

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY: Original Signed by 
Jacques Dubé, Chief Administrative Officer

DATE: July 23, 2020

SUBJECT: Support for Community Associations for Active Transportation and Recreational Trails

ORIGIN

Integrated Mobility Plan (IMP) was approved by the Regional Council with recommendations and actions related to the regional network of multi-use pathways, including:

Action 79: *Deliver the Priority Active Transportation Greenway Network connections by 2024*

Action 80: *Review and update the community development model for planning, construction and maintaining Active Transportation Greenways.*

Regional Council Meeting on January 15, 2019 approved the report [14.3.1 Future Roles and Responsibilities of Community Trails Associations with Respect to Active Transportation Facilities \[PDF\]](#) in which the Transportation Standing Committee motioned that Halifax Regional Council direct staff to:

- Continue Municipal funding support for volunteer community associations who plan, build, maintain and promote active transportation facilities in the municipality;
- Develop an Administrative Order for Regional Council's consideration that updates roles and responsibilities and establishes a Municipal grant/contribution program to support the work of such associations; and
- Consult with community associations, the provincial government, the Halifax Regional Trails Association, HRM officials and other stakeholders in the development of this proposed Administrative Order on key issues as outlined in the discussion section of the August 10, 2018 staff report.

LEGISLATIVE AUTHORITY

With respect to the adoption of Administrative Orders:

HRM Charter, Section 59(3):

"In addition to matters specified in this Act or another Act of the Legislature, the Council may adopt policies on any matter that the Council considers conducive to the effective management of the Municipality."

With respect to the provision of grants to non-profits:

HRM Charter, Section 79A(1):

“Municipal expenditures

79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if
(a) the expenditure is included in the Municipality’s operating budget or capital budget or is otherwise authorized by the Municipality;
(b) the expenditure is in respect of an emergency under the *Emergency Management Act*; or
(c) the expenditure is legally required to be paid.”

HRM Charter, Section 7A:

“Purposes of Municipality

7A The purposes of the Municipality are to

(a) provide good government;
(b) provide services, facilities and other things that, in the opinion of the Council, are necessary or desirable for all or part of the Municipality; and
(c) develop and maintain safe and viable communities.”

RECOMMENDATION

It is recommended that Halifax Regional Council:

1. Adopt Administrative Order Number 2020-011-ADM Respecting HRM’s Grant Programs for Active Transportation and Recreational Trails (Attachment 1); and,
2. Endorse the eight proposed updates and approaches, as presented in the Executive Summary section and detailed further in the Discussion section, to the Municipality’s ongoing development and promotion of active transportation facilities and recreational trails in HRM, including the collaboration with community associations and other key stakeholders

EXECUTIVE SUMMARY

Non-profit community associations, mostly members of the Halifax Regional Trails Association, have planned, built, and operated public facilities for walking and bicycling in HRM since 1998. This has resulted in approximately 151 km of Active Transportation (AT) facilities (approximately 75% of the full network has been built as of 2020) and approximately 83 km of recreational trails for activities such as hiking, walking, and mountain biking.

The value of these facilities and trails to the municipality is significant. They are key to the quality of residents’ lives as they provide free, outdoor space for people to exercise, transport themselves, appreciate nature, socialize and access communities and destinations. Their value has been evident since the state of emergency was initiated to mitigate COVID 19. These facilities and trails served as some of the only options for outdoor recreation during the state of emergency.

The updated approach to HRM’s ongoing promotion of active transportation facilities and recreational trails in HRM, as set forth in this report, reflects current HRM financial administration approaches, newer policy directions and plans, and the many community association and stakeholder perspectives and policies that influence this sector. The updated approach has been structured around the following eight key issues that Council endorsed in the [January 2019](#) Report directing staff to undertake this project.

The issues to be addressed and the updated approaches to address these issues are summarized as follows with further, detailed, explanations provided in the Discussion section of this Report:

1. *Update the administrative model and authority for HRM funding for community association projects.*

Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails (hereafter referred to as Administrative Order 2020-011-ADM) enables grant funding streams to make HRM resources available to community associations who wish to support municipal AT facility and recreational trail objectives going forward. This A.O. also will assist HRM in addressing components of the following seven issues listed below.

2. *Provide clarity on the roles and responsibilities of community associations who do not have agreements to build, maintain and operate AT facilities or recreational trails.*

The updated approach identifies specific roles and resources for "supporter" groups and a framework for their collaboration with HRM on AT facilities or recreational trails in their communities.

3. *Manage risks and opportunities related to community associations' sustainability.*

The proposed approach includes support for volunteers, such as HRM project management/design advice on project implementation, red tape reduction for grant funding, and support for volunteer education.

4. *Confirm the inter-jurisdictional roles and responsibilities between HRM and the Province*

HRM and the Province have overlapping interests and responsibilities. Proposed updates include better co-ordination on funding programs and technical support to associations. The new Provincial trail policy may also enable other service delivery improvements and opportunities for collaboration.

5. *Clarify maintenance and operations costs and responsibilities for HRM*

The planning for, and operation of, AT facilities and recreational trails is shared between HRM business units. Refinements to these roles and responsibilities will continue to be undertaken and updated regularly to ensure service delivery to the public, optimization of resources and facilitation of internal communications and co-ordination.

6. *Determine a clear direction for HRM funding for AT facilities permitting Off-Highway Vehicles (OHVs)*

HRM will continue to provide funding to AT facilities that allow OHV use, subject to conditions related to shared AT objectives and commitment to facility accessibility,

7. *Respond to the request for an HRM funding program to support the construction and ongoing maintenance of recreational trails.*

The approval of Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails addresses this issue.

8. *Address other issues that are brought forward by community associations and other stakeholders with an emphasis on those issues that create opportunities and improve HRM's approach to developing AT facilities and recreational trails.*

HRM will continue to work with community groups and other stakeholders to address issues as they arise. For example, HRM will continue to explore the value of incorporating accessibility standards for new AT facilities and the need for HRM to support groups in addressing this issue.

BACKGROUND

The development and operation of public walking and bicycling facilities in HRM, and Nova Scotia generally, has traditionally involved roles for volunteer community associations with funding and other supports from governments.

In HRM, a community development model has been the framework for the HRM Regional Trails program and was defined as: working with and supporting the efforts of volunteer community groups to develop plans, build trails and promote active transportation. The historical context of this model has evolved from a rural economic development mandate with Halifax Regional Development Agency HRDA (1998 – 2003) to a recreational and community development mandate with HRM Parks and Recreation (2003 – 2006). Since 2006, the collaboration model with HRTA has been primarily to facilitate grants administration. The collaboration model with community associations has been to plan, construct and maintain AT facilities. This approach of supporting community associations has resulted in significant growth in facilities (over 150kms) and leveraged significant funds (approximate \$12 million).

Halifax Regional Municipality developed plans and policies for Active Transportation (AT) in the AT Priorities Plan (2014) and Integrated Mobility Plan (2017). These identified candidate routes for active transportation corridors: multi-use pathways (MUPs), sidewalks and on-road bike facilities. Both these plans acknowledge the role of community associations in building and maintaining HRM's AT network and endorse continuing to support the work of these associations. The plans recognized that a significant portion of the envisioned MUP network (on former rail corridors and sections of Provincial Parks) is owned by the Province and has been originally built and currently maintained by community associations. Other segments of MUPs in HRM are in HRM Parks or in the street right-of-way. There are other HRM plans and partner initiatives that the Administrative Order 2020-011-ADM can support such as the Road Safety Plan (for safety education projects), Trans Canada Trail, and Provincial Blue Route bicycling network.

The HRM community development model became focussed on supporting these Municipal AT objectives after 2006. The approach was guided by two Regional Council directions:

Halifax Regional Council approved recommendations from April 22, 2008¹ related to Regional Trails Program

It is recommended that Regional Council:

- 1. Recognize the Halifax Regional Trails Association (HRTA) as the principal partner to plan, develop and operate HRM's regional trail system.*
- 2. Approve funding criteria and disbursement process for trails maintenance funds.*

Halifax Regional Council approved recommendations from May 20, 2014² related to Regional Trails – Funding and Related Agreements.

It is recommended that Halifax Regional Council approve the following authorities for the Chief Administrative Officer (or delegate) required to administer the Regional Trails Program:

- 1. The authority to execute Regional Trails Capital Funding Agreements;*
- 2. The authority to execute a Regional Trails Maintenance Funding Agreement; and*
- 3. The authority to execute expenditures related to the development and maintenance of regional trails by way of a contribution to the Halifax Regional Trails Association member groups.*

In late 2017, the IMP identified a need to review and update the approach. In 2018, the Transportation Standing Committee requested staff to develop a report which proposes an updated framework regarding the future roles and responsibilities of community associations with respect to the construction, maintenance

¹ <http://legacycontent.halifax.ca/council/agendasc/documents/080422cow3.pdf>

² <http://legacycontent.halifax.ca/council/agendasc/documents/140520ca1117.pdf>

and operation of active transportation facilities in Halifax and with respect to the relationship of such community associations with the municipality.

In 2018 Regional Council directed staff to consider re-including recreational trail construction in the budget discussions. Such facilities had been supported until 2006, when a decision by Regional Council was made to prioritize longer and wider linear active transportation corridors (multi-use pathways - MUPs) suitable for walking and cycling and connecting destinations. 2020/21 Capital Budget approved by Regional Council included \$250,000 (net) to support recreational trails grants projects.

As outlined in the [January 2019](#) report, the Municipality is part of a broader collaboration model with the Province, the Halifax Regional Trails Association, volunteer community trail associations and others working, together to meet our AT objectives. The contributions of these organizations are described in Attachment 5. The recommendations in this report serve to update HRM's roles within this collaboration model and help align with the current roles and policies of the other partners.

DISCUSSION

This section sets forth the updates for HRM's relationship with community associations related to both funding and to collaborative relationships required to fulfill municipal objectives for AT and recreational trails. These updates are based on feedback from comprehensive stakeholder engagement which is described in detail in the **Attachment 4 - "Stakeholders' Engagement Report"**

Input and reviews by internal HRM stakeholders were a key part of the process to support the development of the new Administrative Order and updated collaboration approach, also as required by Administrative Order Number 54 Respecting the Procedures for Developing Administrative Orders³. In particular:

- TPW and Parks and Recreation staff reviewed needs expressed by Trail Organizations and provided feedback related to existing and future resources they can provide to improve collaboration and staff support along with funding; these business units also led the development of the Administrative Order 2020-011-ADM
- Planning and Development- Strategic Transportation Planning reviewed requirements expressed by Community Organizations and supported the development of the Education and Promotion Grants Program
- Community Grants Programs provided an overview of other existing grants programs and recommended changes to reduce red tape and streamline grant policies within HRM
- Finance and Procurement reviewed proposed process changes to ensure their alignment with current HRM policies
- Legal and Risk Management advised the project team on legal/ risk requirements related to the process and finalized the Administrative Order

The sections below outline the updates in response to Action 80 in the Integrated Mobility plan, as outlined in the Origin section of this report and to address the issues that were identified in the [January 2019](#) report as well as other issues that have been raised in the development of this report.

Issue 1: Update the administrative model and authority for HRM funding for community association projects

Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails (Attachment 1) sets the framework to award – Active Transportation Grants Program (Attachment 2) and Recreational Trails Grants Program (Attachment 3) to community associations supporting Active Transportation and Recreational Trails in HRM.

³ <https://www.halifax.ca/city-hall/legislation-by-laws/administrative-order-54>

This AO provides the implementation of new Council authorities and a new approach to providing grant support to community associations brings the administration of this program in line with current HRM financial practices. Implementation of this grant program also addresses other key issues such as group sustainability (issue 3) and clarifying the roles of supporter groups (issue 2).

The A.O. replaces previous authorities for funding trail associations found in Council reports from 2008⁴ and 2014⁵ presented in the Background Section.

TPW and Parks and Recreation are proposing the following two grant programs- Active Transportation Grants Program and Recreational Trails Grants that are implemented through the approval of the AO. The table below outlines the new programs and approximate grants' budgets.

Table 1 – Proposed Grant Programs and Approximate Budgets

Active Transportation Grants Program – typically, annual budget of \$250,000- \$1,000,000		
Proposed Grant Categories	What it replaces	Rationale
Capital and Re-capitalization	Regional Trails Funding Program with HRTA as delivery partner as per Regional Council directions from 2008 and 2014	Alignment with other HRM Grant programs Alignment with current HRM Financial and Procurement policies Current funding program process is cumbersome Responds to stakeholders' feedback
Maintenance and Operation		
Education and Promotion Grants	Bike Week events and other ad-hoc funding	Meets IMP – Action 78 for promotion and education of AT. Provides funding resources to eligible Trail Organizations and Community Organizations for AT promotion and education (replace Bike Week) and community AT projects. Can support HRM road safety objectives.
Emergency Repairs Grants	Ad-Hoc	There has been a need for quick access to funds to repair public facilities after weather-related damage and vandalism.

⁴ <http://legacycontent.halifax.ca/council/agendasc/documents/080422cow3.pdf>

⁵ <http://legacycontent.halifax.ca/council/agendasc/documents/140520ca1117.pdf>

Recreational Trails Grants Program – 2020/21 budget approved for \$250,000		
Proposed Grant Categories	What it replaces	Rationale
Capital/ Recapitalization	N/A	Responds to HRTA and other community groups' requests. Supports HRM Parks and Recreation direction.
Maintenance and Operations of legacy recreational trails	Regional Trails Funding Program with HRTA as delivery partner as per Regional Council directions from 2008 and 2014	

The Administrative Order provides the framework in which the two programs are delivered and directs HRM staff to receive applications from eligible applicants, evaluate applications for eligibility and other evaluation criteria and award funding for those eligible active transportation objectives implemented with community groups and recreational trails.

In our previous approach, recipients had to be members of the Halifax Regional Trails Association (HRTA) and the HRTA played an advisory/ decision-making role for the funding of projects. The table below provides a summary of how roles and responsibilities would change through the Administrative Order.

Table 2 –Changes to Roles and Responsibilities for HRTA and HRM

Roles and Responsibilities	Former roles and responsibilities as resulted from Council directions from 2008 and 2014	New roles and responsibilities under Administrative Order 2020-011-ADM
Trail System planning and development	HRTA is a principle partner to plan, develop and operate HRM's regional trail system	HRM develops and maintains AT facilities located on HRM land and collaborates with community associations who plan and maintain AT facilities located on land not owned by HRM, but which is part of the AT network in the municipality.
Grant Funding Eligibility	Funding is only available to HRTA members	Funding is available to community associations with mandate and responsibility for AT objectives as outlined in AT Transportation Plans and for non-motorized Recreational Trails, easily accessible within HRM boundaries
Grant Funding Program Administration	HRTA publishes and receives applications from its members, determines eligibility and evaluation criteria and screening/ approval process.	HRM staff is responsible for the Active Transportation Grants Program and Recreational Trails Grants Program administration
Advice to Government related to HRM Funding Program	HRTA reviews applications based on eligibility and evaluation criteria and makes recommendations for funding to HRM	Administrative Order 2020-011-ADM provides the framework for HRM Grants Programs and directs HRM staff to accept application, determine eligibility, evaluate and award grants

Coordination of member trail groups	HRTA accepts membership applications and reviews/ registers new members for the purpose of funding eligibility; by-laws direct interaction with groups	HRM and HRTA continue to be independent organizations HRTA is not required by HRM to register new members to access HRM funding
Education and Volunteer Support Advocacy Promotion Peer Education	HRTA was eligible for Maintenance funding which has supported some peer education and meeting catering costs	HRTA is eligible for AT Operations and Maintenance Grants to allow members to participate in HRM's Volunteers Conference and other cost-effective training opportunity. HRTA also eligible for Education and Promotion Grants

The Administrative Order 2020-011-ADM and updated grant programs modernize the community development model to achieve: efficiency and red tape reduction and effectiveness for the collaboration model proposed.

Table 3 – Changes to the Grant Programs

Program changes	What it replaces	Rationale
HRM will match funding up to a maximum of 50% for active transportation facilities located on land not owned by HRM	Lack of clarity. Encouragement of cost leveraging, but not as funding criteria.	HRM does not own the land, nor make any of the operational rules for the facilities that are being supported. HRM historical share is ~50%. New funding is available from PNS HRM is better prepared to respond to budget pressures and prioritize projects
HRM will prioritize support for community associations to develop recreational trails located on HRM land (with consideration to non-HRM owned subject to conditions). No matching funding is required but will be considered if available during evaluation.	No established program since the 2006 Regional Council's direction to focus funding for AT	Support community associations still interested to develop recreational trails Provides an administrative framework to prioritize proposals and award grants from the capital budget Supports Parks and Recreation plans/ objectives
Eligible recipients do not have to be members of HRTA	HRTA was a "principle partner" and funding was only available to its members	Not all applicants who have responsibility through their organizational objectives for active transportation or recreational trails are members in HRTA;
Recipients need to be community groups with AT mandate	HRTA "requirement" for community group.	Alignment with HRM AT objectives (e.g. accessibility, connectivity, safety, sustainability)

Re-aligned budget lines with business units delivering the programs	Over Processing due to location of administration in one Business Unit and cost centre managed in a different Business Unit	Streamlining of programs management and budgets will result in reduced processing time and tasks/ approvals required to administer grants
Reduced requirements resulting from grants received (e.g. Higher tender thresholds (\$5K);	Requirement for tender all projects above \$1,000	Aligns with policies listed in other HRM’s Administrative Orders such as Administrative Order 2018-010-ADM Respecting Interim Grants to Community Museums ⁶ ; Administrative Order 2020-004-ADM Procurement Administrative Order ⁷ Stakeholder feedback and staff feedback as outlined in the Stakeholders’ Engagement Report
Formal agreements only for grants over \$5K; Awarding letters and 100% transfer of funds for grants under \$5K	Funding agreements for any amount are signed by the CAO and do not follow Director’s Approval Levels	

Issue 2: Clarify roles and responsibilities of community associations who do not have agreements to build, maintain and operate facilities – “Supporters”

HRM will establish a formal framework for “supporter” community associations to collaborate with HRM in achieving AT objectives. The framework will include such measures as:

- recognize “supporters” for their role in representing the community perspective by, for example, involving them in any AT facility planning or placing the trail organizations’ names on AT facility signage or amenities, as appropriate. HRM continues the practice of being fully responsible to plan, construct and operate/maintain AT facilities on HRM land;
- assess the use of MOUs to clarify any support roles that groups may want to play and provide ability for such groups to apply for grants through the AT Education and Promotion Grant Program.

“Supporters” groups increase the quality of the HRM led projects by representing the interests and perspectives of their communities in the planning and design of new facilities, supporting monitoring, education and promotion projects, and regional promotion for trails.

Clarity of roles can be achieved by identifying them as key stakeholders in project charters or MOUs with defined touch points of communication (e.g. sessions with planning/design consultants and staff to exchange feedback, as appropriate. Examples for community roles could be light maintenance (clean-up days), promotion and education, trail warden, fundraising for amenities, and other similar functions.

Depending on the nature of a supporter’s involvement in the AT facility or recreational trail, the use of license agreements will be assessed. Where they meet the requirements of HRM, MOUs with these supporter groups may be used. Roles resulting from such MOUs could achieve:

- Re-focusing the value of stewardship to be an act of citizenship and not a license agreement responsibility;
- Re-aligning volunteerism roles and responsibilities with capacity and capability and providing meaningful opportunities for “supporters” groups to engage with their members and public and to promote AT facilities in their community;

⁶ <https://www.halifax.ca/city-hall/legislation-by-laws/2018-adm-010>

⁷ <https://www.halifax.ca/sites/default/files/documents/business/doing-business-halifax/2020-004-ADM%20-%20Procurement%20Policy.pdf>

Issue 3: Manage risks and opportunities related to community associations' sustainability and trail sustainability

There are two updated approaches under this issue.

1. Update HRM's collaboration with community associations who help implement HRM objectives for active transportation and recreational trail facilities and support their work with funding and other co-ordination roles.

The sustainability of groups will always need to be managed and monitored. The new Administrative Order 2020-011-ADM and updated funding streams are a key support going forward for the sustainability of groups.

