



Private Road Grant Application:

Requirements and Guidelines

It is important to read the Private Road Grant Policy before completing and submitting your Private Road Grant Application to the Municipality. Applications that do not contain all the required documentation, as detailed below, will be considered incomplete and ineligible to receive a Private Road Grant.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

1. Name of Private Road Association: _____

2. Year of Application: _____

3. Is this the first year to request a Private Road Grant? (Yes/No) _____ If yes, please include all documentation requested in item number 19 below.

4. Private Road Association Representative Name/Phone#/email address:

5. Mailing Address for Road Grant Payments:

6. Number of Kilometers of Private Road(s): _____

7. Name of Road(s): (list all roads included and kms per road)

8. Number of properties on road(s): _____

9. Number of properties represented with members on association: _____

A member of the Executive is required to attest to the following:

10. A current bank account is held specifically for use by the association: Initials: _____

11. The name of Financial Institution? _____

12. There are two signing authorities on the bank account: Initials: _____

13. All payments made from the bank account, or funds removed from account have been agreed to by the association and are solely for the use of maintenance, repairs, or capital work on the road: Initials: _____

14. ¹Association meetings were held during the year: Initials: _____

¹ Indicate N/A if Council waives this requirement for unusual circumstances, e.g., pandemic

- 15. Minutes were taken and are on file and available for viewing: Initials: _____
- 16. There is a current list of a members of the association: Initials: _____
- 17. All procurement done to ensure best value for dollar spent, quote for work to be included with application: Initials: _____
- 18. Proof of payment for invoice to be provided following completion of work. The grant amount will be transferred to the Private Road Association account following receipt of proof of payment: Initials: _____

Name & Position of Person Making Attestations:

Signature:

Date:

19. Identify the proposed use of the road grant requested:

20. If this is the first year for a Private Road association the following items must be included with the application: Copy of bank statement dated December 31 or if account only recently opened, copy most recent statement; List of all members of the association, including civic addresses and positions; a copy of the minutes creating the association or other appropriate establishing documentation such as constitution by-law.

22. Executive of Association:

 President Name – Print

 President Signature

 Date

 Treasurer Name – Print

 Treasurer Signature

 Date

 Secretary Name – Print

 Secretary Signature

 Date