

Item No. 11.4.1
Halifax Regional Council
October 29, 2013

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY: Original Signed
Fv: Councillor Bill Karsten, Chair, Audit and Finance Standing Committee

DATE: October 18, 2013

SUBJECT: Funding Award – 2013 NS Moves

ORIGIN

- On June 11, 2013, Regional Council (item 10.2.1) approved a recommendation from the Transportation Standing Committee to submit an application to the NS Moves Program for the funding of seven sustainable transportation projects.
- Audit and Finance Standing Committee report dated August 12, 2013.
- October 16, 2013 Audit and Finance Standing Committee meeting, Item No. 9.1.1.

LEGISLATIVE AUTHORITY

Motion of Halifax Regional Council of December 11, 2012 that proposals outside of the annual budget or tender process be referred to the Audit and Finance Standing Committee for review and recommendation prior to coming to Regional Council.

RECOMMENDATION

The Audit and Finance Standing Committee recommends Halifax Regional Council:

- (1) Authorize the Mayor and Clerk to enter into an agreement with the Province of Nova Scotia for \$105,000 in funding as indicated in the August 12, 2013 Audit and Finance Standing Committee Report;
- (2) Authorize the Mayor and Clerk to enter into an agreement with Halifax Harbour Bridges for \$10,000 in funding as indicated in the August 12, 2013 Audit and Finance Standing Committee Report;
- (3) Increase the Project Budget for Project No CTR00908 - Transportation Demand Management Program, by \$40,000 to include external funding from the Province of Nova Scotia;

- (4) Increase the Project Budget for Project No. CMU00975 - Transit Corridor, by \$30,000 to include external funding from the Province of Nova Scotia;
- (5) Increase the Project Budget for Project No. CMU01095 - Transit Strategy, by \$25,000 to include external funding from the Province of Nova Scotia;
- (6) Increase the Project Budget for Project No. CTU00420 - Active Transportation Plan, by \$10,000 to include external funding from the Province of Nova Scotia; and;
- (7) Increase the Project Budget for Project No. CTU00420 - Active Transportation Plan, by \$10,000 to include external funding from Halifax Harbour Bridges.

BACKGROUND

This is the second year in which the Province of Nova Scotia has requested applications for sustainable transportation funding under the NS Moves Program. Based on motions moved by Regional Council, funding applications for seven projects were submitted on June 22, 2013. On August 12, 2013, HRM staff was notified that four of those programs were to receive all or some funding under NS Moves. A list of the projects approved and not approved for funding can be found in the Discussion Section of the August 12, 2013 Staff Report (see attachment 1).

DISCUSSION

The Audit and Finance Standing Committee have reviewed this matter and recommend that Halifax Regional Council approve the recommendation as outlined in the recommendation section of the October 18, 2013 report.

FINANCIAL IMPLICATIONS

As outlined in the August 12, 2013 staff report.

COMMUNITY ENGAGEMENT

All meetings of the Audit and Finance Standing Committee are open to the public. Further information on Community Engagement is outlined in the August 12, 2013 staff report

ENVIRONMENTAL IMPLICATIONS

As outlined in the August 12, 2013 staff report.

ALTERNATIVES

No alternatives were discussed by the Audit and Finance Standing Committee

ATTACHMENTS

1. Staff report dated August 12, 2013.

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: Liam MacSween, Legislative Assistant, 490-6521

**Audit & Finance Standing Committee
October 16, 2013**

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

SUBMITTED BY:
Peter Stickings, Acting Director, Planning & Infrastructure

David Reage, MCIP, LPP, A/Director, Metro Transit

DATE: August 12, 2013

SUBJECT: Funding Award – 2013 NS Moves

ORIGIN

On June 11, 2013, Regional Council (item 10.2.1) approved a recommendation from the Transportation Standing Committee to submit an application to the NS Moves Program for the funding of seven sustainable transportation projects.

LEGISLATIVE AUTHORITY

HRM Charter section 74 (1) states: “The Municipality may agree with one or more municipalities, villages, service commissions, the Government of the Province or of Canada or a department or agency of either of them or a band council pursuant to the Indian Act (Canada) to provide or administer municipal or village services.”

RECOMMENDATION

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

- (1) Authorize the Mayor and Clerk to enter into an agreement with the Province of Nova Scotia for \$105,000 in funding as indicated in this report;
- (2) Authorize the Mayor and Clerk to enter into an agreement with Halifax Harbour Bridges for \$10,000 in funding as indicated in this report;
- (3) Increase the Project Budget for Project No CTR00908 - Transportation Demand Management Program, by \$40,000 to include external funding from the Province of Nova Scotia;
- (4) Increase the Project Budget for Project No. CMU00975 - Transit Corridor, by \$30,000 to include external funding from the Province of Nova Scotia;

(Continued on next page)

- (5) Increase the Project Budget for Project No. CMU01095 - Transit Strategy, by \$25,000 to include external funding from the Province of Nova Scotia;
- (6) Increase the Project Budget for Project No. CTU00420 - Active Transportation Plan, by \$10,000 to include external funding from the Province of Nova Scotia; and
- (7) Increase the Project Budget for Project No. CTU00420 - Active Transportation Plan, by \$10,000 to include external funding from Halifax Harbour Bridges.

BACKGROUND

This is the second year that the Province has solicited applications for projects and programs that promote sustainable transportation for funding through the NS Moves Program. Based on the motion of Regional Council, funding applications were submitted to NS Moves on June 22, 2013, for seven HRM projects. On August 12, 2013, HRM staff was advised that four of those projects were to receive some or all of the funding requested.

DISCUSSION

Projects granted funding through the NS Moves program are:

PROJECT	NS MOVES GRANT	HRM BUDGET SOURCE Project Numbers
Active Transportation Connections to Highfield Park Transit Terminal	\$40,000*	Transportation Demand Mgmt. (CTR00908)
Transit Priority Measures Study	\$30,000	Transit Corridor (CMU00975)
Transit Plan Public Engagement	\$25,000	Transit Strategy (CMU01095)
Bicycle Accommodation at the Dartmouth Ferry Terminal	\$10,000	Active Transportation (CTU00420)
<i>Sub Total for NS Moves Grants</i>	<i>\$105,000</i>	
Halifax Harbour Bridges	\$10,000**	Active Transportation (CTU00420)
TOTAL PROJECT FUNDING	\$115,000	

Notes: * the application requested \$75,000 in funding but only \$40,000 was granted
** Halifax Harbour Bridges will contribute an additional \$10,000 as project partners

The granting of additional funding for the Transit Plan Public Engagement will ensure a professionally designed, high quality, public consultation process. The Active Transportation and Transit Priority budgets are bundled accounts that include a number of component projects. Increased funding allows for more scope flexibility in the projects receiving funding as well as other approved projects within that account.

Projects that funding was applied for but not granted were:

1. Transit Map
2. Highfield Transit Terminal Passenger Amenities
3. Long Lake Trail Alignment Plan

HRM funding to fully undertake the Transit Map and Highfield Terminal construction has already been approved, so these projects will not be affected by not receiving external funding. The Long Lake Trail Alignment Plan will be deferred to a future budget year.

FINANCIAL IMPLICATIONS

The additional \$115,000 in funding, to be cost shared with Halifax Harbour Bridges and NS Moves Program, will add capacity to the approved 2013-14 project budgets so that additional priority projects may be undertaken earlier than originally planned. Funding availability has been confirmed by Finance.

Budget Summary: **Project No. CTR00908 Transportation Demand Management**

Cumulative Unspent Budget	\$833,793.30
Plus: NS Moves Funding	<u>\$ 40,000.00</u>
Balance	\$873,793.30

Project No. CMU00975 Transit Corridor

Cumulative Unspent Budget	\$608,702.00
Plus: NS Moves Funding	<u>\$ 30,000.00</u>
Balance	\$638,702.00

Project No. CMU01095 Transit Strategy

Cumulative Unspent Budget	\$ 74,398.72
Plus: NS Moves Funding	<u>\$ 25,000.00</u>
Balance	\$ 99,398.72

Project No. CTU00420 Active Transportation

Cumulative Unspent Budget	\$1,328,297.30
Plus: NS Moves Funding	<u>\$ 10,000.00</u>
Plus: Halifax Harbour Bridges Funding	<u>\$ 10,000.00</u>
Balance	\$1,348,297.30

COMMUNITY ENGAGEMENT

- Community engagement will be undertaken as part of the Highfield Park Transit Connections;
- The Transit Plan project is community engagement;
- The Transit Priority Measures project is a technical exercise that will not involve community engagement, but projects recommended for implementation may involve public engagement at a later date; and
- Public engagement has already been taken on needs related to bicycle commuting needs across the harbor; no further engagement is planned.

