

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

Item No. 2 Committee of the Whole March 11, 2015

то:	Mayor Savage and Members of Halifax Regional Council
	Original Signed by Director
SUBMITTED BY:	Brad Anguish, Director of Parks & Recreation
DATE:	February 24, 2015
SUBJECT:	Proposed Increase to Regional Trails Active Transportation Budget for McNabs Island

INFORMATION REPORT

<u>ORIGIN</u>

December 3, 2014 motion of Regional Council:

"...Request a staff report in regard to the implications of increasing the Regional Trails Active Transportation capital fund by \$50,000.00, the purpose of which is to fund the McNabs Island Trail Association, along with an update and criteria of the projects proposed for the 2015/16 capital budget."

Deputy Mayor Nicoll requested that the staff report provide an update and criteria assessment of all the other projects being considered under the Trails and Active Transportation Fund. That report is being responded to under separate cover.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter: sections 79(1) (0) authorizing Council to spend money required by the municipality for public transportation services; 79(1) (ah) authorizing Council to spend money required by the municipality on trails; and 79(av) (v) authorizing Council to spend money required by the municipality for grants or contributions to organizations within the Province including those which are community focused and/or recreation in nature.

BACKGROUND

In September of 2014, the Friends of McNabs Island Society applied to the Halifax Regional Trails Association (HRTA) for \$50,000 dollars to upgrade trails, install composting toilets, and install additional interpretative facilities on McNabs Island. This is the initial step in HRM's partnership capital agreement funding process with Community Trail Associations. Over the next several months, the proposals were subjected to a comprehensive peer review and staff evaluation based on criteria outlined in a formal capital agreement that was approved by Council in 2014. Note criteria in Appendix 5 of the 2014/15 agreement (Appendix A).

Included are two paragraphs in the Friends of McNabs Island Societies trail proposal which outline specific action items identified:

In 2015-16, we hope to install two additional trailhead kiosks and composting toilets at Wreck Cove and near Fort Ives. Since the design work has already been completed for the map and panels, this phase of the interpretive Plan can be implemented quickly. As part of this project, we also hope to install way-finding directional signage along the trails and interpretive signs at key island locations.

A new Trail Plan for the island was completed recently which calls for initial improvements to many of the islands trails. If our funding is approved, we hope to rebuild the Timmins Cove Trail, which runs past the Finley Farm and AJ Davis Pop Bottle Plant across the island to Timmins Cove, a popular mooring site for boaters. We also hope to rebuild sections of Garrison Road, the main corridor trail on the island. Particular attention will be paid to the section behind popular Maugers Beach, which is in need of major repairs.

In 2009, Regional Council approved funding in the amount of \$50,000 to the Friends of McNabs Island Society for trail development on a one time basis. In 2010, the Friends of McNabs Island received a grant of \$25,000 for a compostable toilet. Funding was subsequently approved in 2013/14 for the McNabs Interpretive Project in the amount of \$50,000 from the Regional Trails Active Transportation fund.

DISCUSSION

While the September 2014 application from the McNabs Island Trail Association is supported by HRTA, the project is not included as part of the Regional Trails Active Transportation 2015/16 program for the following reasons:

1. The prioritization process for the 2015/16 Regional Trails Capital Program is directly linked to the HRM Active Transportation Priorities Plan. The McNabs Island Trail proposed scope of work is not linked or connected to HRM's active transportation network.

Recommendation number 34, pg. 75, of the 2014 AT Priorities Plan states: At least for the next five years of AT Plan implementation, consideration should be given to prioritizing funds from the Active Transportation and Regional Trails budgets towards greenways with a transportation focus (i.e. those that support walking and bicycling and connect origins and destinations). Therefore, the annual allocation of \$850K to the Regional Trails program is recommended to be allocated as outlined in Appendix B.

2. The proposal is entirely located on an island in a Provincial Park.

McNabs Island is one of the largest formally constituted Provincial Parks in HRM. Under the Provincial Parks Act, there is provision for the Minister of Natural Resources to enter into formal management agreements with partners to deliver projects within provincial parks. In this particular case, there is no agreement with the Province of Nova Scotia to provide oversight and guide the

expenditure of Municipal funds for McNabs Island. Staff continues to have concerns that funding McNabs Island proposals will establish a practice of funding recreational trails in Provincial Parks across HRM. In light of the scope and magnitude of the provincial park system in HRM, this will potentially have a significant impact on the community based Regional Trails Program.

- 3. A portion of the funding is proposed to be spent on washroom facilities. The majority of HRM's Parks and Trails currently do not have washroom facilities. Providing these facilities where needed in HRM's Park system should take higher priority over non-HRM owned parks.
- 4. The proposed work does not appear to be time sensitive and could therefore be deferred for consideration in future years pending budget availability.

FINANCIAL IMPLICATIONS

The impact of increasing the Regional Trails Active Transportation capital fund by an additional \$50,000 would require an increase in the capital budget through a reduction in other approved projects or a withdrawal of funds from CAPPOOL which currently has an available balance of approximately \$65 thousand. Council could also direct staff to defer a project within the proposed 2015/16 Regional Trails budget in order to fund the McNabs request.

COMMUNITY ENGAGEMENT

As part of the HRTA and HRM capital agreement process, staff works closely with individual trail associations in the preparation of proposals and in partnership with HRTA's Capital Committee. Substantial discussion around HRTA's budget submission occurs at the monthly HRTA Board Meetings. All HRTA minutes are posted on their web page, www.hrta.ca.

ENVIRONMENTAL IMPLICATIONS

McNabs Island Provincial Park has a legislative approved Park Management Plan and zoning plan which sanctions and provides the environmental context for all activities taking place on the Island. The Parks and Recreation Division of the Department of Natural Resources is the authority which oversees and approves these activities. The McNabs Island Society works within these plans.

