

HALIFAX



HALIFAX REGIONAL MUNICIPALITY (HRM)
HALIFAX REGIONAL TRAILS ASSOCIATION (HRTA)

REGIONAL TRAILS CAPITAL FUNDING TEMPLATE

2018-19

Submission due: September 18th, 2017

Submit to: HRTA Contact: Paul.adlakha@gmail.com
HRM Contact: Neild@halifax.ca

Halifax Regional Municipality (HRM)
Halifax Regional Trails Association (HRTA)
Capital Proposal Submission 2018-2019

Capital Submission Check List:

Name of Group: _____

Please note: The information below is required for funding according to HRM/HRTA Capital & Maintenance Agreements for partnering groups delivering AT Greenways in HRM for upcoming construction season. If any of the requirements needs attention by your group, please attend to it promptly to assure that your capital, state of good repair and maintenance funding will qualify for funding.

Annual General Meeting date:	
Board and Financial Information has been sent to HRM Active Transportation Office , HRM Project Planning and Design, TPW, P.O. Box 1749, Halifax, N.S. B3J 3A5	
Active with Registry of Joint Stocks	
Indicate which HRTA meetings were attended by a representative in 2017	
Nova Scotia Trail membership active (amount paid)	
Directors and Officers Insurance (amount paid)	
Commercial General Liability Insurance (amount paid)	
NS Trails Volunteer Insurance (amount paid)	
Other capital funding proposals being submitted	
Other funding proposals being written to sources other than HRM – not necessarily just for capital	
Maintenance/ State of Good Repair (Recapitalization) proposals only need to fill the following sections:	
Did your groups request the provincial maintenance funding in 2017?	
Did your group receive the provincial maintenance funding in 2017?	
If your trail accommodates ATV's, where do you plan to access matched funding for maintenance or re-capitalization?	

HRTA Capital Funding Committee (CFC)
Application Process for HRM Capital:

- 1.) HRTA member groups must meet with HRM staff responsible for trails prior to making a submission to ensure their project meets current HRM criteria;
- 2.) HRTA issues a ‘Call for Proposals’ for fiscal year ahead with a Proposal Submission Deadline (which is September 18, 2017);
- 3.) The CFC reviews Proposals and makes recommendation to HRTA Board. (ideally before September meeting via email);
- 4.) HRTA submits a formal Capital Request Amount (Cover Letter and Proposals) to HRM Active Transportation for review and recommendation to Regional Council. HRM Management requires budget submission recommendations by December;
- 5.) HRM Council approves an amount of Capital for Active Transportation Greenway projects (this is often in the Spring);
- 6.) If capital requests are more than funding allocated, the Capital Committee may review projects again and utilizes the ‘Minimum Request’ number.

Evaluation Process:

The CFC will refer to the Capital Funding Evaluation Criteria (Appendix A). These criteria are based on those approved by HRTA in October 2006, with a few minor changes resulting from discussions with HRM Active Transportation staff.

Proposals

Greenway project proposals will provide a succinct summary of the proposed work, and justify the project in relation to the Criteria, in 1,000 words or less. Note that not all criteria will be applicable to each project, and you should focus on those which are most applicable. The request will also include a Proposed Budget, and a completed Greenway Capital Proposal Template.

Groups making a funding application must include projected capital costs for the entire greenway project, plus the desired budget for the upcoming application period (next year's construction), and the absolute-need costs for the next fiscal construction year. That is, every application, every year, should have three budget numbers: Total Project Cost (multi-year), the desired amount for the construction year (Maximum Do-able), and the essential minimum amount required for the construction year (Minimum-Needs request).

Name of Group: _____

Name of Trail: _____

Chair: _____

Address: _____

Phone (daytime): _____

Email: _____

Fax: _____

Website: _____

Registry Joint Stocks # _____

Project Description:

Describe what is proposed to develop with the HRM Capital and details such as how many metres or kms is this proposed AT construction or is it for AT Planning? Where exactly will this capital be spent? Provide a map and highlight the area proposed for construction or planning.