ENVIRONMENTAL IMPLICATIONS

Each of the projects won funding based on their contribution to environmental sustainability in the transportation sector. Minimization of environmental impacts will be part of the design process for both the Transit Terminal Connection and Transit Priority Measures projects.

ALTERNATIVES

The Standing Committee may choose to not recommend acceptance of funding from the NS Moves Program, while still proceeding with the projects. This is not recommended by staff.

ATTACHMENTS

NSDOE and HRM Contribution Agreement.

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: David McCusker, P.Eng., Manager, Strategic Transportation Planning, 490-6696

Report Approved by: Signed by
Austin French, Manager, Planning, 490-6717

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

THIS CONTRIBUTION AGREEMENT made in duplicate as of the _____ day of _____, 2013.

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF NOVA SCOTIA, as represented by the Minister of Energy (the "Province")

OF THE FIRST PART

- and -

Halifax Regional Municipality, an organization, with its legal office located in Halifax, NS, (the "Grant Recipient")

OF THE SECOND PART

WHEREAS the Department of Energy is providing funding through the Nova Scotia Moves program in order to promote community-based sustainable transportation initiatives in Nova Scotia;

AND WHEREAS the Province of Nova Scotia, through its Sustainable Transportation Strategy, is committed to enhancing broad-based engagement around active transportation, community transit, greater efficiency and other components that contribute to sustainable transportation and healthy, livable communities,

AND WHEREAS the Grant Recipient has applied to the Nova Scotia Moves program for support in advancing several priorities to advance transit and active transportation in Halifax Regional Municipality;

AND WHEREAS the Department of Energy has agreed to fund the project proposed by the Grant Recipient;

NOW THEREFORE in consideration of the mutual covenants contained herein, the parties agree as follows:

1.0 DUTIES AND RESPONSIBILITIES

- 1.01 The Grant Recipient agrees to use the funds from this contribution to support the project which includes upgrading bike accommodations at the Dartmouth Ferry Terminal, improving an active transportation connection at Highfield Park Terminal, conducting public engagement around Metro Transit's next five year plan, and undertaking a transit priority study in Halifax Regional Municipality, as referenced in the preamble and more fully detailed in Schedules "A" through "D."
- 1.02 Unless the parties otherwise arrange, the Grant Recipient shall obtain, supply and pay for all labour, materials, facilities and approvals necessary or advisable to develop the Project.
- 1.03 Nothing in this Agreement shall be interpreted or constructed to prohibit or limit the right of the Grant Recipient to provide services for any person, government or agency.
- 1.04 (a) Unless advised otherwise in writing by the Province, the contact person for the Nova Scotia Department of Energy is Julia Sable, telephone, (902) 424-8090; fax (902) 424-0528, or e-mail at sablejl@gov.ns.ca.
- (b) Unless advised otherwise in writing by the Grant Recipient, the contact person for the Grant Recipient is David McCusker, telephone (902) 490-6696, fax (902) 490-6727, or email mccuskda@halifax.ca.

1.05 The Grant Recipient shall undertake the work outlined in the Grant Application and shall discharge its duties and responsibilities respecting the work in a competent and reasonable manner.

1.06 The Grant Recipient agrees to fulfill the reporting requirements as described in Schedule "E".

2.0 TERM OF AGREEMENT

2.01 Subject to Articles 3.01 (Provincial Funding) and 6.0 (Termination), this work shall be undertaken over a period ending no later than March 31, 2015.

3.0 PROVINCIAL FUNDING

3.01 Subject to Article 6, the Province agrees to provide funding up to the amount of \$105,000 Canadian to the Grant Recipient, with payment schedules as follows:

- a) \$85,000 Canadian to be paid to the Grant Recipient following signing of this agreement.
- b) Subject to article 3.02 and 3.03, up to \$9,500 Canadian to be paid to the Grant Recipient following submission of a satisfactory Interim Report as outlined in Schedule "E".
- c) Subject to article 3.02 and 3.03, up to \$10,500 Canadian to be paid to the Grant Recipient following submission of a satisfactory Final Report as outlined in Schedule "E".

3.02 The amount of the final payment is conditional upon adequate funding allocation for the Nova Scotia Moves program in the 2014-2015 provincial budget.

3.03 If the condition in Article 3.02 is not met, the Grant Recipient and the Province will renegotiate the total grant allocation and timeline of grant disbursements.

3.04 If the Grant Recipient accepts the grant, the grant will be given to the Grant Recipient with the understanding that it will be used for the purposes intended. If the project proposed in this agreement as outlined in Schedule "A" is unable to be advanced as planned for unforeseen reasons, the Grant Recipient will consult with the Department of Energy and may use the funds for any other work consistent with the objectives of the Sustainable Transportation Strategy.

3.05 The Grant Recipient shall not commit or purport to commit the Province to pay any money except as authorized by this Agreement.

4.0 RECORDS/DOCUMENTS

4.01 In order for the Province to be informed about the nature of the development of the Project, the Grant Recipient agrees to permit the Province, its employees, agents or auditors, full access to all records, accounts and facilities and to meet with members of staff of the Province at mutually agreeable times.

4.02 It is understood that in the event of a serious incident or breach of this Agreement, initial contact with the Grant Recipient shall be made through the Chief Administrative Officer of the Grant Recipient and, in the event of such an incident or breach, that any contact with staff of the Grant Recipient shall be arranged through the Grant Recipient.

5.0 CONFLICT OF INTEREST

5.01 The Grant Recipient shall avoid situations which might cause a conflict of interest either real or perceived, and shall immediately notify the Province if any such conflict does or might appear to arise.

- 5.02 The Grant Recipient agrees that it has read and understands the Code of Conduct for Nova Scotia's Public Servants available on the Internet at http://novascotia.ca/psc/about/overview/publications/Policies_codeofconduct/, and that, as a condition of its engagement under this Agreement, it will conduct its activities in a manner consistent with the Code.

6.0 TERMINATION

- 6.01 Either the Province or the Grant Recipient may terminate this Agreement at any time without cause or liability upon providing 30 days notice in writing to the other party.
- 6.02 The Province may immediately terminate this Agreement if the Grant Recipient breaches or defaults on any term or condition and fails to remedy the same in a manner deemed satisfactory to the Province within five (5) days of being given written notice of the breach or default.
- 6.03 The termination of this Agreement shall not affect any rights, duties, obligations or liabilities that arise or have accrued prior to the effective date of termination.
- 6.04 Where the Agreement is terminated or expires, the Grant Recipient shall, if requested, immediately turn over to the Province copies of all documents, records, reports and other materials which have been maintained by the Grant Recipient or its officers, employees, members and staff pursuant to this Agreement.
- 6.05 If this agreement is terminated under this clause or by mutual agreement, any unexpended funds shall remain with the Grant Recipient to be used for purposes consistent with the Province's Sustainable Transportation Strategy.

7.0 RELATIONSHIP

- 7.01 Pursuant to this Agreement, the Grant Recipient is recipient of a discretionary grant of funding from the Province. The Grant Recipient and any employee, servant, agent, contractor or volunteer of the Grant Recipient are not an agent, employee or servant of the Province.
- 7.02 The Grant Recipient has no authority to bind the Province to any agreement and agrees that it will not hold itself out as having any authority within the Province or on behalf of the Province.

8.0 NOVA SCOTIA WORKERS' COMPENSATION ACT COVERAGE

- 8.01 The Grant Recipient will ensure that coverage under the *Nova Scotia Workers' Compensation Act* is maintained, where required by law, for its employees and for any contractor of the Grant Recipient which performs work on the Project.

