

HALIFAX

P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 11.2.2

**Halifax Regional Council
August 5, 2014**

TO: Mayor Savage and Members of Halifax Regional Council

Original Signed

SUBMITTED BY: Councillor Bill Karsten, Chair, Audit & Finance Standing Committee

DATE: July 25, 2014

SUBJECT: HRM Rural Transit Funding Program

ORIGIN

April 14, 2014 motion of Grants Committee

July 23, 2014 meeting of the Audit & Finance Standing Committee, Item 9.3.1

LEGISLATIVE AUTHORITY

Audit & Finance Standing Committee Terms of Reference section 3.8, which states "to review and make recommendations on proposals coming to Halifax Regional Council outside of the annual budget or tender process including but not limited to:

- New Programs or services not yet approved
- Programs or services that are being substantially altered
- Proposed changes in operating or budget items
- Committing of funds where there is insufficient approved budget, or,
- New or increased capital projects not included in the approved budget
- Increases in project budget due to cost sharing
- Creation or modification of reserves and withdrawals not approved in the approved budget

RECOMMENDATION

It is recommended by the Audit & Finance Standing Committee that Halifax Regional Council:

1. Adopt Administrative Order Number 2014-012-ADM Respecting Grants for Rural Transit as outlined in Attachment 1 of the staff report dated June 23, 2014, and repeal the HRM Community Based Transit Funding Program approved by Regional Council on March 26, 2013.
2. Approve the amendments to Administrative Order Number 2014-012-ADM Respecting Grants for Rural Transit as outlined in Attachment 2 of this report.

BACKGROUND

A staff report dated June 23, 2014 pertaining to the HRM Rural Transit Funding Program (Administrative Order Number 2014-012-ADM Respecting Grants for Rural Transit) was before the Audit and Finance Standing Committee.

A Grants Committee report dated July 2, 2014 was also before the Audit and Finance Standing Committee. The HRM Rural Transit Program as recommended by staff and the Audit & Finance Committee is encompassed within Administrative Order Number 2014-012-ADM Respecting Grants for Rural Transit.

For further information please refer to the staff report dated June 23, 2014.

DISCUSSION

Staff responded to questions from the committee pertaining to the funding source of the proposed Rural Transit Funding Program. Staff noted that transit funding program will be funded from revenue generated from a parking initiative (Residential Street Parking Permits) developed through the ecoMOBILITY program. Staff further advised that the Rural Transit Funding program will not affect current tax structures or existing transit services.

The Audit & Finance Standing Committee reviewed this matter and approved the recommendation as outlined in this report.

FINANCIAL IMPLICATIONS

As outlined in the attached staff report dated June 23, 2014 (attachment 1).

COMMUNITY ENGAGEMENT

All meetings of the Audit & Finance Standing Committee are open to the public. The agenda and reports are provided online in advance of the meeting.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

ALTERNATIVES

The Audit & Finance Standing Committee did not discuss alternatives.

ATTACHMENTS

1. Staff report dated June 23, 2014
2. Amendments to Administrative Order Number 2014-012-ADM Respecting Grants for Rural Transit
3. Grants Committee report dated July 2, 2014

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Liam MacSween, Legislative Assistant, 490-6521.



P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Attachment 1

Audit & Finance Standing Committee
July 23, 2014

TO: Chair and Members of the Audit & Finance Standing Committee

SUBMITTED BY: Original Signed

Eddie Robar, Director, Metro Transit

DATE: June 23, 2014

SUBJECT: HRM Rural Transit Funding Program

SUPPLEMENTARY REPORT

ORIGIN

On April 14, 2014, the Halifax Regional Municipality Grants Committee passed the following motion:

"MOVED by Councillor Dalrymple, seconded by Mr. Darren Watts, that the Grants Committee recommend that Regional Council approve the HRM Rural Transit Funding Program (Attachment A) as described in the April 4, 2014 report, which will replace the HRM Community Based Transit Funding Program approved by Regional Council on March 26, 2013."

LEGISLATIVE AUTHORITY

The Audit & Finance Standing Committee Terms of Reference sets out its duties and responsibilities to include:

- 3.8 To review and make recommendations on proposals coming to Halifax Regional Council outside of the annual budget or tender process including but not limited to:
- New programs or services not yet approved or funded; and
 - Programs or services that are being substantially altered.

The Authority to expend money required by the Municipality for a grant or contribution to a community organization is granted to Regional Council by section 79(1)(av) of the HRM Charter.

This report complies with Administrative Order Number 54 Respecting the Procedures for Adopting Administrative Orders.

Recommendation on Page 2.

RECOMMENDATION

It is recommended that the Audit and Finance Standing Committee recommend that Regional Council adopt Administrative Order Number 2014-012-ADM Respecting Grants for Rural Transit (Attachment 1), and repeal the HRM Community Based Transit Funding Program approved by Regional Council on March 26, 2013.

BACKGROUND

A staff report dated April 4, 2014 "HRM Rural Transit Funding Program" was before the Grants Committee on April 14, 2014. The Grants Committee approved the following motion:

"MOVED by Councillor Dalrymple, seconded by Mr. Darren Watts, that the Grants Committee recommend that Regional Council approve the HRM Rural Transit Funding Program (Attachment A) as described in the April 4, 2014 report, which will replace the HRM Community Based Transit Funding Program approved by Regional Council on March 26, 2013."

Refer to the 'Background' section of the April 4, 2014, staff report for background information on the proposed program.

Following the Grants Committee motion, it was determined that as per *Administrative Order 54 Respecting the Procedures for Adopting Administrative Orders*, an Administrative Order is required to implement the Rural Transit Funding Program. As such, Administrative Order Number 2014-012-ADM Respecting Grants for Rural Transit (Attachment 1) has been prepared for consideration.

DISCUSSION

Administrative Order Number 2014-012-ADM Respecting Grants for Rural Transit was drafted for the purpose of implementing the Rural Transit Funding Program (Attachment A, April 4, 2014 report). However, a few refinements to the program have been included. These include:

- Clarifying that the program would be effective for the 2014/15 fiscal year, and that applicants could be funded for service provided as of April 1, 2014.
- Modifying the approval process such that staff provide a recommendation, and final approval is by Regional Council. As such, funding will not be renewed automatically annually, but will first require a motion of Regional Council.
- Removing the ability to accept late submissions outside the annual funding cycle.