ATTACHMENTS

Appendix A - 2014 Signed Capital Agreement Appendix B – Regional Trails Active Transportation Proposed Projects 2015/16 Capital Program

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 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Paul Euloth, Regional Trails Coordinator, 902.490.4431 Margaret Soley, Coordinator of Parks Major Projects, 902.490.5591 Appendix A - 2014 signed capital agreement

HALIFAX REGIONAL MUNICIPALITY REGIONAL TRAILS CAPITAL FUNDING AGREEMENT

<u>Purpose of Agreement</u>: The purpose of this Agreement is to formalize the administrative procedure by which capital trails funding requests from Community Trail Groups belonging to Halifax Regional Trails Association are effectively managed by HRM and HRTA. The funding is provided for trail planning and construction as per HRM's Regional Active Transportation Trail Standards.

Parties:

Halifax Regional Municipality ("HRM"), a statutory body corporate duly incorporated under the laws of the Province of Nova Scotia

Contact Person: Paul Euloth, HRM Regional Trails Coordinator Mailing Address: P.O. Box 1749, Halifax, Nova Scotia, B3J 3A5,

-and-

Halifax Regional Trails Association ("HRTA"), a non-profit society incorporated under the laws of Nova Scotia Contact Person: Chair, Halifax Regional Trails Association

Participating HRTA Community Trail Groups (the "Participants")

- 1. Atlantic View Trail Association
- 2. Carrolls Corner Walking Trail
- 3. Chain of Lakes Trail Association
- 4. Cole Harbour Parks and Trails Association
- 5. Friends of First Lake
- 6. Halifax North West Trails Association
- 7. Halifax Urban Greenway Association
- 8. Lawrencetown Cole Harbour Trail Association
- 9. Penhorn Lake Trail Association
- 10. Second Lake Regional Park Association
- 11. Shore Active Transportation Association
- 12. Shubie Watershed Environmental Association

Criteria for Eligibility:

The following are the criteria Participants must meet to be eligible for trail capital funding pursuant to this Agreement:

- 1. Demonstrated outreach and engagement within their local communities: newsletters, advertisement of meetings, posters, brochures, news articles, regular minutes, formal invitation of members and Trail Staff to AGM's.
- 2. Member in good standing of the Halifax Regional Trails Association.

- 3. Hold regular meetings and an Annual General meeting at the time appointed in their bylaws.
- 4. Incorporated and in good standing at the Registry of Joint Stock Companies. After each AGM, the groups are asked to provide a list of new Directors and a Financial Statement to the HRM Regional Trails Office, Planning and Infrastructure, P.O. Box 1749, Halifax, N.S. B3J 3A5
- 5. Maintain at their own expense, insurance coverage as would be considered prudent. This coverage shall include, but is not limited to, Directors & Officers, Automobile (if appropriate) and Commercial General Liability insurance with limits and endorsements as may be deemed appropriate and with an Insurer licensed to do business in Nova Scotia. Proof of Directors and Officers insurance coverage and a Certificate of Insurance evidencing an in force Automobile (if appropriate) and/or Commercial General Liability policy(ies) with limits of not less than Two Million Dollars (\$2,000,000.) and with Halifax Regional Municipality Named on the policy is to be provided at time of renewal or signing of Agreement
- 6. Currently planning, constructing or managing trails on public land, or on private land by easement.
- 7. Acknowledged by signature of this Agreement that the Participant understands and agrees to be bound by the terms of this Agreement.
- 8. Written permission from the landowner to use the property for active transportation trail purposes.

Additional Terms & Conditions Applicable to HRTA and/or Participants:

All funding given to an eligible trail group is subject to the following terms and conditions:

- 1. Participants eligible for an HST rebate can file an HST rebate for capital expenditures.
- 2. Participants and HRTA shall release, indemnify and hold harmless Halifax Regional Municipality from and against all actions, claims, costs including Solicitor fees, demands, liabilities, damages, actions, suits or proceedings, of any sort, which may arise out of HRM's participation in this agreement and provision of capital funding for trails. This clause shall survive termination or expiration of this Agreement.
- 3. This agreement will be reviewed on an annual basis and revised as needs and opportunities arise through service delivery intervention.
- 4. Participants agree to operate based on HRM reporting and accounting procedures and principles based on attached HRM's best practices and payment procedures. (Appendix 3 &4)
- 5. All proposed changes or significant amendments to funding proposals shall be submitted in writing to the HRM Regional Trail Staff and the HRTA Capital Committee for review prior to the ratification by the community group.
- 6. HRM Regional Trail Staff approval is needed before finalizing amendments to funding proposals. Formal approval rests with the Manager, Facility Development, HRM Planning and Infrastructure.
- 7. Any proposed Special Case amendments or changes must be submitted for approval with the added requirements as set out in the Special Case template. (Appendix 2)

8. Only one proposal per Participant will be considered for capital funding annually. Participants with multiple projects must decide on that year's priority at proposal time. If a Participant meets the criteria for another funding opportunity (for example: Trans Canada Trail, NS Provincial Recreational Facility Development funding or Nova Scotia Moves) the Participant is required to make application to those funders to be eligible for HRM funding. If your funding request is denied, HRM needs documentation to that effect.

Termination Clause:

1. HRM may at any time, following a 30 day written notice to the HRTA, in its sole discretion, terminate this Agreement or suspend or reduce its scope.

2. If the Agreement is terminated or suspended HRM shall compensate the Participants for eligible costs, expenses and charges incurred to the date of the termination or suspension of the Agreement, however such amounts shall not exceed the value of the undispersed capital funds approved for the Participant and remaining at the time of the termination or suspension of the Agreement.