9.0 CONFIDENTIALITY

- 9.01 This Agreement is subject to the provision of the *Freedom of Information and Protection of Privacy Act* and the Province shall make any decision respecting release of this Agreement in compliance with that Act.

10.0 COMPLIANCE WITH LAWS AND PROVINCE'S PROCEDURES

- 10.01 The Grant Recipient shall comply and shall require its contractors and employees to comply with all applicable laws, orders, rules and regulations.
- 10.02 The Grant Recipient shall ensure compliance with related procurement policies and procedures, their own or the Province's, whichever applies.

11.0 MISCELLANEOUS

- 11.01 All references to monetary amounts in this Agreement or any Schedule shall be to Canadian dollars.
- 11.02 Time shall be of the essence in this Agreement.
- 11.03 This Agreement shall be governed by and construed in accordance with the laws in force in Nova Scotia. The parties hereto submit to the jurisdiction of the court of Nova Scotia.
- 11.04 This Agreement constitutes the whole Agreement unless amended in writing and signed by both parties.
- 11.05 No modifications or waiver of the obligations of any party to this Agreement shall be effective unless made in writing and signed by each of the parties to this Agreement.
- 11.06 Any notice, demand or request herein provided or permitted to be given by any party to another shall be in writing and may be served by personal service or fax, addressed as follows:
- (a) To the Province: Nova Scotia Department of Energy
Bank of Montreal Building, Suite 400
5151 George Street
P.O. Box 2664
Halifax, Nova Scotia B3J 3P7
- Attention: Julia Sable
Team Leader, Sustainable Transportation
- Telephone: (902) 424-8090
Fax: (902) 424-0528
E-mail: sablejl@gov.ns.ca
- To Grant Recipient: Halifax Regional Municipality
P.O. Box 1749
Halifax, Nova Scotia B3J 3A5
- Attention: David McCusker
Manager, Strategic Transportation Planning
- Telephone: (902) 490-6696
Fax: (902) 490-6727
E-mail: mccuskd@halifax.ca
- (b) Any party may at any time give notice in writing to the other of any change of address of the party giving such notice. The address therein specified shall be deemed to be the address of such party for the purpose of giving notice hereunder.
- 11.07 Those provisions of this Agreement which, by their terms, are intended to survive or which must survive in order to give effect to the continuing obligations of the Province and the Grant Recipient shall survive the termination of the Agreement.
- 11.08 This Agreement shall be binding upon the parties hereto, their respective heirs, administrators, successors and assigns.
- 11.09 The Grant Recipient agrees that any recourse or remedy arising with this Agreement arises from contract, and that it shall not have a claim or remedy, in damages or otherwise, in tort arising with performance or non-performance of this Agreement.
- 11.10 The Grant Recipient certifies that it has reviewed and fully understands this Agreement and agrees this Agreement constitutes the whole agreement between the parties, and no

representation or statement not expressly contained herein shall survive this Agreement or be binding upon the Province.

- 11.11 Any discretionary authority or right under this Agreement is not subject to the expectations, reasonable or otherwise, of the parties to the agreement and any action taken pursuant to a discretionary provision is deemed to be an exercise in good faith.
- 11.12 No term or provision of this Agreement shall be deemed waived and no breach excused, unless the waiver or consent to the breach is in writing, signed by the party making the waiver or giving the consent. Any consent by a party or waiver of a breach by the other, whether expressed or implied, shall not constitute a waiver of, or excuse for any different or subsequent breach or continuation of the same breach, unless expressly stated.
- 11.13 If any term or provision of this Agreement shall be found to be illegal or unenforceable, this Agreement shall otherwise remain in full force and effect, and such term or provision shall be deemed removed from the Agreement.
- 11.14 Where anything is required to be done by the Province pursuant to this Agreement, it may be done by anyone duly authorized by the Province to act on its behalf.
- 11.15 The signatories to this Agreement hereby personally warrant that they have the full power and authority to enter in this Agreement on behalf of their respective parties and that the person signing this Agreement on behalf of each has been properly authorized and empowered.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first above written.

SIGNED, SEALED & DELIVERED
in the presence of

**HER MAJESTY THE QUEEN IN
RIGHT OF THE PROVINCE OF
NOVA SCOTIA**

Witness

Charlie Parker
Minister, Nova Scotia Department
of Energy

**HALIFAX REGIONAL
MUNICIPALITY**

Witness

Mike Savage
Mayor

Witness

Cathy Mellett
Clerk

SCHEDULE "A":

Nova Scotia Moves Application: Improving Bike Access – Dartmouth Ferry Terminal

Nova Scotia Moves:
Program Application



Please see the application guidelines for a program description and information on eligibility. Complete this form and submit it to NSMoves@gov.ns.ca no later than June 22, 2013. You can direct questions to Julia Sable, Program Administrator, Department of Energy, at 424-8090. Please note, we may contact you for supplemental information during the evaluation process. If you are applying for less than \$5,000, please contact the program administrator for a shortened application.

1. YOUR INFORMATION

Organisation name:	Halifax Regional Municipality		
Contact person & title:	Dave McCusker, P.Eng., Manager, Strategic Transportation Planning		
Address:	P. O. Box 1749	Phone:	490-6696
	Halifax, NS	Fax:	490-6727
	B3J 3A5	E-mail:	mccuskd@halifax.ca
Alternate contact:	David MacIsaac	Phone/ e-mail	macisad@halifax.ca 490-1665

2. PROJECT DESCRIPTION

Project title:	Improving Bike Access – Dartmouth Ferry Terminal		
Headline description (1-2 sentences)	More bicycle traffic is expected to come through the Dartmouth Ferry Terminal when the Macdonald Bridge bikeway is temporarily closed in 2015-16 and HRM and Halifax Harbour Bridges want to be ready for that.		
Total Project Cost:	\$30,000	Funding request to NS Moves:	\$10,000
Target geographic area:	Urban HRM	Approximate duration:	Ten months

a) Please provide a brief description of the project. This should include information on: i) your objective(s), including learning objectives ii) the need you are addressing iii) how your proposal will be effective in meeting this need and iv) what you consider innovative about this proposal. Make sure it's clear exactly what you propose to do with the funding! (Limit to 500 words or less, or approximately one single-spaced page.)

The Macdonald Bridge bikeway is an important link in HRM's active transportation (AT) network as evidenced by up to a thousand one-way bike crossings on busy days. To avoid losing these biking trips to other, less sustainable modes, with the closure of the bikeway for eighteen months beginning in Spring 2015, shifting bike patterns need to be accommodated and improved. Although shuttling of bicycles across the bridge will be provided, many bikeway users have already told us that the time taken to wait for the shuttle and load the bikes would cause them to seek other routes.

The objective of this project is to improve the functionality of the Dartmouth Ferry Terminal for accommodating bicycle trips. The ultimate goal is to retain bicycle trips as an important component of cross-harbour travel during the closure of the bridge bikeway and, in the longer term, to make multi-modal bike-ferry trips a larger component of travel choice.

The magnitude of the demand for bike capacity and the needs of those who plan shift from the bikeway to the ferry will be better understood following completion of a bikeway user survey now underway. We have concerns that the ferries themselves may not be able to accommodate significantly higher numbers of bikes and that encouragement of bicycle patrons to leave their bikes on the Dartmouth side of the harbour may be necessary.

Accordingly, we are unable to be specific at this time regarding what facility upgrades will be needed or most beneficial. We have identified several elements that may be part of a final upgrade plan:

- Secure outside bike parking (bike lockers)
- Monitored indoor bike parking
- Motion-activated sliding doors for easier bike access to the facility

<ul style="list-style-type: none"> • Ammenities like a public bike pump and a bike repair station
b) Who else in your community or region is offering services or working in this area?
An undertaking of this nature is unique to us as a municipal government.
c) Have you engaged, or will you engage, with other members of the your community, and if so, how? <i>Note: If you have already discussed this in 1a) above, you do not need to repeat the information.</i>
Engagement with the bikeway users has occurred through a recent public workshop session and is being continued through a user survey.
d) What inspires you about this initiative?
The current volume of bicycle trips crossing the harbour during commuter peaks inspires us now. We need to do what we can to keep this inspiration alive and make the bike-ferry connection a valued choice for more commuters.

