 ***Township of Frontenac Islands***

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**Procedure for confirming Legal Right of Way Municipal owned Property/Roadways.**

The Township of Frontenac Islands are hereby committed through this procedure to ensure that proactive measures are taken during the following projects to ensure that the Township works within it own right of way by carrying out Legal Surveying when required outlining and locating property bars in the following applications.

1. During new Construction Projects which include Grubbing, Tree and brush removal, culvert reinstatement, roadside ditch realignment and granular applications. Staff will carry out the following steps:
2. An Ontario Legal Land Surveyor will be hired to find property bars along road allowance.
3. If it is determined that the Township does not own the required property limits required in certain areas Staff receive direction from Council and approval for consideration to purchase and hire legal to assist with the purchase of the required right of way in those areas to carry out the work.
4. If approved Staff will then proceed to the Townships Solicitor.
5. If the Township and Landowner agree to enter talks, Township Staff will then hire a Land Appraisal Firm to assist with providing a firm price per acre.
6. Council will be required to approve and give direction to Staff upon completion and receipt of the fair appraisal.
7. If approved by Council Staff will be given direction to finalize the purchase.
8. Staff will then hire retain the Ontario Legal Land Surveyor to complete the survey and Legal deposit and register the Plan of Reference.
9. During Re-construction Projects which include Grubbing, Tree and brush removal, culvert reinstatement, roadside ditch realignment and granular applications. Staff will carry out the following steps:
10. An Ontario Legal Land Surveyor will be hired to find property bars along road allowance.
11. If it is determined that the Township does not own the required property limits required in certain areas Staff receive direction from Council and approval for consideration to purchase and hire legal to assist with the purchase of the required right of way in those areas to carry out the work.
12. If approved Staff will then proceed to the Townships Solicitor.
13. If the Township and Landowner agree to enter talks, Township Staff will then hire a Land Appraisal Firm to assist with providing a firm price per acre.
14. Council will be required to approve and give direction to Staff upon completion and receipt of the fair appraisal.
15. If approved by Council Staff will be given direction to finalize the purchase.
16. Staff will then hire retain the Ontario Legal Land Surveyor to complete the survey and Legal deposit and register the Plan of Reference.
17. During Roadside Drainage projects including culvert replacement Township Staff will take every precaution to protect the Municipality and not encroach onto private lands. If the area is not well marked and surveyed. Staff will carry out the following:
18. An Ontario Legal Land Surveyor will be hired to find property bars along road allowance in the work zone.
19. During Roadside issues which include concerns pertaining to legal application pertaining to a disagreement between the Municipality and an abutting Landowner. Township Staff will ensure that they take all reasonable steps to protect the Municipality from Legal action if if there any concerns of property ownership. Staff will carry out the following:
20. An Ontario Legal Land Surveyor will be hired to find property bars along road allowance in the work zone or area.