Furthermore, since the April 4, 2014 staff report was prepared, an additional \$40,000 has been made available for this program, bringing the total available funding for 2014/15 to \$52,000.

FINANCIAL IMPLICATIONS

Funding for the Rural Transit Program is available in account R953, TDM Migration.

COMMUNITY ENGAGEMENT

There was no community engagement associated with this supplementary information report.

ENVIRONMENTAL IMPLICATIONS

There were no environmental implications identified associated with this supplementary information report.

ATTACHMENTS

Attachment 1 - ADMINISTRATIVE ORDER NUMBER 2014-012-ADM RESPECTING GRANTS FOR RURAL TRANSIT

A copy of this report can be obtained online at <http://www.halifax.ca/boardscom/index.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Patricia Hughes, MCIP, LPP, Supervisor, Service Design & Projects, 490-6287

Report Approved by: Original Signed

Dave Reage, MCIP, LPP, Manager, Planning & Scheduling, Metro Transit, 490-5138

Original Signed

Report Approved by: _____
Jane Fraser, Director, Planning & Infrastructure, 490-7166

Original Signed

Report Approved by: _____
John Traves, Q.C., Director, Legal, Insurance and Risk Management Services, 490-4219

Original Signed

Financial Approval by: _____
Greg Keefe, Director of Finance & ICT/CFO, 490-6308

**ADMINISTRATIVE ORDER NUMBER 2014-012-ADM
RESPECTING GRANTS FOR RURAL TRANSIT**

WHEREAS the Halifax Regional Municipality wishes to provide grants to community organizations that provide community-based transit services in rural communities within the Halifax Regional Municipality to subsidize the cost of regular operation and maintenance of vehicles;

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, as follows:

Short Title

1. This Administrative Order may be known as the *Rural Transit Grants Administrative Order*.

Interpretation

2. In this Administrative Order,

- (a) “Applicant” means an organization applying for a rural transit grant in accordance with this Administrative Order;
- (b) “Council” means the Council of the Halifax Regional Municipality;
- (c) “Metro Transit” means the municipal department that provides public transit services in the municipality;
- (d) “Municipality” means the Halifax Regional Municipality; and
- (e) “Organization” means a non-profit Society or non-profit co-operative providing a community based transit services.

Purpose

3. The purpose of this Administrative Order is to assist community organizations to operate community-based transit services in rural communities in the Municipality as an efficient, cost-effective form of public transportation outside of urbanized areas.

Grants Available

4. There is hereby established a grant program for community-based transit services in rural communities in the Municipality.

5. Grants shall consist of the following:

- (a) an annual lump sum payment of between \$5,000 and \$10,000; and

Administrative Order Number 2014-012-ADM
Respecting Grants for Rural Transit

- (b) a flat rate of \$0.50 (fifty cents) per vehicle kilometre logged while providing community-based transit service within the Municipality.
6. The amount of the lump sum payment will be determined based on the level of service provided by the organization:
- (a) Where the organization provides service more than 16 hours per day, at least one day per week, the lump sum is \$10,000;
 - (b) Where the organization provides service 8.1 to 15.9 hours per day, 6 to 7 days per week, the lump sum is \$10,000;
 - (c) Where the organization provides service 8.1 to 15.9 hours per day, 1 to 5 days per week, the lump sum is \$5,000; and
 - (d) Where the organization provides service 1.0 to 8.0 hours per day, at least one day per week, the lump sum is \$5,000.
7. The number of hours the service is provided is based on either the actual number of hours the service is provided, or the number of hours the service is potentially available if the service is demand responsive.
8. The lump sum payment shall be made following the annual grant approval process.
9. The total amount of the flat rate payment will be based on the number of in-service vehicle kilometres travelled in each quarter of the municipal fiscal year, as reported to the municipality in accordance with the following deadlines:
- (a) First quarter (April 1 to June 30) must be reported by July 15;
 - (b) Second quarter (July 1 to September 30) must be reported by October 15;
 - (c) Third quarter (October 1 to December 31) must be reported by January 15; and
 - (d) Fourth quarter (January 1 to March 31) must be reported by April 15.
10. Quarterly reports shall include a statement of operations and a statement of financial position.
11. The flat rate payments shall be made following the submission of each complete quarterly report.
12. At the end of each fiscal year, the organization shall provide the municipality with a copy of the previous year's audited financial statements, including a statement of operations, a statement of financial position, and a statement of cash flows.

13. If the organization receiving a grant intends to apply for a grant for the following fiscal year it shall include in its third quarter report projected ridership and projected in-service vehicle kilometres for the upcoming fiscal year.

14. All grants are subject to annual budget availability.

15. (1) Where the program budget is insufficient to provide both the lump sum amount and the per kilometre flat rate, the lump sum payments shall be paid in full, and the per kilometre flat rate will be distributed as a pro-rated per cent for each organization.

(2) Where the program budget is insufficient to provide even the lump sum amount, the total amount of funding will be distributed as a pro-rated per cent to each organization.

16. (1) The municipality shall not provide grants to more than one applicant operating in the same service area.

(2) Notwithstanding subsection (1), the municipality may provide grants to more than one applicant operating in the same service area where the services address the needs of different groups.

Eligible Organizations

17. Eligible organizations must meet the following criteria:

(a) Offer a public transit service located within the municipality or intended to serve the residents of the municipality that is:

(i) in an area of the municipality not currently serviced by Metro Transit; or

(ii) in an area serviced by Metro Transit where the organization can demonstrate that the rural transit service would complement existing Metro Transit service and address an unmet need in the community;

(b) Offer a public transit service that is available to any member of the public and does not require a membership to access; and

(c) Be a non-profit society incorporated under the *Societies Act*, R.S.N.S. 1989, c. 435 and registered with the Nova Scotia Registry of Joint Stocks, or be a non-profit co-operative incorporated under the *Co-operatives Associations Act*, R.S.N.S. 1989, c. 98 and registered with the Nova Scotia Registry of Joint Stocks.

Application Requirements

18. There is one intake period per fiscal year. Applications must be received in person or postmarked on or before January 10 for consideration for the following fiscal year.

19. Metro Transit may review draft applications from first time applicants, received on or before November 1, and provide feedback prior to the submission of the applications.