As well, internal HRM resources available, beyond facility funding, can address sustainability of the community associations by:

- reducing red tape and administrative burden related to accessing funding as outlined in the Active Transportation Grants Program;
 - determining opportunities for HRM technical staff to mentor/coach volunteers on projects related to construction, maintenance and recapitalization, such as: technical assessments, planning major structural work (e.g. retaining walls and bridges) guidelines, mapping, daylight lines in drawings tender scope requirements through opportunities such as workshops, webinars, presentations, Q&A;
 - providing resources for building and maintenance standards by sharing templated designs for common facility elements (e.g. signage, gates, amenities);
 - volunteer training can be accessed and funded through the Education and Promotion Grants (e.g. workshop with P.Eng. on project planning, design and construction best practices); and initiatives such as: trail monitoring and promotion, stewardship programming and safety;
 - supporting community associations meeting their Letter of Authority responsibilities to address unplanned repairs and restore facilities after extraordinary events by providing year-round Emergency Repairs Grants.
2. The second updated approach is to more closely coordinate work with the Provincial Government, to address sustainability challenges within the AT Network located on Provincial Land and those groups holding Letters of Authority (LOAs) - (related to Issue 4 below).

To address the challenges related to "operator" groups' sustainability, the HRM -Provincial Government relationship requires active coordination as related to funding and governing of those provincial owned AT facilities within the HRM boundaries. This co-ordination is consistent with the updated Provincial Trails policy,

HRM's collaboration with the Provincial government addresses also the request from HRTA to assess various streamlined funding models and facilities governance alternatives, including legislation changes, land agreements and/ or land ownership transfers.

The need for co-ordination to support facility sustainability was evident, as staff were developing this updated approach. Three community groups - who hold LOAs for approximate 50Km of provincial rails to trails corridors- formally notified the Province with serious concerns about the ability of volunteer community associations to fulfill their obligations and requested that HRM assume responsibility for the facilities via ownership or through assuming the LOA from the Province. A recommendation report to Regional Council will consider options for these specific cases this year and will incorporate input from the Province on options for moving forward.

Issue 4: Confirm the inter-jurisdictional roles and responsibilities between HRM and the Province

HRM will work with the Province to strengthen collaboration and identify and implement specific projects to support AT facilities and Community Associations

HRM and the Province have shared objectives, including active transportation, safety, supporting community associations, public health and accessible recreation. It is in each other's interests to collaborate on trail and AT facility development and operation. Collaboration is needed to protect the quality of the existing network that has been supported by both orders over the past 20 years and to respond to situations that arise in the current context.

As described in the Background section, over 63% of MUPs in HRM are on corridors traversing Crown Land and Provincial Parkland maintained by "operator" groups holding LOAs with Lands and Forestry. Continuous collaboration with the Provincial partners beyond funding is required to provide trail associations with the support needed to continue their work in the planning, construction and maintenance of the AT Network as per 2014 AT Priorities Plan and 2017 Integrated Mobility Plan.

HRM - Provincial cooperation on Grants programs can reduce the volunteers' burnout and the perception of intimidating processes by:

- streamlining in – house process (simplified, unified application, approval, reporting), forms, timelines, funding criteria; less paper work or provide support to complete;
- creating a "one-stop" access to funding to lessen the number of funding applications and focus on project delivery vs. securing financing;
- coordinating decision making related to funding requests so the two levels of government can provide the same response;
- increasing support beyond funding (e.g. technical standards, enforcement, emergency repairs resulted from climate change);
- facilitating meetings for "operators" groups with the Province to present concept planning and to allow them to build momentum and support for their projects in advance of their fundraising efforts.

The Provincial government recognized HRM as a strong partner to work with in developing new funding models to support rail to trails, as part of the newly introduced Shared Strategy for Trails in Nova Scotia. The "one-stop shop" is a process collaboration and requires more formal agreements, however, steps have already been made towards this goal:

- streamlining the maintenance and operations funding application requirements to ease the administration burden related to fundraising (i.e. similar content applications and identical budget reporting from groups for the new operations funding program)
- streamlining the application reviews to ensure maximized funding is allocated for the sustainability of those groups and facilities maintained (i.e. coordinated applications' screening and recommendation for funding for maintenance and operations funding)

HRM - Provincial cooperation on Trail governance can consider new land governance models, such as LOA or ownership, regarding the Rails to Trails Corridors within the Halifax Regional Municipality boundaries as per community association's and HRTA requests.

Issue 5: Clarify Maintenance and Operations costs and responsibilities for HRM

There are two updated approaches under this issue.

1. Staff will continue to review the Service Level Agreement between HRM -Transportation and Public Works and HRM – Parks and Recreations to maintain HRM's AT Network located on HRM land particularly in the event a community association is no longer able to maintain responsibilities.

Parks and Recreation and Transportation and Public Works have shared responsibilities in developing, maintaining and operating AT facilities in HRM Parks. The internal Service Level Agreement between Transportation and Public Works and Parks and Recreation will be updated to ensure that HRM's AT Network located on HRM owned land (ROW and Parkland) is properly resourced and maintained year-round in the event a community association is no longer able to maintain responsibilities. In the past, when community groups were unable to take on operations and maintenance, these responsibilities often fell to HRM Parks. While there have been some adjustments to support this additional work (e.g. budget adjustments and additional seasonal staff), it requires regular review.

2. TPW and Parks and Recreation will continue to collaborate on management of the regional AT network update support from community associations.

In addition to the service-level agreement, there will be ongoing collaboration to support community associations who deliver and improve municipal services and address issues that arise.

The Parks and Recreation BU will be key in determining roles for "Supporter" community groups on AT facilities in HRM Parks that would be related to MOUs specified under Issue 2.

These will include:

- Determining options and implications to HRM should HRM take on responsibility for AT corridors from Trail Organizations to reduce their roles;
- Coordination on signage (e.g. etiquette, safety, wayfinding), amenities, standards and other physical assets;
- Coordination on planning and operational issues including identification of issues related to AT facilities located in Parks.

Issue 6: Determine a clear direction on HRM funding for facilities permitting Off-Highway Vehicles (OHVs).

As per the Active Transportation Grants Program (Attachment 2), and within the framework established by the Administrative Order 2020-011-ADM, HRM will continue to contribute matching funding for capital and maintenance of the HRM AT Network located on Provincial Crown land which allow OHVs, but subject to conditions such as:

- accessibility (trail surface);
- proper management to reduce ATV damage (e.g. spring restrictions, effective and actively present enforcement on AT facilities);
- maximum 50% leveraged funding with an objective to minimize HRM expenditures related to OHV impacts; and
- applicants and projects meet eligibility and evaluation criteria outlined in Active Transportation Grants Program.

The AT Network in HRM includes the following facilities that permit Off- Highway Vehicles (OHVs) as per existent agreements:

- Eastern Shore – approximate 23KM – *Shearwater Flyer* with the LOA held by Cole Harbour Parks and Trails Association (CHPTA) and *Blueberry Run* with the LOA held by Marine Riders ATV Club
- South Shore – approximate 45KM- *BLT Rails to Trail* with the LOA held by BLT Rails 2 Trails Association (BLT-R2TA) and *St Margaret's Bay Area Rail to Trail* with the LOA held by St. Margaret's Bay Area Rails to Trails Association (SMBARTA).

HRM has no authority to determine whether OHVs should be permitted on these provincially-owned segments. Provincial Crown Lands Act or the Provincial Park Land Act governs the rails to trails corridors included in the HRM's AT Network. These corridors have been assigned Letters of Authority and Ministerial letters which could include or exclude OHV restrictions by the Minister of Lands and Forestry to community associations which operate sections of the corridor. By default, the Crown Lands are assumed to be

permissive of OHVs, unless user changes are requested by LOA holder and supported through community consultation.

The primary reason to continue HRM funding for AT facilities that allow OHVs is that over 50km of AT facilities would not be funded and would likely deteriorate. This negates past HRM investments and reduces opportunities for accessible walking and bicycling. Other reasons raised by stakeholders include:

- equity concerns raised through the stakeholders' engagement;
- fairness in funds distribution across the network not owned by HRM;
- provision of funding for community associations to leverage other funding.

Since HRM's objective for these facilities are only related to AT use, funding eligibility would have core requirements for recipient associations such as:

- broad/ diverse mandate and by-laws supporting HRM objectives for walking, cycling, and accessibility;
- the general membership is broadly representative of the community;
- composition of board and members at large can encourage and promote walking and bicycling and can bring issues to be addressed in board meetings; and
- local community engagement and consultations (e.g. Annual General Meetings with membership and public participation, community open houses, or public engagement opportunities) where members of the community and board members have provided input regarding the proposed project.

There are a wide range of perspectives on OHV use and Trails that were received in the consultation for this project. These are included in Attachment 4, "Stakeholder Engagement Report".

Issue 7: Integration with HRM funding program to support the construction and ongoing maintenance of recreational trails

The Recreational Trails Grants Program included in Attachment 3 – Recreational Trails Grants Program under the governance of the Administrative Order 2020-011-ADM, will provide funding for capital/ re-capitalization and maintenance of legacy and new recreational trails.

As noted in the background section, HRM was directed by the Regional Council to prioritize funding for community group AT facilities since 2006. However, community associations have remained interested in developing trails that are different than the AT standard and that are outside of the municipal AT Plan. HRM recognizes the value of collaborating with community associations to develop recreational trails. Also, community associations have continued to pursue HRM for funding of recreational trails development and maintenance within wilderness parks. New interest has been expressed to construct and maintain trails within parklands or around destinations, such as lakes and vistas.

The Recreational Trails Grants Program under the Administrative Order will provide directions to staff in the assessment of applications for capital/ re-capitalization and maintenance of recreational trails located within the boundaries of HRM, identified as priorities by HRM, but subject to conditions such as:

- The recreational trail user restricts vehicle use and has similar restrictions and permits as those outlined in the By-Law P600;
- The recreational trail is located on land owned by HRM or the recreational trail connects from HRM lands to an AT facility and/or other lands designated as recreational and/or historical/ cultural destination; and
- There is an existing Regional Council approval to consider implementing the recreational trail (for example The Green Network Plan).

Coordination under a common Administration Order and internal processes will provide:

- seamless, consistent service and access to information for community associations applying for both grant programs;
- unified internal processes to be followed by internal business units.

Community associations can be better supported with resources by transferring the funding responsibility of legacy recreational trails (e.g. Crowbar Trail in Porters Lake, Bluff Wilderness Trail in South Shore, wilderness trails in Musquodoboit) currently funded through the HRTA program from TPW to Parks and Recreations.

Issue 8: Identify and address other issues as determined during stakeholder engagement

One of the initiatives that HRM staff will address is for more focussed work with the HRM Office of Diversity and Inclusion and Accessibility Advisory Committee to determine accessibility standards and benchmarks to apply to AT Facilities

Creation of accessibility standards for new built and re-capitalization of existing facilities in 2021-22 has been an issue that multiple stakeholders outlined in their feedback. HRM currently does not have a formal Construction and Maintenance guide that provides measures of accessibility, diversity and inclusion. By their very nature, some trails or portions of are not able to be fully accessible.

To account for this, staff will collaborate with the Accessibility Advisory Committee and Office of Diversity and Inclusion to formulate such guidelines to establish benchmarks and thresholds/methodology for accessibility designation to inform and prepare residents with accurate expectations.

The evaluation criteria of the new funding programs are already encouraging groups to consider accessibility in their proposals. Furthermore, the Education and Promotion Grants are awarded to safety, education, outreach and promotion programs that could help residents be more comfortable, safer and able to access AT facilities and some recreational trails.

FINANCIAL IMPLICATIONS

Subject to yearly Capital and Operational Budgets approval, budget allocations and staff resources for the Grant programs for AT objectives and Recreational trails in conjunction with community groups, are awarded as following:

Active Transportation Grants Program within Transportation and Public Works typically \$250,000 - \$1,000,000

- Capital and Recapitalization Grants will be funded from Project Account CR200001 – Active Transportation Strategic Projects and typically vary between \$200,000 - \$800,000 per year depending on number of projects ready and recommended – for 2020/21, the budgeted amount is \$240,000 with varying amounts in future years;
- Emergency Repairs Grants will be funded from Project Account CR200001 – Active Transportation Strategic Projects, and are typically around at \$50,000;
- Education and Promotion Grants will be funded from Project Account CR200001 – Active Transportation Strategic Projects at \$50,000 – NEW – to transition Bike Week event to a year-round AT Education and Promotion program; in previous years the Bike Week budget was about \$20,000, funded from Operational Budget of R180 Active Transportation;
- Operations and Maintenance Grants: \$130,000 needs to be transferred to R180 Active Transportation from W181 Parks East Admin in Parks and Rec). In 2020/21 this will be dealt with through the projections process and it will form part of the Operating Budget presentation in 2021/22.

Recreational Trails Grant Program within Parks and Recreation approved in the 2020/21 Capital Budget for \$250,000. This amount may vary in future years, depending on the projects and Regional Council approval

- Capital and Recapitalization Grants are currently funded from Project Account CP190002 – Recreational Trails at \$250,000 (net)

- Operations and Maintenance Grants – an increase of \$100,000 will be needed starting in 2021/22 to ensure state of good repair and safety of legacy and new constructed recreational trails facilities. This will be brought forward during the Operating Budget presentation in 2021/22.

HRM's share of estimated program costs have been allocated within the multi-year budget for the above-mentioned project accounts.

RISK CONSIDERATION

Upon a risk assessment, HRM staff deemed that there are no significant risks associated with the recommendations in this Report. The risks considered rate were Low.

There is, however, an ongoing moderate risk with respect to HRM investments on Provincially-owned facilities (associated with Recommendation 3 and issues 4 and 5). The AT Network on Provincial land is currently managed by community associations holding a LOA which defines permitted uses. Should the LOA and/or permitted uses change to allow vehicles that are incompatible with accessible AT and/or cause significant damage, the AT network in HRM could be impacted and past investments would be negated. This risk is mitigated, in part by current Provincial policy (Shared Strategy for Trails recognized the acquired trails to trails as strategic recreational corridors.⁸) and current staff-level HRM - PNS collaboration.

COMMUNITY ENGAGEMENT

External stakeholders identified were engaged in a variety of forms:

- Surveys sent to all 18 active Trail Associations members of HRTA; responses received from 14 groups
- Surveys sent to 25 Community Organizations with AT identified objectives
- Monthly meetings with The Province of Nova Scotia- CCH, Lands and Forestry and other departments as invited
- Meetings with presentations and Q&A, conference calls with Nova Scotia Trails Federation, Annapolis Valley Trails Coalition, ATVANS and OHV Clubs within HRM
- Presentations and discussions with AT Advisory Committee and Accessibility Advisory Committee

Community associations, although not unanimous in their views related to the seven issues presented, recognized the value of developing an Administrative Order as a framework to provide HRM funding and staff support.

HRM funding is seen as crucial to maintaining the AT network in a state of good repair. It was recommended that HRM take on a more active role in coordinating with the Province funding and responsibilities for facilities located on Provincial Crown Land or Parkland.

The Provincial Government and Trans Canada Trail recognized that HRM is a strong partner in the region and are interested to coordinate funding and ease the groups' administrative burden related to managing funding agreements. The Province is also open to of HRM taking more responsibilities in the AT Network located on provincial land.

ATV Association of Nova Scotia and OHV clubs are supportive of a regulated OHV sector, equitable access to funding, and access to their destinations via the AT network in Provincial Land.

HRM staff developed an engagement plan and developed approaches that would be best fitted to respond to the issues identified in the report. Engagement plan and key findings for each issue are outlined in the Attachment 4 - "Stakeholders' Engagement Report."

⁸ https://novascotia.ca/trailstrategy/docs/18-47600_SharedStrat_TrailsNS_Report_ENG_LoRes.pdf

ENVIRONMENTAL IMPLICATIONS

While there are no direct environmental implications to the recommendations of this report, there are benefits. These include:

- Facilities that enable low emission modes such as bicycles and walking can help reduce personal car use;
- Managed access to natural areas on trails can help mitigate human impact to natural areas; and,
- These facilities provide access to natural areas that support nature appreciation and can build support for conservation.

ALTERNATIVES

1. Council may wish to maintain the current Regional Council direction for administration of funding support to community associations for AT Facilities and recreational trails from April 22, 2008⁹ May 20, 2014¹⁰ referenced in the background section.

This is not recommended by HRM Staff because

- This legacy program will not remain sustainable due to its administrative burden put on HRTA and its members and will impact the AT objectives determined in the 2014 AT Priorities Plan and 2017 IMP set in conjunction with community groups
- The Recreational Trails Grants Program and the AT Education and Promotions Grants are not included in either of the two current directions from Regional Council and HRM staff would not have the appropriate framework to deliver it (e.g. not all groups are members or could ever be members of the Halifax Regional Trails Association)
- The issues identified by the community groups addressed through the Administrative Order and new Grants Programs would not be implemented in time for the 2021 -2022 Fiscal Year.

2. Council may wish to restrict HRM funding for facilities that permit OHVs

This is not recommended by HRM Staff because:

- HRM funding and support to Trail Organizations is crucial to maintain sustainability of these facilities. Lack of routine support for maintenance will result in deterioration of approximate 50KM of MUPs and future higher re-capitalization investment.
- Risk that previous investments in existing infrastructure would be negated with no HRM funds for maintenance.

ATTACHMENTS

Attachment 1- Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trail

Attachment 2 – Active Transportation Grants Program

Attachment 3 – Recreational Trails Grants Program

Attachment 4- Stakeholders' Engagement Report

Attachment 5 - Community Development Model Collaboration Stakeholders

⁹ <http://legacycontent.halifax.ca/council/agendasc/documents/080422cow3.pdf>

¹⁰ <http://legacycontent.halifax.ca/council/agendasc/documents/140520ca1117.pdf>

A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Emma Martin, Active Transportation Community Programs Coordinator, 902-490-4920
David MacIsaac, Active Transportation Supervisor, 902-490-1665

**ADMINISTRATIVE ORDER NUMBER 2020-011-ADM
RESPECTING HRM'S GRANT PROGRAMS FOR ACTIVE TRANSPORTATION AND
RECREATIONAL TRAILS**

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

Short Title

1. This Administrative Order may be known as the Active Transportation and Recreational Trails Grants Programs Administrative Order.

Interpretation

2. In this Administrative Order,
 - (a) "Active Transportation" means
 - (i) all human-powered forms of travel, including walking, cycling, skateboarding, in-line skating; and,
 - (ii) the use of wheelchairs, mobility scooters or similar personal transporters, whether motorized or not, which are required by a person for travel along a MUP or Recreational Trail;
 - (b) "Active Transportation Priorities Plan" or "AT Plan" means the Municipality's most recent plan, as approved by Council, which guides Active Transportation projects in the Municipality;
 - (c) "Applicant" means a Trails Organization or a Community Organization which is applying for funding under this Administrative Order;
 - (d) "Community Organization" means a Registered Non-Profit Organization or a Registered Canadian Charitable Organization which has as one of its organizational objectives:
 - (i) the education of the general public regarding the benefits of active living through the use of MUPs or Recreational Trails and related education and skills development programs;
 - (ii) the promotion of Active Transportation objectives, including the safe use of MUPs or Recreational Trails and trail etiquette; or,
 - (iii) the education, promotion, development or implementation of Active Transportation planning programs or transportation demand management programs;

- (e) “Council” means the Regional Council of the Halifax Regional Municipality;
- (f) “Integrated Mobility Plan” means the Municipality’s most recent plan, as approved by Council, which guides the Municipality’s investments in projects in the areas of transportation demand management, transit, the roadway network, and Active Transportation;
- (g) “Municipality” means the Halifax Regional Municipality;
- (h) “MUP” means a multi-use pathway or multi-use facility suitable for the broadest range of Active Transportation users including pedestrians, cyclists, skateboarders, inline skaters, including those branded by the community or the Municipality as a “Greenway” or an “Active Transportation Trail”;
- (i) “Park” means any land, owned, leased, or controlled by the Municipality, designated or used as parkland or as a trail, including gardens, playgrounds, sports fields and beach areas;
- (j) “Recreational Trail” means an “at grade” hard or soft surface travel way used for non-motorized modes of transportation, such as walking, running and cycling, but not Vehicles which are motorized;
- (k) “Registered Canadian Charitable Organization” means an organization registered pursuant to the the Income Tax Act, R.S.C., 1985, c. 1 (5th Supp.) the regulations made pursuant to that Act;
- (l) “Registered Non-Profit Organization” includes:
 - (i) a society incorporated pursuant to the Societies Act, R.S.N.S 1989, c.435, as amended;
 - (ii) a not-for-profit corporation incorporated pursuant to the Canada Not-for-Profit Corporations Act, S.C 2009, c.23; or,
 - (iii) a non-profit organization otherwise incorporated pursuant to an Act of the Nova Scotia Legislature;
- (m) “Staff” means employees of the Municipality;
- (n) “Trails Organization” means a Registered Non-Profit Organization or a Registered Canadian Charitable Organization which has, as its main purpose, the development and maintenance of MUPs or Recreational Trails within the Municipality;
- (o) “Vehicle” means every device in, upon or by which any person or property is or may be transported or drawn upon a public highway, excepting a motorized wheelchair and devices moved by human power;

Purpose and Objectives

3. The purposes of this Administrative Order are
 - (a) to provide grants to eligible Trails Organizations and Community Organizations to support the Municipality's Active Transportation objectives; and
 - (b) to support the planning, construction, operation and maintenance of MUPs and Recreational Trails within the Halifax Regional Municipality.

