



## Policy and Procedure

### PRIVATE ROADS GRANTS

#### 1.0 PURPOSE

1. To establish the process and criteria for private roads grants to assist with improvements and maintenance of private roads.

#### 2.0 SCOPE

1. This program is available to residences fronting on a private road which form an association or a group of individual residences provided that the Delegation of Authority Form is signed by all residences on the private road.
2. This program does not apply to private roads located in the Trailer Parks in the Township.

#### 3.0 RESPONSIBILITY

1. The CAO will be responsible for ensuring that the application form is complete.
2. The Public Works Committee will be responsible for reviewing and recommending grant applications to Council subject to the annual budget allocation.

#### 4.0 GENERAL

##### Applications

All applications must include the following:

1. Name of the private road(s) to be maintained;
2. Name of the Private Road Association or Names of Delegated Individuals;
3. Name of two (2) officers in the Association (President and Treasurer) or Delegation of Authority Form completed;
4. Annual financial statement;
5. Budget and work plan for the upcoming year; and
6. Copy of annual meeting minutes from the latest year.

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### Administration of Program by Township

1. The CAO must receive grant applications before the end of business day **October 27<sup>th</sup>, 2017**.
2. The Public Works Committee will be responsible to review grant applications and determine their eligibility based on this policy.
3. Grants are dependent upon their inclusion in and council acceptance of the annual Township budget (in the year subsequent to the application).
4. Payment will be made to the Treasurer or Delegated Individuals following the final budget approval.

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