

CORPORATION OF THE TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

BY-LAW NO. 2024-050

Being a By-law to Adopt Municipal Policy #2024-06-18 Being a Policy to Guide the Sale of Unopened Road Allowances and to Provide for an Application Process for Interested Purchasers.

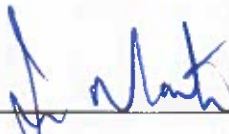
WHEREAS Section 130 of the Municipal Act, S.O. 2001, C.25 provides that a municipality may regulate matters not specifically provided for by this Act or any other Act for the purposes related to the health, safety and well being of the inhabitants of the Municipality;

AND WHEREAS the Council of the Corporation of the Township of Havelock-Belmont-Methuen deems it expedient to amend the policy to administer the purchase of unopened road allowances;


NOW THEREFORE the Council of the Corporation of the Township of Havelock-Belmont-Methuen enacts as follows:

1. That the Mayor and Clerk are authorized to sign Municipal Policy #2024-06-18 to provide direction to staff in the administration of the sale of unopened road allowances.
2. That By-law Number 2023-080 is hereby repealed in its entirety.
3. That Municipal Policy 2023-12-05(a) is hereby repealed in its entirety.
4. That Municipal Policy #2024-06-18 is attached and forms part of this By-law.
5. This by-law shall come into full force and effect on the day of passing.

Read a FIRST, SECOND and THIRD time and finally passed in open Council this 18th day of June 2024.



Mayor, Jim Martin



Clerk, Robert V. Angione

THE CORPORATION OF THE TOWNSHIP
OF
HAVELOCK-BELMONT-METHUEN

POLICY # 2024-06-18
Schedule "A" To By-Law #2024-050

Sale of Unopened Municipal Road Allowance Policy and Application

Purchase of Unopened Municipal Road Allowances Application Guidelines

The Township shall consider the sale of 66 foot / 20 metre unopened Municipal Road Allowances. Each application shall be dealt with on its own merit, subject to, but not limited to, the following criteria:

- Requirement for future use of allowance by Municipality
- Requirement for public access
- Site specific based on hardship
- Existing encroachment on Municipal lands
- Requirement for additional lands where necessary to comply with zoning by-laws
- Protection of wetland areas
- Negative impact to abutting landowner (i.e., Buffer Zone)
- 33 feet / 10 metres offered to abutting landowner
- Applications shall be circulated to Federal and Provincial Agencies as deemed appropriate

Application Process

Step 1:

The Applicant(s) submit the following documentation to the Municipal Office:

- a) A letter of request to purchase, addressed to Municipal Council. The letter should explain the reasons for the proposed purchase and be accompanied by a sketch, drawn to scale, of the lands to be purchased.
- b) Municipal staff will contact the abutting property owner(s) to determine that they either wish to purchase or do not wish to purchase their portion of the allowance.

Other property owners whose land may abut the unopened road allowance are entitled to purchase the land to its middle line and must be given first right of refusal according to the Municipal Act.

- c) Municipal Staff will review the submission and complete an onsite inspection, if required. A Staff Report will be prepared for submission to Council for consideration at a regular Council Meeting.

Step 2:

Upon Council approval, the unopened road allowance can be offered for sale according to the Municipal Act, 2001, as amended.

The applicant will be required to submit the following documentation to begin the process to purchase.

1. A correctly completed "Application to Purchase" form including all owners named on the Transfer/Deed of Land. (Attached).
2. A cheque payable to the Township of Havelock-Belmont-Methuen to cover the cost of lands and Municipal administration costs. A cheque, undated and payable to Municipal Solicitor in trust. Solicitor to be confirmed at time cheque payable to cover the deposit for legal fees, and the Solicitor's administration costs. The fees for the Solicitor are approximate and may vary slightly. You may be required to submit additional funds as required. If after the closure is completed, there are funds remaining on deposit, a refund will accompany your statement from the Municipal solicitor.
3. Three full size unmarked copies of the registered survey plan and a digital copy are required. The lands to be purchased must be identified as a part number on a Registered Plan.

The Municipality reserves the right to require further documentation as may be required to substantiate the purchase.

Survey Costs

All survey costs are the responsibility of the applicant(s).

Costs for Lands

- a) The cost of all Unopened Municipal Road Allowances shall be determined by the municipal appraiser. All costs associated to the appraisal shall be the responsibility of the applicant.

Administration Costs:

An amount of \$200.00 (no HST) to cover Municipal administration costs.