3. IMPACT

a) If applicable, what has been the impact of your work to date in this area?
To date, efforts to provide bike parking at transit facilities has not had a lot of uptake. The features we propose for this project extend beyond the standard bike parking which we hope will increase our impact on travel choice.
b) What impact are you hoping to have in one year? Five years?
We will assess our impact at the start and midway point of the bridge bikeway closure and then again after the bikeway has reopened. While the bikeway is closed we are hoping to be accommodating at least half of the cross-harbour trips relocated from the bridge bikeway. Once the bikeway reopens, we hope to retain enough of the bike-ferry trips to be 50% higher than the current volume of such trips.
c) Identify i) two or three 6-month milestones and ii) two or three 12-month milestones. These can serve as benchmarks for determining whether you are heading in the direction you originally envisioned.
Month one: Complete evaluation of bikeway users survey, prioritize facility features Month three: Tender construction of bicycle features Month ten: Complete installation
d) How will you assess your progress? <i>Note: It is recognized that especially for new projects, adjustments to your approach and even objectives may be necessary as time passes. You are encouraged to reflect on the results of your actions and readjust if necessary – and to capture the learning in this process. Make sure to budget resources to allow for meaningful evaluation.</i>
Counts will be taken through the bikeway closure period to determine the volume of bike-ferry users and their use of the features constructed. We recognize there may be a need to modify how our features operate or to provide public education to optimize their use.
e) How will your project benefit others outside your geographic area of focus and/or advance sustainable transportation in Nova Scotia as a whole?
This project essentially addresses a one-time need, although broader lessons may be learned on how to encourage multi-modal trips involving bikes and transit.

4. CAPACITY AND SUSTAINABILITY

a) Identify any partnering organizations and their contributions, and note if this is a new or established partnership. Specific details can be given in the next section on finances. Provide supporting documentation of contributions where possible, including letters of support from all partners.
We will be partnering with Halifax Harbour Bridges.
b) How will this initiative be managed and staffed? What expertise will project staff bring?
The consultant study will be managed by Dave McCusker, P.Eng. with input from staff from Metro Transit and Facility Planning. Dave has thirty-three years of experience in transportation and transit planning and has managed a number of major planning and design studies.
c) What factors in your community or organization will support this work continuing over time? Please note here if this work aligns with any existing plans, such as an Active Transportation Plan or Integrated Community Sustainability Plan.

Active transportation is well-supported in HRM's approved three-year capital budget which identifies spending exceeding \$12 million. Integrating trips between modes is an important component of HRM's Transportation Demand Management Functional Plan, Metro Transit Five Year Strategic Operations Plan, and Halifax Regional Municipal Planning Strategy.

d) What potential barriers do you foresee in moving towards your goals (short and long term)?

The only potential barrier we foresee is being able to fit certain bike features into the layout of the facility and the surrounding site. While this may result in a shifting of priorities, it is not anticipated to hamper our overall ability to construct bike features.

5. PROJECT BUDGET AND FUNDING

Provide a summary of the project expenses and expected funding and/or revenue, creating new rows as necessary. Please review the financial guidelines, which include: NS Moves will cover up to 50% of projects costs; at least 25% of the project cost must be funded from local or regional sources (not from the provincial government), and at least half of this local contribution (i.e., 12.5% of total project cost) must be in the form of a cash commitment. See the program guidelines for sample budget structures, and contact the Program Administrator with any questions.

a) Project budget: Expenses

Expense category	Details	Total (\$)
Personnel (salary/wages)		
Professional fees (technical, consulting, contracting, etc.)		
Equipment/supplies	Supply and construction of bike features	\$28,000
Meeting and convening		
Communications/ marketing	Public education	\$2,000
Administration costs		
Travel costs		
Other (please specify)		
TOTAL COST		\$30,000

b) Contributions and Revenue

Summarize the total amount to be contributed to the project from each partnering institution or source, and any anticipated revenue streams associated with this project. Indicate if this funding has been confirmed and provide proof (e.g., a letter of support or contribution agreement) if contributions are coming from organisations other than the primary applicant.

Source/ Contributor (with contact name)	Description	Contribution (\$)			Percent of overall total	Confirmed (Y/N)
		Cash	In-kind	Total		
NS Moves (Julia Sable)	Grant	\$10,000		\$10,000	33%	N
HRM	Capital Budget	\$10,000		\$10,000	33%	Y
Halifax Harbour Bridges (Alison Macdonald)		\$10,000		\$10,000	33%	Y
Total	---	\$30,000		\$30,000	100%	----

Provide explanatory notes, if necessary.

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6. ATTACHMENTS

Please list any supporting materials here. These should include:

- Letters of support from any partners or financial contributors
- Maps and/or schematic drawings for proposed trails, bike routes or similar initiatives
- For trail projects:
 - Written permission from landowner(s) for applicant to develop and manage the project
 - Proof of liability insurance
- Community groups are strongly encouraged to provide a letter of support from their municipality.

You are also invited to provide a short video (approximately 2 minutes) or other creative material to help communicate your project to the public. This is optional at the application stage, but will be requested if you are selected for funding. You can include video production in your proposed budget.

File Name	Description

Thank you for your contribution to supporting sustainable transportation in Nova Scotia!

Please contact Julia Sable, Program Administrator, with questions (902-424-8090, NSMoves@gov.ns.ca).

CONFIDENTIALITY STATEMENT

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**SCHEDULE "B":
Nova Scotia Moves Application: Transit Priority Study**



Nova Scotia Moves:
Program Application

Please see the application guidelines for a program description and information on eligibility. Complete this form and submit it to NSMoves@gov.ns.ca no later than June 22, 2013. You can direct questions to Julia Sable, Program Administrator, Department of Energy, at 424-8090. Please note, we may contact you for supplemental information during the evaluation process. If you are applying for less than \$5,000, please contact the program administrator for a shortened application.

7. YOUR INFORMATION

Organisation name:	Halifax Regional Municipality		
Contact person & title:	Dave McCusker, P.Eng., Manager, Strategic Transportation Planning		
Address:	P.O. Box 1749 Halifax, NS B3J 3A5	Phone:	490-6696
		Fax:	490-6727
		E-mail:	mccuskd@halifax.ca
Alternate contact:	David MacIsaac	Phone/	macisad@halifax.ca 490-1665
		e-mail	

8. PROJECT DESCRIPTION

Project title:	Improving Bike Access – Dartmouth Ferry Terminal		
Headline description (1-2 sentences)	Transit buses operate more efficiently and transit customers enjoy shorter trip times and improved reliability when buses avoid areas of peak hour congestion. This study will result in an implementation plan for transit priority measures in HRM.		
Total Project Cost:	\$60,000	Funding request to NS Moves:	\$30,000
		Approximate duration:	Six months
Target geographic area:	Urban HRM		

a) Please provide a brief description of the project. This should include information on: i) your objective(s), including learning objectives ii) the need you are addressing iii) how your proposal will be effective in meeting this need and iv) what you consider innovative about this proposal. Make sure it's clear exactly what you propose to do with the funding! (Limit to 500 words or less, or approximately one single-spaced page.)

This project consists of a consultant study that will inventory HRM's street network and transit system to identify locations where transit priority measures can be developed. The objective of the study will be to prioritize individual transit priority projects based on cost-benefit analysis. This study will build on the small-scale transit priority measures already undertaken by the Municipality over the past seven years. Long segments of transit-only lanes are not practical on narrow roads in limited rights-of-way. Our past success has come from short sections of queue-jump lanes at busy

intersections, combined with control of traffic signalization to provide a dedicated transit phase or extension/advancement of green phases in mixed traffic.

We believe more of these measures are critical to the success of our transit service. When buses become stuck in traffic, more buses are needed to carry the same passenger numbers, adherence to schedules becomes less predictable, and passengers experience longer trip times. Measures that allow buses to bypass congestion improve efficiency, reliability and trip times. The result is that system capacity increases and trip time competitiveness with vehicle trips improves. It's not unreasonable to expect an overall shift of vehicle trip choice to transit will result.

While transit priority measures on their own are not innovative, they are still relatively new in Halifax and other cities outside of Toronto and Montreal.

