



Policy CES2024-01

Policy Name: Privately Maintained Roads Grant

Implemented: June 2024

Revision Date:

References and Related Documents: Private Road Grant Application Form

This document is public and available in an accessible format upon request.

Policy Statement

The Township of Georgian Bluffs recognizes that residents of the Township rely on *Privately Maintained Roads* to access seasonal and year-round properties in the Township and that private maintenance of these *roads* carries with it costs, borne by the residents who use those roads. It is the intent of the Township to provide grants to support the costs of management and maintenance of *privately maintained roads* where these provide access for multiple residents.

Purpose and Scope

This policy is to support the implementation of a Privately Maintained Roads Grant by the Township. The grant is designed to support resident led management and maintenance of *roads*, *access roads* and other *primary accesses* that:

- Are not owned by the municipality and/or;
- Are not *assumed* for maintenance by the municipality, and;
- Do not have an existing *No Demand for Service* (or similar) agreement.

The grant is available for groups of at least three *property* owners who:

- Have an *access road* to their *property*, or;
- Have a *primary access* by a *road* that is not an *assumed*, and;
- Where the responsibility for maintenance of a road falls to private *property* owner/s;

The grant covers municipally owned *road allowances* over which a *privately maintained road* crosses where the municipality does not provide maintenance (unassumed) and *access roads*.



The grant cannot be used to support the maintenance of a *private driveway*.

Definitions

Access Road - means a road located on land not owned by a municipality and not dedicated and accepted as, or otherwise deemed at law to be, a public highway, that serves as a motor vehicle access route to one or more parcels of land, as per the Road Access Act, 1990

Assumption/Assumed – the process whereby the municipality assesses an existing road, within a municipal road allowance, for its state of readiness for use, and based on a standard being achieved, the municipality assumes responsibility, including maintenance of that road.

Eligible Expenses – will be considered on a case-by-case basis, but will generally include costs for contractor services, supplies, equipment and/or materials associated with making surface or drainage improvements to the roadway. Costs that cannot be considered are in kind costs such as volunteer time or donated materials, and fuel.

Municipally Addressed Property – a property that has been assigned a civic address/fire number by the municipality having authority.

No Demand for Service agreement – also referred to as limited demand for service – are agreements made between the owner/s of a property/s that take their primary access over an unopened road allowance or a road that is not assumed. The agreement states that the owner/s are responsible for the maintenance of that road.

Primary Access – the primary access to a dwelling is the most frequently used vehicle access to a property.

Private Driveway – a vehicle access to a property that is intended solely for the purposes of access to an individual property and is managed as the vehicle access to that individual property.

Privately Maintained Road – a road that the municipality has not assumed that is maintained by a person/s that is not the municipality. The privately maintained road is defined from the point the travelled portion of the privately maintained road leaves an assumed road, to the furthest point where a private driveway leaves that road.



Privately Owned Road – a road (or similar access) that is privately owned by one or more landowners. These roads were not Crown surveyed and are not on municipal road allowances.

Property/Properties – a parcel of lands that is registered to an owner or owners and to which a roll number is assigned by the Township of Georgian Bluffs.

Road - means land used or intended for use for the passage of motor vehicles as per the Road Access Act, 1990.

Road Allowance – portions of land set aside for public use that are generally 66ft wide. Allowances are used for services (water, gas, hydro, cable, phone, sewer, stormwater etc.) and roads for the benefit of the wider community.

Unopened Road Allowance – a road allowance that has not been opened by bylaw or other instrument. Generally, these will not have any developed road infrastructure or other utility use within them; occasionally these will have a historical or established use, such as for trail purposes.

Policy Requirements

The Township will provide grants of up to \$2,500 toward *Eligible Expenses* per project.

The number of grants provided in any year will be based on the number of applications and approved budget established for the program in that year.

Grants will be awarded on a first come, first served basis to applicants who submit fully completed applications on or after the first day of April in each year.

Grants will continue to be awarded to fully completed applicants until the budget is committed.

Grants will not be accepted or considered early, though applicants are encouraged to connect with staff to ensure the grant process is fully understood.

Grants submitted in one year that are not funded in that year will not be considered by default in subsequent years. A new request must be submitted for grant applications to be considered.

Grants will be received and reviewed by the Manager of Operations, Waste, Fleet and Facilities, or their designate. Grants will be awarded by the Manager, Operations, Waste, Fleet and Facilities, Treasurer and CAO.



Each *privately maintained road* will only be provided grant support up to once every two years.

Each *privately maintained road* to which a grant application is made must serve as the *primary access* to at least three *municipally addressed properties*.

Each *privately maintained road* to which a grant application is made must be accompanied by evidence that 60% of residents who:

- Using the road as a *primary access*, AND (where relevant)
- That are owners of lands over which the access road crosses;

are in support of the work proposed and;

- Three signatures of owners of *property* that the road is the *primary access* to who are in support of the works outlined by the applicant.

Grants awarded must complete approved works and claim the grant within 18 months of the award.

Submission of a grant application does not confirm funding.

Grants will be paid out once work is completed based on photographic evidence of the work being finished and receipts or invoices.

The maximum grant paid will be \$2,500 or,

- The amount of grant sought if less than \$2,500, or,
- The amount shown on invoices, whichever is the lesser amount.

In the case of the road being under private ownership, the written authorization and support for works by the owner/s of the *road* where the work is proposed to be completed, is required.

For projects where the *eligible expenses* exceed \$2,500, the grant will only cover \$2,500 toward the works.

Grants will not be approved on roads that have *No Demand for Service*, or other agreements that speak to maintenance (or lack thereof), obligations with the Township.

The Township in considering or making a grant does not assume any current or future obligations in respect to the road. *Roads* awarded grants remain privately maintained, private roads and the receipt of a grant does not obligate further involvement by the Township in the road.



The Township will not provide equipment, resources, or advice in lieu of or in addition to any grant. The Township will not recommend or suggest source of material or equipment.

The Applicant is aware and must satisfy themselves of the competency of any contractor engaged to perform works and is responsible for ensuring any and all permits that may be required are obtained before work starts. In addition, the applicant is responsible for ensuring the contractor is qualified and insured to complete the work they are being engaged to complete.

In no circumstance will a grant of more than \$2,500 be paid.

Monitoring and Review

This policy will be reviewed periodically and no less than once every five years.



Report Approval Details

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| Document Title: | Privately Maintained Road Township Grant.docx |
| Attachments: | <ul style="list-style-type: none">- Privately Maintained Road Grant - Supporting Resident Form.docx- Privately Maintained Road - Grant Application Form1.docx |
| Final Approval Date: | Jun 12, 2024 |

This report and all of its attachments were approved and signed as outlined below:

Jerry Haan, Manager of Operations, Fleet and Waste Services

Samantha Buchanan, Treasurer

Carly Craig, Manager of Legislative Services/Clerk