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**Subject: Private Road Grant Policy – Maintenance**

**Index Number: PW-003-15**

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**Effective Date: July 13, 2015**

**SCHEDULE 'A' to By-law #15-046**

**Policy:**

It is the policy of the Township of Leeds and the Thousand Islands to establish a grant program for eligible private roads to assist with the maintenance of private roads within the Township.

**Objective:**

To establish a grant program to assist eligible private road associations within the Township with operating and maintenance costs.

**Definitions:**

- "Private Road" means any road contained within the geographic boundaries of the Township that is not municipally owned and maintained and that has at least two (2) different households on it.
- "Private Road Association" means an association of property owners who own land located on a private road which meet at least once per year. Association membership must represent at least two thirds (2/3) of the property owners dependent on that private road for access to their property.
- "*Staff*" means any employee of the Township of Leeds and the Thousand Islands.
- "Township" means the Corporation of the Township of Leeds and the Thousand Islands.

**Procedure:**

**1. General Provisions**

- 1.1 The Township may provide a grant (subject to budget approval) to eligible private road associations to assist with the maintenance of private roads within the Township.
- 1.2 All grants shall be provided on the express understanding that the grant does not obligate the township:
  - 1.2.1 to provide further grants
  - 1.2.2 to assume the private road; or
  - 1.2.3 to maintain or provide any funding for maintenance of the private road.



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- 1.3 Private Road Associations must reapply each year for the grant.
- 1.4 Grants will be calculated on a per kilometer basis and the amount of any grant shall be at the discretion of the Township based on annual budget approval.
- 1.5 Grants are dependent upon inclusion in the Township's annual budget and are subject to Council approval. No payments will be made until the budget is approved.
- 1.6 By accepting a grant, the private road association (and all members of that association) accept and acknowledge that the Township is not responsible for the road, maintenance of the road and that no assumption of the road is being made.

## **2 Eligibility for Application**

- 2.1 Only applications from private road associations will be considered.
- 2.2 In order to be eligible to apply, a private road must have at least two (2) residences/households located on the private road and the property owners must have formed an association representing at least two thirds (2/3) of the residents dependent on that road for access to their property.
- 2.3 Associations must hold at least an Annual General Meeting and appoint officers, including a president, secretary and treasurer. At least two people (from different households/residences) must hold these positions.
- 2.4 A bank account in the association's name must be opened and maintained.
- 2.5 Minutes for all association meetings must be taken, stored and available for viewing upon request by the Township.

## **3 Application**

- 3.1 The application form made available annually by the Township must be used by the association.
- 3.2 Applications must be received by October 31<sup>st</sup> for the following fiscal year.
- 3.3 In the event an application is denied, a new one will be reconsidered in the following year.
- 3.4 Road length for the purposes of the grant will be determined by Township staff.



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- 3.5 Applications must include:
- 3.5.1 A copy of the Association's bank statements
  - 3.5.2 All meeting minutes from the previous year
  - 3.5.3 A complete, balanced and association-approved budget for the year of application. This budget must include estimated revenue from the Township grant
  - 3.5.4 A summary of work (with receipts) completed in the previous year that was funded by the Township grant, and
  - 3.5.5 A complete Statement of Revenue and Expenditures for the current year.

An association membership list (including elected officers) must be provided to the Township with the application. The list must include full name and address for each member.