What are the permitted uses of the proposed AT trail? How compatible are the uses and what standard do you propose to build it to?

Project Implementation:

Describe the trail group organization and its background and future goals. Describe the capacity of your organization to carry a project through to completion such as the volunteer resources and how they could handle the work load of managing a project. Any additional activities of your organization and if there has been any maintenance or trail patrol activities already underway.

Outline a proposed Time Line and what Phase the proposed project is part of, if it is part of an existing plan.

Projects implemented by community associations must follow the Capital Expenditures Process in the HRTA and HRM Capital Agreement. Projects implemented directly by HRM will have assigned staff work with the local Trail Group or be invited to serve on a project advisory committee for these projects. In these cases, a Project Charter is developed to clearly establish roles and responsibilities.

Project Priority:

Make a case on why your project should be a priority in HRM's AT Capital Budget. This should be in 1,000 words or less.

Planning:

Briefly describe the planning (conceptual, detail, engineering, survey work etc.).
Please attach planning documents if available.

Community Consultations:

Please list community consultations that have been carried out and the results.
Landownership permission or landowner issues that have come from proposing this project. If there are any potential issues from landowners or users and how that will be addressed etc.

Major items to be constructed:

Provide brief descriptions for major items, with cost estimations.
Greenway Surfacing (type, width, length)
Bridge Construction
Amenities (i.e. Railings, bollards, benches, lighting etc.)
Signage, Trail Head, Parking
Project planning (i.e. functional plans or detail designs)
Other

Phasing:

Most greenway projects happen in phases. Explain the phase for your project this year.

Budget:

Please attach an itemized proposed budget for the AT project that identifies major activities and a details of proposed expenses for those activities.

Budget Table:

Please fill out the Table in the format below.

	A	B	C	D	E	F	
	2018-19 HRM Capital Request	Other Municipal funds- e.g. Councillor	Provincial request	Federal request	Corporate request	Other	Total A- F
2018-19 Full request (max. do-able)							
2018-19 Essential min. Amount							
Total Project (2-5 years)							

Appendix A: Capital Funding Criteria:

Criteria 1: Consistency with Halifax Active Transportation Priorities Plan:

Does the proposed AT greenway connect a gap in Making Connections: 2014-19 Halifax Active Transportation Priorities Plan's, Active Transportation Greenway Map? Is it part of the primary connection or a secondary connection?

Criteria 2: Capacity:

Is the community group an official member of HRTA, meeting all the criteria? Are volunteers committed to the plan and project and long term sustainability of the greenway? Does the Society have a membership that represents the community?

Criteria 3: Quality of AT Greenway Experience:

Does the proposed AT greenway provide a safer alternative than existing roads and sidewalks? Will the active transportation greenway provide natural, scenic, or heritage appeal?

Criteria 4: Linking Communities:

Does the proposed AT greenway connect communities, neighbourhoods, and other multi use pathways and destinations? Does it connect regionally? Does the greenway add a vital link in the Active Transportation Greenway Network System? Is there an existing link within 300 metres?

Criteria 5: Proximity to Users:

How convenient is the AT greenway to dense populated areas? Provide numbers of populations in that vicinity if possible. Will the AT greenway connect populated areas to major destinations such as school, library, sporting facilities? Will the greenway connect near future residential developments?

Criteria 6: Project Delivery:

Will the proposed project be delivered during the next construction season? This includes consideration of:

- Land authorizations, construction and environmental permits, insurance;
- Planning and detail designs completed and community consultations;
- What are the constraints to be addressed?

Criteria 7: Community Support

Explain the community support for the project e.g. have there been formal community engagement workshops, meetings, membership numbers, surveys, website, media outreach, newsletters, events, brochures etc. What has been the result of community consultations? Are there concerns that need to be addressed?

Criteria 8: Budget and Funding

Provide a proposed capital budget, on a separate page. Provide items and specifications (dimensions, types of materials, quantity, special structures etc.) and proposed cost and list anticipated sources of funding.