Capital Funding Scheduling:

- 1. The HRTA Capital Committee will request funding proposals in August of each year and provide a September 26 deadline for submissions of each year. Appendix 5: 2014-2015 Capital Proposal Template
- 2. HRTA Capital Committee will be responsible for receiving and reviewing the proposals and making recommendations to HRTA at the October meeting.
- 3. Special Case submissions for projects over \$50,000 will be presented and reviewed at this time. The Capital Committee will request the required documentation as set out in the Special Case template, (Appendix 2). Special Case is the name HRTA refers to when examining and approving shovel ready projects that require additional funds over and above the \$50,000 request.
- 4. Once approved by HRTA, the HRTA Capital Committee will submit the total request along with the proposals under a cover letter to the HRM Regional Trails Coordinator.
- 5. HRTA Capital Committee will follow the schedule provided on the annual HRM scheduling chart. (Appendix 6)
- 6. HRM Regional Trails Staff and the Manager, of HRM Facility Development, Planning and Infrastructure will evaluate the proposals and recommendations submitted by the HRTA Capital Committee. Staff recommendations will be made back to the Capital Committee for review by the HRTA Board. Staff will then make recommendations to Regional Council for approval through the annual budget review process.
- 7. All funding is subject to HRM Council approval.

<u>General Duties and Responsibilities of HRTA:</u> HRTA will:

1. Provide a regular space on the agenda of each regular meeting for a report from the HRTA Capital Committee and request a written report at the AGM.

- 2. Ensure Participants communicate regularly with HRM Trail Staff throughout all phases of trail development.
- 3. Log and document reports and budget submissions as per the annual HRM scheduling chart. (Attachment 6)
- 4. Provide amendments to work plans/proposals to HRM Trail Staff for approval if changes to proposed plans occur throughout the year.
- 5. Report potential trail hazards on HRM-funded trails immediately to HRM Trail Staff.
- 6. Ensure that Participants consult with HRM Trail Staff regarding planning, community consultation, terms of reference, request for proposals, letters of authority, license agreements, surveys, etc.) and construction materials to be used on trails.
- 7. Follow appropriate HRM accounting procedures as identified by HRM finance (Appendix 3 & 4)
- 8. Ensure that all construction meets applicable trails standards as per the following: Technical Appendix: Facility Planning and Design Guidelines of the HRM Active Transportation Plan; Nova Scotia Recreational Trails Manual.
- 9. Require approval of all major construction expenditures in the form of motions in the minutes of each Participant's regular meetings.
- 10. Ensure that contractors hired agree to comply with the Occupational Health and Safety Act, S.N.S. 1996, c.7.
- 11. Ensure that Contractors provide proof of Commercial General Liability insurance evidencing limits of not less than Two Million Dollars (\$2,000,000.) with Halifax Regional Trails Association, the partnering Trails Association (if appropriate) and if the work is to take place on property owned by or under the control of HRM, Halifax Regional Municipality Named on the policy, at time of hiring or in any event prior to beginning contracted work.
- 12. Execute this Capital Funding Agreement and ensure it is also executed by all Participants.
- 13. Nurture and mentor new Participants and potential Participants and provide background information for trail planning and construction.

General Duties and Responsibilities of HRM:

HRM will:

- 1. Provide strategic direction for trail development in HRM emphasising the Active Transportation Plan and RP+5 Regional Plan.
- 2. Coordinate trail development with the Province of Nova Scotia
- 3. Recommend projects for capital funding and disbursement based on business plans and trail funding criteria.
- 4. Attend HRTA Capital Committee meetings and meetings of Participants as requested.
- 5. Participate with the HRTA Capital Committee as per the requirements of the scheduling chart (Appendix 6)
- 6. Refer Participants to applicable HRM Active Transportation service standards for trails. (Technical Appendix: Facility Planning and Design Guidelines of the HRM Active Transportation Plan: 4-21).
- 7. Offer professional advice and assistance to Participants as required with regard to planning, construction and management of community trails.
- 8. Provide appropriate information regarding materials to be used on construction.

- 9. Assist Participants in developing business, work and strategic plans.
- 10. Coordinate with other HRM Business Units to provide technical and administrative support as required.
- 11. Process invoices.

Agreement Dates:

The agreement will begin and terminate as follows:

Start date: April 1, 2014 End date: March 31, 2015

Renewal Process:

All proposals to be considered for 2015/2016 funding are to be received no later than HRTA's September 26, 2014 deadline. (Please see Appendix 5: 6 page 14-15 Capital Proposal Template)

HRTA and Participants will be asked to sign a capital funding agreement authorized by HRM, pending budget approval by Halifax Regional Council.

Partnership Remuneration:

Payment Process:

After budget deliberations by HRM Regional Council, allocations for capital funding for trails will be reported by HRM Trail Staff to the HRTA Capital Committee, who will report to the HRTA at a regular meeting.

Participating HRTA Community Trail Groups may access their approved allocation by submitting invoices to HRM Trail Staff. (Please see Appendix 4)

Participating HRTA Community Trail Groups are expected to use accepted accounting principles to track their own expenditures for the information of their Group.

Authorized Signatures:

By signing below, the Parties acknowledge that they have read the Agreement and agree to be bound by the terms and conditions herein, including, but not limited to, the terms and conditions under which HRM will process applications for capital funding for Participants belonging to Halifax Regional Trails Association, and the respective roles and responsibilities of the Parties in the funding application process.

Halifax Regional Trails Association

Original signed	Chain	June 6/2014
Signature Name:	Title	Date
Original signed	1	
Witness Signature	Title	
Name:		- niv

Halifax Regional Municipality

Original signed Signature Name: Original signed Witness Signature

Name:

Adnun Basestant June 12/14

Title

Designated Representative of Participants

1 am signing this, the Regional Trails Capital Funding Agreement, as a member of a Participant (as defined in the Agreement), and I warrant that I have the authority to represent and bind the Participant for the purposes of this Agreement.

By affixing my signature, I hereby acknowledge that I have read the Regional Trails Capital Funding Agreement and understand the terms and conditions, as well as the process by which HRM will provide capital funding for trails within HRM to Participants. Further, I hereby acknowledge that the Participant upon whose behalf I am signing this Agreement shall comply with the terms of this Agreement.