Legal Costs

- \$2000.00 (cheque will be payable to Municipal Solicitor in trust. Solicitor to be confirmed at time cheque payable)

These are approximate legal fees, please be advised that the costs to purchase may vary and you may be required to submit additional funds as required. If after the closure is complete, there are funds remaining on deposit, a refund will be issued to the Applicant from the Municipal solicitor.

Notification of Adjacent Landowners and the Public

The Township of Havelock Belmont Methuen will forward a copy of the public notice to all property owners adjacent to the road allowance and the applicant informing them of the date of the public hearing. The public notice will also be published on the Township of Havelock-Belmont-Methuen website at least 30 days prior to the Council meeting when the closure by-law will be considered.

Concerns may be addressed directly to the Municipality and written submissions will be provided to Council for the Public Hearing. This information will then be presented by Municipal staff at the public hearing. Anyone is welcome to attend the public hearing.

Acting reasonably and under the requirements of the law, the Council of the Township of Havelock Belmont Methuen shall determine the merit of any objection. In the event of a disagreement between adjacent property owners over the location of the survey line or other such matters the Council of the Township of Havelock-Belmont-Methuen may deny/defer the application and keep the road allowance in Township ownership until such time as an agreement can be reached between the owners. All decisions regarding the purchase of the road allowance are at the discretion of Council.

Survey Requirements:

- (a) The survey of the lands to be closed and deeded shall not include areas that have been filled, "man-made" or are under water;
- (b) The survey must show any/all submerged portions of the road allowance;

- (c) The survey must show any/all filled lands on the bed of the waterbody;
- (d) The survey must be deposited (i.e., Registered with date and signature of Land Registry office in the top right corner);
- (e) The dimensions and area of the lands to be purchased must be shown clearly in feet;
- (f) The lands to be purchased must be defined as a separate part number;
- (g) When the survey consists of more than one part, an 'X' must be placed on the particular part number part to be purchased;
- (h) Surveys that are submitted and do not meet all of the above criteria, will be rejected.

The Municipality will review the documentation provided and advise the applicant of any deficiencies. The application will be held for a period of no longer than one month until all documentation is correctly completed. If the application has not been completed after one month, the entire application will be returned to the applicant.

The documentation will be sent by the Municipality to the Municipal solicitor.

Process and Completion

During the legal process the Municipal solicitor will supply a proposed notice of closure that will be sent by the Municipality to the mailing address on the tax roll for the adjacent property owners and the applicant. The Notice will also be published on the website at least 30 days prior to the Council meeting when the closure by-law will be considered.

Any concerns raised by members of the public would be resolved to Council's satisfaction prior to the enactment of a by-law to stop up, close and dispose of the subject road allowance.

Owners should check the description of their lands on their next tax notice or on the assessment roll at the Municipal Office to ensure that the Municipal Property Assessment Office (MPAC) changes your property description to include the lands purchased. If you have concerns regarding the impact of purchasing the road allowance on your property assessment value, please contact the Municipal Property Assessment Corporation directly. The Municipality does not assign the assessed value to your

lands.

Once your application has been forwarded to the Municipal solicitor for processing, please allow at least six months to complete the purchase of the road allowance. The completion time may increase should easements be required or complications in the process occur.

Application to Purchase Unopened Municipal Road Allowance

I / We _____ (all owners named on Deed) request to purchase a portion of unopened Municipal Road allowance abutting the property described as _____ (Insert Lot, Concession, Township, Plan & Lot if applicable) located near civic (911) address _____

Property Roll# _____

Mailing Address _____

Telephone _____

Email _____

Birthdate of Owner: _____

Birthdate of Owner: _____

Signature of Applicant

Signature of Applicant

Cost for Lands and \$ _____ (payable to "Township of Havelock-Belmont-Methuen") Administrative fee

Legal Fees \$ _____ (cheque will be payable to Municipal Solicitor in trust. Solicitor to be confirmed at time cheque payable, undated)

Administrative Fee \$ _____ (payable to "Township of Havelock-Belmont-Methuen")

Date Received

Signature of Municipal Staff

Submit Application to:

Township of Havelock Belmont Methuen, P.O. Box 10, 1 Ottawa St. E.,
Havelock, ON KOL 1Z0 (705)-778-2308 or 1-800-877-767-2795, Fax (705) 778-
5248

In accordance with the Municipal Freedom of Information and Protection of Privacy Act,
the personal information gathered will be used for the purpose of processing this
application.