This project will aid our understanding of where and how transit priority measures can benefit our system. HRM's five-year project plan includes infrastructure funds for transit priority measures, and this project will provide a well-founded base for guiding this investment.

b) Who else in your community or region is offering services or working in this area?

An undertaking of this nature is unique to us as a municipal government.

c) Have you engaged, or will you engage, with other members of the your community, and if so, how?
Note: If you have already discussed this in 1a) above, you do not need to repeat the information.

Engagement has been undertaken and will continue to be undertaken with stakeholders who, in other jurisdictions, are permitted to use "reserved lanes". This group includes taxis, cyclists and high occupancy vehicles.

d) What inspires you about this initiative?

We are inspired by ability of these measures to meaningfully influence sustainable trip choice. More than anything, our inspiration comes from standing on Windmill Road in Burnside at the peak of afternoon rush hour watching the #185 bus zip by a stand-still line of traffic. We want more of these inspiring moments.

9. IMPACT

a) If applicable, what has been the impact of your work to date in this area?

Before-and-after measurements have indicated that individual priority measures can result in a time saving of 0 to 95 seconds per bus. While this might not seem significant on its own, a whole network of measures can provide meaningful results.

While the presence of these measures may not always be fully perceived by the public, response has been generally positive and request for more measures is often evident in public engagement related to regional planning and transit planning.

b) What impact are you hoping to have in one year? Five years?

Within the next year we hope to have transit priority measures in at least two new locations. Within five years, we expect that total to reach ten. We believe each measure can result in a reduction of three passenger-hours of time for every two-hour peak.

c) Identify i) two or three 6-month milestones and ii) two or three 12-month milestones. These can serve as benchmarks for determining whether you are heading in the direction you originally envisioned.

Month one: Contract awarded to consultant following open tender process

<p>Month three: Long list of transit priority reviewed Month six: Final report completed, implementation plan prepared.</p> <p>The project we propose to undertake with NS Moves ends here, but we commit to meeting longer term milestones: Month eight: Implementation strategy added to HRM's ten year capital plan. Month twelve: Engineering design work completed to two new transit priority locations.</p>
<p>d) How will you assess your progress? <i>Note: It is recognized that especially for new projects, adjustments to your approach and even objectives may be necessary as time passes. You are encouraged to reflect on the results of your actions and readjust if necessary – and to capture the learning in this process. Make sure to budget resources to allow for meaningful evaluation.</i></p>
<p>This project will result in transit priority measures being identified and prioritized. The projected value of these measures will be simulated through computer modeling and measured in terms of person-hours of delay by bus (which will decrease) and person-hours of delay by vehicle (which may or may not increase). Once measures are implemented, those measurements will be verified using existing budgeted resources (summer students). Drawing a link between delay reduction and modal split increase is more challenging, but a sense of this will be generated through passenger surveys.</p>
<p>e) How will your project benefit others outside your geographic area of focus and/or advance sustainable transportation in Nova Scotia as a whole?</p>
<p>The benefit of using transit priority measures may have some limited applicability to other areas of Nova Scotia where transit service is operated.</p>

10. CAPACITY AND SUSTAINABILITY

<p>a) Identify any partnering organizations and their contributions, and note if this is a new or established partnership. Specific details can be given in the next section on finances. Provide supporting documentation of contributions where possible, including letters of support from all partners.</p>
<p>We have no partners in this undertaking.</p>
<p>b) How will this initiative be managed and staffed? What expertise will project staff bring?</p>
<p>The consultant study will be managed by Dave McCusker, P.Eng. with input from staff from Metro Transit and Engineering Design. Dave has thirty-three years of experience in transportation and transit planning and has managed a number of major planning and design studies. In 2009-10 Dave chaired a national committee that developed <u>Guidelines for the Application and Display of Transit Signals</u> for the Transportation Association of Canada and sat on the committee that developed <u>Guidelines for Planning and Implementing Transit Priority Measures</u> that was released this year.</p>
<p>c) What factors in your community or organization will support this work continuing over time? Please note here if this work aligns with any existing plans, such as an Active Transportation Plan or Integrated Community Sustainability Plan.</p>
<p>The value of transit priority measures appears as a recommendation in HRM's Transportation Demand Management Functional Plan, Metro Transit Five Year Strategic Operations Plan, and Halifax Regional</p>

Municipal Planning Strategy. Mention of the need to build more priority for transit comes up regularly in public engagement undertaken for the Regional Planning Strategy and the Metro Transit Plan.

d) What potential barriers do you foresee in moving towards your goals (short and long term)?

While we do not foresee major barriers, we have identified the following possible risks:

- Measures may “penalize” vehicle traffic. While we will consider measures that reduce overall person-delay at intersections, there may be some backlash from drivers
- Some measures may require additional street right-of-way or removal of existing parking.

11. PROJECT BUDGET AND FUNDING

Provide a summary of the project expenses and expected funding and/or revenue, creating new rows as necessary. Please review the financial guidelines, which include: NS Moves will cover up to 50% of projects costs; at least 25% of the project cost must be funded from local or regional sources (not from the provincial government), and at least half of this local contribution (i.e., 12.5% of total project cost) must be in the form of a cash commitment. See the program guidelines for sample budget structures, and contact the Program Administrator with any questions.

c) Project budget: Expenses

Expense category	Details	Total (\$)
Personnel (salary/wages)		
Professional fees (technical, consulting, contracting, etc.)	Consultant Study	\$55,000
Equipment/supplies		
Meeting and convening		
Communications/ marketing	Promotion of benefits and education on regulations associated with priority measures	\$5,000
Administration costs		
Travel costs		
Other (please specify)		
TOTAL COST	---	\$60,000

d) Contributions and Revenue

Summarize the total amount to be contributed to the project from each partnering institution or source, and any anticipated revenue streams associated with this project. Indicate if this funding has been confirmed and provide proof (e.g., a letter of support or contribution agreement) if contributions are coming from organisations other than the primary applicant.

Source/ Contributor (with contact name)	Description	Contribution (\$)			Percent of overall total	Confirmed (Y/N)
		Cash	In-kind	Total		
NS Moves (Julia Sable)	Grant	\$30,000		\$30,000	50%	N
HRM	Approved Project Budget	\$30,000		\$30,000	50%	Y
Total	---	\$60,000		\$60,000	100%	----

Provide explanatory notes, if necessary.

12. ATTACHMENTS

Please list any supporting materials here. These should include:

- Letters of support from any partners or financial contributors
- Maps and/or schematic drawings for proposed trails, bike routes or similar initiatives
- For trail projects:
 - Written permission from landowner(s) for applicant to develop and manage the project
 - Proof of liability insurance
- Community groups are strongly encouraged to provide a letter of support from their municipality.

You are also invited to provide a short video (approximately 2 minutes) or other creative material to help communicate your project to the public. This is optional at the application stage, but will be requested if you are selected for funding. You can include video production in your proposed budget.

File Name	Description
WoodsideTP.pdf	Transit priority opportunity – Woodside Ferry Terminal
MainTP.pdf	Transit priority opportunity – Main Street
PortlandTP.pdf	Transit priority opportunity – Portland Street
AlderneyTP.pdf	Transit priority opportunity – Alderney Drive

Thank you for your contribution to supporting sustainable transportation in Nova Scotia!

Please contact Julia Sable, Program Administrator, with questions (902-424-8090, NSMoves@gov.ns.ca).

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**SCHEDULE "C":
Nova Scotia Moves Application:**



Nova Scotia Moves:
Program Application

Please see the application guidelines for a program description and information on eligibility. Complete this form and submit it to NSMoves@gov.ns.ca no later than June 22, 2013. You can direct questions to Julia Sable, Program Administrator, Department of Energy, at 424-8090. Please note, we may contact you for supplemental information during the evaluation process. If you are applying for less than \$5,000, please contact the program administrator for a shortened application.

