



MUNICIPALITY OF MARMORA AND LAKE

PRIVATE ROAD GRANT POLICY SCHEDULE 'A'

Policy:

It is the policy of the Municipality of Marmora and Lake to establish a grant program for eligible private roads to assist with the maintenance and improvement of private roads within the Municipality. It does not include plowing, sanding, salting or any other form of winter maintenance.

Objective:

To establish a grant program to assist eligible Private Road Associations within the Municipality with maintenance and capital improvement costs for eligible private roads.

Definitions:

- **“Private Road”** means any road contained within the geographic boundaries of the Municipality that is not municipally owned and maintained and that has at least three (3) 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 Municipality of Marmora and Lake.
- **“Municipality”** means the Corporation of the Municipality of Marmora and Lake.



MUNICIPALITY OF MARMORA AND LAKE

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Procedure:

1. General Provisions

- 1.1 The Municipality may provide a grant (subject to budget approval) to eligible Private Road Associations to assist with the maintenance and improvement of private roads within the Municipality.
- 1.2 This grant shall be used to assist Private Road Associations with maintenance and capital improvements to their private road.
- 1.3 All grants shall be provided on the express understanding that the grant does not obligate the Municipality:
 - 1.3.1 to provide further grants;
 - 1.3.2 to assume the private road; or
 - 1.3.3 to maintain or provide any funding for maintenance of the private road.
- 1.4 Private Road Associations must reapply each year for the grant.
- 1.5 Grants will be divided equally amongst the number of completed applicants at the discretion of the Municipality based on annual budget approval.
- 1.6 Grants are dependent upon inclusion in the Municipality's annual budget and are subject to Council approval. No payments will be made until the budget is approved.
- 1.7 **By accepting a grant, the Private Road Association (and all members of that association) accept and acknowledge that the Municipality is not responsible for the road, maintenance of the road and that no assumption of the road is being made.**



MUNICIPALITY OF MARMORA AND LAKE

PRIVATE ROAD GRANT POLICY SCHEDULE 'A'

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 three (3) 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 Municipality.

3 Application

- 3.1 The application form made available annually by the Municipality must be used by the association.
- 3.2 Applications must be received by 15th day of October 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 Municipal staff.
- 3.5 Applications must include:
 - 3.5.1 A copy of the Association's bank statements



MUNICIPALITY OF MARMORA AND LAKE

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SCHEDULE 'A'**

- 3.5.2 All meeting minutes from the previous year
- 3.5.3 A complete, balanced and approved budget for the year of application must be prepared and submitted.
- 3.5.4 A summary of work (with receipts) completed in the previous year that was funded by the Municipal grant.
- 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 Municipality with the application. List must include full name and address for each member.