

**Township Of Stone Mills
Guidelines For The Closing And
Conveyance Of A Municipal Road/Road
Allowance**

1. Any person who is requesting the closing and conveyance of a road by the Township of Stone Mills shall present a written request to Council for approval in principle of the road subject to the request and the request shall include a sketch of the affected road together with abutting parcels of land.
2. Upon approval in principle, a meeting will be scheduled to hear any person or agency which may have an interest in the closing of the road.
3. A notice of the request shall developed and distributed to:
 - a. all departments of the Township;
 - b. to abutting landowners by regular post;
 - c. a local newspaper for a single publication;
 - d. the County of Lennox and Addington, Quinte Conservation Authority and the Government of Canada if the road closing abuts a navigable waterway.
4. Council shall at a meeting open to the public, consider the request together with the applicable Staff reports and any comments received and Council shall at that time, unless additional information is required, make a decision:
 - a. whether the road closing should proceed,
 - b. identify the parties to the road closing,
 - c. how the lands subject to the road closing will be divided between the parties, and
 - d. the division of expenditures incurred by the Township between the parties.
5. If the road closing is to proceed, each person who has been identified as party to the road closing shall submit a deposit in the amount of \$1,500 to recover costs incurred by the Township in the closing and conveyance of the road, and this deposit shall be received prior to any expenditures being incurred by the Township.
6. The Township shall have the road surveyed and transfers shall be prepared by the Municipal Solicitors to convey the lands to the persons party to the road closing.
7. From the deposit(s) submitted to the Township, the Township shall pay for all expenditures incurred as a result of the road closing.
8. Upon completion, when expenditures have been incurred that exceed the deposit(s) submitted, the Township shall provide a statement of all expenses incurred together with an invoice for outstanding amounts to each person that is party to the road closing.
9. Upon completion, when all expenditures incurred by the Township are recovered from the deposit(s) submitted, the Township shall provide a statement of expenditures incurred and return any amount of the deposit not expended.
10. When incurred expenditures have been reimbursed to the Township, the Township shall release the transfer to convey the road or road allowance, or conversely, the Township shall cause to have the transfer registered to each person that is party to the road closing. Approved By Council August 7, 2012