

**THE CORPORATION OF THE MUNICIPALITY OF MARMORA AND LAKE  
BY-LAW NUMBER 2017-53**

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**Being a by-law to establish a Private Road Grant Policy for the  
Municipality of Marmora and Lake**

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WHEREAS Section 8 of the Municipal Act, S.O., 2001, c. M. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other act;

AND WHEREAS Section 9 of the Municipal Act, S.O., 2001, c. M. 25, as amended, provides that sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to a) enable municipalities to govern their affairs as the consider appropriate and b) enhance their ability to respond to municipal issues;

AND WHEREAS Section 11 of the Municipal Act, S.O., 2001, c. M. 25, as amended, provides that a lower-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein;

AND WHEREAS the Council of the Corporation of the Municipality of Marmora and Lake deems it advisable to adopt a policy with regard to Private Road Grants;

AND THEREFORE the Municipality of Marmora and Lake enacts as follows;

1. That Schedule 'A' attached hereto forms part of this by-law.
2. That this By-law shall come into force and take effect on the day of passing.
3. This By-law shall be known and may be cited as the "Private Road Grant Policy".

READ A FIRST, SECOND AND THIRD TIME THIS 07<sup>th</sup> DAY OF NOVEMBER 2017



Deputy Mayor (Linda Bracken)



Clerk (Tonia Bennett)



**MUNICIPALITY OF MARMORA AND LAKE**

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**PRIVATE ROAD GRANT POLICY  
SCHEDULE 'A'**

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**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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**PRIVATE ROAD GRANT POLICY  
SCHEDULE 'A'**

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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 calculated on a per kilometer basis and the amount of any grant shall be 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**

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**PRIVATE ROAD GRANT POLICY  
SCHEDULE 'A'**

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**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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**PRIVATE ROAD GRANT POLICY  
SCHEDULE 'A'**

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- 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. This budget must include estimated revenue from the Municipal grant.**
- 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.**



**MUNICIPALITY OF MARMORA AND LAKE**

**PRIVATE ROAD GRANT PROGRAM APPLICATION**

Please read the *Private Road Grant Policy* before completing this application. Due date for application is the 15<sup>th</sup> day of October of the prior year for which the application is to be made.

**PART I – PRIVATE ROAD INFORMATION**

**Road/Lane Name(s)**

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**Intersecting Township Road**

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**Association Name**

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**Number of Members in Road Assoc.**

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**President's Name**

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**Secretary's Name**

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**Treasurer's Name**

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**Mailing Address of Association**

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**PART II – APPLICANT INFORMATION**

**Applicant First and Last Name**

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**Applicant Email**

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**Applicant Phone**

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**MUNICIPALITY OF MARMORA AND LAKE  
PRIVATE ROAD GRANT PROGRAM APPLICATION**

**PART III – CHECKLIST**

In order for this application to be processed, please ensure that all information contained in the list below is included with this application.

- Copy of Association's bank statement
- Copy of meeting minutes from current year
- Complete, balanced and approved budget for the next year (including estimated revenue from Township)
- Statement of Revenue and Expenditures for current year
- Association membership list (Including elected officers). Must include full name and address for each member.
- I estimate the length of private road/lane to be \_\_\_\_\_ km (will be verified by municipal staff)



**MUNICIPALITY OF MARMORA AND LAKE  
PRIVATE ROAD GRANT PROGRAM APPLICATION**

**PART IV – AUTHORIZATION**

I certify that the information provided in this application is true, correct and complete to the best of my knowledge and that the Municipality may verify any and all information pertaining to this application.

I certify that I have read the private road grant policy and that the road association meets the conditions for eligibility.

I agree to notify the Municipality of Marmora and Lake of any changes that may affect eligibility for the Private Road Grant.

I acknowledge that the application for the Private Road Grant Program must be made on an annual basis.

**Date of Application** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_

**OFFICE USE ONLY**

**Date Received** \_\_\_\_\_

**Received by** \_\_\_\_\_