

Common Questions When Completing Road Grant Applications

Where can I find the Road Grant Policy?

Road grants are administered by by-law. The most up-to-date by-law and submission forms can be accessed through the Municipality's website.

What is a road grant?

Many roads in the Municipality are deemed public not maintained roads, especially along the lakeshore. This means the Municipality does not maintain them. However, some roads are eligible for a road grant, meaning they can receive some funding for road maintenance such as grading and snow removal. Road grants are submitted annually by incorporated cottager or property owner associations.

What is the eligible period?

Road maintenance expenses incurred by an association from November 1st of the prior year to October 31st of the current year are eligible for submission. For example, a roadside grass cutting invoice from October 31st, 2019 would not be eligible for reimbursement in 2020.

An association must submit each year prior to December 1st. Late submissions will not be considered. If no submission is made for a specific year, no funds are allocated for the road grant.

What types of expenses can be claimed?

Reimbursable costs for roads can include grading, snow ploughing, tree removal & trimming, noxious weed control, gravel, dust control, road way grass cutting, road drainage including ditches and catch basins, road reconstruction and road surfacing.

What are capital improvements?

Capital improvements usually include land acquisition, land improvements, construction of something new, or replacements of old structures or infrastructure. Repairing culverts and drains, building a bridge, resurfacing a road and digging a new ditch are capital improvements.

Any capital improvements to roads deemed public must be approved in writing by the Manager of Public Works before work begins. Reimbursement for these types of fees could be denied if permission is not sought before beginning capital improvements.

Can I claim grass cutting in public spaces such as parks?

Only roadside grass cutting is eligible for reimbursement through road grants. This does not include public parks, open spaces, or walkways within an association. If a grass cutting invoice is for the roadside as well as parks or open space, the costs associated with each area must be identified by the vendor on the invoice.

Can I claim insurance fees?

Insurance and other administrative fees cannot be claimed as part of a road grant submission. Each association submitting a road grant is allowed an amount set by Council (i.e. \$550) in addition to their annual road grant to cover fees such as this. These fees should not be included on the Road Grant Submission form and proof of payment is not required to be submitted.

Can I claim signage fees?

Signs required under the Highway Traffic Act for Ontario are eligible for reimbursement. However, the Municipality is unable to reimburse signage fees for non-mandatory signs (i.e. MTO signs advising of an upcoming road, children at play, slow down, etc.)

Can I claim an invoice from a prior year if it wasn't included before?

Only invoices for work incurred during the eligible period are reimbursable. Unfortunately, we cannot reimburse prior year's invoices, even if they were not submitted before.

Some exceptions apply for prepaid snow removal invoices.

What should be included on an invoice?

Many companies use invoice templates which will have all or most of the needed information. However, some service providers use a more informal system, such as a simple email message. Invoices that do not provide enough information or clear enough descriptions could be considered ineligible for reimbursement.

The Municipality looks for the following information on submitted invoices:

- Date work completed
- Statement or Invoice Date
- Name of Company performing the work
- Bill to Address with the name of the Association
- Description of work completed
- Breakdown of cost of work completed

Sample invoice:



ANY COMPANY, LTD.
1234 Bluewater Hwy
Zurich ON, NOM 2T0

Invoice Number: 12356
Invoice Date: Oct-16-2020

Bill To: Any Association 54321 Lakeshore Road Zurich ON NOM 2T0		Work Date: September 2020	
Item	Quantity	Unit Price	Total
Ditch Cutting-Sept 1	1 hr	50	50.00
Ditch Cutting-Sept 10	1 hr	50	50.00
		Sub Total	100.00
		HST	13.00
		Total	113.00
Note: This is provided as an example. Invoices will vary depending on the company.			

What is considered acceptable proof of payment?

The Municipality requires associations to submit proof of payment. Accepted proof of payment includes:

- Copy of a bank account statement with payment identified
(Best done by printing online bank statements as soon as the cheque clears, highlighting the transaction, and recording on the corresponding invoice which cheque was used)
- Copy of the cheque once it has been cancelled by the bank because the transaction has been completed

What happens if my current claim amount is more than my eligible amount?

This is known as an overclaim. Invoices and proof of payment/proof of account clearing should still be included in the road grant submission even if they will bring the total to more than the eligible amount because it is sometimes possible for a portion of the overclaim to be reimbursed the following year if there is an underclaim. This is referred to as “topping up” as the amount of an overclaim paid out the following year will only be as much as is needed to top up the submission to the total eligible amount. Alternatively, if an association has funds remaining in their reserve account, reserve funds can be used to pay back some of the overclaim in the current year.

Additional Tips for Completing Road Grant Forms:

- Forms should be completed in ink or by typing.
- The amount paid column on the Statement of Expenditures form should reflect the total amount paid/total amount due on the corresponding invoice, including HST. This amount should match to the payment amount that clears the bank.
- Invoices and submission forms must be legible.
- Forms may change from year to year, so it is best to print them directly from the Municipality’s website.

- When in doubt, submit.
- Please keep the Municipality advised of any changes to the treasurer or president's position throughout the year and ensure the Municipality has the most up-to-date contact information.
- Cheques will only be mailed to the address provided on the form.

If you have any questions at any time during the year related to road grants, please contact the Administrative Assistant for Public Works and Facilities at 519-236-4351 ext. 238.