Grant Programs Available

4. There is hereby established two separate grant programs to provide financial support to eligible Trails Organizations and Community Organizations, as follows:
 - (a) the Active Transportation Grants Program; and,
 - (b) the Recreational Trails Grants Program.
5. Under the Active Transportation Grants Program there are the following funding categories:
 - (a) Active Transportation Capital Grants, with a maximum of \$1,000,000 per Applicant, are awarded to assist with the costs associated with planning, design, construction and related capital costs to support new MUPs and their associated structures and amenities;
 - (b) Active Transportation Recapitalization Grants, with a maximum of \$1,000,000 per Applicant, are awarded to assist with the costs associated with engineering studies, engineering redesign, tendering packages and mandatory structural inspections and construction to support projects that re-instate or upgrade MUPs and their associated structures and amenities.;
 - (c) Active Transportation Emergency Repairs Grants, with a maximum of \$50,000 per Applicant, are awarded to assist with the costs associated with emergency maintenance required as a result of natural disasters, vandalism, failure of structures on existing MUPs and their associated infrastructure and amenities;
 - (d) Active Transportation Operations and Maintenance Grants, of a maximum of \$30,000 per Applicant, are awarded to assist with the costs associated with maintaining existing MUPs and their associated infrastructure and amenities to an accessible and/or safe standard for public use; and
 - (e) Active Transportation Education and Promotion Grants, with a maximum of \$50,000 per Applicant, are awarded to assist with the costs associated with the Municipality's Active

Transportation objectives, including, but not limited to: safety programs, education/skills training programs, community-based Active Transportation plans, etiquette programs, promotional/engagement/marketing programs, and transportation demand management programs.

6. Under the Recreational Trails Grants Program there are the following funding categories:
 - (a) Recreational Trails Capital Grants, with a maximum of \$125,000 per Applicant, are awarded to assist with the costs associated with project planning, design and construction or capital costs to support new Recreational Trails and their associated structures and amenities;
 - (b) Recreational Trails Recapitalization Grants, with a maximum of \$125,000 per Applicant, are awarded to assist with the costs associated with engineering studies, engineering redesign, tendering packages and mandatory structural inspections and construction to re-instate or upgrade Recreational Trails and their associated structures and amenities; and
 - (c) Recreational Trails Operations and Maintenance Grants, with a maximum of \$10,000 per Applicant are awarded to assist with the costs associated with maintaining existing Recreational Trails and their associated infrastructure and amenities to an appropriate accessible and safe standard for public use.
7.
 - (1) In each fiscal year, Trails Organizations or Community Organizations may apply to, and receive funding from, either the Active Transportation Grants Program or the Recreational Trails Grants Program.
 - (2) When applying to a grant in accordance with subsection 7(1), a Trails Organization or Community Organization may apply to more than one funding category within either the Active Transportation Grants Program or the Recreational Trails Grants Program.

Eligibility

8. To be eligible for consideration for any grant pursuant to this Administrative Order, the Applicant:
 - (a) shall be located within the geographic boundary of the Municipality;
 - (b) shall be a Trails Organization or a Community Organization at the date an application is made;
 - (c) shall have been a Trails Organization or a Community Organization for a minimum of one year prior to the date of submission of the application;
 - (d) for grants other than the Active Transportation Education and Promotion Grant, shall:

- (i) be a member of Nova Scotia Trails, and participate in Nova Scotia Trails' group trail insurance coverage, or
 - (ii) if the Applicant is not a member of Nova Scotia Trails, have obtained commercial general liability insurance coverage of not less than at least \$5,000,000;
- (e) for grants other than the Active Transportation Education and Promotion Grant, shall have responsibility for
- (i) a MUP that meets the eligibility criteria set out in section 9, or,
 - (ii) a Recreational Trail that meets the eligibility criteria set out in section 10;
- (f) for grants other than the Active Transportation Education and Promotion Grant, shall have written permission from the land owner that allows
- (i) the Trails Organization or the Community Organization to perform the necessary planning, development, construction, operations and maintenance for such MUP or Recreational Trail as set forth in the grant, and,
 - (ii) for the general public to have access to and use the MUP or a Recreational Trail for Active Transportation purposes;
- (g) shall not have materially breached the terms or conditions of any grant or contribution program or funding agreement administered by the Municipality in which the Applicant participated.
9. To be eligible for consideration for a grant from the Active Transportation Grants Program pursuant to Section 5, in addition to section 8, the proposed MUP must be included in an AT Plan or an Integrated Mobility Plan.
10. To be eligible for consideration for a grant from the Recreational Trails Grant Program pursuant to Section 6, in addition to section 8, the Recreational Trail must be easily accessible by the general public and either: (i) be located on land owned by the Municipality; or, (ii) connect lands owned by the Municipality that the Municipality considers to be recreational or having historical or cultural significance.

Ineligibility

11. Applicants who are receiving funding for a MUP or Recreational Trail pursuant to an agreement with the Municipality executed prior to the date of this Administrative Order or executed through a funding program of the Municipality other than the Active Transportation Grants Program or the

Recreational Trails Grant Program, are ineligible to receive funding under this Administrative Order until such agreement has been terminated, or expires, in accordance with its terms.

12. For greater certainty, the following organizations are ineligible for consideration for funding under this Administrative Order:
 - (a) Any organization which is not a Community Organization or a Trails Organization.

Application Requirements

13. Application packages are available to Applicants at www.halifax.ca
14. (1) Each of the categories of the two grant programs set forth in Section 6 and Section 7 have an application package which sets forth:
 - (a) an overview of that category of the grant program;
 - (b) any specific eligibility criteria for a particular grant which must be met in addition to what is set forth in this Administrative Order;
 - (c) the information which an Applicant must submit with its application in order for the submission to be evaluated; and
 - (d) the evaluation criteria to be used by the Municipality when evaluating the applications.
- (2) The application package for each category of a grant shall:
 - (a) detail the eligible expenses of the Applicant to which the grant may be applied and the ineligible expenses to which the grant may not be applied; and
 - (b) detail how the Applicant is to satisfy the requirements of the grant program.
15. Subject to the specific requirements set forth in an application package, grants shall not be used for the following purposes:
 - (a) expenditures determined as ineligible for that category of a grant program in accordance with criteria established for that category of a grant program;
 - (b) remuneration to a member or officer of the Applicant's board of directors;
 - (c) salaries and wages, benefits, mandatory contributions or employment-related benefits to full and part-time employees;

- (d) consulting fees to a member of the Applicant's staff or member of the Applicant's board of directors;
 - (e) debt retirement;
 - (f) investments or savings;
 - (g) awards or prizes, banquets, dinners, receptions, souvenirs, personal gifts, or donations;
 - (h) scholarships or bursaries;
 - (i) the purchase of goods for resale;
 - (j) capital improvements, furnishings or interior décor of the Applicant;
 - (k) fundraising;
 - (l) lease, insurance, registration, inspection, repairs or maintenance of a private vehicle;
 - (m) retroactive expenditures or pre-payment of expenditures for goods and services to be utilized in the following fiscal year; or,
 - (n) any other ineligible purposes as communicated from the Municipality to the Applicant in writing prior to the intake period for an application.
16. (1) Subject to subsections 2 and 3, there is one intake period per fiscal year for applications to either grant program.
- (2) There shall be two intake periods per fiscal year for applications for the Active Transportation Education and Promotion Grants category of the Active Transportation Grants Program as set forth in clause 5(e).
- (3) Applications for the Active Transportation Emergency Repairs Grants category of the Active Transportation Grants Program as set forth in clause 5(e) shall be received at any time during a fiscal year.
- (4) The intake periods and application deadline will be established by staff and advertised in the application package and associated materials and on the Municipality's website.
17. All applications must be submitted to the Municipality in accordance with the directions set forth in the Application package.

18. Late or incomplete submission from Applicants may not be reviewed or considered by the Municipality.
19. The Municipality may request additional information from the Applicant during the application review process and if such information is not provided by the Applicant within the time period as set forth by the Municipality in its request, the Municipality may disqualify the submission.

Application Review Process

20. (1) For the Active Transportation Grants Program, the Director, Transportation and Public Works shall be delegated the authority to develop application packages, review submissions from Applicants and approve and execute agreements with successful Applicants and the Director, Transportation and Public Works may sub-delegate part or all of this authority to Staff.

(2) For the Recreational Trails Grants Program, the Director, Parks and Recreation shall be delegated the authority to develop application packages, review submissions from Applicants and approve and execute agreements with successful Applicants and the Director, Parks and Recreations may sub-delegate part or all of this authority to Staff.
21. Applications shall be reviewed by Staff, taking into consideration the evaluation criteria as set forth in the application package for the grant program.
22. Applicants will be notified promptly if their application is ineligible.
23. Approval of grants is conditional upon Council's annual approval of a budget to support the Active Transportation Grants Program and Recreational Trails Grants Program.
24. In the case of limited funds, eligible Applicants may receive a portion of, or none of, the requested funding.
25. Staff may periodically update the contents of the application package to address changes to a category of the grant programs, including any of the evaluation criteria or eligibility requirements, or changes made by Council to the administration of grants and contributions by the Municipality. It is the responsibility of each Applicant to ensure it has the most recent version of the application package for the category of the grant program to which it wishes to make an application.
26. Any agreements or commitments between the Applicant and a third party made prior to an official notice by the Municipality of the award of a grant to the Applicant shall be at the Applicant's sole risk and the Municipality shall not be responsible or liable for any such agreement.

Conditions of Approval and Payment of Grants

- 27. Prior to receiving any award of a grant that is equal to or less than \$5,000, the successful Applicant will be required to agree to the terms and conditions set forth in an award notification letter.
- 28. Prior to receiving any award of a grant that is greater than \$5,000, the successful Applicant shall enter into one or more agreements with the Municipality which shall govern the grant awarded and, if required, allow the Applicant access to lands of the Municipality.
- 29. (1) The recipient of a grant shall provide, within 30 days of the date stated in the award notification letter or funding agreement, an annual report to the Municipality that includes the required information as set forth in the award notification letter or funding agreement.

(2) Failure to submit a report as required by subsection (1) will result in suspension of eligibility pending receipt of reporting, and may result in the reduction of the amount of any subsequent grant, until the report is received by the Municipality.
- 30. In the event that the operations of the Applicant cease or are diminished, or a project is, in part or in whole, not completed as described in an Applicant’s application, Applicants must notify the Municipality and the Applicant may be required to repay the grant.

General

- 31. The provision of grants made in accordance with this Administrative Order shall not be subject to review by the Municipality’s Grants Committee.
- 32. Nothing in this Administrative Order shall be interpreted to limit or otherwise prescribe Council’s general discretion to provide grants under the Halifax Regional Municipality Charter.

Done and passed in Council this ____ day of _____, 2020.

[Name]
Mayor

[Name], Municipal Clerk

I, [Name], Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on [month], [day], 2020

[Name], Municipal Clerk

Attachment 2

ACTIVE TRANSPORTATION (AT) GRANTS PROGRAM



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ACTIVE TRANSPORTATION GRANTS PROGRAM

Purpose and Objectives

Active Transportation (AT) Grants Program (Program) is directed by the Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails. The program was established to support those elements of HRM's AT objectives that are implemented in conjunction with community associations as outlined in the 2014 Active Transportation Priorities Plan (AT Plan) and/ or 2018 Integrated Mobility Plan and any subsequent HRM Regional Council approved amendments or transportation plans. It is composed of five available grants outlined in this Program.

Eligible Applicants

There are hereby established eligibility criteria for and Applicant pursuing a Grant application under the Active Transportation Grants Program.

- (a) To be eligible for AT Capital, AT Recapitalization and AT Maintenance and Operations Grants, the applicants must meet all conditions outlined below:
- The applicant has written permission from the land owner(s) for use of the land which grants public access and sets construction and maintenance roles and responsibilities for a safe and accessible active transportation facility; a valid License Agreement for use of municipal land from HRM; 2) a valid Letter of Support for planning and design or Letter of Agreement (or Management Plan) for construction of an At facility on provincial land from The Province of Nova Scotia 3) registered easement from the landowner for any corridor traversing private land;
 - Applicant is a member of Nova Scotia Trails, eligible for their Group Trail Insurance Coverage, or has obtained an equivalent Commercial General Liability Insurance Coverage of at least \$5,000,000;
 - Applicant is supporting, encouraging and promoting active transportation:
 - broad/ diverse mandate and by-laws supporting HRM objectives for walking, cycling, and accessibility;
 - the general membership is broadly representative of the community;
 - composition of board and members at large can encourage and promote walking and bicycling and can bring issues to be addressed in board meetings;
 - Applicant demonstrates commitment to construct and maintain the facilities managed at a standard that is accessible, safe, and comfortable to all users of all abilities permitted on the corridor. An operational plan and budget for maintenance beyond construction are highly recommended to prove commitment;
 - Applicant demonstrates recent (within the past year) local community engagement and consultations (e.g. Annual General Meetings with membership and public participation, community open houses, or public engagement opportunities) where members of the community and board members have provided input regarding the proposed project; and
 - Applicant has not defaulted/ bridged Grant(s)' requirements in the past years by:
 - Failing to send project final report and invoices for the grant received
 - Failing to deliver projects as per scope proposed at the standard requested
 - Failing to deliver projects at the standards required for accessibility and safety of all users
- (b) To be eligible for AT Education and Promotion Grants the applicants must meet all conditions outlined below:
- Applicant has Commercial G/L Insurance and/ or event insurance or is covered under a group insurance
 - Applicant is interested to support, encourage and promote active transportation within HRM

- Applicant has not defaulted/ bridged Grant(s)' requirements in the past years by:
 - Failing to send project final report and invoices for the grant received
 - Failing to return any funds paid in advance if a surplus was recorded on the final report
- Applicant can access matching funds for any project proposed over \$1,000

1. Active Transportation Capital Grants

These grants are awarded to eligible applicants for planning, design, construction and inspection (related to construction of structures) of AT facilities, infrastructure and/ or amenities.

Capital funding is to be proposed and used for construction costs only (bricks and mortar type of work) as well as project planning and design. Other operational expenses, outside of construction and planning are not eligible under this Program (i.e. photocopies, late pay charges, office expenses, marketing expenses, brochures, media relations etc.).

1.1. Eligible Proposals for AT Capital Grants

To be eligible, the proposals must meet all conditions outlined below:

- Project proposal is received by HRM before the set deadline to be considered for the Capital Grant Program
- The proposal received is to plan, design or construct an AT Facility included in the 2014 Active Transportation Priorities Plan (AT Plan) 1 - Map 3 "Vision for a Regional Greenway and Bicycle Network"2 and/ or 2018 Integrated Mobility Plan and any subsequent HRM Regional Council approved amendments or transportation plans.
- The scope of the project (s) proposed for the AT Facility and amenities support a standard that ensures accessible, safe, and comfortable experience to all users of all abilities.
- The design and construction standards proposed align with HRM and Provincial current design guidelines.

1.2. Evaluation Criteria for AT Capital Grants

The documents requested along with the information provided in the application will form the basis of the HRM's evaluation and recommendation for funding to the Regional Council.

Criteria 1: Eligibility
<ul style="list-style-type: none"> • The applicant meets eligibility criteria as listed in the Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails • The proposal received meets eligibility criteria as listed in the Program' s - Eligible Applicants and Section 1.1. - Eligible Proposals for AT Capital Grants • All documents required by the application and a Budget Report were received and approved as eligible
Criteria 2: Active Transportation Facility Priority
<p>Existing direction from Regional Council for implementation or further action</p> <ul style="list-style-type: none"> • Existing Regional Council approval to consider implementing the facility (for example AT Priorities Plan or IMP) • Existing commitment as directed by Regional Council

¹ 2014 Active Transportation Priorities Plan - https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/AT_Plan_Final_July222014_000.pdf
² https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/Map_3_VisionforaGreenwayandBikeNetwork_Version8.pdf

<p>Connectivity:</p> <ul style="list-style-type: none"> • AT facility connects communities, neighbourhoods, destinations (schools, employment, shopping, transit, services, residential areas) <ul style="list-style-type: none"> - Provides connections to 3 or more destination types - Connects two destinations - Connects with a future development • AT facility connects to existing AT facility or to another higher priority candidate AT facility (multi use pathways, bike lanes, sidewalks)? Part of the primary connection or a secondary connection <ul style="list-style-type: none"> - Each connection to existing AT facility - Each connection to higher priority candidate AT facility • Supports other AT Initiatives of local, regional or provincial significance (Blue Route; Great Trail; local AT plans; Trails Group Plans; Smart Trip communities, other) • There is an existing link within 300 metres that already connects to the targeted destination and project would duplicate service
<p>Quality of AT Facility Safety and Experience</p> <ul style="list-style-type: none"> • Project construction standards proposed prioritize walking and cycling and align with HRM and Provincial current engineering design guidelines • Filed safety issues/ collision history • Travel experience enhanced by natural, scenic, or heritage appeal
<p>Project Integration</p> <ul style="list-style-type: none"> • Opportunity to integrate within at most two years with another project to provide continuity have higher priority • Opportunity to integrate within more than three years with another project to provide continuity have a lower priority
<p>Criteria 3: Capital Project Proposal readiness</p>
<p>Project Type: Planning and design project</p> <ul style="list-style-type: none"> • Concept, map and RFP were reviewed and discussed with HRM staff and are presented with appropriate detail in the application • RFP for planning project ready to tender and/or quotes, estimates, are attached
<p>Project Type: Construction Project</p> <ul style="list-style-type: none"> • Concept, planning documents, engineering designs and tender packages were reviewed and discussed with HRM staff and are presented with appropriate detail in the application • Tendering Package for construction with project deliverables and budget estimates for each type of work are recommended by planning documents or extracted from a consultant/ construction pre-existing quote and is ready to tender • Tender with project deliverables and budget estimates are determined based on group' previous projects costs with similar scope • Tender with project deliverables and budget estimates are determined based on consultation with other groups • Land authorizations, construction and environmental permits, archeological reviews (as appropriate) and insurance are secured and valid for the project scope • The project is planned and designed to minimize negative impacts on the environment (vegetation, slopes, wetlands, water systems, drainage, rivers, shorelines and wildlife habitats), and away from environmentally sensitive areas • Accessibility standards are included as applicable into the construction project plan • All constraints have been or can be addressed by the community group and/ or HRM prior to HRM's final approval
<p>Resources available</p> <ul style="list-style-type: none"> • The proposed project was approved by the community group's board and volunteers have accumulated knowledge and/or experience with inspecting and managing capital/ maintenance/ re-capitalization contract projects

<ul style="list-style-type: none"> The proposed project was approved by the community group's board and experienced volunteers available, #volunteer- hours commitment available for project proposed
<p>Project Delivery timelines</p> <ul style="list-style-type: none"> Project delivery is planned/ phased in one -year increments, aligned with funding timelines and can be started within the fiscal year for which funding is requested Stand-alone project appropriately scheduled to complete in one year (i.e. without subsequent phases) The project is an extension to scope of an existing approved project or a "phase II" of existing approved and/or delayed project due to complexity, incidents, schedule delays, budget underestimates
<p>Criteria 4: Matching Funds</p> <ul style="list-style-type: none"> Matching funds at a 50% rate is proposed for capital projects and any subsequent HRM maintenance and recapitalization funding requests for trails located on land not owned by HRM <ul style="list-style-type: none"> Priority is higher for projects for which funding has been approved from other sources, such as Trans Canada Trail, Provincial or Federal grant programs, trusts, corporate, private Evidence of intention to secure funding is presented during the application process In the absence of other funding, projects will be considered only if Criteria 2- Active Transportation Facility Priority is highly scored
<p>Criteria 5: Commitment to the long - term sustainability</p> <ul style="list-style-type: none"> Funds are available from other funding programs sources to maintain the facility after the project is completed A maintenance/ operation plan is in place to maintain the trail at Active Transportation standards of accessibility and safety for all users of all abilities after construction is completed Planned collaboration with volunteers and other non – profit groups with an interest in trail maintenance, advocacy, usage, health education, active transportation
<p>Criteria 6: Community support</p> <ul style="list-style-type: none"> Group conducted community engagements such as workshops, meetings, surveys, website, media outreach, newsletters, events, brochures etc Communities along the trail or connecting to the trail support the project Concerns were raised during engagement that need to be addressed Concerns received during engagement can be addressed before funding approval
<p>Criteria 7: Economic Development</p> <ul style="list-style-type: none"> Anticipated new economic impacts for the community (e.g. employment rate increase, spending in the local area by local or tourists, new business opportunities, new touristic destination potential)

1.3. Procedures for AT Capital Grants

Reporting

The applicant must include a Budget Report with the application and update it as required;

An interim report due no later than October 1st and **a final report** due no later than March 1st is required and must include at least a Budget Report with all funding received from all sources and all expenses incurred for the project for which a grant was awarded. The **final report** must also include proof of payment of all invoices.