13. YOUR INFORMATION

Organisation name:	Halifax Regional Municipality		
Contact person & title:	Dave McCusker, P.Eng. , Manager, Strategic Transportation Planning		
Address:	P.O. Box 1749 Halifax, NS	Phone:	902-490-6696
		Fax:	902-490-6727
		E-mail:	mccuskd@halifax.ca
Alternate contact:	David MacIsaac	Phone/ e-mail	macisad@halifax.ca

14. PROJECT DESCRIPTION

Project title:	Highfield Park AT Connection		
Headline description (1-2 sentences)	The Burnside Drive AT Trail opened last year and improvements to the busy Highfield Transit Terminal will begin soon. Let's connect them together through Highfield Park.		
Total Project Cost:	\$350,000	Funding request to NS Moves:	\$75,000
Target geographic area:	Highfield Park	Approximate duration:	One year

a) Please provide a brief description of the project. This should include information on: i) your objective(s), including learning objectives ii) the need you are addressing iii) how your proposal will be effective in meeting this need and iv) what you consider innovative about this proposal. Make sure it's clear exactly what you propose to do with the funding! (Limit to 500 words or less, or approximately one single-spaced page.)

The objective of this project is to create an active transportation (AT) route through Highfield Park that connects it to both the Burnside Drive Trail and to the Highfield Park Transit Terminal. Highfield Park is a dense residential area located near to a large and growing employment node (Burnside Business Park) but the connection between the two for AT is not good and likely limits the number of trips between the two using that mode. Improved connectivity is certain to increase the number of trips between the two areas using AT. Similarly, a strong AT connection to the well-served Highfield Terminal will make multi-modal trip-making more attractive in this neighbourhood.

<p>Ultimately the Burnside Drive Trail will extend over 10 kilometers from Highway 111 to Sackville on a separated track. The first 800 metres of this trail, including an overpass of Highway 111 was opened in 2011. An additional 900 metres to Wright Avenue has budget approval and will be constructed in 2013-14. This corridor is part of HRM's Regional Greenway Network.</p> <p>Connecting the Burnside Drive Trail to Highfield Park and other nearby neighbourhoods will greatly improve the corridor's effectiveness by connecting a high residential population base to a nearby employment node. Extending an AT route through Highfield Park to the Highfield Park Transit Terminal will help to collect AT trips and deliver them to transit.</p> <p>The biggest expense to this project will be in connecting the neighbourhood to the Highway 111 overpass. This segment of Highfield Park Drive is elevated and achieving separation from the roadway for AT users will require a significant retaining wall. The remainder of the route will be a combination of widened sidewalk for multi-use and off-street trail using public lands.</p> <p>Once operational, this project will help us to understand the potential for increased neighbourhood AT trip-making to nearby employment nodes and transit terminals.</p>
<p>b) Who else in your community or region is offering services or working in this area?</p>
<p>A number of local community trails associations develop and operate trail networks, or may construct segments of the regional greenway network.</p>
<p>c) Have you engaged, or will you engage, with other members of the your community, and if so, how? <i>Note: If you have already discussed this in 1a) above, you do not need to repeat the information.</i></p>
<p>The community has been well-engaged on HRM's active transportation network, most recently through the five-year review of the AT Plan. A community engagement session will be held as part of this specific project.</p>
<p>d) What inspires you about this initiative?</p>
<p>We are excited to see a short section of the Burnside already well used by people accessing Burnside Park through AT modes. Inspiration will come when those volumes grow once the trail extends deeper into Burnside and is better connected to the residential areas adjacent.</p>

15. IMPACT

<p>a) If applicable, what has been the impact of your work to date in this area?</p>
<p>The objective established in HRM's Active Transportation Plan is to double the portion of commuting trips being made by active transportation modes. It's too early in the implementation of the plan to recognize impacts, but those measurements are ongoing. We know that our major greenway investments can work from observation of existing investments and their usage.</p>
<p>b) What impact are you hoping to have in one year? Five years?</p>
<p>In one year, we expect the Highfield Trail to be completed and that AT will become a more visible part of trip-making in that neighbourhood and neighbourhoods beyond.</p> <p>In five years, we expect the Burnside Drive Trail to extend to Sackville and the growing collector trail network there. We expect to attract even more AT trips travelling longer distances.</p>
<p>c) Identify i) two or three 6-month milestones and ii) two or three 12-month milestones. These can serve as benchmarks for determining whether you are heading in the direction you originally envisioned.</p>
<p>Month two: Complete alignment analysis.</p> <p>Month three: Conduct public engagement sessions.</p>

<p>Month four: Complete engineering design for retaining wall. Month six: Complete engineering design for trail. Tender project. Month seven: Award construction contract. Construction begins. Month twelve: Construction complete.</p>
<p>d) How will you assess your progress? <i>Note: It is recognized that especially for new projects, adjustments to your approach and even objectives may be necessary as time passes. You are encouraged to reflect on the results of your actions and readjust if necessary – and to capture the learning in this process. Make sure to budget resources to allow for meaningful evaluation.</i></p>
<p>We will assess the progress of this project by comparing activities to the milestones identified above. Elements of the design will be compared to the desires of the community and to the AT Plan.</p>
<p>e) How will your project benefit others outside your geographic area of focus and/or advance sustainable transportation in Nova Scotia as a whole?</p>
<p>Municipalities and community associations across the province are developing active transportation infrastructure in a variety of environments and we believe this project will provide a sound model for connecting neighbourhoods to employment and transit nodes.</p>

16. CAPACITY AND SUSTAINABILITY

<p>a) Identify any partnering organizations and their contributions, and note if this is a new or established partnership. Specific details can be given in the next section on finances. Provide supporting documentation of contributions where possible, including letters of support from all partners.</p>
<p>We have no other partners in this project.</p>
<p>b) How will this initiative be managed and staffed? What expertise will project staff bring?</p>
<p>The consultant study will be managed by Dave McCusker, P.Eng. Dave has thirty-three years of experience in transportation and transit planning and has managed a number of major planning and design studies. He will draw on expertise from within HRM staff (Metro Transit, Trails Planning and Engineering Design).</p>
<p>c) What factors in your community or organization will support this work continuing over time? Please note here if this work aligns with any existing plans, such as an Active Transportation Plan or Integrated Community Sustainability Plan.</p>
<p>Construction the Regional Greenway Network is an important component of HRM's Active Transportation Plan. Active transportation is well-supported in HRM's approved three-year capital budget which identifies spending exceeding \$12 million.</p>
<p>d) What potential barriers do you foresee in moving towards your goals (short and long term)?</p>
<p>We have identified the following potential barriers to this project moving forward:</p> <ul style="list-style-type: none"> • Unexpected conditions make the retaining wall more expensive to construct than estimated • Public opposition to all or portions of the trail alignment • Extension of Burnside Drive Trail to Wright Avenue can't be completed as planned

17. PROJECT BUDGET AND FUNDING

Provide a summary of the project expenses and expected funding and/or revenue, creating new rows as necessary. Please review the financial guidelines, which include: NS Moves will cover up to 50% of projects costs; at least 25% of the project cost must be funded from local or regional sources (not from the provincial government), and at least half of this local contribution (i.e., 12.5% of total project cost) must be in the form of a cash commitment. See the program guidelines for sample budget structures, and contact the Program Administrator with any questions.

e) Project budget: Expenses

Expense category	Details	Total (\$)
Personnel (salary/wages)		
Professional fees (technical, consulting, contracting, etc.)		\$345,000
Equipment/supplies		
Meeting and convening expenses		\$5,000
Communications/ marketing		
Administration costs		
Travel costs		
Other (please specify)		
TOTAL COST	---	\$350,000

f) Contributions and Revenue

Summarize the total amount to be contributed to the project from each partnering institution or source, and any anticipated revenue streams associated with this project. Indicate if this funding has been confirmed and provide proof (e.g., a letter of support or contribution agreement) if contributions are coming from organisations other than the primary applicant.

Source/ Contributor (with contact name)	Description	Contribution (\$)			Percent of overall total	Confirmed (Y/N)
		Cash	In-kind	Total		
NS Moves (Julia Sable)	Grant	\$75,000		\$75,000	21%	N
HRM	Capital Budget	\$275,000		\$275,000	79%	Y
Total	---	\$350,000		\$350,000	100%	----

Provide explanatory notes, if necessary.