20. All applications must be received by mail or in person. E-mailed or faxed applications will not be accepted. Applications may be submitted:

(a) In person to:
Rural Transit Grants, Metro Transit
200 Ilesley Avenue
Dartmouth, NS

(b) By mail to:
Rural Transit Grants, Metro Transit
PO Box 1749,
Halifax, NS, B3J 3A5

21. First time applications shall include the following:

(a) proof of incorporation;

(b) description of fleet and licences;

(c) (i) proof of license under the *Motor Carrier Act*, with associated proof of insurance; or

(ii) confirmation of status from the Nova Scotia Utility and Review Board that the *Motor Carrier Act* does not apply, with proof of insurance commensurate with the operations being undertaken and vehicles being used, but being no less than a Nova Scotia Automobile Standard Policy Form (SPF) 1 with a SEF 6A endorsement (permission to carry passengers for compensation) and a SEF 22 endorsement (damage to property of passengers), or equivalent;

(d) map of service area;

(e) business description, including services offered and governance structure;

(f) market assessment, including: a description of the market being served, a map of the service area, the approximate population of the catchment area and its spatial distribution, a description of any competing services, and the integration/complementation of existing Metro Transit Services;

(g) financial assessment, including: three year projected revenues and expenditures; projected annual ridership and service kilometers; previous financial statements; and list of other funding sources;

(h) for drivers, proof of drivers' licences and criminal record check with vulnerable sector check; and

(i) a description of use of community resources and volunteers to ensure service is as efficient and cost effective as possible.

22. Subsequent applications shall include:

(a) Annual audited financial statements;

(b) Current proof of insurance and confirmation of status from the Nova Scotia Utility and Review Board; and

shall be in compliance with all reporting requirements from previous rural transit grant applications.

Application Evaluations

23. The following criteria will be used to evaluate applications for Council's consideration:

(a) completeness of application;

(b) appropriateness of business and governance model;

(c) appropriateness of market assessment;

(d) appropriateness of financial assessment;

(e) use of community resources; and

(f) any other matter staff considers relevant.

Application Review and Approval Process

24. All applications shall be screened by staff for basic eligibility as they are received. Applicants shall be notified promptly if their application is ineligible.

25. Incomplete applications will not be reviewed or considered.

26. Metro Transit staff shall prepare a recommendation report of eligible applicants for consideration by the Grants Committee.

Administrative Order Number 2014-012-ADM
Respecting Grants for Rural Transit

27. The staff report shall be reviewed by the Grants Committee for recommendation to Council.
28. Final approval of all applications for grants, and their amount, is a decision of Council in its sole discretion.
29. Notification of the decision of Council shall be mailed to applicants.
30. Approval of grants is conditional on Council's approval of the annual budget.
31. Not all eligible applications may receive a grant.

Conditions of Approval

32. Grant approval is subject to the following conditions:
 - (a) transit service vehicles are for the transportation of passengers and are not for personal use;
 - (b) the applicant shall maintain the necessary licenses in good standing under the *Motor Carrier Act* as applicable;
 - (c) the applicant shall maintain the necessary insurance for their operation;
 - (d) the applicant shall remain in good standing with the Registry of Joint Stock Companies;
 - (e) the applicant shall maintain a log of the number of daily passengers, the purpose of the trip, and the fare revenue collected;
 - (f) the applicant shall record all revenue received outside of fare collection and report annually to the municipality;
 - (g) any modification to a proposal or transit service must be reported to the municipality;
 - (h) the applicant shall meet quarterly and annual financial reporting deadlines as outlined in this Administrative Order; and
 - (i) the applicant shall not represent itself as having any relationship or affiliation with Metro Transit or the municipality beyond being the recipient of a grant;

Administrative Order Number 2014-012-ADM
Respecting Grants for Rural Transit

Scope

33. Nothing in this Administrative Order shall be interpreted to limit or otherwise prescribe Council's general discretion to provide grants under the *Halifax Regional Municipality Charter* or otherwise.

Effective Date

34. This Administrative Order shall come into effect on the date it is adopted by Council. Notwithstanding section 18, for the fiscal year 2014-15, applications may be received until September 15, 2014 and notwithstanding section 9, for the fiscal year 2014-15, flat rate payments will commence with the third quarter reporting period but may include flat rate payments for the first, second, and third quarter with the requisite documentation.

Repeal

35. The HRM Community Based Transit Funding Program adopted by Council on March 26, 2013 is hereby repealed.

Done and passed by Council this ____ day of _____, 2014.

Mayor

Municipal Clerk

Administrative Order Number 2014-012-ADM
Respecting Grants for Rural Transit

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on [month], [day], 201_.

Cathy Mellett, Municipal Clerk

Attachment 2

ADMINISTRATIVE ORDER NUMBER 2014-012-ADM RESPECTING GRANTS FOR RURAL TRANSIT

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(b) "Council" means the Council of the Halifax Regional Municipality;

(c) "~~Metro~~ Halifax Transit" means the municipal department that provides public transit services in the Municipality;

(d) "Municipality" means the Halifax Regional Municipality; and

(e) "Organization" means a non-profit Society or non-profit co-operative providing a community based transit services.

Purpose

3. The purpose of this Administrative Order is to assist community organizations to operate community-based transit services in rural communities in the Municipality as an efficient, cost effective form of public transportation outside of urbanized areas.

Grants Available

4. There is hereby established a grant program for community-based transit services in rural communities in the Municipality.

5. Grants shall consist of the following:

(a) an annual lump sum payment of between \$5,000 and \$10,000; and

Administrative Order Number 2014-012-ADM
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(b) a flat rate of \$0.50 (fifty cents) per vehicle kilometre logged while providing community-based transit service within the Municipality.

6. The amount of the lump sum payment will be determined based on the level of service provided by the organization:

(a) Where the organization provides service more than 16 hours per day, at least one day per week, the lump sum is \$10,000;

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11. The flat rate payments shall be made following the submission of each complete quarterly report.

12. At the end of each fiscal year, the organization shall provide the municipality with a copy of the previous year's audited financial statements, including a statement of operations, a statement of financial position, and a statement of cash flows.

Administrative Order Number 2014-012-ADM
Respecting Grants for Rural Transit

13. If the organization receiving a grant intends to apply for a grant for the following fiscal year it shall include in its third quarter report projected ridership and projected in-service vehicle kilometres for the upcoming fiscal year.

14. All grants are subject to annual budget availability.

15. (1) Where the program budget is insufficient to provide both the lump sum amount and the per kilometre flat rate, the lump sum payments shall be paid in full, and the per kilometre flat rate will be distributed as a pro-rated per cent for each organization.

