

**FINANCIAL ASSISTANCE PROGRAM FOR PRIVATE ROADS**

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**Note to readers and applicants: This document is a summary of By-law #306-2024 to facilitate the financial assistance application process. It is the responsibility of the applicant to consult By-law #306-2024 establishing a policy for annual financial assistance for the purpose of improving the safety and security of private roads to ensure compliance of their application.**

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**ELIGIBILITY:**

Only an association defined as a non-profit legal entity registered, as prescribed by law, to pursue a common purpose other than the realization of pecuniary profits to be shared among its members, and made up of a minimum of four (4) members who own residences contiguous to the road in question, may submit an application for financial assistance.

All funding applications must be submitted by **the 3rd Friday in November of the current year.**

**ATTENTION:** Applications received after the 3rd Friday in November will be considered as an application for the following year. Incomplete applications will not be evaluated.

The attached form can be used to apply for financial assistance.

Applications eligible for evaluation by the committee include work completed between the 3rd Friday in November of the previous year and the 3rd Friday in November of the current year.

A request for financial assistance for a project of an urgent nature, or for a project already completed prior to the submission of the request and carried out during the current year, is eligible for submission and analysis by the Committee. Despite this, the Committee or Board may refuse the application at its sole discretion if it deems it necessary. The fact that the work has already been carried out is no guarantee that the Board will accept the project.

**ELIGIBLE PROJECTS:**

Maintenance work to ensure and maintain private roads are in good and safe condition. This work includes the preparation of studies, plans, reports and recommendations by professionals to assess the current condition of the road network and their recommendations for future work.

**ELIGIBLE COSTS:**

Eligible costs for maintenance and snow removal on private roads:

- Cost of labor and materials
- Professional fees: Evaluation audit of the road network; report on the current state of the private road network.
- Preparation of an action plan to maintain a safe, quality road network.
- Preparation of an action plan to improve road safety.
- Preparation of construction plans and specifications.
- Professional fees related to eligible work.

**INELIGIBLE WORK:**

The construction of any new road.

**FINANCIAL ASSISTANCE:**

MAINTENANCE: \$1,000 per kilometer to a maximum of \$10,000 per year per association.

SNOW REMOVAL: \$500 per kilometer, up to a maximum of \$5,000 per year per association.

The maximum amount of assistance for the maintenance of private roads, including grading, is \$1,000 per kilometer of road maintained by the association, up to a maximum of \$10,000 per year per duly constituted association. If the value of the request exceeds the maximum of \$10,000, the balance cannot be transferred to the snow clearing grant.

The maximum amount of assistance for snow removal on private roads is \$500 per kilometer of road maintained by the Association, up to a maximum of \$5,000 annually per association. If the value of the request exceeds the maximum of \$5,000, the balance cannot be transferred to the snow removal grant.

**APPLICATION FOR FINANCIAL ASSISTANCE**

Submitted by: The \_\_\_\_\_ Association Inc.,  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**HEREBY REFERRED TO AS: “The Association”**

To: Municipality of the Township of Harrington  
Annual financial assistance - safety and security of private roads  
2940, Route 327, Harrington (Quebec) J8G 2T1

**HEREBY REFERRED TO AS: “The Municipality”**

1. **DESCRIPTION OF WORK:**

The Association hereby submits a grant application to The Municipality relative to the specific road work described as follows:

*Check the box(es) corresponding to the proposed work which best describes the project(s) and identifies the road(s) involved*

- Work and delivery of materials aimed to maintain safe road conditions.

Road(s): \_\_\_\_\_

Proposed contractor: \_\_\_\_\_

NEQ or GST-PST Number: \_\_\_\_\_

Estimated costs: \_\_\_\_\_ \$ taxes included

Description of work and its impact on the safety and security of the private road(s):

This work will improve road safety and provide better access for emergency vehicles.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Emergency repairs following damage caused by water, storms, spring floods or events threatening the safety and security of private roads:

\_\_\_\_\_  
\_\_\_\_\_

Road(s): \_\_\_\_\_  
Proposed contractor: \_\_\_\_\_

NEQ or GST-PST Number: \_\_\_\_\_  
Estimated costs: \_\_\_\_\_ \$ taxes included

Description of work and its impact on the safety and security of private roads:  
This work was of an urgent nature and was necessary in order to open the road to local traffic,  
including emergency vehicles:

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Clearing and cutting:  
Road(s): \_\_\_\_\_

