

Recommendation:

That the Committee receive the Clerk's Office-2025-07 report, regarding the Improvement and/or Opening of Municipal Road Allowances Policy No. T-35 and procedure No. T-35a to replace Policy No.18, and that the Committee recommend to Council that the Policy and Procedure be approved and that the User Fees and Charges By-law be updated with the new fees.

Overview: The Township currently has Policy No. 18 - Improvement and/or Opening of Municipal Road Allowances in effect. However, this Policy is outdated and requires a comprehensive update for the following reasons:

- The current Policy, Policy No. 18, is undated.
- It is more procedural in nature than a modern policy and is difficult to follow.
- Policy No. 18 includes outdated language and references staff positions that no longer exist.
- The Policy does not align with the standards expected of a Township Policy
- This Policy should be updated based on the recommendations of the Service Delivery review.
- Since the adoption of Policy 18, the Provincial Government has delegated various road-related authority and responsibilities to the Municipality.

Considering these issues, the Legislative Services Policy Intern has developed a new Improvement and/or Opening of Municipal Road Allowances Policy and Procedure for the Committee to Review.

Written under the direction of the Clerk-Deputy CAO, the new draft Policy provides clear direction and guidelines for Council, Staff, and Property Owners requesting the improvement and/or opening of municipal road allowances. This Policy ensures financial fairness and liability protection for the Township and its residents. The new Policy defines the roles, responsibilities, and the sequential steps required to receive and process road allowance improvement and opening requests. The Procedure establishes a comprehensive framework for managing requests to improve and/or open municipal road allowances. It ensures the protection of municipal resources, compliance with regulations, and equitable allocation of responsibilities and costs.

The Management Team reviewed the draft Policy and Procedure, and their comments have been incorporated into the drafts being presented.

If the Committee recommends and Council determines it appropriate to approve the draft Improvement and/or Opening of Municipal Road Allowances Policy No. T-35 and Improvement and/or Opening of Municipal Road Allowances Procedure No. T-35a, as presented, the recommended fees would be as follows:

Non-refundable Application Fee	\$1,500.00 (payable to the Municipality)
Deposit	\$20,000.00 (payable to the Municipality)
Deposit	If additional deposit is required, Clerk will notify Applicant prior to commencement of project.
Deposit Refund	Any amount of the deposit not used by the Township to cover associated costs will be returned to the applicant upon completion of the project.

Conclusion: The attached draft Policy and Procedure provide a framework for how requests to improve and/or open unassumed municipal roads shall be submitted and the guiding principles for making such decisions. The draft Policy and Procedure ensures transparency, fairness, and compliance in managing requests for municipal road improvements and/or openings.

The draft Policy and Procedure safeguards the Township's resources by placing financial responsibility on the Applicant, while promoting thoughtful, sustainable road development. It helps reduce legal risks and ensures community involvement in decisions regarding the development of municipal unopened and/or unassumed roads.

Financial Impact: All costs are borne by the Applicant, ensuring no financial burden on the Township for the cost of the improvement and/or opening of the road. The Applicant's deposits are used to cover Township expenses, with unused portions refunded to the Applicant post-completion.

There will be long term costs to the Township for maintenance and repair of the new road section depending on the Council's decision; this should be considered when evaluating requests.

Township of Douro-Dummer Strategic Plan 2023-2027



Service Modernization and Innovation

Modernizing, refining and innovating services for residents is essential to effectively meet the needs of our community, enhance our operational efficiency, and ensure we remain adaptable in a rapidly changing world.



Business Attraction, Expansion, and Retention

Business attraction, expansion, and retention is vital for the economic health and sustainability of our Township, such as job creation, tax revenue, investing in innovation, maintaining our quality of life, and supporting community stability.



Infrastructure Renewal

Infrastructure renewal is a critical investment for our Township as it will ensure our adherence to health and safety, economic development, investment attraction, environmental sustainability, quality of life, public confidence, and regional competitiveness.

Report Approval Details

Document Title:	Municipal Road Allowances Policy and Procedure - Clerk's Office-2025-09.docx
Attachments:	- Road opening policy - Revised April 2.docx - Road opening procedure - Revised April 2.docx
Final Approval Date:	Apr 10, 2025

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Todd Davis