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(i) in an area of the municipality not currently serviced by ~~Metro~~ Halifax Transit; or

(ii) in an area serviced by ~~Metro~~ Halifax Transit where the organization can demonstrate that the rural transit service would complement existing ~~Metro~~ Halifax Transit service and address an unmet need in the community;

(b) Offer a public transit service that is available to any member of the public and does not require a membership to access; and

(c) Be a non-profit society incorporated under the *Societies Act*, R.S.N.S. 1989, c. 435 and registered with the Nova Scotia Registry of Joint Stocks, or be a non-profit cooperative incorporated under the *Co-operatives Associations Act*, R.S.N.S. 1989, c. 98 and registered with the Nova Scotia Registry of Joint Stocks.

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(ii) confirmation of status from the Nova Scotia Utility and Review Board that the *Motor Carrier Act* does not apply, with proof of insurance commensurate with the operations being undertaken and vehicles being used, but being no less than a Nova Scotia Automobile Standard Policy Form (SPF) 1 with a SEF 6A endorsement (permission to carry passengers for compensation) and a SEF 22 endorsement (damage to property of passengers), or equivalent;

(d) map of service area;

(e) business description, including services offered and governance structure;

(f) market assessment, including: a description of the market being served, a map of the service area, the approximate population of the catchment area and its spatial distribution, a description of any competing services, and the integration/complementation of existing ~~Metro~~ Halifax Transit Services;

(g) financial assessment, including: three year projected revenues and expenditures; projected annual ridership and service kilometers; previous financial statements; and list of other funding sources;

(h) for drivers, proof of drivers' licences and criminal record check with vulnerable

Administrative Order Number 2014-012-ADM
Respecting Grants for Rural Transit

sector check; and

(i) a description of use of community resources and volunteers to ensure service is as efficient and cost effective as possible.

22. Subsequent applications shall include:

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(b) Current proof of insurance and confirmation of status from the Nova Scotia Utility and Review Board; and

shall be in compliance with all reporting requirements from previous rural transit grant applications.

Application Evaluations

23. The following criteria will be used to evaluate applications for Council's consideration:

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(e) use of community resources; and

(f) any other matter staff considers relevant.

Application Review and Approval Process

24. All applications shall be screened by staff for basic eligibility as they are received. Applicants shall be notified promptly if their application is ineligible.

25. Incomplete applications will not be reviewed or considered.

26. ~~Metro~~ Halifax Transit staff shall prepare a recommendation report of eligible applicants for consideration by the Grants Committee.

27. The staff report shall be reviewed by the Grants Committee for recommendation to Council.

28. Final approval of all applications for grants, and their amount, is a decision of Council in its sole discretion.

29. Notification of the decision of Council shall be mailed to applicants.

Administrative Order Number 2014-012-ADM
Respecting Grants for Rural Transit

30. Approval of grants is conditional on Council's approval of the annual budget.
31. Not all eligible applications may receive a grant.

Conditions of Approval

32. Grant approval is subject to the following conditions:

- (a) transit service vehicles are for the transportation of passengers and are not for personal use;
- (b) the applicant shall maintain the necessary licenses in good standing under the *Motor Carrier Act* as applicable;
- (c) the applicant shall maintain the necessary insurance for their operation;
- (d) the applicant shall remain in good standing with the Registry of Joint Stock Companies;
- (e) the applicant shall maintain a log of the number of daily passengers, the purpose of the trip, and the fare revenue collected;
- (f) the applicant shall record all revenue received outside of fare collection and report annually to the municipality;
- (g) any modification to a proposal or transit service must be reported to the municipality;
- (h) the applicant shall meet quarterly and annual financial reporting deadlines as outlined in this Administrative Order; and
- (i) the applicant shall not represent itself as having any relationship or affiliation with ~~Metro~~ Halifax Transit or the municipality beyond being the recipient of a grant;

Scope

33. Nothing in this Administrative Order shall be interpreted to limit or otherwise prescribe Council's general discretion to provide grants under the *Halifax Regional Municipality Charter* or otherwise.

Effective Date

34. This Administrative Order shall come into effect on the date it is adopted by Council. Notwithstanding section 18, for the fiscal year 2014-15, applications may be received until September 15, 2014 and notwithstanding section 9, for the fiscal year 2014-15, flat rate payments will commence with the third quarter reporting period but may include flat rate payments for the first, second, and third quarter with the requisite documentation.

Repeal

Administrative Order Number 2014-012-ADM
Respecting Grants for Rural Transit

35. The HRM Community Based Transit Funding Program adopted by Council on March 26, 2013 is hereby repealed.

Done and passed by Council this ____ day of _____, 2014.

Mayor

Municipal Clerk

HALIFAX

P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Attachment 3

Audit & Finance Standing Committee
July 23, 2014

TO: Chair and Members of the Audit & Finance Standing Committee

SUBMITTED BY: Original signed

Councillor Walker, Chair, HRM Grants Committee

DATE: July 2, 2014

SUBJECT: HRM Rural Transit Funding Program

ORIGIN

Staff recommendation approved at the April 14, 2014, HRM Grants Committee meeting.

LEGISLATIVE AUTHORITY

The Audit & Finance Standing Committee Terms of Reference sets out its duties and responsibilities to include:

- 3.8 To review and make recommendations on proposals coming to Halifax Regional Council outside of the annual budget or tender process including but not limited to:
- New programs or services not yet approved or funded
 - Programs or services that are being substantially altered

The Authority to expend money required by the Municipality for a grant or contribution to any charitable community organization is granted to Regional Council by section 79(1)(av) of the *HRM Charter*.

The *HRM Charter* states that "69 (1) The Municipality may provide a public transportation service by (a) the purchase of vehicles or vessels and operation of the service; (b) providing financial assistance to a person who will undertake to provide the service; or (c) a combination of these methods."; and that "79 (1)(o) the Council may expend money required by the Municipality for...(o) public transportation services;".

Administrative Order Number 54 Respecting the Procedures for Developing Administrative Orders.

RECOMMENDATION

That the Audit & Finance Standing Committee recommend that Regional Council approve the HRM Rural Transit Funding Program (Attachment a) as described in the April 4, 2014 report, which will replace the HRM Community Based Transit Funding Program approved by Regional Council on March 26, 2013.

BACKGROUND

A staff report dated April 4, 2014 "HRM Rural Transit Funding Program" was before the HRM Grants Committee on April 14, 2014.