Proposed contractor: \_\_\_\_\_  
NEQ or GST-PST Number: \_\_\_\_\_  
Estimated costs: \_\_\_\_\_ \$ taxes included

Description of work and its impact on safety:  
This work improves visibility along the road(s) and offers improved safety for all users  
including emergency services: \_\_\_\_\_

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Paving of part of the road(s) to facilitate access to emergency services and improve the quality  
and reliability of the road(s).  
Road(s): \_\_\_\_\_

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Proposed contractor: \_\_\_\_\_  
NEQ or GST-PST Number: \_\_\_\_\_  
Estimated costs: \_\_\_\_\_ \$ taxes included

Description of work and its impact on safety and security:  
This work improves accessibility, limits road erosion and ensures road quality for all users,  
including emergency vehicles.

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Digging of new ditches along the road(s)

Road(s): \_\_\_\_\_  
Proposed contractor: \_\_\_\_\_  
NEQ or GST-PST Number: \_\_\_\_\_  
Estimated costs: \_\_\_\_\_ \$ taxes included  
The aim of the work is to improve irrigation of the road(s) and reduce the inconvenience and damage caused by erosion and the presence of water causing wash-outs on the road(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Snow clearing - to maintain private roads in good condition, while ensuring their safety and security:  
Road(s): \_\_\_\_\_  
Proposed contractor: \_\_\_\_\_  
NEQ or GST-PST Number: \_\_\_\_\_  
Estimated costs: \_\_\_\_\_ \$ taxes included  
The aim of the work is to improve irrigation of the road(s) and reduce the inconvenience and damage caused by erosion and the presence of water causing washouts on the road(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Road(s): \_\_\_\_\_  
Proposed contractor: \_\_\_\_\_  
NEQ or GST-PST Number: \_\_\_\_\_  
Estimated costs: \_\_\_\_\_ \$ taxes included  
Description of the work and its impact on safety:  
This work allows better access for emergency vehicles while ensuring safety and security.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF KILOMETERS OF PRIVATE ROAD \_\_\_\_\_ km.  
 TOTAL ESTIMATED COST OF WORK: \_\_\_\_\_ \$  
 TOTAL ELIGIBLE AMOUNT ACCORDING TO # OF KILOMETERS: \_\_\_\_\_ \$  
 (1 000 \$/Km)  
 TOTAL ELIGIBLE AMOUNT FOR SNOW REMOVAL: \_\_\_\_\_ \$  
 (500 \$/Km)

Comments and additions:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. WORK SCHEDULE:**

- The work will be completed between \_\_\_\_\_ and \_\_\_\_\_
- The work has been completed

**3. ROADS UNDER THE RESPONSIBILITY OF THE ASSOCIATION:**

*Indicate the number of residences per road and the series of civic numbers if possible:*

1. The \_\_\_\_\_ road from number \_\_\_\_\_ to number \_\_\_\_\_ for a total of \_\_\_ residents
2. The \_\_\_\_\_ road from number \_\_\_\_\_ to number \_\_\_\_\_ for a total of \_\_\_ residents
3. The \_\_\_\_\_ road from number \_\_\_\_\_ to number \_\_\_\_\_ for a total of \_\_\_ residents
4. The \_\_\_\_\_ road from number \_\_\_\_\_ to number \_\_\_\_\_ for a total of \_\_\_ residents
5. The \_\_\_\_\_ road from number \_\_\_\_\_ to number \_\_\_\_\_ for a total of \_\_\_ residents
6. The \_\_\_\_\_ road from number \_\_\_\_\_ to number \_\_\_\_\_ for a total of \_\_\_ residents
7. The \_\_\_\_\_ road from number \_\_\_\_\_ to number \_\_\_\_\_ for a total of \_\_\_ residents
8. The \_\_\_\_\_ road from number \_\_\_\_\_ to number \_\_\_\_\_ for a total of \_\_\_ residents
9. The \_\_\_\_\_ road from number \_\_\_\_\_ to number \_\_\_\_\_ for a total of \_\_\_ residents
10. The \_\_\_\_\_ road from number \_\_\_\_\_ to number \_\_\_\_\_ for a total of \_\_\_ residents

11. The \_\_\_\_\_ road from number \_\_\_\_\_ to number \_\_\_\_\_ for a total of \_\_\_\_ residents
12. The \_\_\_\_\_ road from number \_\_\_\_\_ to number \_\_\_\_\_ for a total of \_\_\_\_ residents
13. The \_\_\_\_\_ road from number \_\_\_\_\_ to number \_\_\_\_\_ for a total of \_\_\_\_ residents
14. The \_\_\_\_\_ road from number \_\_\_\_\_ to number \_\_\_\_\_ for a total of \_\_\_\_ residents
15. The \_\_\_\_\_ road from number \_\_\_\_\_ to number \_\_\_\_\_ for a total of \_\_\_\_ residents

