



Policy Name:

Private Roads Grant Program

Policy # 62

DEVELOPED BY: Chief Administrative Officer
DEPARTMENT: Administration
ADOPTED BY: Council

DATE: May 6, 2025

DATE EFFECTIVE: May 6, 2025

Policy Statement:

The Township of Havelock-Belmont-Methuen recognizes the importance of private roads that are used for commuting by many Township residents and visitors.

Purpose:

The Private Roads Grant Program has been established to assist eligible Private Road Associations within the Township of Havelock-Belmont-Methuen with capital improvement costs for eligible private roads such as culvert replacement or installation.

Expenses for routine maintenance items such as grading and snow plowing and sanding are not eligible for funding.

Policy Communication:

The adoption of this policy will be communicated to Township residents via the Township's website and via social media and via email by request. Private Road Associations are encouraged to apply and to share this policy with interested residents.

General Guidelines:

The provisions of the Private Road Grant Program are as outlined below:

- The Private Roads Grant Program will be funded from the Ontario Municipal Partnership Fund (OMPF) Provincial Government grant allocation.
- If OMPF funding is discontinued by the Provincial Government, the Private Roads Grant Program will be discontinued by the Township.
- The total fund amount has been established at \$15,000.00 per calendar year.

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- Funding applications will be received during each calendar year until all funds in the grant program have been expended.
- Funding applications will be received from even-numbered Fire Routes in even-numbered years and odd-numbered Fire Routes in odd-numbered years.
- Funding will be distributed on a first-come first-serve basis.
- Funding applications will be considered in the order in which they are received.
- All grants shall be provided by the Township with the express understanding that the grant does not (a) obligate the Township to provide further grants, (b) obligate the Township to assume the private road, (c) or obligate the Township to maintain or provide any funding for maintenance of the private road.
- A private road is any road contained within the geographic boundaries of the Township of Havelock-Belmont-Methuen that is not municipally owned and maintained.
- Funding applications will only be received from recognized, duly accredited private road associations that are based in the Township of Havelock-Belmont-Methuen.
- A Private Road Association is defined as a formal organization comprised of property owners who own land adjacent to the private road. The Private Road Association must meet at least once per year and represent at least two-thirds (2/3) of the of the property owners who are dependent on that private road for access to their property.
- The Private Road Association must present “Letters Patent” that demonstrates that the Private Road Association has been incorporated as a not-for-profit corporation by the Province of Ontario.
- In the absence of “Letters Patent” the Private Road Association must provide minutes of the two most recent meetings of the association, a list of the current officers of the association that includes a president, a secretary, and a treasurer, a membership list detailing all members of the Road Association, and a summary of current assets and liabilities. Officers of the association must be from different households/residences.
- A bank account in the association’s name must be opened and maintained.
- Each application for funding must be accompanied by a copy of the association’s most recent bank statement.
- A funding application will consist of a letter addressed to Council that outlines in very specific detail the amount of funding requested, up to a maximum of \$1,500.00 per applicant. The letter must also outline how the funds will be spent. The letter must list the key contacts of the organization and the current financial standing of the applicant organization.
- All funding applications will be considered by Council at an Open Session Council Meeting following receipt of the funding application.

- One successful application per Private Road Association will be considered up to a maximum amount of \$1,500.00 per calendar year with the only exception being that, in a situation in which one road association maintains more than one road, funding for a maximum of two roads may be applied for in a given year to a maximum reimbursement amount of \$1,500.00 per road.
- Projects will be funded up to a maximum of \$1,500.00 on a 50-50 matching basis whereby half of the project is funded by the applicant and half is funded by the Township.
- Approval of all grant applications will be in the form of a resolution passed at an Open Session Council Meeting.
- Funds must be expended in the calendar year in which the grant is approved.
- All funding decisions of Council are final as detailed in the Council resolution and cannot be appealed.
- Payment of grant funding will be dispersed via cheque.
- Payment of grant funding will be dispersed on a receipt basis. Proof of payment must be provided to the Township via an original receipt following which a grant payment in the form of a cheque will be processed.
- Successful applicants must report back to Council detailing how the funds were expended and explaining the results of the funded project. Successful applicants will also be required to report the financial standing of the organization outlining all assets and liabilities. Successful applicants may be asked to attend an Open Session Council Meeting if required.
- Future grant applications will not be considered until the Private Road Association reports back to Council at an Open Session Council Meeting.

NOTE: All previous Private Road Grant Policies are repealed and replaced with this updated version.

Private Road Grant Policy Checklist

- ☐ Funding applications will be received from even-numbered Fire Routes in even-numbered years and odd-numbered Fire Routes in odd-numbered years.
- ☐ The Private Road Association must present "Letters Patent" that demonstrates that the Private Road Association has been incorporated as a not-for-profit corporation by the Province of Ontario.
- ☐ In the absence of "Letters Patent" the Private Road Association must provide minutes of the two most recent meetings of the association, a list of the current officers of the association that includes a president, a secretary, and a treasurer, a membership list detailing all members of the Road Association, and a summary of current assets and liabilities. Officers of the association must be from different households/residences.
- ☐ Minutes of the two most recent meetings of the association.
- ☐ A list of the current officers of the association that includes a president, a treasurer, and a secretary.
- ☐ A membership list.
- ☐ A summary of current assets and liabilities.
- ☐ Proof of a current bank account.
- ☐ A copy of the most recent bank statement.
- ☐ A letter addressed to Council outlining the amount requested, up to a maximum \$1,500.00 and how the funds will be spent.
- ☐ Proof of expense payment via receipt must be provided before cheque is issued.
- ☐ Road Association to report back to Council at an Open Session Council meeting explaining how the funds were expended and the results of the project.