

1. Policy Statement

The Corporation of the Municipality of Trent Lakes have created a process for to allow for Private Road Associations to apply for a municipal grant for funds to assist with the maintenance and capital improvements on Private Roads in the Municipality of Trent Lakes.

2. Purpose

To establish principles and procedures for providing grants to Private Road Associations for the improvement of the Private Road.

3. Definitions

Road Maintenance Group (or Cottager's Association) – A formal group to represent the properties located on the private road where the membership of which is limited to property owners who benefit from the private road.

Private Road – Any road that is not a public highway as defined in the Municipal Act, 2001, and which private road exists to benefit more than one legal conveyable parcel of land.

4. Scope

The Municipality has created a policy to provide funds through a grant process to allow for capital improvements or general maintenance to a Private Road.

5. Policy

This policy outlines the manner in which the Municipality of Trent Lakes will distribute Private Road Grants. These grants will assist property owners with costs for the summer maintenance of private roads, resulting in better accessibility and safety for the traffic.

Grants are not guaranteed, and due to budgeting constraints, grants may be reduced at any time by resolution of Council.

Council may from time to time establish further criteria regarding the approval of grants.

The Municipality of Trent Lakes shall have no responsibility or obligation or exercise any degree of operational control with respect to maintenance of the affected privately maintained road.

Eligible costs for this grant may include road grading, tree removal and trimming, noxious weed control, gravel, dust control, roadside mowing, road drainage, road reconstruction, road surfacing and winter maintenance.

The Private Road Association will be solely responsible to oversee the administration and supervision of annual work programs and related budget. The Municipality will have no

responsibility, obligation or exercise any degree of operational control with respect to maintenance of the affected roads.

To be eligible for a Private Road Grant the following criteria must be met:

1. The private road must be managed by a Private Road Association (or Cottagers Association) which shall include and represent at least 75% of the property owners that front on or utilized a private road. Road groups are encouraged to have written constitutions providing for election/appointment of officers and to facilitate group decision making with respect to maintenance to be undertaken.
2. The Private Road Association (or Cottagers Association) must have a bank account for funds to cover the costs of work to be completed on the Private Road.
3. Provide quote for work to be complete with application, proof of payment when work completed. Funds will be transferred to Private Road Associations' bank account once proof of payment has been received.
4. Provide pictures of the Private Road prior to the work being completed and following the work being completed. These pictures are to be provided to the Public Works coordinator to be filed.
5. Provide complete application by September 30 the year prior to the work being completed. Applications received after this date will not be considered.
6. The Private Road Association is not eligible to receive the grant in consecutive years.
7. For the first year a Private Road Association Applies the following items must be included in the application: Copy of bank statement dated December 31 or if account only recently opened, copy of most recent statement; List of all association board members, including positions; List of property owners, by civic address, represented by Private Road Association, only the name and address is required; A copy of the minutes creating the association or other appropriate establishing documentation such as constitution by-law.
8. Association to provide proof of insurance for Private Road where work will be completed.

The Municipality has allocated \$30,000 per year for the Private Road Grant Program. Individual grants shall be given to a maximum amount of \$3,000 per year with proof of payment and will be determined by the number of requests received each calendar year. If there are more than 10 requests in a given year the available amount shall be divided by the number of requests received.

Failure to provide a complete application or any information that is required in the Policy will result in the association to be ineligible for the grant.

6. Review Cycle

This policy will be reviewed every four years by the Director Public Works.

7. Related Information

Revisions to this document may impact the following policies, procedures, and/or by-laws.

#	Document Title

8. Policy Revisions

Version	Date Approved	Council Resolution
1	March 5, 2024	R2024-097
2	December 3, 2024	R2024-524