



Policy Number: TREAS-2018-11-12
Sub Department: Treasury

**Policy Name:**  
**Private Road Grant Policy**

Developed by: C. Laprade, Treasurer Date: November 22, 2018

Reviewed by: Date:

Approved by: Date:

Resolution Number: Effective: November 26, 2018

Cross Reference: By-Law #2018-56 (new) Revisions:  
By-Law#2006-45 (rescinded)  
Replaces: Policy Statement 2006

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**Policy Statement and Rational:**

To establish the process and criteria for the awarding of Private Road Grants which are to be used to help offset costs for capital improvements and maintenance of private roads with the Township of Rideau Lakes.

**Scope:**

All private roads in the Township of Rideau Lakes.

**Definitions:**

**Administrative Costs:** Overhead costs of the association, e.g. insurance, office supplies, salaries, if any and similar types of costs. Expenses not directly related to road improvement or maintenance.

**Application Due Date:** March 15<sup>th</sup>

**By-Law Breach:** Includes, but is not limited to, incorrect or misleading information on the application, use of the funds by the association in a manner inconsistent with this policy; knowingly issuing a false attestation on the application.

**Capital Improvements:** Expenditures made on the private road to improve the road, where the improvement lasts longer than one year, e.g. surface treatments, gravel, grading and culvert replacement.

## Schedule A

**Executive of Association:** President, Secretary, Treasurer;

**Private Road:** Private roads are those rights-of-way which provide access to two or more properties but which have not been assumed by the Township for maintenance purposes.

**Road Maintenance:** Snow plowing, ditching, hard-top maintenance, roadside maintenance, loose-top maintenance, etc. Costs directly for the maintenance of the road.

### **Policy, Procedure and Implementation:**

#### **1. Responsibilities:**

##### **a. Municipal Council**

Municipal Council shall:

- i. Approve the amount of funds available each year for Private Road Grants during budget deliberation;
- ii. Review all suspected breaches of By-Law to determine if breach and set penalty in accordance with Policy;
- iii. Approve the Road Grant Policy, By-Law and any future revisions.

##### **b. Treasurer**

The Treasurer shall:

- i. Receive all applications before March 15<sup>th</sup> of the year in which the payments are to be made;
- ii. Determine if all documentation required has been received;
- iii. Bring any suspected breaches of By-Law to Council for determination of breach and penalty;
- iv. Determine eligibility for a road grant based on this policy;
- v. Confirm the number of kilometers for each application received;
- vi. Determine the amount to be paid to each applicant;
- vii. Issue payments to each eligible applicant prior to May 31<sup>st</sup>.

#### **2. Eligibility for Application:**

- a. An association which represents two thirds of all properties that use a private road(s);
- b. An association can represent multiple distinct roads as long as all eligibility factors are met;
- c. The association must hold at least an Annual General Meeting; appoint officers; including a President, Secretary and Treasurer. These positions cannot be held by the same person;
- d. A bank account must be held for the exclusive use of the road association and must have a two signing officers, e.g. President and Treasurer. Two signatures must be required to remove funds from the account. If on-line payments or other forms of payment are made both signatories must sign off on the invoice for payment and be included with documents attached to application;
- e. The executive of the association, e.g. President, Secretary, Treasurer, must not be from the same residence;
- f. Minutes for all association meetings must be taken and stored appropriately;
- g. The kilometers of road should be provided however Township staff are ultimately responsible for determining the private road length for grant purposes;
- h. Completed applications should be addressed to the Treasurer and must be received by **March 15<sup>th</sup>** of each year. Applications received after this date will not be processed. No application will be considered for previous year(s).
- i. Grants are dependent upon their inclusion in and Council acceptance of the annual Township budget and payment will normally be made in April/May.

## Schedule A

### **3. Applications:**

A completed application form must be provided. See Schedule B to this policy. The information requested in the form is as follows:

- a. The name of the Private Road Association and Name of the Road(s) (if different)
- b. Year of Application
- c. Identification if this is the first year of application for a private road grant. If it is the first year of application the following must be included with the application.
  - i. Copy of December 31<sup>st</sup>, or most recent bank statement;
  - ii. List of all members on the association, including civic addresses and positions, e.g. Treasurer, etc.;
  - iii. Copy of the minutes for the creation of the association or other appropriate establishing documentation such as constituting by-law, etc.
- d. Name and contact information for the President and Treasurer;
- e. Number of kilometers of private roads included in application;
- f. Number of properties accessed by the private road(s);
- g. Number of members of the association representing the above noted properties;
- h. Name of the Financial Institution where the bank account is held;
- i. Attestation by the President or Treasurer of the following:
  - i. A bank account is held specifically for the use of the private road association;
  - ii. Meetings are held by the Association at least once per year;
  - iii. Minutes are taken of these meetings and are on file for review should the Township request a review of the minutes;
  - iv. A list of the members, names, addresses and positions is available and updated annually, if required and is available for review should the Township request a review;
  - v. All procurement was done to ensure best value for each dollar spent.
- j. Copies of receipts equal to, or exceeding, the grant provided must be attached to the application;
- k. If funds are being held from one year to the next in order to fund a large capital improvement project this needs to be identified.

### **4. Eligible and Ineligible Expenses:**

All procurement shall ensure best value for each dollar spent.

#### **Eligible Expenses:**

- a. Capital Improvements
- b. Road Maintenance

#### **Ineligible Expenses:**

- a. Administrative costs of association;
- b. Any cost not directly associated with the maintenance or improvement of the private road.

### **5. Penalty for Breach of By-Law**

- a. All sanctions are determined by Council;
- b. Minor or first time breach – association may be excluded from receiving funds in the following year of the breach and executive cannot be the same in the next application year following breach if an application for funds is made;
- c. Serious breach and/or multiple breaches – may result in parties or roads being completely excluded from any future Private Road Grant process.