18. ATTACHMENTS

Please list any supporting materials here. These should include:

- Letters of support from any partners or financial contributors
- Maps and/or schematic drawings for proposed trails, bike routes or similar initiatives
- For trail projects:
 - Written permission from landowner(s) for applicant to develop and manage the project
 - Proof of liability insurance
- Community groups are strongly encouraged to provide a letter of support from their municipality.

You are also invited to provide a short video (approximately 2 minutes) or other creative material to help communicate your project to the public. This is optional at the application stage, but will be requested if you are selected for funding. You can include video production in your proposed budget.

File Name	Description
HighfieldTrail.pdf	Preliminary Alignment Options
Map3-TrailsandNaturalNetworksRP5.pdf	Layout of Regional Greenway Network from HRM Regional Plan

Thank you for your contribution to supporting sustainable transportation in Nova Scotia!

Please contact Julia Sable, Program Administrator, with questions (902-424-8090, NSMoves@gov.ns.ca).

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**SCHEDULE "D":
Nova Scotia Moves Application: Moving Forward Together**

Nova Scotia Moves:



Program Application

Please see the application guidelines for a program description and information on eligibility.

Complete this form and submit it to NSMoves@gov.ns.ca no later than June 22, 2013. You can direct questions to Julia Sable, Program Administrator, Department of Energy, at 424-8090. Please note, we may contact you for supplemental information during the evaluation process. If you are applying for less than \$5,000, please contact the program administrator for a shortened application.

1. YOUR INFORMATION

Organization name:	Metro Transit		
Contact person & title:	Erin Harrison , Coordinator, Project Planning		
Address:	PO Box 1749	Phone:	490-4942
	Halifax, Nova Scotia	Fax:	490-6688
	B3J 3A5	E-mail:	harriser@halifax.ca
Alternate contact:	Patricia Hughes Supervisor, Service Design & Projects	Phone/ e-mail	490-6287 hughesp@halifax.ca

2. PROJECT DESCRIPTION

Project title:	Moving Forward Together: Metro Transit Five Year Service Plan Public & Stakeholder Engagement		
Headline description (1-2 sentences)	Engaging HRM residents to help guide the Metro Transit Five Year Service Plan.		
Total Project Cost:	\$50,000	Funding request to NS Moves:	\$25,000
Target geographic area:	Halifax Regional Municipality	Approximate duration:	One year

a) Please provide a brief description of the project. This should include information on: i) your objective(s), including learning objectives ii) the need you are addressing iii) how your proposal will be effective in meeting this need and iv) what you consider innovative about this proposal. Make sure it's clear exactly what you propose to do with the funding! (Limit to 500 words or less, or approximately one single-spaced page.)

Metro Transit is about to embark on creating a new Five Year Service Plan which will be used to prioritize investment in the transit network over the next five year period. Central to the development of the Plan is a rigorous and holistic public and stakeholder engagement strategy (the Engagement Strategy) which aims to involve all interested parties in establishing the community's goals and aspirations for the future of transit in HRM.

The Engagement Strategy is composed of two rounds of consultation. The first round of consultation (Round 1) will focus on four key themes related to the type of transit service members of the public and stakeholders would like to see in HRM. The consultation will be designed to help participants identify what they believe is the purpose of transit in their community, and identify the strategies Metro Transit should use in order to further this purpose in the five year horizon. A key aspect of Round 1 of consultation is the production of 4-5 short video clips, which will be used to introduce and explore key transit planning concepts. These clips will be used during public meetings, and as a critical part of the online consultation.

The values and priorities identified in this round of consultation will be used to direct the development of a Draft Plan between October 2013 and January 2014. The second round of consultation (Round 2) will ask citizens and stakeholder groups to respond to the Draft Plan.

The primary objective of this public engagement strategy is to engage members of the public and stakeholder groups in a collaborative planning process. Ultimately, this will help Metro Transit to build more community ownership of Metro Transit projects, and will more generally develop a transit network that better meets the needs of the community.

This project is geared towards meeting the need for the community to play a key role in determining Metro Transit's direction, as well as to provide a transit network that follows a clear, community-supported mandate. The Engagement Strategy, which will be used to provide considerable direction for the Five Year Service Plan, will meet this need by empowering the public and stakeholders to contribute in a very meaningful and tangible way.

The Engagement Strategy is innovative because it asks HRM residents to, in a fundamental way, help determine how their transit network will grow and develop over the next five year period, based on their values. This deeper, values based form of public participation is unprecedented at Metro Transit, and could result in significant changes to the structure of the transit network in response to public input received.

If funding is awarded to this proposal, it will be allocated to hire facilitators for the first and second round of public engagement, to promote meetings, and to produce materials required for the sessions.

b) Who else in your community or region is offering services or working in this area?
Several other HRM departments are offering similarly collaborative engagement processes. For example HRM's Regional Plan Review (RP+5) has recently engaged in a large-scale public and stakeholder consultation process. As the only large scale public transit provider in HRM however, no other agency is providing an engagement strategy similar to that which is outlined in this application.
c) Have you engaged, or will you engage, with other members of the your community, and if so, how? <i>Note: If you have already discussed this in 1a) above, you do not need to repeat the information.</i>
As mentioned above, this project is to engage both the community and stakeholders. The Engagement Strategy includes a number of approaches designed to consult with the diverse population of HRM, including: Round 1 Engagement: September 2013 <ul style="list-style-type: none">- Surveying Passengers on Transit Vehicles: Metro Transit Staff will be riding on in-service buses and ferries throughout HRM, talking with current users, providing background and asking riders to complete a values-based survey designed to elicit feedback on how the network should develop.- Surveying Passengers at Transit Terminals: This will involve setting up a staffed booth for one or two days at a Transit Terminal, where passers-by will be able to complete hard copies of the survey and review information that will be made available at public meetings.- Public Meetings (3): These sessions will include a brief presentation by staff, and then participants will be asked to view the short video clips prepared to introduce the four key values-based questions to be discussed. Participants will then be asked to discuss the questions in small groups, and fill out a survey. The objective of the public sessions will be to create discussion and encourage the participants to learn from the other perspectives around the table. Meetings will be held in three separate locations (Halifax, Dartmouth, and Sackville), and each will have both an afternoon and an evening session in order to be as accessible to as many people as possible.- Online Engagement: Participants will be asked view short video clips that introduce each of the four key values questions in an online environment, and then asked to fill in the survey. This online venue will also be used to share information and plan updates.- Stakeholder Focus Groups (2): An email invitation will be sent out to key community stakeholder groups, asking each to send 1-3 representatives to any of the stakeholder focus group meetings. The email will also ask that they circulate the online survey to other members of the group who would not be attending (see online engagement above). At the session itself, representatives will view the short video clips prepared to introduce the key values questions, and will be asked to discuss each question in small groups. Participants will then be asked to fill in a survey. Round 2 Engagement: January 2014 <ul style="list-style-type: none">- Public Meetings (3): These sessions will be structured to elicit feedback on the draft plan from

members of the public. The format of this round of meetings has yet to be determined, but may include information boards and a more formal question answer session. Similar to Round 1, each of the three meetings will be held in separate locations (Halifax, Dartmouth, and Sackville), and each will have both an afternoon and an evening session in order to be as accessible to as many people as possible.

- Stakeholder Focus Groups (2-3): Similar to the public engagement sessions, the purpose of these sessions is to create a forum for stakeholders to provide feedback in response to the draft plan.

d) What inspires you about this initiative?

The delivery of transit service to better meet the demand of current and potential transit riders is critical to providing a viable sustainable transportation alternative in HRM. But how can Metro Transit plan a transit network that meets the needs of HRM residents, without asking HRM residents what they really need?

This project is inspiring as it will ask residents of HRM more than just what could be improved about Metro Transit's day to day operations. It will instead engage residents in a more meaningful conversation about why HRM provides transit at all, and how the system could better integrate with other modes of transportation.

For Metro Transit, this exercise represents an exciting new opportunity to rethink the purpose and role of transit in the community and, with the help of the public and various stakeholders, direct its growth over the period of the Five Year Plan.

3. IMPACT

a) If applicable, what has been the impact of your work to date in this area?