Refer to the 'Background' section of the staff report for background information on the proposed program.

DISCUSSION

Staff reviewed the proposed HRM Rural Transit Funding Program with the Grants Committee at the April 14, 2014 Grants Committee meeting,

The Committee and staff discussed the proposed program, which is intended to replace the HRM Community Based Transit Funding Program approved by Regional Council in March of 2013.

Staff provided the following clarification at the request of Committee members:

- That pending approval of this program, MusGo Rider could apply for funding for the 2014/15 fiscal year and the program would be used on an ongoing basis.
- That MusGo Rider has received the \$10,000 grant approved by Regional Council in October 2012. Another community transit organization, Bay Rides, has not yet requested funding, although their business plan indicates requesting funding from HRM for the 2015/16 fiscal year. Staff explained that Bay Rides is in a pre-application stage for provincial NS Trip funding.
- That a funding source for the proposed program will be from revenues realized through parking permits in residential areas, which currently brings in close to \$2,000 per month. That the revenue source is in its infancy, and may include revenue from parking pay stations, pending implementation of that program.
- That there is nothing in the ATU collective agreement that prevents HRM from funding a service like this, although the collective agreement indicates that HRM could not contract out an existing service.
- That this matter was brought before the Grants Committee as they are the subject matter experts on grants, and the program was developed by transit staff, who are the operational experts on transit matters. The program is before the Committee for a recommendation in relation to the grants portion of the program.
- That the proposed program would be administered by staff, and on a go forward basis applications will not come before the Grants Committee.

Members were concerned with the tenuous state of the funding source for the program, and adequacy of funding required. A suggestion was made that funding for the program should be coming from the regional transportation tax rate. A further suggestion was made that the program should also cover overhead costs such as promotional expenses, insurance, legal fees, and vehicle registration.

The staff recommendation was approved by the Grants Committee.

Following the April 14, 2014 Grants Committee meeting, it was determined by the Office of the Municipal Clerk and HRM Legal Services that the recommendation should first go to the Audit & Finance Standing Committee for consideration, as per the duties and responsibilities assigned to the Audit & Finance Standing Committee under their Regional Council approved Terms of Reference:

- 3.8 To review and make recommendations on proposals coming to Halifax Regional Council outside of the annual budget or tender process including but not limited to:
- New programs or services not yet approved or funded
 - Programs or services that are being substantially altered

It was also determined following the April 14, 2014 Grants Committee meeting that, as a policy that requires approval by Regional Council, the HRM Rural Transit Funding Program would require an Administrative Order (as per Administrative Order Number 54 Respecting the Procedures for the Development of Administrative Orders. Refer to the supplementary report accompanying this report for the draft Administrative Order for the HRM Rural Transit Funding Program.

FINANCIAL IMPLICATIONS

As outlined in the April 4, 2014 staff report.

COMMUNITY ENGAGEMENT

The Grants Committee consists of four (4) members of Regional Council as well as six (6) members of the general public. Grant Committee meetings are open to the public. Agendas, minutes and reports are available on the HRM website.

Refer to the April 4, 2014 staff report for details of community engagement specific to the proposed program.

ENVIRONMENTAL IMPLICATIONS

As outlined in the April 4, 2014 staff report.

ALTERNATIVES

None identified by the Committee, although alternatives are outlined in the April 4, 2014 staff report.

ATTACHMENTS

Attachment 1 Staff recommendation report dated April 4, 2014 "HRM Rural Transit Funding Program"

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Jennifer Weagle, Legislative Assistant, 490-6517

Attachment 1

HRM Grants Committee
April 14, 2014

TO: Chair and Members of the Grants Committee

SUBMITTED BY: Original signed

Eddie Robar, Director, Metro Transit

DATE: April 4, 2014

SUBJECT: HRM Rural Transit Funding Program

ORIGIN

At the March 26, 2013 meeting of Regional Council, the following motion was passed:

MOVED by Councillor Walker, seconded by Deputy Mayor Rankin, that Halifax Regional Council approve the HRM Community Based Transit Funding Program developed by staff (Attachment 1 of the January 30, 2013 staff report) and request staff to begin a public consultation process for the HRM Community Based Transit Funding program evaluation criteria, which will be reviewed by the Grants Committee prior to being brought to Council.

MOTION PUT AND PASSED UNANIMOUSLY.

LEGISLATIVE AUTHORITY

The Authority to expend money required by the Municipality for a grant or contribution to any charitable community organization is granted by section 79(1)(av) of the *HRM Charter*.

RECOMMENDATION

It is recommended that the Grants Committee recommend that Regional Council approve the HRM Rural Transit Funding Program (Attachment A) as described in this report, which will replace the HRM Community Based Transit Funding Program approved by Regional Council on March 26, 2013.

BACKGROUND

On September 27, 2012, the Transportation Standing Committee received a staff report (dated August 29, 2012) which addressed a funding request from MusGo Rider. In the staff report, it was recommended that HRM not grant the \$10,000 requested to MusGo Rider.

The recommendations of this report were considered at the October 9, 2012 meeting of Regional Council, where a \$10,000 grant was approved subject to staff review of the MusGo Rider Business plan and financial statements, and subject to Council-approved criteria for community-led rural transit initiatives.

In response to the motion, staff drafted an evaluation process for assessing proposals for community led rural transit initiatives, such as the one which was submitted by MusGo Rider. At the March 26, 2013 meeting of Regional Council, the HRM Community Based Transit Funding Program developed by staff was approved. Regional Council requested staff begin a public consultation process for the program's evaluation criteria, which were to be reviewed by the Grants Committee prior to being brought to Regional Council.

In response to the motion, staff led a stakeholder engagement process and prepared a revised Rural Transit Funding Program and application for consideration.

DISCUSSION

Stakeholder Consultation

In order to improve the proposed funding program and application process, Metro Transit solicited input from current rural transit operators, potential future operators, and Service Nova Scotia & Municipal Relations, who currently administers the Community Transportation Assistance Program (CTAP). Input was sought via email, over the phone, and through in person meetings.