Revenues:

- All funding requested/ confirmed from HRM and all other sources must be listed in the Revenue section

Expenses:

- HST must be already included in the estimated costs as part of the total and not as a separate amount
- If the group chooses to hire contractor services to deliver some, or all projects, the amounts should include both labour or consultant hours and materials
- If volunteers are engaged to deliver the projects, the amounts listed should include only costs for supplies as related to their projects within the eligible categories

Grant Transfer of Payment

- HRM staff shall review and confirm that Grant transfer of payment requests are in conformance with the Program. The requests are subject to approval as per Director's Delegated Authority levels within HRM. Following approval of a request (or part thereof), a corresponding direct deposit payment will be issued to the Grant Recipient.
- Transfer of Payment for projects is done by reimbursing the invoices received from the Grant recipient at the matching funding rate throughout the project to allow matching funds to be reduced at the same rate until project is completed.
- Any funds remained unpaid on March 31st due to project scope not being completed will be carried over into the new fiscal year
- Any funds remained unpaid on March 31st due to project scope being completed will be retained by HRM and redirected into the capital budget and made available for other projects

Timelines

July

- HRM issues a 'Call for Proposals' for fiscal year ahead with a Proposal Submission Deadline;
- Q&A session scheduled in advance to the Submission Deadline
- Expression of interest meetings with HRM staff responsible for AT corridors prior to making a submission to ensure their project meets current HRM criteria;

September

- Capital Grants Funding Proposal submission deadline

October

- Capital Grants Funding Proposal evaluations by HRM staff
- Request any supplementary info from applicants as needed for evaluations

November

- Submit recommendations to HRM Management and Finance

December

- Submit recommendations to the Regional Council for approval as part of the Capital Budget – Supplementary Sheets

March – May

- HRM Regional Council approves the Capital Budget

After Regional Council's Approval of Capital Budget:

- A Capital Funding Grant Award letter is sent to successful applicants who are awarded grants up to \$5,000
- A Grant Funding Agreement is signed between HRM and successful applicants who are awarded grants over \$5,000. All terms and conditions in the Agreement must be met and maintained for the capital funding grant (the "Grant") to be dispersed by HRM to the Grant Recipient.
- A letter declining funding is sent to those applicants whose proposals do not meet Grant requirements

2. AT Re-Capitalization Grants

AT Re-capitalization Grants are awarded to eligible applicants for proposals on AT Facilities for:

- Engineering study to assess cost-benefit analysis for future re-capitalization project (s)
- Engineering re- design and tendering package for future re-capitalization project(s)
- Re-instate a trail or section of a trail to accessibility and safety standards as per current HRM and Provincial guidelines
- Infrastructure mandatory inspection, engineering re-design and re-instatement to safety standards as per current HRM and Provincial guidelines
- Replacement of amenities damaged beyond repair

Other operational expenses, outside of construction and planning are not eligible under this Program (i.e. photocopies, late pay charges, office expenses, marketing expenses, brochures, media relations etc.).

2.1. Eligible Proposals for AT Re- Capitalization Grants

To be eligible, the proposals must meet all conditions outlined below:

- Project proposal is received by HRM before the set deadline to be considered for the Re- Capitalization Grant Program
- The existing AT Facility is included in the 2014 Active Transportation Priorities Plan (AT Plan) 3 - Map 3 “Vision for a Regional Greenway and Bicycle Network”⁴ and/ or 2018 Integrated Mobility Plan and any subsequent HRM Regional Council approved amendments or transportation plans.
- The scope of complex re-capitalization project(s) proposed (e.g. trail/bridges/embankments re-instatement) was recommended by an engineering study and cost-benefit analysis and is to re-instate an existing active transportation facility, infrastructures (“AT Facility”) to an accessibility and safety standard for active transportation users
- The scope of project proposed to replace amenities demonstrates that maintenance efforts no longer sustain the scope of work required to maintain them.
- The design and construction standards proposed align with HRM and Provincial current design guidelines.

2.2. Evaluation Criteria for AT Corridors Re-Capitalization Grants

The documents requested along with the information provided in the application will form the basis of the HRM’s evaluation and recommendation for funding to the Regional Council.

<p>Criteria 1: Eligibility</p> <ul style="list-style-type: none"> • The applicant meets eligibility criteria as listed in the Administrative Order Number 2020-011-ADM Respecting HRM’s Grant Programs for Active Transportation and Recreational Trails • The proposal received meets eligibility criteria as listed in the Program’s - Eligible applicants and Section 2.1. Eligible Proposals for AT Re- Capitalization Grants • All documents required by the application and a Budget Report were received and approved as eligible • The scope of complex re-capitalization project(s) proposed (e.g. trail/bridges/embankments re-instatement) are supported by an engineering study and cost-benefit analysis which assessed multiple options and recommended the solution proposed in the project proposal to ensure accessibility and safety standards are met for active transportation users
<p>Criteria 2: Active Transportation Facility Priority</p> <p>Quality of AT Facility/ Infrastructures/ Amenities – Safety and Accessibility Standards</p> <ul style="list-style-type: none"> • Project construction standards proposed prioritize walking and cycling and align with HRM’s Active Transportation and Provincial design guidelines. • Filed safety issues/ accidents history on the facility were received by the group or HRM • Extensive emergency work is required to restore/ replace the trail or a section of trail to a safety • Extensive emergency work is required to restore/ replace infrastructure such as bridges, culverts to safety standards as per a structural engineer report

³ 2014 Active Transportation Priorities Plan - https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/AT_Plan_Final_July222014_000.pdf
⁴ https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/Map_3_VisionforaGreenwayandBikeNetwork_Version8.pdf

<ul style="list-style-type: none"> • Extensive work is required to restore the trail or a section of trail or infrastructure to a safety standard for active transportation users due to vandalism • Extensive work is required to restore the trail or a section of trail to a safety standard for active transportation users due to natural wear where routine maintenance failed or is not effective • Extensive work is required to restore the trail or a section of trail to a safety standard for active transportation users due to motorized use on a motorized trail • Extensive preventive work is required to restore infrastructures such as bridges, culverts, fencing, railings to safety standards as per a structural engineer report
Project Integration <ul style="list-style-type: none"> • Opportunity to integrate project with another community group's project along the same corridor
Criteria 3: Re-capitalization Project Proposal readiness
Project Type: Engineering Design and Tendering Package for re- capitalization <ul style="list-style-type: none"> • Map and terms of reference were reviewed and discussed with HRM staff and are presented with appropriate detail in the application • RFP for project is ready to tender and/or quotes, estimates, are attached
Project Type: Bridge Inspection Project <ul style="list-style-type: none"> • Infrastructure Inspection Project (concept, map and RFP) was reviewed and discussed with HRM staff and is presented with appropriate detail in the application • RFP for planning project and/or quotes, estimates, are attached • Infrastructure Inspection is required within the coming year or it has already passed
Project Type: Multi-use Pathway/ Infrastructure/Amenities Re-Capitalization Project <ul style="list-style-type: none"> • Tender package, engineering designs, if required, and all permits required were reviewed and discussed with HRM staff and are presented with appropriate detail in the application. • Depending on the scope of the project, tender package for construction with project deliverables and budget estimates for each type of work is either: <ul style="list-style-type: none"> ○ developed by an engineer; ○ determined based on group' previous projects costs with similar scope ○ determined based on consultation with other groups who had a similar project • Land authorizations, construction and environmental permits, and insurance are secured and valid for the project scope • Project is planned and designed to minimize negative impacts on the environment (vegetation, slopes, wetlands, water systems, drainage, rivers, shorelines and wildlife habitats), and away from environmentally sensitive areas • Accessibility standards are included as applicable into the construction project plan • All constraints have been or can be addressed by the community group and/ or HRM prior to HRM's final approval
Resources available <ul style="list-style-type: none"> • The proposed project was approved by the community group's board and volunteers have accumulated knowledge and/or experience with inspecting and managing re-capitalization and then maintenance contract projects • The proposed project was approved by the community group's board and experienced volunteers available, #volunteer- hours commitment available for project proposed
Project Delivery timelines <ul style="list-style-type: none"> • Project delivery is planned/ phased in one -year increments, aligned with funding timelines and can be started within the fiscal year for which funding is requested • Stand-alone project appropriately scheduled to complete in one year (i.e. without subsequent phases) • The project is an extension to scope of an existing approved project or a "phase II" of existing approved and/or delayed project due to complexity, incidents, schedule delays, budget underestimates
Criteria 4: Matching funding <ul style="list-style-type: none"> • Matching funds at a 50% rate is proposed for capital projects and any subsequent HRM maintenance and recapitalization funding requests for trails located on land not owned by HRM

<ul style="list-style-type: none"> ○ Priority is higher for projects for which funding has been approved from other sources, such as Trans Canada Trail, Provincial or Federal grant programs, trusts, corporate, private ○ Evidence of intention to secure funding is presented during the application process ● In the absence of other funding, projects will be considered only if Criteria 2 -AT Facility Priority is highly scored
Criteria 5: Commitment to the long - term sustainability
<ul style="list-style-type: none"> ● Funds are available from other funding programs sources to maintain the facility after the project is completed ● A maintenance/ operation plan is in place to maintain the trail at Active Transportation standards of accessibility and safety for all users of all abilities after construction is completed ● Planned collaboration with volunteers and other non – profit groups with an interest in trail maintenance, advocacy, usage, health education, active transportation

2.3. Procedures for Re-Capitalization Grants

Reporting

- The applicant must include a Budget Report with the application and update it as required;
- An **interim report** due no later than October 1st and a **final report** due no later than March 1st is required and must include at least a Budget Report with all funding received from all sources and all expenses incurred for the project for which a grant was awarded. The **final report** must also include proof of payment of all invoices.

Revenues:

- All funding requested/ confirmed from HRM and all other sources must be listed in the Revenue section

Expenses:

- HST must be already included in the estimated costs as part of the total and not as a separate amount
- If the group chooses to hire contractor services to deliver some, or all projects, the amounts should include both labour or consultant hours and materials
- If volunteers are engaged to deliver the projects, the amounts listed should include only costs for supplies as related to their projects within the eligible categories

Grant Transfer of Payment

- HRM staff shall review and confirm that Grant transfer of payment requests are in conformance with the Program. The requests are subject to approval as per Director's Delegated Authority levels within HRM. Following approval of a request (or part thereof), a corresponding direct deposit payment will be issued to the Grant Recipient.
- Transfer of Payment for projects is done by reimbursing the invoices received from the Grant recipient at the matching funding rate throughout the project to allow matching funds to be reduced at the same rate until project is completed.
- Any funds remained unpaid on March 31st due to project scope not being completed will be carried over into the new fiscal year
- Any funds remained unpaid on March 31st due to project scope being completed will be retained by HRM and redirected into the capital budget and made available for other projects

Timelines

July

- HRM issues a 'Call for Proposals' for fiscal year ahead with a Proposal Submission Deadline;
- Q&A session scheduled in advance to the Submission Deadline
- Expression of interest meetings with HRM staff responsible for AT corridors prior to making a submission to ensure their project meets current HRM criteria;

September

- Capital Grants Funding Proposal submission deadline

October

- Capital Grants Funding Proposal evaluations by HRM staff
- Request any supplementary info from applicants as needed for evaluations

November

- Submit recommendations to HRM Management and Finance

December

- Submit recommendations to the Regional Council for approval as part of the Capital Budget – Supplementary Sheets

March – May

- HRM Regional Council approves the Capital Budget

After Regional Council's Approval of Capital Budget:

- A Capital Funding Grant Award letter is sent to successful applicants who are awarded grants up to \$5,000
- A Grant Funding Agreement is signed between HRM and successful applicants who are awarded grants over \$5,000. All terms and conditions in the Agreement must be met and maintained for the capital funding grant (the "Grant") to be dispersed by HRM to the Grant Recipient.
- A letter declining funding is sent to those applicants whose proposals do not meet Grant requirements

3. AT Emergency Repairs Grants

AT Emergency Repairs Grants are awarded to eligible applicants to respond to emergency maintenance resulted from natural disasters, vandalism, failure of structures on existing Active Transportation multi-use pathway and its infrastructure and amenities to restore a safety standard for public use and avoid long-term facility closure within the fiscal year.

- HRM will evaluate necessary funding based on application submitted for maintenance of AT Facilities located on HRM land
- HRM will evaluate projects needs and match funding on projects for AT facilities located on land not owned by HRM

Other operational expenses, outside of construction and planning are not eligible under this Program (i.e. photocopies, late pay charges, office expenses, marketing expenses, brochures, media relations etc.).

3.1. Eligible Proposals for AT Emergency Repairs Grants

To be eligible, the proposals must meet all conditions outlined below:

- The existing AT Facility is included in the 2014 Active Transportation Priorities Plan (AT Plan) 5 - Map 3 "Vision for a Regional Greenway and Bicycle Network"⁶ and/ or 2018 Integrated Mobility Plan and any subsequent HRM Regional Council approved amendments or transportation plans.
- The scope of complex project(s) proposed as a result of failure (e.g. trail/bridges/embankments re-instatement) was recommended by an engineering study and cost-benefit analysis and is to re-instate an existing active transportation facility, infrastructures ("AT Facility") to an accessibility and safety standard for active transportation users and avoid trail closure during the fiscal year
- The scope of project proposed to replace fallen/ damaged amenities demonstrates its urgency to repair in the current fiscal year
- The design and construction standards proposed align with HRM and Provincial current design guidelines.

⁵ 2014 Active Transportation Priorities Plan - https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/AT_Plan_Final_July222014_000.pdf
⁶ https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/Map_3_VisionforaGreenwayandBikeNetwork_Version8.pdf

3.2. Evaluation Criteria for AT Emergency Repairs Grants

The documents requested along with the information provided in the application will form the basis of the HRM's evaluation and recommendation for funding to the Regional Council.

<p>Criteria 1: Eligibility</p> <ul style="list-style-type: none"> • The applicant meets eligibility criteria as listed in the Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation Facilities and Recreational Trails • The proposal received meets eligibility criteria as listed in the Program's- Eligible applicants and Section 3.1. Eligible Proposals for AT Emergency Repairs Grants • All documents required by the application and a Budget Report were received and approved as eligible • The scope of complex project(s) proposed as a result of failure (e.g. trail/bridges/embankments re-instatement) was recommended by an engineering study and cost-benefit analysis and is to re-instate an existing active transportation facility, infrastructures ("AT Facility") to an accessibility and safety standard for active transportation users
<p>Criteria 2: Emergency repair priority</p> <p>Quality of Facility/ Infrastructures/ Amenities – Safety and Accessibility Standards</p> <ul style="list-style-type: none"> • Project construction standards proposed prioritize walking and cycling and align with HRM's Active Transportation and Provincial design guidelines. • Extensive emergency work due to storm damage or other extreme weather is required immediately to repair the trail or a section of trail to a safety standard for users and to avoid facility closure • Extensive emergency work due to storm damage or other extreme weather and /or failure is required immediately as per a structural engineer recommendation report to repair infrastructure such as bridges, culverts to safety standards and to avoid facility closure • Extensive emergency work due to vandalism is required to repair the trail or a section of trail or infrastructure to a safety standard for all users and to avoid facility closure
<p>Criteria 3: Project Proposal readiness</p> <p>Project Type: Emergency repair project</p> <ul style="list-style-type: none"> • Tender package, engineering designs, if required, and all permits required were reviewed and discussed with HRM staff and are presented with appropriate detail in the application. • Depending on the scope of the project, tender package for construction with project deliverables and budget estimates for each type of work is either: <ul style="list-style-type: none"> ○ developed by an engineer; ○ determined based on group' previous projects costs with similar scope ○ determined based on consultation with other groups who had a similar project • Land authorizations, construction and environmental permits, and insurance are secured and valid for the project scope • Project is planned and designed to minimize negative impacts on the environment (vegetation, slopes, wetlands, water systems, drainage, rivers, shorelines and wildlife habitats), and away from environmentally sensitive areas • Accessibility standards are included as applicable into the construction project plan • All constraints have been or can be addressed by the community group and/ or HRM prior to HRM's final approval <p>Resources available</p> <ul style="list-style-type: none"> • Volunteers have accumulated knowledge and/or experience with emergency repairs and have the support of landowner to execute the emergency repairs

Project Delivery timelines
<ul style="list-style-type: none"> Stand-alone project appropriately scheduled to complete before the end of fiscal year
Criteria 4: Matching funding
<ul style="list-style-type: none"> Matching funds at a 50% rate is proposed for capital projects and any subsequent HRM maintenance and recapitalization funding requests for trails located on land not owned by HRM <ul style="list-style-type: none"> Priority is higher for projects for which funding has been approved from other sources, such as Trans Canada Trail, Provincial or Federal grant programs, trusts, corporate, private Evidence of intention to secure funding is presented during the application process In absence of other funding, projects will be considered only if Criteria 2 -Emergency Repair Priority is highly scored
Criteria 5: Commitment to the long - term sustainability
<ul style="list-style-type: none"> A maintenance/ operation plan is in place to maintain the facility at standards of accessibility and safety for all users of all abilities after repairs are completed Planned collaboration with volunteers and other non – profit groups with an interest in trail maintenance, advocacy, usage, health education, active transportation

3.3. Procedures

Reporting

- The applicant must include a Budget Report with the application and update it as required;
- A final report is required no later than March 1st for this program and must include at least a final Budget Report with all expenses incurred as related to the grant award. The **final report** must also include proof of payment of all invoices.

Revenues:

- All funding requested/ confirmed from HRM and all other sources must be listed in the Revenue section

Expenses:

- HST must be already included in the estimated costs as part of the total and not as a separate amount
- If the group chooses to hire contractor services to deliver some, or all project, the amounts should include both labour or consultant hours and materials
- If volunteers are engaged to deliver the projects, the amounts listed should include only costs for supplies as related to their projects within the eligible categories

Grant Transfer of Payment

- HRM staff shall review and confirm that Grant transfer of payment requests are in conformance with the Program. The requests are subject to approval as per Director's Delegated Authority levels within HRM. Following approval of a request (or part thereof), a corresponding direct deposit payment will be issued to the Grant Recipient.
- Transfer of Payment for projects is done by reimbursing the invoices received from the Grant recipient at the matching funding rate throughout the project to allow matching funds to be reduced at the same rate until project is completed.
- Any funds remained unpaid on March 31st due to a project being canceled will be not be carried over into the new fiscal year

Timelines

November:

- Submit recommendations to HRM Management and Finance

December:

- Submit request for Emergency Repairs Grant amount to the Regional Council for approval as part of the Capital Budget – Supplementary Sheets

March – May:

- HRM Regional Council approves the Capital Budget

After Regional Council's Approval of Capital Budget:

- Emergency Repairs Grants Funding Proposals can be received by HRM and will be evaluated by staff following Evaluations criteria from Section 6
- Request any supplementary info from applicants as needed for evaluations
 - An Emergency Repairs Funding Grant Award letter is sent to successful applicants who are awarded grants up to \$5,000
 - A Grant Funding Agreement is signed between HRM and successful applicants who are awarded grants over \$5,000. All terms and conditions in the Agreement must be met and maintained for the grant to be dispersed by HRM to the Grant Recipient.
 - A letter declining funding is sent to those applicants whose proposals do not meet Grant requirements

4. AT Maintenance and Operations Grants Program

The AT Maintenance and Operations Grants are awarded to eligible applicants to maintain existing Active Transportation corridors and their infrastructure and amenities to an accessible and/or safe standard for public use. These funds are intended to address the day to day maintenance needed to sustain the existing infrastructure by repairing normal wear and tear.