1. Atlantic View Trail AssociOriginal signed
Authorized Signature:
Name: Doug MacLood
Title: chail
Date: JUNE 9, 2014
2. Carrolls Corner Wall Original signed
Authorized Signature:
Name: Jim KEID IV
Title: TRAIL ROARDSontATING
Date: Thene 9, 2014
3. Chain of Lakes Trails Association
Authorized Signature: Original signed
Name: LORNE LOGAN
Title: Chan
Date: June 11/4
•
4. Cole Harbour Parks and Trails Association
4. Cole Harbour Parks and Trails Association Authorized Signature: Original signed
Authorized Signature: Original signed
Authorized Signature: Original signed Name: Zmabeth Hill Title: Chair Cole Harbour Parks & Prails Assure
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Authorized Signature: Original signed Name: Zmabeth Hill Title: Chair Cole Harbour Parks & Frails Assur Date: June 9 2014
Authorized Signature: Original signed Name: Zhabeth Hill Title: Chair Cole Harbon Parks & Frails Assue Date: June 9 2014 5. Friends of First Lake Society
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Authorized Signature: Original signed Name: Included Title: One of the former factor of the form
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Authorized Signature: Original signed Name: Included Title: One of the former factor of the form

7. Halifax Urban Gr		
Authorized Signature	e:	
Name: Kos	zine Renta	
Title:	-watan	
Date:	Some 9-12014	

8. Lawrencetown Cole Harbour Trail Association Authorized Signature Original signed Name: er rpn Title: C CIN Date: une Area 9. Penhorn Lake Trail Association Authorized Signature Original signed Name: Tanya Mac ead Title: Chair Date: June 9 014

10. Second Lake Regional TraiPAssociation Authorized Signature: Original signed Name: Warren B. Erring Title: Director Date June 9, 2014

11. Shore Active Transportation Astociation Authorized Signature: Original signed Name: Howard Hart Title: Director Date: 9 Jun 2014

12. Shubie Watershed Environmental Protection Authorized Signature: Original signed

Name:	Paul ADLANDIA	· · · · · · · · · · · · · · · · · · ·
Title:	committee member.	C
Date:	9 JUNE 2014	

Appendix 1: Capital Funding Chart 2014-15 Capital Funding Agreement 2014-15

Community Group	14/15 funding	Special Case	Total
Atlantic View Trail Association	33,000		
Carrolls Corner Waking Trail	50,000		
Chain of Lakes Trail Association	50,000		a l
Chain of Lakes Paving	251,500		
Cole Harbour Parks & Trails Association	50,000	146,000	196,000
Friends of First Lake	30,000		
Halifax North West Trail Association	50,000		
Halifax Urban Greenway	50,000		
Lawrencetown Cole Harbour	50,000		
Penhorn Lake Trail Association	50,000		
Second Lake Regional Park Association	50,000		
Shore Active Transportation Association	50,000		1.4
Shubie Watershed Environmental Protection	50,000		
Project contingency (Chain of Lakes)	35,500	·	
Total 14/15 projects from 14/15 budget	850,000		

SPECIAL CASE 13/14 to CHPTA

Funds transferred from previous budgets	Forest Hills S.C.		
Preston & Area Trail Association	50,000		
Penhorn Lake Trail Association	25,000		
Halifax North West Trail Association	38,000		
Friends of First Lake Society	29,900		
Re- cap funding available	3,100	-	
	146,000	×	

Appendix 2: Special Case Funding Criteria & Conditions Capital Funding Agreement 2014-15

Special Case Information

For funding over 50,000.00, HRTA's Capital Funding Committee and HRM Staff will employ the following Checklist in their evaluation of special cases.

Detailed designs
Engineered drawings if needed
Environmental Approval
Public Tender Packages & Process
Public Consultations complete: Adjacent landowners know, Date and numbers attending public meetings
HRM Partner Approvals needed: HRM Facility Development, Planning and Infrastructure, HRM Engineering services, Halifax Water
Matching partner funding letters

Special Case Conditions:

Special case is considered only after the budget is approved. A project that is shovel ready based on the criteria above could be allocated funding from another trail group whose project is not able to be completed in the budget year. Appendix 3: Best Practices Checklist Capital Funding Agreement 2014-15



2014-15 HRM Regional Trails Association (HRTA) Best Practices Checklist

- 1. Make HRM staff the first point of contact for trail related inquiries.
- 2. Make every effort to follow best practices to enable good partnerships to develop i.e. make every effort to be inclusive of all partners with information, invitations to meetings etc.
- 3. Inform staff and invite staff to your meetings. Staff may not be able to attend all, but make sure they know about the date and location of your meetings.
- 4. Make sure to have any major decisions and major financial expenditures passed by motions, carried and reflected in the minutes at regular community board meetings.
- 5. After your groups' Annual General Meeting (AGM) have your Officers & Directors lists and amendments of by-laws updated with Registry of Joint Stocks. Please send same information to the Regional Trails Office, Planning and Infrastructure, P.O. Box 1749 Halifax, Nova Scotia B3J 3A5
- 6. Make every effort to keep current membership lists up-to-date. Every community group needs to be seen as representative of its community.
- 7. Keep membership with NS Trails and applicable insurance coverage up-to-date and in place.
- 8. For insurance and risk management purposes, make sure that a routine schedule of inspections is followed with reports kept up-to-date and on file.
- 9. Prepare to have a representative from your group at HRTA meetings as regularly as possible. The rule is that groups are not to miss three consecutive meetings.

10. Follow HRM procurement best practices of seeking 3 quotes for expenditures over \$1000.00. Keep documentation on file.

Appendix 4:

HRM Capital Expenditures Process for Halifax Regional Trail Program Capital Funding Agreement 2014-15

1. Trail association receives vendor invoice and upon approval, a signing officer of the trail association signs the bottom of the invoice.