After consulting with key stakeholders on the funding program, a number of recurring comments emerged on the application criteria. These are summarized as follows:

- 1) Consider asking applicants to apply once and continue to provide a consistent level of annual funding as long as they meet program criteria. This allows organizations to more effectively plan for the long term.
- 2) Reconcile financial information that is being requested as part of this application with what is being asked for as part of CTAP regular financial reporting. This will make the application less onerous for organizations that are largely volunteer-based to apply.
- 3) Clarify which organizations can qualify for funding and in what stage of development they can apply (i.e. is funding only available for organizations which are in service, or could it be used to fund a feasibility study or the development of a business plan?).
- 4) Clarify funding levels available to successful applicants and outline what are eligible or ineligible projects.

It was also determined through consultation that the greatest funding need is for day to day operational expenses.

Proposed Funding Methodology

A new funding application has been developed which represents a refinement of the previous approach. The new approach is intended to help support rural, community based transit by subsidizing the cost of the regular operation and maintenance of vehicles. This funding model was developed in order to provide funding which will correlate with the true cost of services rendered to the community.

This program will pay a flat rate \$0.50/km for every vehicle kilometer logged in-service within HRM, limited by budget availability from year to year. This program will also provide either \$5,000 or \$10,000 in additional support per year to an organization depending on the level of service they are providing to their service area. This additional sum will be paid at the beginning of each fiscal year prior to per km payments, subject to budget availability. For a more detailed description of disbursement and quarterly reporting requirements, please see Attachment A.

The program is not intended to pay the full operating costs of the service, but the \$0.50/km rate is intended to help supplement the cost of fuel and regular maintenance of fleet vehicles or the fuel and maintenance of personal vehicles being used by volunteer drivers.

In order to plan effectively for the future, an organization will not need to reapply for funding annually, and will only need to complete the application in its entirety once. Funding will be renewed annually, assuming HRM budget availability, and that the quarterly reporting criteria are fulfilled.

MusGo Rider Funding Request

MusGo Rider is a demand responsive transit service which provides door to door, accessible transportation to residents of Musquodoboit Harbour and the surrounding community. MusGo Rider has indicated that they require near immediate financial contributions from HRM in order to continue in operation in 2014/2015. The organization is currently projecting \$122,000 in operating expenses, and approximately \$68,000 in income, with a difference of approximately \$54,000.

Due to funding limitations in 2014/15, the budget for the program is capped at \$12,000. As such, MusGo Rider would be eligible to apply for a maximum funding amount of \$12,000 in operating expenses, which could be further limited if applications are received from other service providers.

Program Implementation

In future years, the program will require organizations seeking funding to submit applications by the January 10th. Applications will then be reviewed and approved by HRM staff. It is proposed that if approved by the Grants Committee and Regional Council, staff will administer the program and issue funding to applicants and return to Regional Council with an information report which describes disbursements each year.

FINANCIAL IMPLICATIONS

The rural transit funding program will be funded from revenue generated from a parking initiative (Residential Street Parking Permits) developed through the ecoMOBILITY program. The intent of ecoMOBILITY was to generate revenue from those who chose to commute by car and to reinvest those funds in projects that would create alternatives to commuting by car. Using the revenue to fund this program is suited to that objective. As this program is still in its initial stages of implementation, limited funding is available in 2014/2015 (up to \$12,000). This funding is available in account R953-6919.

COMMUNITY ENGAGEMENT

As part of this project several stakeholder engagement activities took place with agencies within HRM and across the province. These included meetings with current rural transit operator MusGo Rider and the BayRides organization which will be beginning a pilot service in the 2015/2016 fiscal year. Input on the funding application process was also solicited from other existing service providers outside the HRM through the Rural Transit Association and Community Transit-NS. Feedback was also received from Service Nova Scotia & Municipal Relations, who currently administers the bulk of rural transit funding in Nova Scotia.

ENVIRONMENTAL IMPLICATIONS

The intent of the Rural Transit Funding Program is to increase transit ridership, thereby reducing private vehicle usage and greenhouse gas emissions.

ALTERNATIVES

1. The Committee could recommend that funding require approval by Regional Council prior to being issued.
2. The Committee could choose not to approve the Rural Transit Funding Program.
3. The Committee could choose to make modifications to the Rural Transit Funding Program. Depending on the extent of these modifications, further staff review may be recommended.

ATTACHMENTS

Attachment A – Rural Transit Funding Program Application
Attachment B – Statement of Operations Template

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/agenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Erin Harrison, Coordinator, Project Planning, Planning & Scheduling, Metro Transit, 490-4942

Original signed

Report Approved by:

Dave Reage, MCIP, LPP, Manager, Planning & Scheduling, Metro Transit, 490-5138

Original signed

Report Approved by:

Peter Stickings, A/Director, Planning & Infrastructure, 490-7129

Original signed

Financial Approval by:

Greg Keefe, Director of Finance & ICT/CFO, 490-6308

HRM Rural Transit Funding Program

1 Purpose & Description

Community based transit programs outside of urbanized areas have the opportunity to be tailored to meet the specific needs of rural communities and residents, and to be an efficient, cost-effective form of public transit.

The purpose of the HRM Rural Transit Funding Program is to assist organizations to operate their own community based transit services in rural communities in HRM.

2 Eligible Recipients

To be eligible for consideration, the transit service must meet the following criteria.

The transit service must be:

- Operated by a non- profit society incorporated under the Societies Act and registered with the N.S. Registry of Joint Stocks, or a non- profit co-operative incorporated under the Co-operative Associations Act and registered with the N.S. Registry of Joint Stocks;
- A rural transit service located in an area not serviced by Metro Transit, unless it can be demonstrated that the rural transit service would complement existing Metro Transit service and address an unmet need in the community; and
- A transit service located within HRM, or intended to serve the residents of HRM.

3 Application Review

Metro Transit will review the applications to determine if they are complete. Staff will prepare a report describing all applications submitted and advising whether each complies with the approved criteria outlined here. This report will be submitted to Regional Council as an information report. All applicants will be notified as to the final outcome.

A pre-application process is available to all prospective applicants. The pre-application process is designed to offer applicants an opportunity to refine their proposals and ensure compliance with the criteria laid out in this document, and will be completed by Metro Transit staff.

4 Funding Program

The Funding Program is intended to help support community based transit by providing funding to subsidize the regular operation and maintenance of an organization’s vehicles. This program will pay a flat rate \$0.50/km for every vehicle kilometer logged while providing service within HRM, dependent on budget availability. This program will also provide an additional lump sum of \$5,000 or \$10,000 of support per year to an organization depending on the level of service provided to the community.

