East Uniacke Paving Petition Charge Area 2025