- HRM will evaluate necessary funding based on application submitted for maintenance of AT corridors located on HRM land
- HRM will fund a maximum of 50% of project(s) costs for AT corridors located on land not owned by HRM to a maximum of \$10,000 per AT Corridor
- The maintenance grant proposal can include only the eligible expenses listed in the table below

Maintenance and equipment eligible expenses	
Snow Removal	Only if the HRM is not servicing your trail
Refuse/ Garbage Collections	Refuse and garbage collection and clean/sanitary supplies (e.g. toilet paper/paper towels, etc./ doggy bags)
Side of Trail Maintenance	mowing, shrub, veg removal, tree removal, blowdowns, leaners; sand, seeds & sods and plants to control erosion
Surface Maintenance	surface repairs- pot holes; asphalt, crusher dust; slopes and sub base
Drainage Maintenance	only culvert repairs/ adjustments- no new culverts; ditching repairs, erosion control measures
Bridge Maintenance	board repairs, minor bridge repairs
Railing Maintenance	railings, fencing
Trail Amenities repairs	benches, picnic tables, kiosks, maps, garbage bins - cleaning/ repairs; graffiti removal
Signage Repair	signage repairs and replacement due to vandalism, ordered at a sign maker and installed; new, additional signs- not eligible;
Parking lot repairs	pot holes filling only, not re-surfacing of the entire lot
Equipment and tools	Small tools: \$1,000 cap; equipment rental;
Operations expenses up to \$2,000 These are primarily intended to support the applicant primarily with insurance and membership fees expenses and other minor expenses related directly to operations activities.	
Insurance	General Liability, Volunteers, Directors and Officers

Personal Protection Equipment	e.g., vests, safety chaps, gloves, masks, and helmets
Membership Dues	NS Trails, Registry of Joint Stock \$300
Travel - Local	Mileage and tolls cap \$250
Telephone	Not to exceed \$100
Computer Software/License	Domain Name, Website, Mapping Software \$250
Office Supplies	Primarily stationary; not to exceed \$100

4.1. Eligible Proposals for AT Maintenance and Operations Grants

To be eligible, the proposals must meet all conditions outlined below:

- Project proposal is received by HRM before the set deadline to be considered for the Maintenance Grant Program.
- The proposal received is to maintain an AT Facility included in the 2014 Active Transportation Priorities Plan (AT Plan) 7 - Map 3 “Vision for a Regional Greenway and Bicycle Network”⁸ and/ or 2018 Integrated Mobility Plan and any subsequent Regional Council approved amendments or transportation plans.
- The scope of the project (s) proposed for the AT Facility and amenities support a standard that ensures accessible, safe, and enjoyable experience to all users of all abilities.

4.2. Evaluation Criteria for AT Maintenance and Operations Grants

The documents requested along with the information provided in the application will form the basis of the HRM’s evaluation and recommendation for funding.

Criteria 1: Eligibility
<ul style="list-style-type: none"> • The applicant meets eligibility criteria as listed in the Administrative Order Number 2020-011-ADM Respecting HRM’s Grant Programs for Active Transportation Facilities and Recreational Trails • The proposal received meets eligibility criteria as listed in the Program’s- Eligible Applicants and Section 4.1. Eligible Proposals for AT Operational and Maintenance Grants • All documents required by the application and a Maintenance Budget Report were received and reviewed for eligible expenses
Criteria 2: Quality of AT Facility– Accessibility and Safety Standards
<ul style="list-style-type: none"> • Filed safety issues/ accidents history with HRM or trail group • Emergency work is required to do minor repairs to infrastructure such as bridges, culverts to ensure user’s safety • Preventive minor work is required to repair infrastructure such as bridges, culverts to safety standards • Maintenance (routine) work is required along the corridor or sections of the corridor and/or infrastructure to maintain accessibility (on AT facilities) and safety standard for walking and mobility devices users and/ or cycling, as appropriate
Criteria 3: Maintenance Project Planning
Trail/ Amenities Maintenance Project Readiness

⁷ 2014 Active Transportation Priorities Plan -

https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/AT_Plan_Final_July222014_000.pdf

⁸ https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/Map_3_VisionforaGreenwayandBikeNetwork_Version8.pdf

<ul style="list-style-type: none"> • Project deliverables for trails surface, infrastructure, and amenities repairs are identified during scheduled inspection (s) and are included in an operational plan with budget estimates for each type of work based on pre-existing quote (s) • Land authorizations, construction and environmental permits (if needed), and insurance are secured and valid for the project scope • The maintenance proposal is planned to minimize negative impacts on the adjacent land owners and the environment (vegetation, slopes, wetlands, water systems, drainage, rivers, shorelines and wildlife habitats) and its timed to minimize impact on users' safety access to the corridor All constraints have been or can be addressed by the applicant prior to HRM's final approval
<p>Resources available</p> <ul style="list-style-type: none"> • The proposed project was approved by the applicant's board and volunteers have accumulated knowledge and/or experience with inspecting and managing maintenance contract projects
<p>Project Delivery timelines</p> <ul style="list-style-type: none"> • Project deliverables trails surface, infrastructure, and amenities repairs are aligned with funding timelines and expected to complete on or before end of HRM fiscal year (currently March 31)
<p>Project Integration</p> <ul style="list-style-type: none"> • Applicant has investigated the opportunity to partner with another applicant along a corridor in the same region to take advantage of economies of scale
<p>Criteria 4: Funding</p> <ul style="list-style-type: none"> • Matching funds at a 50% rate is proposed for capital projects and any subsequent HRM maintenance and recapitalization funding requests for trails located on land not owned by HRM <ul style="list-style-type: none"> ○ Priority is higher for projects for which funding has been approved from other sources, such as Trans Canada Trail, Provincial or Federal grant programs, trusts, corporate, private ○ Evidence of intention to secure funding is presented during the application process • In absence of other funding, projects will be considered only if Criteria 2 - Quality of AT Facility– Accessibility and Safety Standards is highly scored

4.3. Procedures

Reporting

The applicant must include a Maintenance Budget Report with the application and update it as required;

Revenues:

- All funding requested/ confirmed from HRM and all other sources must be listed in the Revenue section

Expenses:

- Only eligible expenses listed in the Grant category must be included
- HST must be already included in the estimated costs as part of the total and not as a separate amount
- If the group chooses to hire contractor services to deliver some, or all projects, the amounts listed in all Maintenance Budget Reports should include both labour and materials
- If volunteers are engaged to deliver the projects, the amounts listed in all Maintenance Budget Reports should include only costs for supplies as related to their projects within the eligible categories

An Interim report is required for all grants over \$5,000 and must include at least an updated Maintenance Budget Report. Copies of paid invoices and/or receipts are required for:

- Contracting Services if maintenance is contracted
- Supplies for each project type if maintenance is performed by volunteers
- Equipment rentals
- Membership paid to Nova Scotia Registry of Joint Stock
- Membership and Trail Group Insurance, if applicant chose this option
- Insurance certificate and premium payment if alternative insurance was obtained

All other receipts must be kept on file and made available upon request

A final report is required for all grants available through this program and must include at least a final Maintenance Budget Report with all expenses incurred as related to the grant award. Copies of paid invoices and/or receipts are required for:

- Contracting Services if maintenance is contracted
- Supplies for each project type if maintenance is performed by volunteers Equipment rentals
- Membership paid to Nova Scotia Registry of Joint Stock
- Membership and Trail Group Insurance, if applicant chose this option
- Insurance certificate and premium payment if alternative insurance was obtained

All other receipts must be kept on file and made available upon request

Transfer of Payment

HRM staff shall review and confirm that Grant transfer of payment requests are in conformance with the Program.

Grant awarded is under \$5,000: a one - time payment up to the Grant amount awarded value is transferred by direct deposit to the Grant recipient upon accepting the Awarding Letter and responsibilities outlined in the Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails.

Grant awarded is over \$5,000:

- A first transfer of payment of up to 70% of Grant amount awarded value is transferred to the Grant recipient by direct deposit upon executing the Funding Agreement and accepting the responsibilities outlined in the Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation Facilities and Recreational Trails
- A second transfer of payment up to the remainder of the Grant Awarded is made by direct deposit if:
 - Interim Report and a budget report are received; and
 - Total expenses are equal or higher than the total of funding received from other sources and first cheque amount
 OR
 - Final Report and a budget report are received; and
 - No payment has been made previously; and
 - The amount is equal or higher than the total of funding received from other sources and first cheque amount
- Any surplus reported on March 31 end of year Maintenance Budget Report will be deducted from any of the subsequent year the applicants applies for the AT Maintenance Grant
- HRM Operating and Maintenance Funding Grant can only be applied to expenses approved and listed in the Maintenance Budget Report provided in the Application, unless written approval to change is received from HRM contact

Timelines

January

- HRM issues a 'Call for Proposals' for fiscal year ahead with a Proposal Submission Deadline;
- Q&A session scheduled in advance to the Submission Deadline

February

- Maintenance Proposal Submission Deadline

March – April

- Maintenance Proposals evaluations by HRM staff

Mid-April - May

- HRM Council approves the operational budget for maintenance of AT Facilities projects and approved Grant amount is confirmed by HRM;

After HRM Council approves budget

- A Maintenance Funding Grant Award letter is sent to successful applicants who are awarded grants up to \$5,000
- A Grant Funding Agreement is signed between HRM and successful applicants who are awarded grants over \$5,000. All terms and conditions in the Agreement must be met and maintained for the maintenance funding grant (the "Grant") to be dispersed by HRM to the Grant Recipient.
- A letter declining funding is sent to those applicants whose proposals do not meet Grant requirements

5. Active Transportation Education and Promotion Grants

5.1. Eligible Proposals for AT Education and Promotion Grants

The AT Education and Promotions Grants are awarded to eligible applicants whose proposals address, or partially address the HRM's objectives related to AT Education and Promotion Program, including:

- Safety programs
- Education/ skills training programs related to AT
- Etiquette programs
- Promotional / Engagement/Marketing programs
- Transportation Demand Management programs
- Monitoring and evaluation of data as related to program's impact
- Formal Partnerships with other organizations with similar or complementary mandates
- Participation in AT related events
- Expand the reach and impact of the grant program by connecting with and engaging in projects people, organizations, businesses, and institutions from the broader community
- Look for opportunities to align projects with other events and initiatives in the community and to collaborate with other groups

There are three types of projects measured in funding and reach:

Small Community project grant: smaller projects in communities across Halifax under \$1,000

- The proposal is for a project scheduled to start within 3 months after awarding and finish by a set deadline or March 31st, whichever is sooner
- The proposal is for a project to be delivered within the HRM's boundaries
- The grant can be requested to cover up to 100% of the project costs

Large Community project grant: larger project in communities across Halifax (large project or event with significant logistics efforts meant to reach a broader audience): \$1000 - \$5,000

- The proposal is for a project scheduled to start within the next 6 months from awarding and finish by a set deadline or March 31st, whichever is sooner
- The proposal is for a project to be delivered within the HRM's boundaries
- The grant can be requested to cover up to 50% of the project costs and proof of matching funding must be provided before funds can be disbursed

Major project grant: large project with significant logistics, partnerships and duration efforts meant to reach community at large: over \$5,000

- The proposal is for a project scheduled to start within the next 6 months from awarding and finish by a set deadline or March 31st, whichever is sooner
- The proposal is for a project to be delivered within the HRM's boundaries
- The grant can be requested to cover up to 50% of the project costs and proof of matching funding must be provided before funds can be disbursed

5.2. Evaluation Criteria for AT Education and Promotion

The documents included in the checklist along with the information provided in the application will form the basis of the HRM's evaluation and recommendation for funding.

Criteria 1: Eligibility
<ul style="list-style-type: none"> • Project proposal is received by HRM before the set deadline • The applicant meets eligibility criteria as set by the Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation Facilities and Recreational Trails • The proposal received meets eligibility criteria as outlined in Program's- Eligible Applicants and Section 5.1 Eligible Proposals for AT Education and Promotion Grants • All documents required by the application were received and approved as eligible
Criteria 2: Quality of the proposal
Outcomes
<ul style="list-style-type: none"> • The project has potential to engage a significant population, either general or targeted • The applicant understands what success looks like for the project proposed and plans to measure it • The project supports vision and objectives outlined in HRM's Active Transportation Priorities Plan and Integrated Mobility Plan.
Accessibility
<ul style="list-style-type: none"> • The project considers accessibility in its delivery • The project is affordable: either no fee or very low fee is charged to participate • The event is primarily targeted to specific groups and/or communities at large
Criteria 3: Project Planning
Project Readiness
<ul style="list-style-type: none"> • The event is scheduled to start within 3 months for grant requests under \$1,000 and within 6 months for grant requests over \$1,000. • Project is widely and actively promoted to a large or targeted audience.
Resources available, experience
<ul style="list-style-type: none"> • The project has a long-standing history of high participation • This is the first year for this project, but the group has experience organizing projects • There is sufficient capacity, either staff and/or volunteers to deliver the project
Project Delivery timelines
<ul style="list-style-type: none"> • The project can be delivered within the timeframe expected within the grant requirements
Project Integration
<ul style="list-style-type: none"> • The program has potential to expand reach and impact of the grant program by connecting with and engaging in projects people, organizations, businesses, and institutions from the broader community • The applicant is planning to collaborate/ partner with other groups to deliver the project
Criteria 4: Funding
<ul style="list-style-type: none"> • Grants under \$1,000: Matching funds are not mandatory, but encouraged • Grants over \$1,000: Matching funds is an expectation. HRM will match or leverage up to 50% of the project cost • Evidence of intention to secure funding

5.3. Procedures

Reporting

The applicant must include a Budget Report with the application and update with the Final Report.

Revenues:

- All funding requested/ confirmed from HRM and all other sources must be listed in the Revenue section

Expenses:

- HST must be already included in the estimated costs as part of the total and not as a separate amount
- If the group chooses to hire contractor services to deliver some, or all projects, the amounts listed in the Budget Reports should include both labour and supplies
- If volunteers are engaged to deliver the projects, the amounts listed in the Budget Report should include only costs for supplies as related to their projects

A final report is required within 30 days after the project ended or before March 31st, whichever is sooner for all grants available through this program and must include at least a project evaluation and final Budget Report with all expenses incurred as related to the grant award.

- Invoices showing zero balance or stamped paid or receipts must be provided to HRM contact with the Final Report

Transfer of Payments

- The Grants will be paid by direct deposit up to the maximum amount approved by following a Payment Procedure
- Upon confirmation of event date to HRM and request for advanced payments, transfer of payments according to the level of funding can be made:
 - Grants under \$500: pay up to 100% of Grant Awarded
 - Grants over \$1,000: pay up to 50% of Grant Awarded
- Upon receiving the final report, evaluations and invoices from recipients by deadline transfer of payments can be made according to the maximum of grant awarded
 - Grants over \$1,000 pay up to the remainder of 50%
- Deficit will not be paid out if the expenses reported are higher than the amount awarded

Timelines

Spring – Summer Proposals

January

- Workshop (s) and Q&A session (s) scheduled in advance to the “Spring – Summer Call for Proposals”

February

- HRM issues a ‘Spring – Summer Call for Proposals’ for fiscal year ahead with a Proposal Submission Deadline

April

- Submission deadline for “Spring – Summer Call for Proposals”
- Proposals review and approval by HRM Staff

Mid-April - June

- HRM Council approves the capital budget for Grants;

After Council approves budget:

- Send approval letters to grants up to \$1,000
- Sign Agreements between HRM and Grant Recipient upon approval of the Budget for grants above \$5,000.

- A letter declining funding is sent to those applicants whose proposals do not meet Grant requirements (eligibility and/or evaluation criteria)

June – September:

- Receive confirmation of event date and make advanced payments as per Transfer of Payments section
- Receive reporting, evaluations and invoices from recipients by mid- September deadline and make reminder of payments as per Transfer of Payments section

Fall – Winter Proposals

September:

- Workshop and Q&A session (s) scheduled in advance to the “Fall - Winter Call for Proposals”

Mid - September:

- HRM issues a ‘Fall – Winter Call for Proposals’ for fiscal year ahead with a Proposal Submission Deadline;

October:

- Proposals review and approval by HRM Staff

Mid - October:

- Send approval letters for grants up to \$1,000
- Sign Agreements between HRM and Grant Recipient upon approval of the Budget for grants above \$5,000.
- A letter declining funding is sent to those applicants whose proposals do not meet Grant requirements

October- March 31:

- Receive confirmation of event date and make advanced payments as per Transfer of Payments section
- Receive reporting, evaluations and invoices from recipients by March 31st deadline and make reminder of payments as per Transfer of Payments section

Attachment 3

RECREATIONAL TRAILS GRANTS PROGRAM



RECREATIONAL TRAILS GRANTS PROGRAM

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RECREATIONAL TRAILS GRANTS PROGRAM

Purpose and objectives

Recreational Trails Grants Program (Program) is established to support planning, design, construction, maintenance and restoration of eligible recreational trails located in HRM.

This Program is directed by the Administrative Order Number 2020 -011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails and is composed of three available grants outlined in this program description.

Eligible Applicants

There are hereby established eligibility criteria for an Applicant pursuing a Grant application listed in this Recreational Trails Grants Program.

- The applicant has written permission from the land owner (s) for use of the land which grants public access and sets construction and maintenance roles and responsibilities for a safe and recreational trail aligned with By-Law P- 600 and other By-Laws as applicable: 1) a valid License Agreement for use of municipal land from HRM; 2) a valid Letter of Agreement (or Management Plan) for use of provincial land from The Province of Nova Scotia 3) registered easement from the landowner for any corridor traversing in part private land
- Applicant is a member of Nova Scotia Trails, eligible for their Group Trail Insurance Coverage, or has obtained an equivalent Commercial General Liability Insurance Coverage of at least \$5,000,000.
- Applicant is demonstrating broad/ diverse mandate and by-laws aligned with all clauses outlined in the HRM By-Law P 600 respecting Municipal Parks¹ and other By-Laws as applicable
- Applicant demonstrates commitment to construct and maintain the facilities managed at a standard that is safe to all users permitted on the trail. An operational plan and budget for maintenance beyond construction are highly recommended to prove commitment.
- Applicant demonstrates recent (within the past year) local community engagement and consultations (e.g. Annual General Meetings with membership and public participation, community open houses, or public engagement opportunities) where members of the community and board members have provided input regarding the proposed project; and
- Applicant has not defaulted/ bridged Grant(s)' requirements in the past years by:
 - Failing to send project final report and invoices for the grant received
 - Failing to deliver projects as per scope proposed at the standard requested
 - Failing to deliver projects at the standards required for accessibility and safety of all users

¹ <https://www.halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/By-law%20P-600.pdf>

1. RECREATIONAL TRAILS CAPITAL GRANTS

Recreational Trails Capital Grants are awarded to Grant Recipients for eligible new recreational trails construction costs only (bricks and mortar type of work) as well as project planning and design to support new construction. Other operational expenses, outside of construction and planning are not eligible under this Program (i.e. photocopies, late pay charges, office expenses, marketing expenses, brochures, media relations etc.).