2. Trail association prepares a covering Invoice to HRM of the same amount and attaches vendor(s) invoice(s). The Invoice from the trail association should state INVOICE with contact information, Society name, address, logo etc.

3. Submit this to HRM's Regional Trail address:

HRM Regional Trails ProgramPlanning and Infrastructure.P.O. Box 1749, Halifax, Nova Scotia, B3J 3A5Attention: Dawn Neil, Trails Specialist

4. HRM staff reviews and assigns account for HRM Finance to process. A cheque is issued to the Trail Association for that amount.

5. Trail association is responsible for paying the Vendor directly and in a timely fashion.

Note:

- Capital expenses are to be used for capital construction costs only (bricks and mortar type of work). Technical planning is also included. Other items outside of construction will not be covered (photocopies, late pay charges, office charges, oil changes, brochures etc. are not covered).

- Trail Associations will seek to obtain 3 bids for project capital over \$1,000. Trail groups must keep bids on file should HRM Finance request them.

- Award contracts to the lowest bidder; be able to justify if you didn't award it to the lowest bidder (for example: contractor did not have the effective equipment for the work required.

- Vendors invoice shall name the trail association that hired their services, describe the type of work, location and date.

- The Trail Association will pay the vendor directly.

- Trail Associations will need to manage their capital expenditures by maintaining an ongoing budget and accountability.

- The Trail Association may apply for its own HST rebate.

- Members of the Halifax Regional Trail Association may make application for HRM trail capital each year on September 26. The proposals follow a template and criteria outline. (Appendix: 5)

Appendix 5: 2015-16 Capital Proposal Template (Page 1 of 7) Capital Funding Agreement 2014-15



Check list for 2015-16 Capital Submission Checklist Deadline September 26, 2014

Name of Group:

Last season's AGM meeting date	
Board and Financial Information has been sent to HRM	
Regional Trails Office at Fairbanks : 54 Locks Road,	
Dartmouth, B2X 2W7	
Active with Registry of Joint Stocks	
Indicate which HRTA meetings were attended by a	
representative in 2014: January, February, March, April, May,	
June, July, August, September	
Nova Scotia Trail membership active (amount paid)	
Directors and Officers Insurance (amount paid)	
Commercial General Liability Insurance (amount paid)	
NS Trails Volunteer Insurance (amount paid)	
Other capital funding proposals being submitted	
Other funding proposals being written to sources other than	
HRM –not necessarily just for capital	
,	
Maintenance/ State of Good Repair (Recapitalization)	
proposals only need to fill the following sections:	ti.
Did your groups request \$1000.00 provincial maintenance	and a second s
funding in 2014?	
Did your group receive the provincial maintenance funding in	1-94011-9
2014?	16
If your trail accommodates ATV's, where do you plan to	
access matched funding for maintenance or re-capitalization?	

Please note: The above information is required for application for funding according to HRM/HRTA Capital & Maintenance Agreements that your group will be signing in the Spring of 2015. If any of the above requirements needs attention by your group, please attend to it promptly to assure that your capital, re- capitalization and maintenance funding will be available for next season.

Appendix 5: 2015-16 Capital Proposal Template (Page 2 of 7) Capital Funding Agreement 2014-15



REGIONAL MUNICIPALITY HRTA Capital Funding Committee (CFC)

Procedures for Capital Funding Application,

HRTA's Capital Proposal Process: Overview

- 1.) In August, the Chair of HRTA issues a 'Call for Proposals' for fiscal year ahead (deadline of September 26, 2014);
- 2.) The Capital Funding Committee (CFC) reviews Proposals and makes recommendation to HRTA (by e-mail, by October meeting date TBA);
- 3.) HRTA votes on Recommendations at October meeting;
- 4.) HRTA submits Recommendation Package (Cover Letter and Proposals) to HRM Regional Trails staff. These are then forwarded through Facility Development, Planning and Infrastructure
- 5.) HRM Council approves an amount of Capital for Regional Trails;
- 6.) If capital requests are more than funding allocated, the Capital Committee reviews the projects again and utilizes the 'Minimum Request' number.
- 7.) Revised CFC recommendation are submitted to HRTA Board for approval;
- 8.) HRTA recommendations to HRM Trails staff;

Trail Groups > CFC >HRTA > HRM Trails staff > IAM (Real Property) > HRM Council > HRM Trails staff > CFC > HRTA Board > HRM Trails staff

Capital Funding Evaluation Process: Details and Rationale

The CFC will use 12 Capital Funding Evaluation Criteria, as shown in Appendix A. These criteria are based on those approved by HRTA in October, with a few minor changes resulting from discussions with HRM Regional Trails staff.

Proposals

Trail project proposals will provide a succinct summary of the proposed work, and justify the project in relation to the Criteria, in 600 words or less. Note that not all criteria will be applicable to each project, and you should focus on those which are most applicable. The request will also include a Proposed Budget, and a completed Trail Capital Proposal Template.

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

Appendix 5: 2015-16 Capital Proposal Template (Page 3 of 7) Capital Funding Agreement 2014-15

'Special-Case' Capital Requests

Any group asking for an abnormally large 'maximum do-able' amount (over \$50,000) is required to submit a Special Case Appeal (up to 300 additional words) to the CFC at the time of their application, along with supporting documents (Appendix: 2 Special Case Funding Criteria & Conditions). The CFC may either endorse the full request or reduce it to a more reasonable amount. The CFC will report its recommendations to HRTA Appendix 5: 2015-16 Capital Proposal Template (Page 4 of 7) Capital Funding Agreement 2014-15

Your proposal should follow the following sequence and format, and be submitted as a WORD or RTF document. Include a Budget table (see format), and, if applicable, justification as a 'Special Case'.

Name of Group:						
Name of Trail:		210				
Chair:						
Address:				11 Martin		
Phone (daytime):		+	2.2.2.2.2.2.2.2.2	 		
Email:	360					
Fax:						
Web site:						
Joint Stocks #						

Project Description:

What does the Association plan to develop with the HRM Capital? Where exactly in your trail system will this capital be spent? Provide a map.