Total number of residents \_\_\_\_\_ (mandatory)

#### 4. TOTAL NUMBER OF KILOMETERS

The association is responsible for \_\_\_\_\_ kilometers (mandatory)

Signed on \_\_\_\_\_ at \_\_\_\_\_, Quebec

For and on behalf of THE ASSOCIATION:

.....  
*Person mandated to present the application*  
*Resolution number* \_\_\_\_\_

**Supporting documents must be attached to your application each year you submit a new application:**

- Resolution mandating a member to act on behalf of the Association or a copy of the minutes mandating a person to present the project to the municipality.
- Copy of the registration status of the Association available at the *Registre des entreprises du Québec*.  
[http://www.registreentreprises.gouv.qc.ca/fr/consulter/rechercher/instructions\\_recherche.aspx](http://www.registreentreprises.gouv.qc.ca/fr/consulter/rechercher/instructions_recherche.aspx)
- Copy of each invoice (including NEQ or GST-PST Number).
- Pictures of work if available.
- A summary of the work stages and estimated costs.

**EXAMPLE OF A RESOLUTION**

**Extract of the Minutes of a Board Meeting of the \_\_\_\_\_ Association Inc., held on \_\_\_\_\_ in Harrington, Quebec, where a quorum of Directors were present:**

**WHEREAS** the municipal By-law 306-2024 establishing a policy of annual financial assistance for the purpose of improving the safety and security of private roads on the territory of the Municipality of the Township of Harrington, establishes a policy of annual financial assistance to associations for the purpose of improving the safety and security of private roads for the safe passage of municipal equipment and emergency vehicles.

**WHEREAS** the association is responsible for the maintenance and improvement of a total of \_\_\_\_\_ kilometers of private roads, more specifically the \_\_\_\_\_ road, \_\_\_\_\_ road, \_\_\_\_\_ road, \_\_\_\_\_ road and \_\_\_\_\_ road.

**WHEREAS** there are \_\_\_\_\_ residential constructions located along the roads under the responsibility of the association, which represents 100% of the civic numbers assigned by the Municipality to the taxpayers who share the private road(s).

**WHEREAS** the members of the association are also taxpayers of the Municipality responsible for financing the private roads maintained by the Association.

**On motion duly moved and carried, it is resolved unanimously:**

**THAT** \_\_\_\_\_ be appointed by the Board to file an application in accordance with By-Law 306-2024 of the Municipality of the Township of Harrington, and to act on behalf of the \_\_\_\_\_ Association to accomplish the steps concerning the project.

Certified and duly resolved at a meeting of the Board of Directors held on \_\_\_\_\_ at Harrington, Quebec:

THE ASSOCIATION:

X ..... X.....

Secretary: \_\_\_\_\_ President: \_\_\_\_\_



**FINAL REPORT**

**YOUR APPLICATION AND FINAL REPORT MUST BE SUBMITTED BY THE 3<sup>rd</sup> FRIDAY  
OF NOVEMBER EACH YEAR.**

REQUEST FOR PAYMENT FOLLOWING THE MUNICIPAL APPROVAL OF THE PROJECTS:

By: The \_\_\_\_\_ Association Inc.,  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ email: \_\_\_\_\_

To: Municipality of the Township of Harrington  
Annual financial assistance - safety and security of private roads  
2940, Route 327, Harrington (Quebec) J8G 2T1

The Association hereby submits the following invoices pertaining to the work previously submitted by the Association and approved by the Municipality:

Contractor: \_\_\_\_\_ Amount \$ \_\_\_\_\_ Performed \_\_\_\_\_  
YYYY/MM/DD

Contractor: \_\_\_\_\_ Amount \$ \_\_\_\_\_ Performed \_\_\_\_\_  
YYYY/MM/DD

Contractor: \_\_\_\_\_ Amount \$ \_\_\_\_\_ Performed \_\_\_\_\_  
YYYY/MM/DD

We, The Association, hereby confirm that we have complied with all the requirements of this grant and request the Municipality to reimburse us the maximum amount allowed per kilometre, allocating the total cost of the project to **(check the appropriate box):**

1 year                       2 years                       3 years

THE ASSOCIATION:

.....  
Signed by the mandated member.