1.1. Eligible Proposals for Recreational Trails Capital Grants

To be eligible, the proposals must meet all conditions outlined below:

- Project proposal is received by HRM before the set deadline to be considered for the Capital Grant Program
- The scope of the projects is for a recreational trail located in HRM with the following conditions:
 - The recreational trail user permits restrict vehicle use and has similar restrictions and permits as those outlined in the By-Law P600 and other By-laws as applicable
 - the recreational trail is located on land owned by HRM OR
 - the recreational trail connects from HRM lands to other lands with established agreements, other lands designated as active transportation or recreational and/or historical/ cultural destination (e.g. other trails, bike lanes, sidewalks, parks, recreation centers);
- The scope of the project (s) proposed for the Recreational Trail and amenities support a standard that considers safe access and enjoyable experience
 - trailheads are planned/ constructed in the proximity of public transit;
 - trailhead area considers accessibility for persons with mobility challenges, if appropriate
 - trail considers recreational opportunities for persons with mobility challenges, if appropriate
- There is an existing Regional Council approval to consider implementing recreational facilities (for example The Green Network Plan, Recommendation Report) or there is an existing commitment as directed by Regional Council in the area where the project is proposed
- The design and construction standards proposed align with Municipality's Red Book or Provincial Blue Book or other standards such as Whistler Trail Standards, Squamish Trail Standards and Parks Canada Trail Classification System

1.2. Evaluation Criteria for Recreational Trails Capital Grants

The documents requested along with the information provided in the application will form the basis of the HRM's evaluation and recommendation for funding to the Regional Council.

<p>Criteria 1: Eligibility</p> <ul style="list-style-type: none"> • The applicant meets eligibility criteria as listed in the Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails • The applicant meets eligibility criteria as listed in the Recreational Trails Grants Program –Eligible Applicants section • The proposal received meets eligibility criteria as listed in the Section 1.1. - Eligible Proposals for Recreational Trails Capital Grants • All documents required by the application and a Budget Report were received and approved as eligible
<p>Criteria 2: Recreational Trail Priority</p> <p>Existing direction from Regional Council for implementation or further action</p> <ul style="list-style-type: none"> • Existing Regional Council approval to consider implementing the recreational trail (for example The Green Network Plan) • Existing commitment as directed by Regional Council

<p>The trail is connected to a destination or a destination on its own</p> <ul style="list-style-type: none"> Recreational Trail is a destination on HRM land or connects to an AT facility or other recreational, cultural, historical sites destinations either on HRM land or on land adjacent to HRM land (e.g. other trails, bike lanes, sidewalks, parks, recreation centres)
<p>Quality of Recreational Trail Safety and Experience</p> <ul style="list-style-type: none"> Travel experience enhanced by natural, scenic, or heritage appeal Are trailheads accessible by public transit? Does the trail provide recreational opportunities for persons with mobility challenges? Is the trailhead area accessible to persons with mobility challenges?
<p>Project Integration</p> <ul style="list-style-type: none"> Opportunity to integrate within at most two years with another project to provide continuity and/or connection or more service to an At Facility or recreational, cultural, historical site destination have higher priority Opportunity to integrate within more than three years with another project to provide continuity and/or connection or more service to an At Facility or recreational, cultural, historical site destination have a lower priority
<p>Criteria 3: Capital Project Proposal Readiness</p>
<p>Project Type: Planning project</p> <ul style="list-style-type: none"> Planning Project (concept, map and RFP) was reviewed and discussed with HRM staff and is presented with appropriate detail in the application RFP for planning project and/or quotes, estimates, are attached
<p>Project Type: Construction Project</p> <ul style="list-style-type: none"> Concept, planning documents, engineering designs and tenders were reviewed and discussed with HRM staff and are presented with appropriate detail in the application RFP for construction with project deliverables and budget estimates for each type of work are recommended by planning documents or extracted from a consultant/ construction pre-existing quote and is ready to tender Tender with project deliverables and budget estimates are determined based on group' previous projects costs with similar scope Tender with project deliverables and budget estimates are determined based on consultation with other groups Land authorizations, construction and environmental permits, archeological reviews (as appropriate) and insurance are secured and valid for the project scope The Recreational trail is planned and designed to minimize negative impacts on the environment (vegetation, slopes, wetlands, water systems, drainage, rivers, shorelines and wildlife habitats), and away from environmentally sensitive areas Safety standards are included as applicable into the construction project plan All constraints have been or can be addressed by the community group and/ or HRM prior to HRM's final approval
<p>Resources available</p> <ul style="list-style-type: none"> The proposed project was approved by the community group's board and volunteers have accumulated knowledge and/or experience with inspecting and managing maintenance/ re-capitalization contract projects The proposed project was approved by the community group's board and experienced volunteers available, #volunteer- hours commitment available for project proposed
<p>Project Delivery timelines</p> <ul style="list-style-type: none"> Project delivery is planned/ phased in one -year increments, aligned with funding timelines and can be started within the fiscal year for which funding is requested Stand-alone project appropriately scheduled to complete in one year (i.e. without subsequent phases)

<ul style="list-style-type: none"> The project is an extension to scope of an existing approved project or a “phase II” of existing approved and/or delayed project due to complexity, incidents, schedule delays, budget underestimates
Criteria 4: Funding available
<ul style="list-style-type: none"> Evidence of intention to secure funding is presented during the application process Funding has been approved from other sources, such as Provincial or Federal grant programs, trusts, corporate, private Funding was not approved by the other potential sources of funding
Criteria 5: Commitment to the long - term sustainability
<ul style="list-style-type: none"> Funds are available from other funding programs sources to maintain the recreational trail after the project is completed A maintenance/ operation plan is in place to maintain the trail to recreational trail standards of safety for all users of all abilities after construction is completed Planned collaboration with volunteers and other non – profit groups with an interest in trail maintenance, advocacy, usage, health education, active transportation
Criteria 6: Community support
<ul style="list-style-type: none"> Group conducted community engagements such as workshops, meetings, surveys, website, media outreach, newsletters, events, brochures etc Communities along the trail or connecting to the trail support the project Concerns were raised during engagement that need to be addressed Concerns received during engagement can be addressed before funding approval
Criteria 7: Economic Development
<ul style="list-style-type: none"> Anticipated new economic impacts for the community (employment rate increase, spending in the local area, new business opportunities) Anticipated appeal to visitor markets from other regions in Nova Scotia or from outside the province

1.3. Procedures

Reporting

- The applicant must include a Budget Report with the application and update it as required;
- An interim report due no later than October 1st and a final report due no later than March 1st is required and must include at least a Budget Report with all funding received from all sources and all expenses incurred for the project for which a grant was awarded. The **final report** must also include proof of payment of all invoices.

Revenues:

- All funding requested/ confirmed from HRM and all other sources must be listed in the Revenue section

Expenses:

- HST must be already included in the estimated costs as part of the total and not as a separate amount
- If the group chooses to hire contractor services to deliver some, or all projects, the amounts should include both labour or consultant hours and materials
- If volunteers are engaged to deliver the projects, the amounts listed should include only costs for supplies as related to their projects within the eligible categories

Transfer of Payments

- HRM staff shall review and confirm that Grant Transfer of Payment requests are in conformance with the Grant. Transfer of payment requests are subject to approval as per Director’s Delegated Authority levels

within HRM. Following approval of request (or part thereof), a corresponding direct deposit payment will be issued to the Grant Recipient.

- Transfer of payment for projects is done by reimbursing the invoices received from the recipient at the matching funding rate throughout the project to allow matching funds, if available, to be reduced at the same rate until project is completed.
- Any funds remained unpaid on March 31st due to project scope not being completed will be carried over into the new fiscal year
- Any funds remained unpaid on March 31st due to project scope being completed will be retained by HRM and redirected into the capital budget and made available for other projects

Timelines

July:

- HRM issues a 'Call for Proposals' for fiscal year ahead with a Proposal Submission Deadline;
- Q&A session scheduled in advance to the Submission Deadline
- Expression of interest meetings with HRM Staff responsible for Recreational Trails prior to making a submission to ensure their project meets current HRM criteria;

September

- Recreational Trails Capital Grants Proposals' submission deadline

October

- Proposals evaluations by HRM staff
- Request any supplementary info from applicants as needed for evaluations

November

- Submit recommendations to HRM Management and Finance

December

- Submit recommendations to the Regional Council for approval as part of the Capital Budget – Supplementary Sheets

March – May

- HRM Regional Council approves the Capital Budget

After Regional Council's Approval of Capital Budget:

- A Capital Funding Grant Award letter is sent to successful applicants who are awarded grants up to \$5,000
- A Grant Funding Agreement is signed between HRM and successful applicants who are awarded grants over \$5,000. All terms and conditions in the Agreement must be met and maintained for the capital funding grant (the "Grant") to be dispersed by HRM to the Grant Recipient.
- A letter declining funding is sent to those applicants whose proposals do not meet Grant requirements

2. RECREATIONAL TRAILS RE-CAPITALIZATION GRANT

Recreational Trails Recapitalization Grants are awarded to eligible applicants for engineering studies, engineering redesign and tendering packages, mandatory structural inspections, construction projects to re-instate or upgrade eligible recreational trails and their structures and amenities to current standards and guidelines. Other operational expenses are not eligible under this Program (i.e. photocopies, late pay charges, office expenses, marketing expenses, brochures, media relations etc.).

2.1. Eligible Proposals for Recreational Trails Re- Capitalization Grants

To be eligible, the proposals must meet all conditions outlined below:

- Project proposal is received by HRM before the set deadline to be considered for the Re- Capitalization Grant Program

- The scope of complex re-capitalization project(s) proposed (e.g. trail/bridges/embankments re-instatement) was recommended by an engineering study and cost-benefit analysis and is to re-instate an existing recreational trail, infrastructures to a safety standard for all users
- The scope of project proposed to replace amenities demonstrates that maintenance efforts no longer sustain the scope of work required to maintain them.
- The scope of the projects is for a recreational trail located in HRM with the following conditions:
 - The recreational trail user permits restrict vehicle use and has similar restrictions and permits as those outlined in the By-Law P600 and other By-laws as applicable
 - the recreational trail is located on land owned by HRM OR
 - the recreational trail connects from HRM lands to other lands with established agreements, other lands designated as active transportation or recreational and/or historical/ cultural destination (e.g. other trails, bike lanes, sidewalks, parks, recreation centers);
- The scope of the project (s) proposed for the Recreational Trail and amenities support a standard that considers safe access and enjoyable experience
 - trailheads are planned/ constructed in the proximity of public transit;
 - trailhead area considers accessibility for persons with mobility challenges, if appropriate
 - trail considers recreational opportunities for persons with mobility challenges, if appropriate
- There is an existing Regional Council approval to consider implementing recreational facilities (for example The Green Network Plan, Recommendation Report) or there is an existing commitment as directed by Regional Council in the area where the project is proposed
- The design and construction standards proposed align with Municipality's Red Book or Provincial Blue Book or other standards such as Whistler Trail Standards, Squamish Trail Standards and Parks Canada Trail Classification System
- The applicant has permission from the land owner for use of the land which grants public access and sets construction and maintenance roles and responsibilities for a safe access and experience on the recreational trail:1) a valid License Agreement for use of municipal land from HRM; 2) a valid Letter of Agreement (or Management Plan) for use of provincial land from The Province of Nova Scotia 3) registered easement from the landowner for any trail traversing private land

2.2. Evaluation Criteria for Recreational Trails Re-Capitalization Grants

The documents requested along with the information provided in the application will form the basis of the HRM's evaluation and recommendation for funding to the Regional Council.

Criteria 1: Eligibility

- The applicant meets eligibility criteria as listed in the Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails
- The applicant meets eligibility criteria as listed in the **Recreational Trails Grants Program –Eligible Applicants section**
- The proposal received meets eligibility criteria as listed in the Section 2.1. - **Eligible Proposals for Recreational Trails Re- Capitalization Grants**
- All documents required by the application and a Budget Report were received and approved as eligible
- The scope of complex re-capitalization project(s) proposed (e.g. trail/bridges/embankments re-instatement) are supported by an engineering study and cost-benefit analysis which assessed multiple options and recommended the solution proposed in the project proposal to ensure safety standards

Criteria 2: Recreational Trail Priority
<p>Quality of Recreational Trail – Safety</p> <ul style="list-style-type: none"> • Filed safety issues/ accidents history • Extensive emergency work is required to restore/ replace the trail or a section of trail to a safety standard for users due to storm damage or other extreme weather • Extensive emergency work is required to restore/ replace infrastructure such as bridges, culverts to safety standards as per a structural engineer report • Extensive emergency work is required to restore amenities to safety standards • Extensive work is required to restore the trail or a section of trail or infrastructure to a safety standard for users due to vandalism • Extensive work is required to restore the trail or a section of trail to a safety standard due to natural wear where routine maintenance failed or is not effective • Extensive preventive work is required to restore infrastructures such as bridges, culverts, fencing, railings to safety standards as per a structural engineer report
<p>The trail is connected to a destination or a destination on its own</p> <ul style="list-style-type: none"> • Recreational Trail is a destination on HRM land or connects to an active transportation facility or other recreational, cultural, historical sites destinations either on HRM land or on land adjacent to HRM land (e.g. other trails, bike lanes, sidewalks, parks, recreation centres)
<p>Project Integration</p> <ul style="list-style-type: none"> • Opportunity to integrate project with another community group's project along the same trail
Criteria 3: Recreational Trail Project Readiness
<p>Project Type: Engineering Design and Tendering Package for re- capitalization</p> <ul style="list-style-type: none"> • Map and terms of reference were reviewed and discussed with HRM staff and are presented with appropriate detail in the application • RFP for project is ready to tender and/or quotes, estimates, are attached
<p>Project Type: Bridge Inspection Project Readiness</p> <ul style="list-style-type: none"> • Infrastructure Inspection Project (concept, map and RFP) was reviewed and discussed with HRM staff and is presented with appropriate detail in the application • RFP for planning project and/or quotes, estimates, are attached • Infrastructure Inspection is required within the coming year or it has already passed
<p>Project Type: Trail/ Amenities Re-Capitalization Project Readiness</p> <ul style="list-style-type: none"> • Tender package, engineering designs, if required, and all permits required were reviewed and discussed with HRM staff and are presented with appropriate detail in the application. • Depending on the scope of the project, tender package for construction with project deliverables and budget estimates for each type of work is either: <ul style="list-style-type: none"> ○ developed by an engineer; ○ determined based on group' previous projects costs with similar scope ○ determined based on consultation with other groups who had a similar project • Land authorizations, construction and environmental permits and archeological permits – as appropriate, and insurance are secured and valid for the project scope • Project is planned and designed to minimize negative impacts on the environment (vegetation, slopes, wetlands, water systems, drainage, rivers, shorelines and wildlife habitats), and away from environmentally sensitive areas • Safety standards are included as applicable into the construction project plan • All constraints have been or can be addressed by the community group and/ or HRM prior to HRM's final approval
<p>Resources available</p> <ul style="list-style-type: none"> • The proposed project was approved by the community group's board and volunteers have accumulated knowledge and/or experience with inspecting and managing maintenance/ re-

<p>capitalization contract projects</p> <ul style="list-style-type: none"> The proposed project was approved by the community group's board and experienced volunteers available, #volunteer- hours commitment available for project proposed
<p>Project Delivery timelines</p> <ul style="list-style-type: none"> Project delivery is planned/ phased in one -year increments, aligned with funding timelines and can be started within the fiscal year for which funding is requested Stand-alone project appropriately scheduled to complete in one year (i.e. without subsequent phases) The project is an extension to scope of an existing approved project or a "phase II" of existing approved and/or delayed project due to complexity, incidents, schedule delays, budget underestimates
<p>Criteria 4: Funding available</p> <ul style="list-style-type: none"> Evidence of intention to secure funding is presented during the application process Funding has been approved from other sources, such as Trans Canada Trail, Provincial or Federal grant programs, trusts, corporate, private Funding was not approved by the other potential sources of funding
<p>Criteria 5: Commitment to the long - term sustainability</p> <ul style="list-style-type: none"> Funds are available from other funding programs sources to maintain the recreational trail after the project is completed A maintenance/ operation plan is in place to maintain the trail following standards of safety for all users of all abilities after construction is completed Planned collaboration with volunteers and other non – profit groups with an interest in trail maintenance, advocacy, usage, health education, active transportation

2.3. Procedures

Reporting

- The applicant must include a Budget Report with the application and update it as required;
- An interim report due no later than October 1st and a final report due no later than March 1st is required and must include at least a Budget Report with all funding received from all sources and all expenses incurred for the project for which a grant was awarded. The **final report** must also include proof of payment of all invoices.

Revenues:

- All funding requested/ confirmed from HRM and all other sources must be listed in the Revenue section

Expenses:

- HST must be already included in the estimated costs as part of the total and not as a separate amount
- If the group chooses to hire contractor services to deliver some, or all projects, the amounts should include both labour or consultant hours and materials

If volunteers are engaged to deliver the projects, the amounts listed should include only costs for supplies as related to their projects within the eligible categories

Transfer of Payments

- HRM staff shall review and confirm that Grant Recipients' requests for a transfer of payment are in conformance with the Grant. Requests are subject to approval as per Director's Delegated Authority levels within HRM. Following approval of a request (or part thereof), a corresponding direct deposit payment will be issued to the Grant Recipient.

- Transfer of payment for projects is done by reimbursing the invoices received from the Grant recipient at the matching funding rate throughout the project to allow matching funds, if available, to be reduced at the same rate until project is completed.
- Any funds remained unpaid on March 31st due to project scope not being completed will be carried over into the new fiscal year
- Any funds remained unpaid on March 31st due to project scope being completed will be retained by HRM and redirected into the capital budget and made available for other projects

Timelines

July:

- HRM issues a 'Call for Proposals' for fiscal year ahead with a Proposal Submission Deadline;
- Q&A session scheduled in advance to the Submission Deadline
- Expression of interest meetings with HRM staff responsible for Recreational Trails prior to making a submission to ensure their project meets current HRM criteria;

September:

- Capital Grants Funding Proposal submission deadline

October:

- Capital Grants Funding Proposal evaluations by HRM staff
- Request any supplementary info from applicants as needed for evaluations

November:

- Submit recommendations to HRM Management and Finance

December:

- Submit recommendations to the Regional Council for approval as part of the Capital Budget – Supplementary Sheets

March – May:

- HRM Regional Council approves the Capital Budget

After Regional Council's Approval of Capital Budget:

- A Capital Funding Grant Award letter is sent to successful applicants who are awarded grants up to \$5,000
- A Grant Funding Agreement is signed between HRM and successful applicants who are awarded grants over \$5,000. All terms and conditions in the Agreement must be met and maintained for the capital funding grant (the "Grant") to be dispersed by HRM to the Grant Recipient.
- A letter declining funding is sent to those applicants whose proposals do not meet Grant requirements

3. RECREATIONAL TRAILS OPERATIONS AND MAINTENANCE GRANTS

Recreational Trails Maintenance Grants are awarded to Grant Recipients to maintain eligible recreational trails and their infrastructure and amenities to an accessible and/or safe standard for public use. These funds are intended to address the day to day maintenance needed to sustain the existing infrastructure by repairing normal wear and tear.

- HRM will evaluate necessary funding based on application submitted for maintenance of Recreational trails located on HRM land
- The Grant is not eligible for the hiring/ contracting of personnel or to employ staff to manage maintenance projects and/or other operations of the applicant group
- The maintenance grant proposal can include only the eligible expenses listed in the table below

Maintenance and equipment eligible expenses	
Snow Removal	Only if the HRM is not servicing the trail
Refuse/ Garbage Collections	Refuse and garbage collection and clean/sanitary supplies (e.g. toilet paper/paper towels, etc./ doggy bags)
Side of Trail Maintenance	mowing, shrub, veg removal, tree removal, blowdowns, leaners; sand, seeds & sods and plants to control erosion
Surface Maintenance	surface repairs- pot holes; asphalt, crusher dust; slopes and sub base
Drainage Maintenance	only culvert repairs/ adjustments- no new culverts; ditching repairs, erosion control measures
Bridge Maintenance	board repairs, minor bridge repairs
Railing Maintenance	railings, fencing
Trail Amenities repairs	benches, picnic tables, kiosks, maps, garbage bins - cleaning/ repairs; graffiti removal
Signage Repair	signage repairs and replacement due to vandalism, ordered at a sign maker and installed; new, additional signs- not eligible;
Parking lot repairs	pot holes filling only, not re-surfacing of the entire lot
Equipment and tools	Small tools: \$1,000 cap; equipment rental;
Organizations expenses up to \$2,000 These are primarily intended to support the applicant primarily with insurance and membership fees expenses and other minor expenses related directly to operations activities.	
Insurance	General Liability, Volunteers, Directors and Officers
Personal Protection Equipment	e.g., vests, safety chaps, gloves, masks, and helmets
Membership Dues	NS Trails, Registry of Joint Stock \$300
Travel - Local	Mileage and tolls cap \$250
Telephone	Not to exceed \$100
Computer Software/License	Domain Name, Website, Mapping Software \$250
Office Supplies	Primarily stationary; not to exceed \$100

3.1. Eligible Proposals for Recreational Trails Operations and Maintenance Grants

To be eligible, the proposals must meet all conditions outlined below:

- Project proposal is received by HRM before the set deadline to be considered for the Maintenance Grant Program.
- The scope of the projects is for a recreational trail located in HRM with the following conditions:
 - The recreational trail user permits restrict vehicle use and has similar restrictions and permits as those outlined in the By-Law P600 and other By-laws as applicable
 - the recreational trail is located on land owned by HRM OR
 - the recreational trail connects from HRM lands to other lands with established agreements, other lands designated as active transportation or recreational and/or historical/ cultural destination (e.g. other trails, bike lanes, sidewalks, parks, recreation centers);

3.2. Evaluation Criteria for Recreational Trails Operations and Maintenance Grants

The documents requested along with the information provided in the application will form the basis of the HRM's evaluation and recommendation for funding.