Justification:

Justify your Project based on the HRTA criteria 1-12 (Appendix A). Maximum 600 words of text.

Planning:

Briefly describe planning (conceptual and engineering) and survey work. Please attach planning documents and diagrams if available

Major items to be constructed:

Provide brief descriptions for major items, with cost estimations.

Trail Surface (type, width, and km length):

Bridge Construction

Trail Amenities (i.e. Railings, bollards, benches, lighting etc.)

Signage

Trail Head/Parking:

Other

Phasing:

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

Appendix 5: 2015-16 Capital Proposal Template (Page 5 of 7) Capital Funding Agreement 2014-15

Budget Table: Provide a table in the format below.

	A	B	С	D	E	F	
	2015-16 HRM Capital Request	Other Municipal funds- Councilor	Provincial request	Federal request	Corporate request	Other	Total A- F
2015-16 Full request (max. do-able)							
2015-16 Essential min. Amount							
Total Project (2-5 yrs)			1				

Special Case Information

If the HRM request is over \$50,000, please provide written justification, in 300 words of text (max.), with supporting documentation if applicable. The CFC and HRM Staff will employ the following Checklist in their evaluation of special cases.

Detailed designs	
Engineered drawings if needed	
Environmental Approval	
Public Tender Packages & Process	
Public Consultations complete: Adjacent landowners know, and numbers attending public meetings	Date
HRM Partner Approvals needed: IAM for funding, Engineer services, Halifax water	<u> </u>
Matching funding letters	

Appendix 5: 2015-16 Capital Proposal Template (Page 6 of 7) Capital Funding Agreement 2014-15

Appendix A: Capital Funding Criteria

<u>Criteria 1: Public Transportation Alternatives</u> (Active Transportation) Does the trail provide a public transportation alternative that would not otherwise be available? What volume of AT use is expected, and why? (relate to HRM AT Functional Plan)

<u>Criteria 2: Capacity</u> Is the community group an official member of HRTA, meeting all the criteria? Are volunteers committed to the plan and project and the long term sustainability of the trail? Does the Society have a large membership and has it participated in community outreach?

Criteria 3: Overall Quality of the Trail Experience

Will the trail provide a safer alternative than the roads or sidewalks? Will the trail provide natural, scenic, or heritage appeal? Will it include a wilderness experience?

Criteria 4: Linking Communities

Does the proposed trail project connect communities, neighbourhoods, and other trails/walkways and destinations regionally? Does the trail add a vital link in the Regional Trail System?

Criteria 5: Proximity to Users

How convenient is the trail to dense HRM population bases? Will the trail connect destinations by AT? Will the trail be near future developments?

Criteria 6: Deliverable

Is there evidence that the project as proposed can be delivered during the next construction season? This includes consideration of issues such as:

- Land easements, permits, authorizations and approvals
- planning and design
- any major constraints or roadblocks to be overcome

Criteria 7: Community Support

Is there evidence of community support for the project - e.g. membership, public meetings, input from the community via newsletters, surveys, websites, brochures, etc.

Criteria 8: Capital Budget and Funding

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

Criteria 9: Status of Trail Work

What phase is the project for the upcoming year? Is it the "final piece" of the trail in the

overall plan? Is it a complete trail project on its own (i.e. without subsequent phases)? What is the timing of the project?

Criteria 10: Impact on Natural Environment

Will the trail be designed to minimize negative impacts on the environment, away from environmentally sensitive areas? Are environment approvals acquired? How has the trail been designed to minimize negative impacts on vegetation, slopes, wetlands, shorelines, lakes, or habitats?

Criteria 11: Potential Economic Impacts

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

Criteria 12: Tourism Potential

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

Appendix 6: Capital Committee Scheduling Chart Capital Funding Agreement 2014-15

Partner	Jan., Feb., March	April, May , June	July, August September	Oct., Nov., Dec.
HRTA Capital Committee Report regularly at any HRTA meeting as required	Make recommendations for proposal amendments (If any) to HRTA.	Make adjustments to funding allocation based on budget approved by Council. Take to HRTA for approval Provide a written report to the AGM	Receive written amendments to proposals or work plans Forward recommendations to HRTA Executive Call for proposals in June	Present Outline of Capital requests and recommendations to HRTA board and Staff at the October meeting.
HRTA Board	Discuss make recommendations and pass as motions regarding Proposal or Special case amendments at regular meetings	Pass by motion the accepted funding recommendations Sign the agreement for 2014-15	Pass by motion any amendments	Pass on recommendations and Capital proposals and summary sheet to Paul Euloth by the November meeting of HRTA
HRM Trail staff	Submit budget proposal envelope to HRM	Meet with the Capital Committee prior to the budget announcement meeting	Review amendments and get approval from Terry Gallagher. Special Case requests assure that the SC information is available.	HRM Trail staff will review proposals and make recommendations back CFC and to HRTA in preparation for the HRM Budget review

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	Supplemental Report	
Project Name: Project Number:	Regional Trails Active Transportation	
Project Manager:		
Budget Category:	Parks and Playgrounds	
Council Priority Outcome:		
	Service Improvements Richard MacLellan	

Halifax Regional Trails Active Transportation (AT) includes 19 Community Trail Projects as well as partnership proposals between HRM corporate agencies in the urban core. Priorities pertain to the Regional Trails Plan and HRM's Active Transportation Plan. This AT infrastructure delivers off road, multi-use trail connections between communities and neighbourhoods throughout HRM. The primary corridors are aimed at a large percent of HRM residents and provide healthy, green AT mobility for the evolving sustainable transportation network across HRM. HRM envisions an integrated trail system that will be comparable to other major cities in North America and Europe, whereby Active Transportation is a safe and desirable option for pedestrian and bikers alike. 2014/15 individual trail projects will be selected from those put forward by HRM's community trail partners based on the highest priorities outlined in Council's adopted policies.