At this time, Metro Transit is in the process of preparing an RFP for a facilitator to lead engagement activities in Round 1 of Engagement. To date, though there has been little impact in the public sphere, members of the public and stakeholders are already contacting Metro Transit and showing interest in the upcoming consultation sessions. There is a lot of community excitement and interest in the engagement process, and both individuals and stakeholder groups are looking forward to having a real conversation about what transit service means to them.

b) What impact are you hoping to have in one year? Five years?

In the first year, the Engagement Strategy will be both initiated and concluded. The impact of this process will be the completion of a Five Year Service Plan which reflects the values of the community as elicited in the first round of public consultation, and that the community has pride in. Another impact of this process will be an increase in community understanding of how transit operates, and the role it can play in creating an environmentally and economically sustainable region.

In the five year horizon, it is anticipated that the Plan implementation will be nearing completion, and as a

result of a holistic and thorough public engagement process, the resulting network will be well aligned with identified community values, and will be a stronger, more effective system for moving people sustainably.

c) Identify i) two or three 6-month milestones and ii) two or three 12-month milestones. These can serve as benchmarks for determining whether you are heading in the direction you originally envisioned.

Six Month Milestones

- Hire Consultation Facilitator (August 2013)
- Development of Consultation Materials for Round 1 of Consultation (September 2013)
- Round 1 Stakeholder Focus Group Completion (September 2013)
- Round 1 Public Meetings Completion (September 2013)

Twelve Month Milestones

- Development of Consultation Materials for Round 2 of Consultation (November-December 2013)
- Round 2 Public Meetings Completion (February 2014)
- Round 2 Stakeholder Focus Group Completion (February 2014)
- Approval of the Metro Transit Five Year Service Plan (June 2014)

d) How will you assess your progress?

Note: It is recognized that especially for new projects, adjustments to your approach and even objectives may be necessary as time passes. You are encouraged to reflect on the results of your actions and readjust if necessary – and to capture the learning in this process. Make sure to budget resources to allow for meaningful evaluation.

Progress will also be determined by participation rates (both in-person attendance at meetings and focus groups, as well as submissions made in writing or online), and through analysis of the quality and direction provided by comments received (i.e. were they on topic?).

Additionally, progress will also be indicated by general satisfaction with the engagement process. This will be determined by evaluating the tone of comments received and by asking participants to fill out an evaluation form after each public and stakeholder session.

e) How will your project benefit others outside your geographic area of focus and/or advance sustainable transportation in Nova Scotia as a whole?

This project will provide a process that could be replicated by community transit providers across Nova Scotia to increase community ownership and support of transit. Additionally, by establishing a network that better meets the needs and desires of the community, it is anticipated that there will be more community buy-in, and higher transit ridership. This reduced reliance on private automobiles will contribute towards reducing provincial GHG emissions, helping the province to meet its GHG targets as established in the Nova Scotia Climate Change Action Plan.

4. CAPACITY AND SUSTAINABILITY

a) Identify any partnering organizations and their contributions, and note if this is a new or established partnership. Specific details can be given in the next section on finances.

Provide supporting documentation of contributions where possible, including letters of support from all partners.

While no partnering organizations will be contributing financially to the Engagement Strategy, several groups internal to HRM will be contributing their skills and expertise in public and stakeholder engagement to ensure the success of this project, such as Strategic Transportation Planning and Corporate Communications.

b) How will this initiative be managed and staffed? What expertise will project staff bring?

Metro Transit will provide overall project coordination in order to ensure the process is completed on time, and will also be responsible for the project content. A Coordinator, Project Planning and a Transit Planning Technician at Metro Transit will be dedicated to coordinating engagement and plan development over the next year.

Support will be provided by a facilitator to prepare for and conduct public engagement meetings during the first round of consultation, and where needed as the project moves forward.

c) What factors in your community or organization will support this work continuing over time? Please note here if this work aligns with any existing plans, such as an Active Transportation Plan or Integrated Community Sustainability Plan.

Metro Transit is committed to the Engagement Strategy as a critical element in the development of the Five Year Service Plan. This Engagement Strategy is also in alignment with direction provided by the HRM Community Engagement Strategy, endorsed by Council in 2008.

d) What potential barriers do you foresee in moving towards your goals (short and long term)?

Attendance at Public and Stakeholder Engagement Sessions: There is a risk that the public engagement sessions will not be well attended. This will be mitigated by ensuring the promotion of public engagement sessions and online content.

Engagement Findings: There is a risk that the results of the first round of consultation will not provide adequate direction for plan development. This challenge will be mitigated by ensuring the clarity of materials being prepared for engagement sessions.

5. PROJECT BUDGET AND FUNDING

Provide a summary of the project expenses and expected funding and/or revenue, creating new rows as necessary. Please review the financial guidelines, which include: NS Moves will cover up to 50% of projects costs; at least 25% of the project cost must be funded from local or regional sources (not from the provincial government), and at least half of this local contribution (i.e., 12.5% of total project cost) must be in the form of a cash commitment. See the program guidelines for sample budget structures, and contact the Program Administrator with any questions.

Expense category	Details	Total (\$)
Personnel (salary/wages)		N/A
Professional fees (technical, consulting, contracting, etc.)	Facilitators for public consultation sessions (six meeting dates)	\$17,500
Equipment/supplies	Printing of surveys, factsheets, draft plan, and final plan	\$500
Meeting and convening expenses	Facility rental for six dates, refreshments for public and stakeholder sessions	\$3,500
Communications/ marketing	Advertising on the interior and exterior of buses, newspaper and Facebook ads	\$25,000
Administration costs		N/A
Travel costs		N/A
Other (please specify)	Production of Video Clips	\$3,500
TOTAL COST		\$50,000

a) Contributions and Revenue

Summarize the total amount to be contributed to the project from each partnering institution or source, and any anticipated revenue streams associated with this project. Indicate if this funding has been confirmed and provide proof (e.g., a letter of support or contribution agreement) if contributions are coming from organizations other than the primary applicant.

Source/ Contributor (with contact name)	Description	Contribution (\$)			Percent of overall total	Confirmed (Y/N)
		Cash	In-kind	Total		
NS Moves (Julia Sable)	Grant	\$25,000		\$25,000	50%	N
Metro Transit	Capital Funding	\$25,000		\$25,000	50%	Y
Total	---	\$50,000		\$50,000	100%	----

Provide explanatory notes, if necessary.

6. ATTACHMENTS

Please list any supporting materials here. These should include:

- Letters of support from any partners or financial contributors
- Maps and/or schematic drawings for proposed trails, bike routes or similar initiatives
- For trail projects:
 - Written permission from landowner(s) for applicant to develop and manage the project
 - Proof of liability insurance
- Community groups are strongly encouraged to provide a letter of support from their municipality.

You are also invited to provide a short video (approximately 2 minutes) or other creative material to help communicate your project to the public. This is optional at the application stage, but will be requested if you are selected for funding. You can include video production in your proposed budget.

File Name	Description
Moving Forward	A draft of the proposed consultation themes and questions for the public.

Thank you for your contribution to supporting sustainable transportation in Nova Scotia!

Please contact Julia Sable, Program Administrator, with questions (902-424-8090, NSMoves@gov.ns.ca).

CONFIDENTIALITY STATEMENT

All information submitted to the Government of Nova Scotia as part of an application to the Nova Scotia Moves program will be governed by the provisions of the Freedom of Information and Protection of Privacy Act (<http://www.gov.ns.ca/legislature/legc/statutes/freedom.htm>). Any information submitted will be retained by the Government of Nova Scotia.

SCHEDULE "E"

Nova Scotia Moves Reporting Requirements

1. The Grant Recipient agrees to deliver an interim report by March 31, 2014 that includes:
 - a) A two-three page summary briefly describing progress completed to date and any necessary revisions to project plan and timeline.
2. The Grant Recipient agrees to deliver a final report on or before March 1, 2015 that includes:
 - a) A two to four page summary of project activities completed, including impact of activities and a reflection on lessons learned.
 - b) A financial summary showing how funding was spent, in comparison to budget projections in Schedule "A".
3. The Grant Recipient agrees to keep records (invoices, receipts, payments for employment and services etc.) in sufficient detail to provide evidence that the funds granted were spent on the project applied for in the event that the Department of Energy needs to examine these records pursuant to the terms of this agreement for audit purposes.