<p>Criteria 1: Eligibility</p> <ul style="list-style-type: none"> The applicant meets eligibility criteria as listed in the Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails The applicant meets eligibility criteria as listed in the Recreational Trails Grants Program –Eligible Applicants section The proposal received meets eligibility criteria as listed in the Program Description – Section 3.1. - Eligible Proposals for Recreational Trails Operational and Maintenance Grants All documents required by the application and a Maintenance Budget Report were received and approved as eligible
<p>Criteria 2: Quality of Recreational Trail–Safety Standards</p> <ul style="list-style-type: none"> Filed safety issues/ accidents history with HRM or trail group Emergency work is required to do minor repairs to infrastructure such as bridges, culverts to ensure user's safety Preventive minor work is required to repair infrastructure such as bridges, culverts to safety standards Maintenance (routine) work is required along the recreational trail or sections of it and/or infrastructure to maintain safety standard for walking and mobility devices users and/ or cycling, as appropriate
<p>Criteria 3: Maintenance Project Planning</p> <p>Option 1: Trail/ Amenities Maintenance Project Readiness</p> <ul style="list-style-type: none"> Project deliverables for trails surface, infrastructure, and amenities repairs are identified during scheduled inspection (s) and are included in an operational plan with budget estimates for each type of work based on pre-existing quote (s) Land authorizations, construction and environmental permits (if needed), and insurance are secured and valid for the project scope The maintenance proposal is planned to minimize negative impacts on the adjacent land owners and the environment (vegetation, slopes, wetlands, water systems, drainage, rivers, shorelines and wildlife habitats) and its timed to minimize impact on users' safety access to the recreational trail All constraints have been or can be addressed by the applicant prior to HRM's final approval <p>Resources available</p> <ul style="list-style-type: none"> The proposed project was approved by the applicant's board and volunteers have accumulated knowledge and/or experience with inspecting and managing maintenance contract projects <p>Project Delivery timelines</p> <ul style="list-style-type: none"> Project deliverables trails surface, infrastructure, and amenities repairs are aligned with funding timelines and expected to complete on or before end of HRM fiscal year (currently March 31) <p>Project Integration</p> <ul style="list-style-type: none"> Applicant has investigated the opportunity to partner with another applicant along a recreational trail in the same region to take advantage of economies of scale
<p>Criteria 4: Funding available</p> <ul style="list-style-type: none"> Evidence of intention to secure funding is presented during the application process Funding has been approved from other sources, such as Trans Canada Trail, Provincial or Federal grant programs, trusts, corporate, private Funding was not approved by the other potential sources of funding

3.3. Procedures

Reporting

The applicant must include a Maintenance Budget Report with the application and update it as required;

Revenues:

- All funding requested/ confirmed from HRM and all other sources must be listed in the Revenue section

Expenses:

- Only eligible expenses listed in the Grant category must be included
- HST must be already included in the estimated costs as part of the total and not as a separate amount
- If the group chooses to hire contractor services to deliver some, or all projects, the amounts listed in all Maintenance Budget Reports should include both labour and materials
- If volunteers are engaged to deliver the projects, the amounts listed in all Maintenance Budget Reports should include only costs for supplies as related to their projects within the eligible categories

An Interim report is required for all grants over \$5,000 and must include at least an updated Maintenance Budget Report. Copies of paid invoices and/or receipts are required for:

- Contracting Services if maintenance is contracted
- Supplies for each project type if maintenance is performed by volunteers
- Equipment rentals
- Membership paid to Nova Scotia Registry of Joint Stock
- Membership and Trail Group Insurance, if applicant chose this option
- Insurance certificate and premium payment if alternative insurance was obtained

All other receipts must be kept on file and made available upon request

A final report is required for all grants available through this program and must include at least a final Maintenance Budget Report with all expenses incurred as related to the grant award. Copies of paid invoices and/or receipts are required for:

- Contracting Services if maintenance is contracted
- Supplies for each project type if maintenance is performed by volunteers Equipment rentals
- Membership paid to Nova Scotia Registry of Joint Stock
- Membership and Trail Group Insurance, if applicant chose this option
- Insurance certificate and premium payment if alternative insurance was obtained

All other receipts must be kept on file and made available upon request

Transfer of Payments

HRM staff shall review and confirm that Grant transfer of payment requests are in conformance with the Program.

Grant awarded is under \$5,000: a one - time payment up to the Grant amount awarded value is transferred by direct deposit to the Grant recipient upon accepting the Awarding Letter and responsibilities outlined in the Administrative Order Number 2020 -011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails.

Grant awarded is over \$5,000:

- A first transfer of payment, by direct deposit, of up to 70% of Grant amount awarded value is transferred to the Grant recipient upon executing the Funding Agreement and accepting the responsibilities outlined in the Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails
- A second transfer, by direct deposit, of payment up to the remainder of the Grant Awarded is made if:
 - Interim Report and a budget report are received; and
 - Total expenses are equal or higher than the total of funding received from other sources and first cheque amount
 OR
 - Final Report and a budget report are received; and
 - No transfer of payment has been made previously; and
 - The amount is equal or higher than the total of funding received from other sources and first cheque amount
- Any surplus reported on March 31 end of year Maintenance Budget Report will be deducted from any of the subsequent year the applicants applies for the AT Maintenance Grant
- HRM Operating and Maintenance Funding Grant can only be applied to expenses approved and listed in the Maintenance Budget Report provided in the Application, unless written approval to change is received from HRM contact

Timelines

January

- HRM issues a 'Call for Proposals' for fiscal year ahead with a Proposal Submission Deadline;
- Q&A session scheduled in advance to the Submission Deadline

February

- Maintenance Proposal Submission Deadline

March – April

- Maintenance Proposals evaluations by HRM staff

Mid-April - May 1, 2020:

- HRM Council approves the operational budget for maintenance of Recreational Trails projects and approved Grant amount is confirmed by HRM;

After HRM Council approves budget:

- A Maintenance Funding Grant Award letter is sent to successful applicants who are awarded grants up to \$5,000
- A Grant Funding Agreement is signed between HRM and successful applicants who are awarded grants over \$5,000. All terms and conditions in the Agreement must be met and maintained for the maintenance funding grant (the "Grant") to be dispersed by HRM to the Grant Recipient.
- A letter declining funding is sent to those applicants whose proposals do not meet Grant requirements

Attachment 4

Stakeholders' Engagement

Report

**Support for
Active Transportation and
Recreational Trails**

Prepared by:

Emma Martin and David Maclsaac

Transportation and Public Works
Project Planning and Design

February 6, 2020

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Stakeholder Engagement Outline

1. Engagement context

On January 15, 2019 Regional Council Meeting approved the report [14.3.1 Future Roles and Responsibilities of Community Trails Associations with Respect to Active Transportation Facilities \[PDF\]](#) in which the **Transportation Standing Committee recommended** that Halifax Regional Council direct staff to:

1. Continue Municipal funding support for volunteer community associations who plan, build, maintain and promote active transportation facilities in the municipality;
2. Develop an Administrative Order for Regional Council's consideration that updates roles and responsibilities and establishes a Municipal grant/contribution program to support the work of such associations; and
3. Consult with community associations, the provincial government, the Halifax Regional Trails Association, HRM officials and other stakeholders in the development of this proposed Administrative Order on key issues as outlined in the discussion section of the August 10, 2018 staff report. The collaboration between HRM and community associations has resulted in significant benefits to the community and in support of HRM policy objectives. However, there is a need to update this collaboration.

2. Issues to be addressed with internal and external stakeholders

Issue 1: Update the administrative model and authority for HRM funding for community association projects

- Formalize this legacy grant funding program, align with current plans and priorities
- Consider four streams of funding: 1) Capital stream and re-capitalization stream to support Regional Council AT priorities and restore/ upgrade AT corridors; 2) Maintenance and Operations stream to ensure safety and pleasant experiences for AT trail users; 3) Promotion and Education stream to support HRM goals related to safety and modal share growth year -round
 - Direct staff on the required administrative steps to determine eligibility of applicants and proposals and make funding decisions and transfer of payment for each grant
 - Consider whether non-HRTA member groups could be eligible to receive the Grants

Issue 2: Provide clarity on the roles and responsibilities of community associations who do not have agreements to build, maintain and operate facilities

- Requested to recognize them as "community partners assisting HRM Active Transportation in the implementation of the HRM Active Transportation Plan"
- Expressed interest to engage public to promote and endorse the trail project; consult throughout the project and review outcomes; promote the completed trail through events and add trail amenities;

Issue 3: Manage risks and opportunities related to community associations' sustainability

- 65% of the multi-use pathway network in HRM relies on volunteer community associations
- Several groups have disbanded over the past number of years and others are at-risk
- Fundraising, reporting, tendering and liability insurance processes are perceived onerous
- HRM remains committed to supporting community efforts and to providing sustained funding

Issue 4: Confirm the inter-jurisdictional roles and responsibilities between HRM and the Province

- Approximate 63% of the multi-use pathway network in HRM is owned by the Province
- HRM provides funding but has no decision-making authority or direct responsibility for such facilities
- HRM's AT network and the value of HRM funds that have been committed are at risk if Letter of Authorities are relinquished back and the Province may not be able to continue its operation

- Determine whether other models for HRM involvement or more formal co-ordination approaches are required for funding, operation, planning and enforcement in those provincial owned AT facilities within the HRM boundaries.

Issue 5: Clarify Maintenance and Operations costs and responsibilities for HRM

- Unplanned additional maintenance costs for HRM when community group “supporters” do not maintain a trail they spearheaded for construction
It could recommend changes to maintenance approaches and formalize “ad hoc” arrangements
- Define HRM staff role in supporting the work of community association “operators” and “supporters”

Issue 6: Determine a clear direction on HRM funding for facilities permitting Off-Highway Vehicles (OHVs)

- Unlike the Province, HRM does not permit OHVs in municipal owned parks or on municipal owned streets
- The funding provided from HRM to community associations who administer provincial assets is often to repair damage caused by OHVs
- Concerns are related to the safety of pedestrians and bicyclists and the sustainability of permitting OHVs on such facilities as determined by their size and miss-usage on the AT multi-use pathways
- Policy direction from Regional Council could formalize HRM’s position relative to funding and other conditions
- Respond to the request for an HRM funding program to support the construction and ongoing maintenance of recreational trails.
- AO could explore potential synergies between updating the collaboration framework for active transportation facilities and a proposed future direction for HRM to support recreational trails built and maintained by community associations.

Issue 7: Respond to the request for an HRM funding program to support the construction and ongoing maintenance of recreational trails.

- AO could explore potential synergies between updating the collaboration framework for active transportation facilities and a proposed future direction for HRM to support recreational trails built and maintained by community associations.

Other issues as resulted from discussions relevant to the development of Administrative Order and the Grants Programs

3. Engagement Goals

- Understand stakeholders’ reality as related to the key issues identified in the Recommendation report from January 15, 2019
- Understand stakeholders’ requirements and concerns for the Regional AT network to determine common ground vision moving forward and inform the AO’ s policies and programs as appropriate
- Increase understanding of current model and outline improvement opportunities within HRM business units involved
- Understand how internal policies can be aligned to streamline processes and achieve efficiency and effectiveness through the AO’s policy
- Explore possible partnerships with external stakeholders to increase efficiencies and effectiveness related to the management and sustainability of the AT Network
- Explore potential synergies between updating the collaboration framework for active transportation facilities and a proposed future direction for HRM to support recreational trails built and maintained by community associations

4. Measures for equal opportunities to engage:

- Each external stakeholder group had a one - time engagement opportunity with HRM staff. Subsequent meetings were only initiated with the Province of Nova Scotia staff and ATAC.
- Staff sent invitations at least 2 weeks in advance and included a copy of the Recommendation Report approved by Regional Council on January 15, 2019 so participants can become familiar with the issues to be addressed during the engagement and have sufficient time to formulate feedback
- All engagement meetings were scheduled by HRM staff at times that could provide the highest participation, in locations that were central to the stakeholders engaged.
- All meetings/ presentations included a component which gave the participants relevant information regarding their interest in the project and provided a session for Q&A and discussions.
- All participants were welcomed and treated fairly and provided an opportunity to provide feedback. Meetings were only adjourned after all participants had an opportunity to express their feedback.
- Contact information was provided in advance and after the meeting to provide additional feedback
- The stakeholders were not requested to publish information about these meetings/ presentations, but were encouraged to forward the invite to whom they thought it would be relevant to participate

5. Internal Stakeholders Inventory

Transportation and Public Works – Project Planning and Design, ROC; Traffic Management – Road Safety Planning and Development – Strategic Transportation Initiatives
 Parks and Recreations – Capital, Operations and Policy teams
 Community Grants Team
 Procurement, Finance
 Legal, Risk Management

6. External Stakeholders Inventory

<p>HRTA groups members</p>	<p>Atlantic View Trail Association ; Cole Harbour Parks & Trails Association ; Beechville Lakeside Timberlea Rails to Trail Association; Carroll's Corner Community Centre ; Chain of Lakes Trail Association; Friends of First Lake Society; Halifax North West Trails Association; Halifax Urban Greenway Association ; McIntosh Run Watershed Association; Musquodoboit Trailways Association; Porters Lake/Myra Road Wilderness Area Association; Portland Hills Residents Assoc.; Sackville Lakes Parks and Trails Association; Sackville Rivers Association; Shubenacadie Watershed Environmental Protection Society; St. Margaret's Bay Area Rails To Trails Association; SATA Trails Society; Woodens River Watershed Environmental Organization; Penhorn Lake Area Trail Association; Lucasville Trails Association; Preston Area Trails Association; Waverley Amateur Athletic Association; Friends of McNabs Island</p>
<p>Community groups and BIDS who currently collaborate with HRM to deliver its AT objectives</p>	<p>Halifax Cycling Coalition; Ecology Action Centre; Bicycle Nova Scotia; NSHA; Walk N Roll Halifax; DalTRAC; Dalhousie Office of Sustainability; Planning and Design Centre (SWITCH); Nova Scotia Trails Federation; ISANS; CNIB; ParaSport Coordinator- Sports NS; Halifax Centre for Education; Province- Department of Education; Spring Garden Business Association; Downtown Halifax Commission; Quinpool Road Business Association; Downtown Dartmouth Business Commission; Noth- End Business Association; Spryfield Business Commission; Sackville Business Association; Bedford Business Association</p>

Organizations who are currently supporting trail associations by:	<ul style="list-style-type: none"> • providing funding and other resources (Province of Nova Scotia- Community Culture and Heritage, Trans Canada Trails) • help access funding from other sources (Halifax Regional Trails Association, Nova Scotia Trails) • providing technical support related to planning, construction and trail governance: LOA and Ministerial letters (Province of Nova Scotia- Lands and Forestry) • Provincial Interdepartmental Committee leading the Shared Strategy for Nova Scotia Trails
Organizations who support OHVs' interests in HRM on the AT Regional Network located on Crown Land	Marine Riders ATV Club, Safety Minded ATV Association, Uniacke Trails Association; NS Share our Trails Association; ATVANS
Committees of the Regional Council	Active Transportation Advisory Committee Accessibility Advisory Committee

7. Methodology

Surveys were sent to groups currently accessing funding and delivering projects in collaboration with HRM as related to AT multi-use pathway planning, construction and maintenance, and AT promotion and education. They assessed current situation related to the funding program and project implementation and identified needs and requirements for the new collaboration model and opinion related to issues identified in the Recommendation report from January 15, 2019.

- Surveys sent to all 18 active Trail Associations operators and supporters, as identified in the Council Report from January 15, 2019
- Surveys sent to 25 community groups and BIDs from HRM with an interest to educate and promote active transportation in HRM, as identified through the Bike Week project

Presentations with Q&A sessions were organized with organizations currently supporting trail associations to:

- present findings from the surveys as related to current roles and responsibilities related to the funding programs, current sustainability issues related to support of trail associations
- identify what type of supports are available to ensure the sustainability of the AT facilities and volunteer groups engaged as operators or supporters of those facilities

Presentation and Q&A session with ATVANS and OHV clubs to gain an understanding and discuss options related to:

- Type of access to the HRM identified AT network in Crown land with off-highway vehicles (recreational vs. commuter)
- Equity in accessing funding, criteria, eligibility of groups who are not members of HRTA
- Fairness related to distribution of funds and options available to supplement HRM funding from other sources (e.g. OHV -IF and TCT)
- Trails' sustainability and opportunities for collaboration with active transportation-oriented community and Halifax Regional Municipality

Meetings with representative of Annapolis Valley Trails Coalition – as recommended by the Province staff (an organization directly supported by the Province of Nova Scotia to assist trail associations in the area) to learn what other formal collaboration models exist in the Province.

Key Findings Review

Issue 1: Update the administrative model and authority for HRM funding for community association projects

Active Transportation Funding Program Review by HRTA Trail Associations (TAs)

The current programs' feedback evaluation from internal and external stakeholders measured efficiency and ability to respond to their needs as related to accessing funds and support for planning, construction and maintenance projects. By identifying roles and responsibilities and processes that currently work well and those that should be improved, HRM Staff aimed to reduce red tape and align Trail associations' requirements with HRM's current policies.

HRTA members associations review

- HRM to become a “**one-stop shop**” for all other funders (e.g. Province, TCT) supporting capital and maintenance projects in HRM
- The funding program received overall positive feedback
 - Clarity, simplicity, consistency, transparency and reduced timelines for approval and payment disbursement are expected moving forward; automated process – online
 - Need to increase \$1000 limit on untendered work; too much work for volunteers to meet contractors on site and do tenders for small jobs – suggested limits \$5,000 and \$10,000
 - There should be no requirement for funding agreements and interim reports for grants under \$5000.00
- Communication HRM-TAs worked well and improving so this is producing dividends in terms of efficiencies
- Maintenance Funding is too detailed for regular trail maintenance; it could be standard amount based on length of trail repairs and age of trail
- Trail maintenance is a requirement to keep the trails safe and useable - 100% of funds needed should be funded
- Based on pre-approved budget in two-year budgeting process

HRTA's future roles and responsibilities

HRTA - member TAs do not share the same vision:

1. Maintain status quo with support from a HRTA paid staff - funded by HRM - also supported by more HRM paid staff
 - Full partner with all current roles and responsibilities related to delivering the program
 - Ensure that existing trails remain in good condition by prioritizing 1. Maintenance, 2. Recapitalization. 3. new construction- remaining funds form the total budget
 - Influence what constitutes maintenance vs. capital
 - Encourages the expectation of HRM funds leverage from other funds available (CCH, local trusts, etc.) for trail work
 - Add AT Recreational funding program to the current funding program
2. Funding process delivered with members directly; no role for HRTA other than advisor and source of information/ reporting between HRM and HRTA members
 - Some TAs questioned the value of current screening process and funding approval process by HRTA for capital projects, and requirement to meet every two months, being considered a burden for volunteers

HRTA 's Executive Priorities as per 2019 HRTA Strategic Sessions

1. Secure a staff position for HRTA to support its administrative work as directed by its activities and expectations from HRM's funding program
 - Increase sustainable funding; support workload; improve internal communication and social media presence; elevate HRTA's profile

2. Maximize existing funding available and identify new sources for its members as well as maximize effort needed to access funding
3. Recreational Trails Funding Access & Facilitation
 - Support program development, coordination with landowners; Develop & adopt standards for non-motorized rec trails of all types that can be practically applied by community groups
4. HRTA becomes a non-motorized organization and promotes healthy use of trails
 - Change HRTA By-law & objectives of the society and obtain support from members, community, politicians to restrict motorized usage (other than mobility devices) on all trails in HRM

Feedback regarding AT Education and Promotion Grants Program from all community groups, including HRTA Member TAs

How organizations plan their Education and Promotion Programs

- Organization's employees/volunteer/ members/ Board identify opportunities and develop programs/projects; this practice was mentioned by all groups
- Delivery varied by the complexity of the organization and/ or the program delivered, but partnerships with other groups and level of government were frequently mentioned.