Detailed Work Plan 2014/15:

Details on fall 1	Supported to the support of the State of the	and the second second second	and the second second second	and the second second second	Estimate		
Details on following page		22			850,000		
Fotal Estimated Work Plan 2014/15 Less Projected Carry Forward from Previous Years							
CAPITAL COSTS	The state of the state	1000 T T T T		CONTRACTOR OF	850,000		
Fiscal Year	2014/15	anthe		1			
Gross Budget:		2015/16	2016/17	2017/18	2018/19		
Funding Source:	850,000	850,000	850,000	850,000	850,000		
randing source.	- 1	the state of the s					
		All and a second second					
		10000			-		
Total Funding:	Cardina States and a			CHINESE CONTRACTOR	Concentration and		
Net budget:	850,000	850,000	850,000	850,000	850,000		
Ongoing Operating Costs	2014/15	2015/16	2016/17	2017/18	2018/19		
Annual Bevenues:		MEBW (Rom	co co rai	2017/10	2010/13		
Annual Operating Costs:	85,000	85,000	85,000	85,000	85,000		
Net Annual Operating Costs:	85,000	85,000	85,000	85,000	85,000		
One-Time Operating Costs					03,000		
Implementation Costs:	L		-	-			
Impact to Operating Budget	85,000	85,000	85,000	85,000	85,000		

Estimato

Regional Trails Active Transportation Project Detail

Community Group	Project Description	Amount	
Atlantic View	Interpretive Signage (1km of Trail)	33,000	
Carrolls Corner	1.5 km of trail and small woooden bridges	50,000	
Chain of Lake Trail	Trail head on Joseph Howe and Percy Street, other	50.000	
	neighbour connections if possible	50,000	
Cole Harbour Forst Hills	Complete Forest Hills AT section	50,000	
Friends of First Lake	Bedford Burnsdie Connector Plan	30,000	
	Functional plan for alignment corridors and		
Halifax North West	connections to Long Lake Provincial and Chain of	50.000	
Hamax North West	Lakes Trail with Class A Cost estimates by an	50,000	
	engineering consulting firm		
Halifax Urban Greenway	Interpretive panels, Revised Concept Plan, and Public	50,000	
	Awareness strategy		
	Finish Phase 3 the Lawrencetown Cole Harbour Trail		
Lawrencetown Cole HBR	Cost would incude Class A detailed design and	50,000	
X	construction to finish that section		
	Trail around Penhorn Lake with hiking and biking		
Penhorn Lake Trail	Complete Forest Hills AT sectionBedford Burnsdie Connector PlanFunctional plan for alignment corridors and connections to Long Lake Provincial and Chain of Lakes Trail with Class A Cost estimates by an engineering consulting firmInterpretive panels, Revised Concept Plan, and Public Awareness strategyFinish Phase 3 the Lawrencetown Cole Harbour Trail Cost would incude Class A detailed design and construction to finish that sectionTrail around Penhorn Lake with hiking and biking connections to transit and community based on detailed engineering designs that will be presented this summerComplete 500 metres of trail to join 2nd Lake to Armcrest AveThe SATA org is in the final stages of developing and AT Plan with GenivarOne of: Old Coach Road Trail; Fall River Village to MacDonald Sports Plex Connector; Old Truro Road	50,000	
Pennorn Lake Trail			
	Bedford Burnsdie Connector Plan Functional plan for alignment corridors and connections to Long Lake Provincial and Chain of Lakes Trail with Class A Cost estimates by an engineering consulting firm Interpretive panels, Revised Concept Plan, and Public Awareness strategy Finish Phase 3 the Lawrencetown Cole Harbour Trail Cost would incude Class A detailed design and construction to finish that section Trail around Penhorn Lake with hiking and biking connections to transit and community based on detailed engineering designs that will be presented this summer Complete 500 metres of trail to join 2nd Lake to Armcrest Ave The SATA org is in the final stages of developing and AT Plan with Genivar One of: Old Coach Road Trail; Fall River Village to MacDonald Sports Plex Connector; Old Truro Road		
Second Lake Trail	neighbour connections if possibleComplete Forest Hills AT sectionBedford Burnsdie Connector PlanFunctional plan for alignment corridors and connections to Long Lake Provincial and Chain of Lakes Trail with Class A Cost estimates by an engineering consulting firmInterpretive panels, Revised Concept Plan, and Public Awareness strategyFinish Phase 3 the Lawrencetown Cole Harbour Trail Cost would incude Class A detailed design and construction to finish that sectionTrail around Penhorn Lake with hiking and biking connections to transit and community based on detailed engineering designs that will be presented this summerComplete 500 metres of trail to join 2nd Lake to Armcrest AveThe SATA org is in the final stages of developing and AT Plan with GenivaronOne of: Old Coach Road Trail; Fall River Village to MacDonald Sports Plex Connector; Old Truro Roadmunity Groups		
	Armcrest Ave	50,000	
Shore Active Transportation	The SATA org is in the final stages of developing and	50,000	
	The SATA org is in the final stages of developing and		
Shubio Watershed Environmental Organization	One of: Old Coach Road Trail; Fall River Village to		
Shubie Watershed Environmental Organization	MacDonald Sports Plex Connector; Old Truro Road	50,000	
Contingency Projects		35,500	
Subtotal Projects in Coordination with Communi	ty Groups	598,500	
Chain of Lakes Greenway: Lakeside Diversion			
Project paving	Chain of Lakes Trail Paving	251,500	
Total		850,000	

Appendix B – Regional Trails Active Transportation Proposed Projects 2015/16 Capital Program

Business Unit/Section: TPW/Project Planning and Design Services

CPX01196 (Regional Trails Active Transportation) Capital Account:

Regional trails projects are typically carried out via the 'Community Development Model' where trails staff work with member groups of the Halifax Regional Trails Association (HRTA) to advance AT Greenway Trails.¹ Projects are put forward by HRTA groups and evaluated according to a number of criteria in the capital agreement between HRTA and HRM. The Greenway Network Vision (Map #3) of the AT Priorities Plan is intended as a guide to ensure that these trail projects carry out the connections in the future vision for a network. As illustrated below, each of the proposed 15/16 projects are working to build or maintain (through recapitalization) these important connections. All of the following projects are ready for implementation, pending Council approval. In addition, many of these community groups are expected to apply for (and have historically received) provincial funding to cost share up to1/3 of these projects, meaning that the funds below will be leveraged even further.