It is intended that this program will help supplement the cost of fuel and regular maintenance of fleet vehicles, or the fuel and maintenance of personal vehicles being used by volunteer drivers. It is not intended to subsidize the full cost of providing the service.

Funding will be renewed annually, assuming that quarterly reporting criteria are fulfilled and subject to HRM budget availability.

5 Funding Disbursement

Funding is disbursed in two ways:

1. After completing the attached application, organizations awarded funding will be notified by phone or mail. At this time, either \$5,000 or \$10,000 will be disbursed to the organization, depending on the level of service being provided. For a detailed breakdown of the level of service and coordinating value of disbursement, see Table 1 below.

Table 1: Availability-Service Span and Annual Disbursement

		Days/Week	
		6-7	1 - 5
Hours/Day	16.0+	\$10,000	\$10,000
	8.1 – 15.9	\$10,000	\$5,000
	1.0 – 8.0	\$5,000	\$5,000

To use the above table, first determine how many days per week the service is operating, and then determine how many hours per day that service is provided or potentially available if service is demand responsive.

2. The organization will report to Metro Transit the number of in-service vehicle kilometers travelled in each quarter by the reporting deadline, and HRM will disburse funding accordingly at \$0.50 per kilometer. Reporting periods are summarized in Table 2 below.

Table 2: Financial Reporting Periods

Quarter	Quarterly Start / End Dates	Reporting Deadline for Previous Quarter
Q1	April 1 - June 30	July 15
Q2	July 1 – September 30	October 15
Q3	October 1 – December 31	January 15
Q4	January 1 – March 31	April 15

5.1 Quarterly Reporting Requirements

In order to receive funding for each quarter, organizations must provide quarterly updates to HRM on income and expenditures. In order to be considered complete, a quarterly report must include the following:

- A Statement of Operations¹; and
- A Statement of Financial Position.

In order to ensure appropriate funding allocation from year to year, the January 15 report must include projected ridership and projected in-service vehicle kilometers for the upcoming fiscal year, as well as proof of insurance.

At the end of each funding cycle, the previous years' audited financial statements, which shall include at a minimum A Statement of Operations, A Statement of Financial Position and Statement of Cash Flows, must be forwarded to HRM for review prior to the release of any new funds.

6 Funding Availability

Funding is subject to annual budget availability. If a funding proposal is received for a service area which already has transit service provided by an organization receiving funding from the Rural Transit Funding Program, then the new service provider will not receive funding. An exception to this rule would be if the two services address the needs of two different groups (i.e. one focused on the needs of seniors, and one focused on providing transit service to youth).

Should two new proposals for funding a transit service in the same service area be received, the proposal with the most cost-efficient service model (as measured by average cost per ride) will receive funding.

Due to budget restrictions, it is possible that in any given year, HRM will not have enough funding available to provide \$5,000 or \$10,000 grants in addition to \$0.50/km to each organization who is part of the funding program.

¹ For a sample template for a Statement of Operations, please see the attached HRM Rural Transit Funding Program Background Information

If this is the case, then the upfront grant of \$5,000 or \$10,000 will be paid out in full to all organizations and the remaining per kilometer funding will be distributed as a prorated percent for each organization.

If funding is restricted to the point that there are not enough resources to pay out the \$5,000 or \$10,000 grants in their entirety, then all funding will be distributed as a prorated percent for each organization.

7 Application Submission

The completed application must be submitted to Metro Transit no later than January 10th in order to be guaranteed consideration for the funding program in the next fiscal year. It is highly encouraged that first time applicants submit a draft application on or before November 1st in order to allow Metro Transit to provide feedback prior to the formal application submission on January 10th. This process will allow applicants an opportunity to refine their proposals and ensure compliance with the criteria laid out in this document.

Any incomplete applications will not be considered for review.

7.1.1 Late Submissions

Applications for the Funding Program can be submitted beyond the January 10th deadline, and resources will be awarded subject to available funding on a first come, first served basis.

8 General Terms

Should funding be approved, HRM will enter into an agreement with the applicant based on the following terms:

- Should the service terminate with the applicant owning assets or reserve funds related to the service, HRM may claim a portion of those assets or funds not exceeding the total amount of HRM contributions;
- Transit service vehicles are intended for the transportation of passengers and are not for personal use;²
- The applicant is fully responsible for insurance and licensing, including licensing under the *Motor Carrier Act*, if required;
- Applicant is in good standing with the Registry of Joint Stocks;
- A record must be kept of the number of daily passengers and the purpose of the trip must be logged.
- All revenue outside of fare collection must also be documented;
- HRM's contribution is contingent upon the applicant securing funding³ for the balance of the total capital costs or operating expenses;

² Unless it is a volunteer's personal vehicle being used to complete trips on behalf of the service provider.

³ Funding includes revenues from fares.

- Any modification to a proposal or transit service that would impact eligibility must be reported promptly;
- A new funding agreement will be signed each year by HRM and the service provider;
- An understanding that HRM adheres to the *Canadian Charter of Rights and Freedoms*; and
- An understanding that any information submitted will potentially be shared with other levels of government, and subject to freedom of information requests as set out in part twenty of the *Municipal Government Act*.

9 Grounds for Having Funding Revoked

The following lists some examples of infractions which would be considered a breach of contract, and could render the applicant ineligible for funding:

- Misrepresenting the relationship between Metro Transit and the service being proposed by the applicant (specifically there will be no fare integration and off street transit facilities are for the use of Metro Transit buses only).
- If the applicant is not registered with the N.S. Registry of Joint Stocks as a non-profit society or a non-profit cooperative.
- Applicant is not in good standing with the Registry of Joint Stocks.
- If the applicant is operating without the appropriate insurance.
- If quarterly or annual financial reporting deadlines are not met.⁴
- If the applicant has their Utility and Review Board License revoked; and
- If the conditions related to the eligibility of a proposal change, making the proposal no-longer eligible.

⁴ If quarterly financial reporting deadlines are not met, then funding will not be provided for the quarter.

