



Private Lane Upgrade Assistance Program Policy

1. Purpose

The objective of the Private Lane Upgrade Assistance program is to improve access for emergency vehicles. This program allows residents to upgrade the quality of their private lane with financial assistance from the Township, while also improving access for emergency vehicles.

2. Scope:

This policy applies to all private lanes or roads located within the Township of South Frontenac, except any private roads or lanes which comprise the common elements in any plan of condominium.

3. Policy:

The Township on a yearly basis will solicit applications from community lane associations or individuals for projects related to the upgrading of existing private lanes.

The total amount of funding available within a calendar year will be based on what has been set within the year's operating budget. Allocations to applicants will be based on a pre-determined set of criteria (i.e. need, area/residents served, availability of funding, significance of improvement, etc.). Being approved in one year does not guarantee funding in the following year. This funding assistance will not be retroactive and will apply only to applications received for work completed within the same calendar year.

In extenuating or emergency circumstances, and in the Township's sole discretion, applications for funding for completed works may be accepted, provided an application was submitted prior to that work being completed, in the same calendar year, and staff have had an opportunity to review the site prior to construction to assess need and eligibility.

Only those eligible works identified in the application will be considered. In such circumstances, the Township does not guarantee funding. All applications are subject to the same evaluation criteria and are in competition for limited funds.

4. General Criteria

Applications are subject to the following criteria:

- 4.1. Private lane associations are the *preferred* vehicle for applying to the Township for funding. If a lane association does not exist, please indicate an individual who will be held accountable for overseeing the work and collecting funding from the Township.
- 4.2. The lane standards outlined in the Road and Lane Standard Cross Section Policy is to be applied for all capital upgrades. The Road and Lane Standard Cross Section Policy outlines the minimum requirements for private lanes and public roads.
- 4.3. The private lane will be inspected before and after completion of work by a Township staff member. Initial inspections may not be required if staff are well aware of existing conditions.
- 4.4. Only capital improvements shall be eligible for funding. General maintenance such as normal gravel resurfacing, grading and/or brushing is not eligible for funding.
- 4.5. The amount of subsidy funding is limited to a maximum of 50% of the total eligible costs for any one application, to a maximum of \$7,000 per application. Only one application per lane or lane association will be considered annually.
- 4.6. Priority will be given to lanes that have not previously been provided funding; however, previously approved projects/groups may reapply and be approved for further funding if there is evidence that there is a need for further upgrade to their lane.

5. Submission Requirements

- 5.1. On a yearly basis, the Township will advertise on their website and in the local paper to announce the application process.
- 5.2. Application forms can be downloaded and filled out, or completed online by visiting our [website](#).
- 5.3. Deliver your application and supporting documents, in person, by mail, or email by the submission date to:

Township of South Frontenac

P.O. Box 100

2490 Keeley Rd Sydenham, ON, K0H 2T0

Re: Private Lane Assistance Program pwsupport@southfrontenac.net

- 6.4. All applications shall be submitted to the Public Services Department. Designated staff shall have the responsibility of determining funding eligibility in their sole discretion. No application shall be considered unless the following criteria have been met:
- 6.5. A complete application for the current calendar year has been received by the required due date indicated on the Township's website. This is typically the third Friday in May, unless otherwise advertised by the Township.
- 6.6. The applicant has provided proof of the existence of a Private Lane Association, or individual ownership associated with a private lane should no association exist.
- 6.7. All receipts and invoices for work performed in accordance with an approved application must be received by the required date - typically the last day of October, unless otherwise advertised by the Township.

6. Evaluation and Claims

Once all applications have been received, staff will review them and rate them in relation to the following criteria:

- 6.1 Significance of the improvements and the impact to residents,
- 6.2 Ability to support or improve access for emergency vehicles,
- 6.3 Adherence to the Road and Lane Standard Cross Section Specifications,
- 6.4 Proposed upgrades are for capital work and are supported by the availability of funding.
- 6.5 The applicant has provided valid documentation satisfactory to the Township, which confirms the payment of approved eligible costs, including itemized invoices and/or proof of payment. All receipts and invoices must be submitted by the first Friday in November. A consolidated invoice will not be accepted.
- 6.6 Late submissions will not be considered. Only in the case of limited applicants will late submissions be considered for funding.
- 6.7 Each Association's annual eligible allocation will be recorded and tracked for future years.
- 6.8 Private lanes must be inspected by a Township staff member after the upgrade work is completed. An initial inspection may be required before work commences to confirm existing conditions. To set up a site visit, contact Public Services at 613-376-3027 or via email to pwsupport@southfrontenac.net

7. Definitions:

Private Lane: Any road that is not a public highway as defined in the Municipal Act, 2001, and which private road exists by virtue of the existence of a right of way benefiting more than one legally conveyable parcel of land.

Association: A formal group, the membership of which is limited to owners of property who benefit from a right of way over the land upon which the private road is located.

Township: The Corporation of the Township of South Frontenac.

Staff: Any employee of the Township of South Frontenac designated to administer all or part of the Private Lane Upgrade Assistance Program.