Project Description

1. Atlantic View Trail (District 2)

The Atlantic View Trail Association is proposing to construct an observation platform overlooking the West Lawrencetown marsh and recapitalizing a ten year old, 2 km portion of the AT Greenway/abandoned rail corridor from Rocky Run Bridge to Causeway Road. This is part of the Trans Canada Trail.

2. Beechville Lakeside Timberlea (BLT) Trail (District 12)

The BLT Trail Association is proposing to recapitalize 2.5 km of AT Greenway from Lake of Woods to Highway 103. This is a heavily used trail requiring upgrade. This trail is also part of the Halifax to Lunenberg Destination Trail initiative². The group is to be expected to apply for additional funding.

3. Carroll's Corner AT Greenway (District 1)

The Carroll's Corner Trails Group is constructing the third phase of their multi-year AT Greenway from Carroll's Corner to Dutch Settlement. The Association's major corporate partner (National Gypsum) has donated all of the land for the Greenway. The Province has also contributed 1/3 to previous phases. This trail is also designated as part of the Trans Canada Trail.

4. Chain of Lakes Trail (District 9/10)

\$50,000 Construction of the Lakeside Sewer Diversion from Timberlea to Joseph Howe Drive under the Chain of Lakes Trail is nearing completion. In partnership with the Chain of Lakes Trail Association these funds will be directed towards trailhead improvements, connecting trails, and landscaping around Percy Street (4a), and safety fencing through the watershed lands (4b).

5. Cole Harbour / Bissett Lake AT Greenway(District 4)

The Cole Harbour Parks and Trails Association has two phases remaining on the Bissett Lake AT Greenway: 1/ construction of the segment linking Bissett Lake Park to Cole Harbour Road along lands acquired for the purpose from Jennifer Place Apartments, 1182 Cole Harbour Road, and 2/

\$19,200

\$66,000

\$50,000

\$94,000

¹ AT Greenways are 3 to 4m wide paved or crusher dust trails with transportation their primary purpose (e.g. they connect origins and destinations). The AT Plan is not applicable to other types of trails that are primarily recreational in nature (e.g. looping trails in parks).

² Nova Scotia is upgrading, unifying and branding seven of its trails as a new outdoor adventure tourism product: a continuous 109km hiking and cycling route from Halifax to Lunenburg that will be promoted as a new way to experience two of the province's most popular destinations-and all the scenic communities in between.

connecting the Bissett Lake Park trail to the Cole Harbour Heritage Park over the former Rehab Lands. The segment near the apartment is designed and ready to implement while the connection to the Rehab Lands will undergo detailed design with these funds.

6. Halifax Urban Greenway (District 7)

The Halifax Urban Greenway Association plans to use these funds for waste receptacles and interpretive signage on the existing AT Greenway along Beaufort Ave. These amenities will support and animate use of the AT Greenway.

7. Chezzetcook Acadian Marsh Greenway (District 2)

The Shore Active Transportation Association plans to initiate a feasibility study/preliminary design for an AT Greenway between exits 20 and 21 on Highway 107. A gap in the trail corridor here results from the decision to construct Highway #107 on the rail bed between these two exits. The NS Department of Transportation and Infrastructure Renewal has given the green light to proceed with the study. The section is designated as part of the Trans Canada Trail.

8. Second Lake Greenway (District 15)

The Second Lake Parks and Trails Association is requesting this allocation to finish the Second Lake AT Greenway between Metropolitan Avenue and Armcrest (at Beaverbank Road). This is the final phase of the AT Greenway through Second Lake Provincial Park, and it extends all the way to Cobequid Road at Sucker Brook Drive.

9. Little Sackville River Greenway (District 15)

The Little Sackville River Greenway will be the largest undertaking of the HRM Regional Trails Program this year. The Sackville Rivers Association has spent several years planning for this project and detailed designs are complete. The Greenway will ultimately connect the existing Bedford-Sackville Connector Greenway to the core of Lower Sackville and up to Feely Lake Regional Park (and the abandoned Windsor/Hansport rail corridor). The funds for 15/16 are intended towards construction of the segment from Old Beaverbank Road to Glendale Drive (1.5 km) at an estimated cost of \$945,000. This will allow for the construction of the trail base with the Little Sackville River AT bridge (refer to above) and paving of the trail occurring in 2016. The \$945,000 estimate is comprised of \$390,000 new funding and \$555,000 of carry-over funding from previous years.

10. River Lakes AT Greenway – Blue Hill K Road (District 1)

The trails committee of the Shubenacadie Watershed Environmental Protection Society is proposing to upgrade the Old Blue Hill Coach Road (from Blue Hill Road to Highway #102) to the standards of an Active Transportation Greenway trail. This is one of three priority AT Greenway sections that were identified in the Fall River Trail Visioning Plan.

11.Parking Lot Improvements - St. Margarets Bay Road (District 13)

The Woodens River Environmental Organization is planning to make small improvements to a parking lot that serves both the Bluff Wilderness Trail and the BLT AT Greenway.

Total Estimate (Regional Trails) Subtract Carry Over

\$555,000

2015/16 Total \$850,000

\$13.500

\$50.000

\$945.000

\$24.500

\$91.000

\$1.800

\$1,405,000

Extract from Map #3 of the AT Priorities Plan with 2015/16 Regional Trail Projects Superimposed.