10 Application Evaluation

The remaining pages of this document summarize the submissions required by each organization applying to the Funding Program. The following pages include the following:

- **Organization Contact Information Sheet:** Please use this as the cover page for your submission.
- **Submission Requirements for Funding Program:** These pages summarize what needs to be submitted as part of the Funding Program Application. You do not need to submit these pages as part of your application. This is intended to guide the development of submissions.
- **Application Submission Checklist:** Use this checklist to ensure that your application is complete before submission. Once complete, have an authorized officer sign and date this page and include it as part of your submission.
- **Evaluation Form:** This is the evaluation sheet that will be used by HRM staff to evaluate each application for the Rural Transit Funding Program.
- **Quarterly Financial Reporting:** This spreadsheet may be used for the three year revenue and expenditures projections required for initial submission to the Funding Program (please complete one sheet per fiscal year). It can also be used to fulfil quarterly financial reporting requirements as outlined above.

Organization Contact Sheet: HRM Rural Transit Funding Program

Organization Contact Information

Organization Name	
Organization Mailing Address	
Name of Contact Person	
Job Title/Role	
Daytime Phone Number	
Email Address	
Registry of Joint Stocks Registration Number	

<p>On behalf of the organization identified above I hereby make application for funding assistance from Metro Transit and Halifax Regional Municipality as set out in this application. I certify that I am an authorized officer of the applicant and that the information provided in this application and its attachments is true and correct to the best of my knowledge and belief.</p>	
Authorized Officer Name	
Title	
Phone Number/Email Address	
Signature of Officer Named Above	
Date	
Signature of Second Officer	
Title	
Date	

Submission Requirements for Funding Program

Section		Include the Following
A	Business Description	<ul style="list-style-type: none"> • A description of the services being offered (i.e. fixed route, door-to-door, shared taxi). • A description of the service's business model (i.e. is it volunteer-driven, or are staff paid?). • Describe the management and governance structure in place to manage the organization.
B	Market Assessment	<ul style="list-style-type: none"> • A description of the market being served by the service (i.e. is there a focus on meeting the needs of a particular target group?). • A map of service area. • The approximate population of catchment area, and a description of its spatial distribution. • A description of competing services which operate within the catchment area, if applicable. • Describe how the existing/proposed operation integrates with or complements existing Metro Transit service, where applicable.
C	Financial Assessment	<ul style="list-style-type: none"> • Three years projected revenues and expenditures (monthly break down). • Annual Ridership projections and past years' ridership. • Annual service kilometers projection, and past years' service kilometers. • A list of any assumptions used to prepare projections. • Detailed financial statements for the previous years of operation, OR quarterly financial reports submitted to CTAP for the previous year or years. • A complete list of all funding sources sought from other levels of government, and community fundraising activities.

Submission Requirements for Funding Program (continued...)

D	Vehicle Licenses	<ul style="list-style-type: none"> List the vehicle licenses held and attach a copy of each license.
E	Vehicle Insurance	<ul style="list-style-type: none"> List all vehicle insurance policies and attach documented confirmation of coverage from insurance provider.
F	Liability Insurance	<ul style="list-style-type: none"> List the liability insurance coverage for the all employees, board of directors, volunteers, drivers, and attach confirmation of coverage from the insurance provider. A Vulnerable Sector Check and Child Abuse Registry Check for each driver (paid or volunteer).
G	Use of Community Resources	<ul style="list-style-type: none"> Describe how the organization will make use of community volunteers to ensure service is as efficient and cost effective as possible. Describe any other resources in the service area that will be used to ensure the success of the transit operation.
H	Description of Fleet	<ul style="list-style-type: none"> Describe each vehicle which is part of the fleet. Include in this description the make, model, year of each, as well as the number of passengers they can carry and whether or not they are accessible.

Application Submission Check List

Please use the following checklist to ensure you have submitted all required application sections. The requirements for each section are outlined on the following page.

Once the application is complete, please attach this page to submission and have an authorized officer sign and date the bottom.

Section	Submitted?
A. Business Description	
B. Market Assessment	
C. Financial Assessment	
D. Vehicle Licenses	
E. Vehicle Insurance	
F. Liability Insurance	
G. Use of Community Resources	
H. Description of fleet	

Signature of Authorized Officer _____ Date: _____

Evaluation Form

This form will be completed by HRM Staff upon receipt of applications. If criteria are not met, outline rationale will be provided in the comments section below.

Section	Criteria	Criteria met?
Business Description	<ul style="list-style-type: none"> Services offered and business model meet community needs Governance Structure is appropriate for the services offered 	
Market Assessment	<ul style="list-style-type: none"> Market assessment is complete and thorough Service is integrated with or complements Metro Transit Services 	
Financial Assessment	<ul style="list-style-type: none"> Projected revenues and expenditures are complete and reasonable Annual ridership and service kilometers projected and for past years are complete and reasonable Financial statements/reports are complete and reasonable Listed assumptions are reasonable List of funding sources sought is complete and reasonable 	
Vehicle Licenses	<ul style="list-style-type: none"> Licenses are complete 	
Vehicle Insurance	<ul style="list-style-type: none"> Vehicle Insurance is complete 	
Liability Insurance	<ul style="list-style-type: none"> Liability Insurance is complete Vulnerable Sector Check and Child Abuse Registry Check for drivers return no results 	
Use of Community Resources	<ul style="list-style-type: none"> Organization makes use of community volunteers and resources 	
Description of fleet	<ul style="list-style-type: none"> Fleet description is complete 	

Recommend Funding Approval?

YES

NO

Comments:

Non-Financial Information - April 1 - March 31

Operating Stats, Information	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Total Accessible Vehicles					N/A
Total Non-Accessible Vehicles					N/A
Total Volunteer Drivers					N/A
Total Vehicle Service Hours					
Total One-way passengers					
Total In Service Kms Driven					
Total Drivers Employed					N/A

Breakdown of Ridership

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total
Total One-way passengers													
School Board													
DCS													
Contracts													
General													
Total Ridership not including charter	0	0	0	0	0	0	0	0	0	0	0	0	0
Charter													
Total Ridership including Charter	0	0	0	0	0	0	0	0	0	0	0	0	0
Wheelchairs													
Abile Bodied													
Total	0	0	0	0	0	0	0	0	0	0	0	0	0
Seniors (65 and over)													
Youth (18 and under)													
General													
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

(should equal Total Ridership not including charter)

(should equal Total Ridership not including charter)

Capital Cash Flow Statement - April 1 - March 31

	Vehicle 1	Vehicle 2	Other	Total
Capital Cost				
Revenue:				
ATAP				
Other Levels of Government				
Own Funds				
Loan				
Other				

Capital Reserve - April 1 - March 31

Balance	Balance
End Of Year	End Of Year

Long Term Debt - April 1 - March 31

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

Long Term Debt Balance