Criteria 9: Status of Greenway Work

What phase of an overall plan is the project for the upcoming year? Is it the “final piece” of the AT greenway? Is it a complete greenway project on its own (i.e. without subsequent phases)? What is the timing of the project?

Secondary Criteria

Criteria 10: Impact on Natural Environment

Will the AT greenway be designed to minimize negative impacts on the environment, away from environmentally sensitive areas? Are environment approvals required? How has the greenway plan and design address or minimize negative impacts on vegetation, slopes, wetlands, water systems, drainage, rivers, shorelines and wildlife habitats?

Criteria 11: Potential Economic Impacts

Will the AT greenway, once completed, generate new economic impacts for the community in terms of employment, spending in the local area, new business opportunities, attracting new visitors to the local area etc.

Criteria 12: Tourism Potential

Will the greenway have appeal to visitor markets from outside the province as well as from other regions of Nova Scotia? Is the greenway of local, regional or provincial significance?

HRM Criteria to prioritize candidate projects from the AT Priorities Plan

1. Part of an existing project or a “phase II” of existing project. 4 pts. if it is part of the same project; 2 pts. if it is a next phase of a project/corridor.
2. Existing direction from Regional Council for implementation or further action: 4pts if there is approval to implement facility; 2pts if there was commitment to work on the project as a secondary commitment in a Council Report.
3. Connected to existing AT facility or to another higher priority candidate AT facility. 4pts for each connection to existing facility. 2pts for each connection to higher priority candidate facility.
4. Supports multiple AT initiatives (Blue Route; Trans Canada Trail; local AT plans; Trails Group Plans; Smart Trip communities, other) or other community objectives. 2 points per initiative
5. Provides connections to schools, employment, shopping, transit, services, residential areas. 2 pts for two destination types; 4pts for more than 2 destination types.
6. Collision/Safety Issues. 4pts: documented safety issues or collision history; 2pts. Perception of safety issue/ no bicycle friendly alternative.
7. Project Integration opportunity. 4 pts for next two years, 2 pts for next four years
8. Funding Partners Available. 2 pts for each potential funding partner.

Appendix 7: Capital Committee Scheduling Chart:

Partners:	Jan., Feb., March:	April, May , June	July, August September	Oct., Nov., Dec.
HRTA Capital Committee Report regularly at any HRTA meeting as required	Make recommendations for proposal amendments (If any) to HRTA.	Make adjustments to funding based on budget approved by Council. Take to HRTA for approval Provide a written report to the AGM Call for proposals in <u>May</u>	Accept submissions by <u>Sept. 18, 2017</u> deadline. Present Outline of Capital requests and recommendations to HRTA board and Staff at the October meeting in <u>2017</u> .	
HRTA Board	Discuss/make recommendations and pass as motions regarding Proposal or Special case amendments at regular meetings	Pass by motion the accepted funding recommendations Sign the agreement for 2017-18	Pass on recommendation Capital proposals and summary sheet to David MacIsaac by the Oct. 2017 meeting of HRTA. Pass by motion any amendments for 17/18 Capital	
HRM Active Transportation staff	Submit budget proposal envelope to HRM	Meet with the Capital Committee prior to the budget announcement meeting	Review amendments and get approval from David Hubley, Manager.	HRM Active Transportation staff will review proposals and make recommendations back CFC and to HRTA in preparation for the HRM Budget review

Capital Committee Scheduling Chart:

1. Deadline to Submit Proposals to HRTA: Sept. 18, 2017.
2. Review and make Recommendations to HRTA Board of Directors by October, 2017.
3. Submit HRTA Recommendations to HRM by: _____;
4. HRM may counter this through discussions with HRTA.
5. HRM Review and recommendations submitted for Budget: Dec. 2017
6. Council Approval _____
7. HRM submits Letters to HRTA board and membership;

Appendix 9: Map 3, Making Connections: 2014-19 Halifax Active Transportation Priorities Plan

