



Private Road Grant Policy – Capital Improvements

1.0 Purpose

To establish a grant program to assist eligible private road associations within the Township with capital improvement costs to increase access for emergency vehicles.

2.0 Scope

This policy applies to all private roads located within the Township of Leeds and the Thousand Islands, except any private roads which comprise the common elements in any plan of condominium.

3.0 Definitions

"Capital Improvements" means work to meet or maintain the minimum standards of the Private Road Standard Cross Section Specifications and includes, but is not limited to, gravel resurfacing, rock removal, culvert installation, brushing, turn around construction, and ditching but does not include the acquisition of land.

"Council" means the Council of the Corporation of the Township of Leeds and the Thousand Islands.

"General Maintenance" means work of a routine nature for the purpose of maintaining the upkeep of a Private Road including, but not limited to, plowing, sanding or grading.

"Private Road" means any road contained within the geographic boundaries of the Township that is not municipally owned and maintained and that has at least two (2) different households on it.

"Private Road Association" means an association of property owners who own land located on a Private Road which meet at least once per year. Association membership must represent at least two thirds (2/3) of the property owners dependent on that private road for access to their property.

"Private Road Standard Cross Section Specifications" means the set of standards listed in Appendix A as may be updated, amended, or replaced from time to time.

"Township" means the Corporation of the Township of Leeds and the Thousand Islands.

4.0 Policy

This Policy establishes a grant program to assist with the improvement of Private Roads within the Township.

Subject to approved funding, the Township will, on a yearly basis, receive for consideration applications from Private Road Associations for projects related to the upgrading of existing Private Roads.

The total amount of funding available within a calendar year is subject to approval by Council as part of the annual operating budget. The Township

does not guarantee a minimum or any level of funding will be available from year to year.

Allocations to applicants will be based on a pre-determined set of criteria (e.g., need, number of residents served, availability of funding, significance of improvement) as further described below.

A Private Road Association that has been awarded funding in a previous year does not guarantee funding in subsequent years. Funding assistance is not retroactive and applies only for work completed within the same calendar year as the application is received.

5.0 Requirements

To be considered for funding, the following requirements must be met:

- (a) The applicant must be a Private Road Association.
- (b) The Private Road must provide access to a minimum of two (2) residences/households and the property owners must have formed a Private Road Association representing at least two thirds (2/3) of the residents who are dependent on the Private Road for access to their respective properties.
- (c) The applicant must provide proof that it holds Annual General Meetings and appoints officers, including a president, secretary, and treasurer. There must be at least two people (from different households/residences) who serve as officers.
- (d) The applicant must provide proof that it has an active bank account in its name.
- (e) The application must relate to the Private Road for which the Private Road Association was formed.
- (f) For Capital Improvement projects, the work shall strive to meet the standards listed in the Private Road Standard Cross Section Specifications. Any exceptions to this are subject to the approval by the Director of Operations and Infrastructure.
- (g) The following supporting documentation is required to be submitted:
 - A copy of the Private Road Association's most recent bank statements
 - A copy of all meeting minutes from the previous year
 - A complete, balanced, and approved budget for the year of application which includes estimated revenue from the Township grant
 - A summary of work (with receipts) completed in the previous year that was funded by a Township grant, and
 - A complete Statement of Anticipated Revenue and Expenditures for the current year.

6.0 Grant Process

- 6.1 Subject to Council approval of funding for Private Road Grants, each spring the Township will publicly announce the application process and associated deadline for applications.
- 6.2 Application forms must be completed and submitted online together with all supporting documentation by the deadline. The Township may extend the application deadline in its sole discretion.
- Application forms can be obtained via the Township's website at:
[Private Road Grant Policy and Application](#)
- 6.3 Only one application per Private Road Association will be considered annually.
- 6.4 As part of the evaluation process, the Township may attend the private road and conduct an inspection to confirm existing conditions.
- 6.5 Applications will be evaluated according to the following criteria:
- Compliance with the requirements of Article 5
 - Significance of the proposed improvements
 - Number of residents impacted by the proposed improvement
 - Ability to support or improve access for emergency vehicles
 - Adherence to the Private Road Standard Cross Section Specifications
 - Availability of funding
- 6.6 Late submissions will not be considered.
- 6.7 Capital Improvement projects shall receive priority over General Maintenance projects for funding. Approved Capital Improvement projects may exhaust available funding in any year. Where funding is available for General Maintenance projects, grants will be calculated on a per kilometer basis.
- 6.8 Funding for Capital Improvement projects shall be limited to a maximum of 50% of the total eligible costs, to a maximum grant of \$5,000 per application.
- 6.9 Priority will be given in respect of private roads that have not previously been provided funding. However, previously approved projects/Private Road Associations may reapply and be approved for further funding if there is evidence that there is a need for further upgrade to the subject Private Road.

7.0 Evaluation and Claims

- 7.1 The applicant has provided valid documentation satisfactory to the Township which confirms the payment of approved eligible costs which includes itemized invoices and/or proof of payment.

NOTE: Only work identified in the application will be considered for grant funding.

All receipts and invoices must be submitted by the first Friday in November. A consolidated invoice will not be accepted.

- 7.2 Private Roads must be inspected by the Township upon completion of work. An inspection appointment may be booked through our website [Private Road Inspection](#).

Appendix A:

Private Road Standard Cross Section Specifications

The following dimensions should be adhered to when conducting private road or lane upgrades.

It is acknowledged that there are existing private roads that do not and will not be able to achieve this standard. For Capital Improvement projects, the work shall strive to meet the standards listed below. Any exceptions to this are subject to the approval by the Director of Operations and Infrastructure.

Should you have additional questions about these guidelines, please contact the Operations department at 613-659-2415 Ext 211.

	Private Road Standard
Right of Way Width	10.0 m (33 ft)
Height of Clearing	5.0 m (16 ft)
Width of Clearing	6.0 m (20 ft)
Surface Width	6.0 m (20 ft)
Surface Material	Crushed Stone
Depth of Material, Minimum	(100 mm) 4" of Granular A (150 mm) 6" of Granular B
Crown, Minimum	1%
Turn Around (minimum)	1 Turn Around at end of each lane*
Additional Turn Around(s)	Over 500 m (1,640 ft) in length requires one turn around per 500m (1,640 ft) thereafter.
Cross Culvert, Minimum	300 mm (12 in)
Culvert Material	CSP/HDPE
Maximum Grade	12% (1 in 8)
Ditches, Minimum Depth from Crown to Bottom of Ditch	0.3 m (1 ft)

*NOTES:

Turn Around - Includes Cul-de-sac and/or existing entrances constructed to suitable entrance standard for emergency vehicles.

Environmental Permits - It is the responsibility of the Association to assess the need for, and securement of, environmental approvals prior to commencement of construction.

Roadside Protection - Required for side slopes greater than 3:1 and depths of fill greater than 3 m (MTO Roadside Safety Manual)

Definitions

- CSP: Corrugated Steel Pipe
- HDPE: High Density Polyethylene (Double Wall)