Governance/ processes proposed

- HRM should consult/ partner with community groups (e.g. form a working group and steering committee); to establish program visioning, development, implementation and funding program
- HRM should have the lead on programs and promotion through the local recreation depts under the same model as indoor programming
 - Municipal delivery vs. community groups more effectively delivered
 - Groups' uptake of a new program may be limited by volunteer capability;
- Program should be simple to participate
 - Formal process comparable to the capital and maintenance funding programs;
 - Formal outcome measurement process
- Matching funds from community groups between 30-50% for current and exiting programs or in-kind, staff time/ wage costs
- Payment disbursement of at least 50% of the funds before starting the project and the remainder after submitting final report, pending on project's length

HRM Roles and Responsibilities proposed

- Value non-profit org's connection to the community
- Keep non-profits updated about the progress of the development of the program
- Timely communication; sufficient funding; engagement of stakeholders, promotion of events
- Encourage schools to participate in trail-related activities and provide funding for such activities where needed

Organization's roles and responsibilities

- Come up with strong funding proposals based on clear and measurable objectives
- Provide input in the development of the grant program
- Timely communication; reporting; program development support, promotion of events
- HRTA's responsibility is not for educational and promotional programs: HRTA can collect trail association information / data and work to establish consistency in terms of layout of public disseminated information items and promo material so that trails funded by HRM are appropriately reflected

Feedback regarding HRM Grants Programs models from HRM Community Grants Program

- Community Grants Program has official guidelines and application form approved by the Grants Committee, no Admin Order in place
- There is an Interim Administrative Order to fund Community Museums
- Funding program is delivered by HRM staff – Regional Council Recommendation Report approved for projects of up to \$20,000

- Council report with staff recommendations to the Finance Committee and Regional Council for decision making for each proposal over \$20,000 or proposal received outside the Community Grants Program (e.g. Hospice program)
- Funding process:
 - No contracts with groups for projects of \$5,000 and \$20,000; only a letter of approval and a cheque with 100% amount- require a final report at the end; if no report is received, the group loses eligibility to apply in the future
 - Contribution Agreement developed by legal for grants over \$50,000
 - Email sent to those unsuccessful applicants
- Tendering:
 - Guidelines on getting quotes for capital projects are encouraged and evaluated better for projects under \$5,000;
 - Mandatory for over \$5,000
- The Council report is the key authority- no appeals are enabled; Council can differ decision for more debate

Issue 2: Provide clarity on the roles and responsibilities of community associations who do not have agreements to build, maintain and operate facilities

“**Supporters**” are 50% of HRTA members (e.g. Chain of Lakes Trails Association, Halifax North West TA, Sackville Rivers Association)

- Current/historic roles and responsibilities: planning and advocacy; trail warden patrols; clean-ups/stewardship; trailheads and interpretive signage; light maintenance; community events.
- Typically, on facilities on HRM land - built and maintained by HRM
- Satisfied with budget available, transparency/ accountability in delivery, meeting objectives
- Better communications with HRM staff and volunteers resourcing is expected moving forward

“Supporters” ‘vision for their role in HRM – Capital Led Projects

- Propose projects to HRM that need to be accomplished and provide initial impetus for the development of trail
- Represent and inform project team on community perspectives/ ideas/ vision:
 - Support HRM team with review of TOR
 - Initial meeting with consultants and site visits
 - Review draft reports to provide feedback
 - Ensures link from planning through engagement process is maintained during detail design and identify strengths and weakness from local viewpoint
- Support project team with community engagement:
 - Identify and facilitate discussions
 - Promote engagement and represent community in meetings
 - Review format and content for public engagement, host events, collect feedback from community
 - Facilitate event planning and publicity (trail wardens and volunteers meeting people on existing trails)
 - Facilitate community updates during construction
 - Host trails opening and provide support with volunteers and communications with stakeholders; make brief presentation
 - Provide support in dissemination of products and programs on the trails and at local events
 - Host events/ etiquette/ safety into the community
- Monitor trail post -construction and reports issues, needs for maintenance
- Collaborate with HRM to improve trails HRM wide (including the Great Trail and Rails to Trails)

HRTA “Supporters” Groups vision related to HRM’s License Agreements

- Sign multi-year MOUs that would clarify roles and responsibilities and expectations.
 - Roles and Responsibilities are agreed upon by all parties
 - MOU does not expire unless the parties decide to terminate
 - The meeting attendance in HRTA, application and reporting requirements would have to be considerably reduced for us to want to sign an MOU as a good test case "supporter"
- HRM formally recognizes the association as the Trail “Supporter” on trails’ amenities- as appropriate and in public awareness initiatives
- The Association is included in promotions of trail projects
- HRM keeps informed and engaged the association in projects on the AT Facility
- HRM will have to have some level of expectation that the group is sustainable

Issue 3: Manage risks and opportunities related to community associations’ sustainability

HRTA Member TAs’ vision for HRM on Maintenance of AT Regional Network is inconsistent

- **Option 1:** HRM should take over maintenance of all HRM AT trails on Provincial owned land - mandatory for the long- term sustainability of Lands & Forestry owned trails
- **Option 2:** HRM should provide HRM staff and other resources and funds to support maintenance by trail groups
 - Trail inspections and identify projects needed
 - Technical standards and directions to maintain facilities; engineering, materials (e.g. crusher dust, sand);
 - Educate/ allow trail groups on how to access existing resources

“Operators” are bound by legal agreements with the land owner; responsibilities: planning (routing options selection, community engagement, resource development), construction, maintenance/ operations, and recapitalization; fundraising, and insurance (e.g. Musquodoboit Trailways Association, SATA Trails Society, SMBARTA, BLTR2TA)

“Operators” are very committed to supporting the AT Network however they have significant challenges that impact their sustainability as volunteer organizations and ultimately the sustainability of the AT Network:

- Demographics, interests and technical skills limitations and continuous time commitment required to fundraise and to operate trails were identified as a challenge imposed by the current collaboration models and expectations set by land owners’ agreements.
- Intense maintenance, directed by land agreements, and sometimes caused by weather events damages requires continuous efforts from the volunteers who don’t have the resources readily available to manage issues.
- Trails where motorized usage is not restricted impose higher demands from volunteers resulted from: mitigating damages to trail surface, illegal access, absence of effective rules’ enforcement to maintain trails and users’ safety
- Snow maintenance and litter maintenance and high costs resulted from cleaning up manure, dog bags, regular garbage from users and illegal dumping was also enlisted as a challenge, especially by those trail associations maintaining abandoned rail corridors.
- Responsiveness of the Provincial Government is not meeting the expectations of the trail associations creating frustration, confusion, perception of lack of support
- Limited funding for maintenance from the Provincial Government and no emergency funding reserves from either level of government imposes challenges, especially to mitigate repairs caused by unexpected/ unplanned events.
- Fundraising and financing projects efforts required for maintenance are draining volunteers’ capacity to focus on the actual maintenance

Mitigation of challenges by HRTA TAs:

- Developing climate change mitigation maintenance by changing vegetation management and trail structure to prevent damages
- Sharing volunteering and contracting work to manage complexity

- Partnering with local funding supporters to increase funding available
- Pursuing Provincial Government to impose motorized usage restrictions on abandoned rail corridors
- Monitoring trail, reporting incidents, and communicating with landowners regularly
- Creating trail wardens/ stewarding programs to educate public and users
- Engaging local politicians and organizations to support volunteers' recruitment drives
- Promoting the trail association at events to stir interest in volunteers
- Mentoring new volunteers to develop their expertise and provide short term projects

Vision on the roles HRM can take towards sustainability

- Administrative/ organizational development support to increase volunteering recruitment, training and retention as well to support all processes and reporting as required by funding organizations
 - HRTA staff person for all processes and reporting, volunteer recruitment/ retention
 - Volunteer conferences to discuss topics of interest ensuring trails are included
- Technical support with planning and mapping/ survey/design/engineering/construction/ operation/ tendering/ materials (e.g. crusher dust, sand);
- Land acquisition budget for Trail expansion
- Promotion of facilities and community groups work on Halifax.ca and other media
- Education/ Promotion / Recreational programming to increase exposure of facilities to public
- HRM should take over maintenance of all HRM AT trails on Provincial owned land - mandatory for the long- term sustainability of Lands & Forestry owned trails or
- HRM coordinate with the Provincial Government to achieve:
 - Better enforcement on Crown land: Look at other enforcement models that are not police but have ability to ticket;
 - More enforcement and patrols with clear roles and responsibilities by HRM, HRP, and RCMP;
 - Switch trails to be governed under the Trails Act vs. Crown Land Act

Other funders' feedback regarding the sustainability of the AT Network and "operators" groups

Trans Canada Trail funding available for The Great Trail

- TCT supports HRM as "one - stop shop" for funding The Great Trail in HRM and is supportive of HRM taking over the LOAs from the Province in HRM
- Funding priority:
 - Greenway: non – motorized routes, alternative to a road route or an OHV route
 - Connectivity
 - They are into recapitalization, not maintenance
 - Pilot funding "Spring clean up" grants to remove weather related debris
 - Signage that incorporates the new branding "The Great Trail"
- Focused on reducing the administrative burden for volunteers
 - Online application and reporting – collect only info needed
 - Funding in NS Trails to support trails with funding applications/ reporting
- Interested to become part of local committees, such as HRTA
- The Great Trail Western Loop is an opportunity for new HRM AT Facilities to access funding (e.g. Riverlake Trail System and Second Lake Park connections to Fall River and to Mount Uniacke)

Province of Nova Scotia

- NEW Operational Pilot Program at CCH: Available for Rails to Trails corridors by re-prioritizing some of the existing funding from new trail funding to maintenance
- No change in funding for maintenance of other trails (wilderness/ parks trails)
- Anticipate lower funding available from CCH for new trails construction
- Connect 2 Program at Department of Energy re-instated as pilot program

Issue 4: Confirm the inter-jurisdictional roles and responsibilities between HRM and the Province

Feedback from HRTA member TAs

Establish HRM - Provincial cooperation on funding programs so they are less intimidating and time consuming

- Create “one-stop” access to funding
- Streamline process with the Province (simplified, unified application, approval, reporting), forms, timelines, funding criteria; less paper work or provide support to complete applications and requirements
- Provide funding for ongoing maintenance to a fixed percentage of at least 50%; provide adequate funding for damages where motorized use is permitted
- Coordinate decision making so if HRM approves funding for a project, the province also approves it
- Adequate funding for damages where motorized use is permitted;
- Fund 100% of costs proposed;
- Continued funding of routine maintenance – no need for application;
- Have regular meetings with the province on our behalf to promote the value of trails and improve communication
- Create a Reserve for emergency repairs beyond funding applications

Request from “operators” to determine a new HRM - Provincial cooperation on trails’ governance

- Develop a new type of Agreement with the Province that includes HRM as a formal partner with the Trail Association to plan, build, maintain and operate the facility
 - HRM and the Trail Association share maintenance obligations as per landowner agreement
 - HRM and the Trail Association develop stewardship, educational and promotional programs
 - HRM and Trail Association co-brand all amenities and signage on the trail
- Develop new type of Agreement with the Province where HRM assumes full responsibility to plan, build, maintain and operate the facility to manage operations in the AT facilities on Provincial land with Trail Associations playing a “supporter” role.
 - HRM assumes the Letter of Agreement responsibilities
 - The Trail Association assumes a “supporter” role
- HRM takes ownership of all provincial land that has trails. HRM deals with province to get a more reasonable level of funding but trail groups deal only with HRM.
- Cole Harbour Parks and Trail Association (CHPTA), St Margaret’s Bay Area Rails to Trails Association (SMBARTA) and then Beechville, Lakeside Timberlea Rails to Trails Association (BLT – RTA) have approached HRM and PNS with requests to change the current governance of the trails; 2 options suggested:
 - HRM takes ownership of MUPs and trail groups become “supporters”
 - HRM and Provincial Government enter in a formal Letter of Authority to manage and operate the MUPs located on proposed corridors and trail groups become “supporters”
 - CHPTA also requested to impose motorized restrictions on Shearwater Flyer

To address the requirements of these three groups, a motion was moved on January 14, 2020 in Regional Council by Councilor Matt Whitman and supported by Councilor Lorelei Nicolls and Councilor Richard Zurawski who have been closely involved with the groups belonging to their Council District.

“THAT Regional Council direct the Chief Administrative Officer to prepare a staff report that responds to the requests by the St. Margaret’s Bay Area Rails to Trails Association (SMBARTA), the BLT Rails to Trails Association (BLTR2TA), and the Cole Harbour Parks & Trails Association (CHPTA) that Halifax Regional Municipality takes responsibility for the operation and maintenance for the segments of active transportation multi-use pathway currently under their responsibility. The report should consider options such as HRM assuming ownership of the facilities or a Letter of Authority from the Province and consider factors such as the Provincial government position, cost, enforcement, permitted uses and other considerations to help understand the implications for the sustainability of these facilities and for Municipal responsibilities.”

What we've heard from the Province of Nova Scotia (PNS) Stakeholders

- Provincial policy for the abandoned rail corridor policy is inconsistent in terms of legislation and restrictions, and is directed by requests from the LOA holder and community engagement;
- The responsibilities for provincial trails are distributed across various departments
 - Letter of Authority process and community engagement facilitated by Community, Culture and Heritage (CCH)
 - Land agreements managed by Lands and Forestry
 - Funding provided by CCH and Energy
 - Enforcement of trails – Department of Environment
- Recognize the need for improved cooperation and consider HRM a strong municipal partner
 - Value the one-stop-shop model (HRM or HRTA) to remove burden and red tape; Interested to pilot a model in the future
 - Province ultimately retains the right to make the decision which option aligns better with their priorities (Shared Strategy for Trails in Nova Scotia)
- Maintenance and governance models and thresholds vary across the province
 - Introduced a new pilot funding program targeted to rails to trails maintenance
 - Interested to learn HRM's trails models for operations/ maintenance of trails
 - HRM was invited to provide comments to a new pilot funding program targeted to rails to trails maintenance
 - TIR open to changes to uses on crown land.
 - Currently gathering data for a meeting on the funding models for operations/ maintenance of trails
- There is a PNS coordinating committee to start discussion with partners/trails on evolution of model
 - Although actively engaged to explore governance options and land agreements for trails managed by SMBARTA, BLT - RTA, CHPTA and other potential groups, the preliminary feedback is unfavourable to a land transfer to HRM; Province ultimately retains the right to make the decision which option aligns better with their priorities (Shared Strategy for Trails in Nova Scotia)
- PNS is supportive and understands the position and challenges of the trail groups; they added three more options:
 - Open the opportunity to another group to take LOA responsibilities
 - Provide support to current group to increase their volunteer capacity to sustain the LOA
 - Enter in a three-way LOA: trail groups, HRM and Province and have another group engaged through an MOU to maintain the trail
 - Develop community engagement to assess whether the restriction proposal is supported by the community as well

Issue 5: Clarify Maintenance and Operations costs and responsibilities for HRM

Collaboration model with HRTA "Supporters" Groups as per TPW- Focus Group Feedback

HRM leads projects from planning to construction **on an HRM owned land**, especially when HRM is expected to construct; HRTA "Supporters" are included in the Project Charter with roles and responsibilities

Include "Supporters" group in the project charter to define roles and responsibilities, milestone updates, documents review; level of involvement

- Trails Associations to be recognized for initiating projects and providing on-going monitoring
- HRM to collaborate, encourage and provide support for trail groups to grow and be involved in building trails
- Meet to review concept
- Coach consultants that this is a project delivered in collaboration with a community group and that their input should be considered in the deliverables
- Invite group in site visits to identify preferences, limitations, local historic and cultural significance
- Have planner and community group interact with the project team throughout the progress of the project, beyond planning
- Have an engineer from design participate in meetings to observe, advice on requirements needed for design and construction and provide input from the beginning so hand off is more smoothly

- Roles for “Supporters” Groups that would benefit projects
 - Ability to resource funding and cost-share projects
 - Access local knowledge and support/ advocacy- opposition/ conflict management
 - Community consultation is more meaningful
 - Influence real-estate negotiations
 - Help support trail openings
 - Champion the program overall and AT network
- A Licence Agreement and/ or Memorandum of Understanding should clarify the roles and responsibilities of “supporters” groups; however, the responsibilities would only be limited to minor maintenance.

Vision resulted from meeting with Parks and Recreations regarding AT Network on HRM Land and roles of “Supporters”

- Service Level Agreement with TPW to establish the roles and responsibilities for the two business units to maintain existing/ new MUPs
 - Parkland MUPs operated by Parks and Recreation Operations
 - ROW – MUPs operated by TPW-ROC
 - Determine process for AT Facility take over and budget allocation through OCC

Collaboration model with HRTA “Operators” Groups as per TPW- Focus Group Feedback

- Create an MOU between HRM and group - to manage roles and responsibilities for HRM in a community led program; can be developed to cover set expectations from initial kick-off meeting with key players;
- HRM technical support (e.g. HRM design engineer as advisors, subject to available resources)
- TPW Design Engineering is open to provide advice/coaching on processes for design, structure inspection, and what to expect from consultants, tender process, sign offs, etc.
- The new A.O. and simplified processes should help with sustainability;
- HRM open to “one stop shop” model of funding, however it needs co-ordination with Province.
- Education and Promotion grant could be used for volunteer training (e.g. workshop with P.Eng. on project planning, design and construction best practices);
- HRM can assist with shared templates for common facility elements (e.g. signage, gates)

Feedback from Parks and Recreation regarding maintenance of AT Network located on Provincial land

HRM – Parks and Recreational has no mandate to maintain and operate provincial trails. Even if this mandate would be modified, there are significant constraints to be addressed, such as:

- Parks and Recs is not currently properly resourced to take over all rails to trails corridors- staffing requirements should be assessed
- Assumption that trail maintenance in rural areas would be higher than urban
- Doing some support for trails now via tax rate assessments

HRM’s next steps to determine a collaboration model as per internal discussions

- Assess implications of maintenance agreements with PNS to maintain AT Facilities on rail corridors and parkland currently part of the AT Priorities Plan Map 3 – Vision for a Regional Greenway and Bicycle Network.
 - Project management
 - Contract management
 - Maintenance contract costs
 - Inspections
 - Customer Service – 311 response management
 - Insurance and risk management
 - Legislation/ by-law implications
- Develop a Recommendation Report to Regional Council to recommend feasible options for HRM to assume responsibilities on AT Network located on Provincial land

Issue 6: Determine a clear direction on HRM funding for facilities permitting Off-Highway Vehicles (OHVs)

Current context

Provincial Crown Lands Act governs the rails to trails corridors included in the HRM's AT Network. These corridors have been assigned Letter of Authority and Ministerial letters with restrictions by the Minister of Lands and Forestry to community groups.

HRM AT Network includes the following facilities that permit OHVs as per existent agreements:

- Eastern Shore – approximate 23KM – Shearwater Flyer with the LOA held by CHPTA and Blueberry Run with the LOA held by Marine Riders ATV Club
- South Shore – approximate 45KM- BLT Rails 2 Trail with the LOA held by BLTR2T Association and St Margaret's Bay Area Rail to Trail with the LOA held by SMBARTA

Provincial Crown Lands Act or the Provincial Park Land Act governs the rails to trails corridors included in the HRM's AT Network. These corridors have been assigned Letter of Authority and Ministerial letters which could include or exclude OHV restrictions by the Minister of Lands and Forestry to community associations interested to operate sections of the corridor. By default, the Crown Lands are assumed to be permissive of OHVs.

Community groups holding LOAs regarding OHVs differs based on their experience with and support received from ATV associations active in the area. Regardless of their relationship with those organizations however, they agreed that they are confronted with challenges resulted from ATVs presence on their trail:

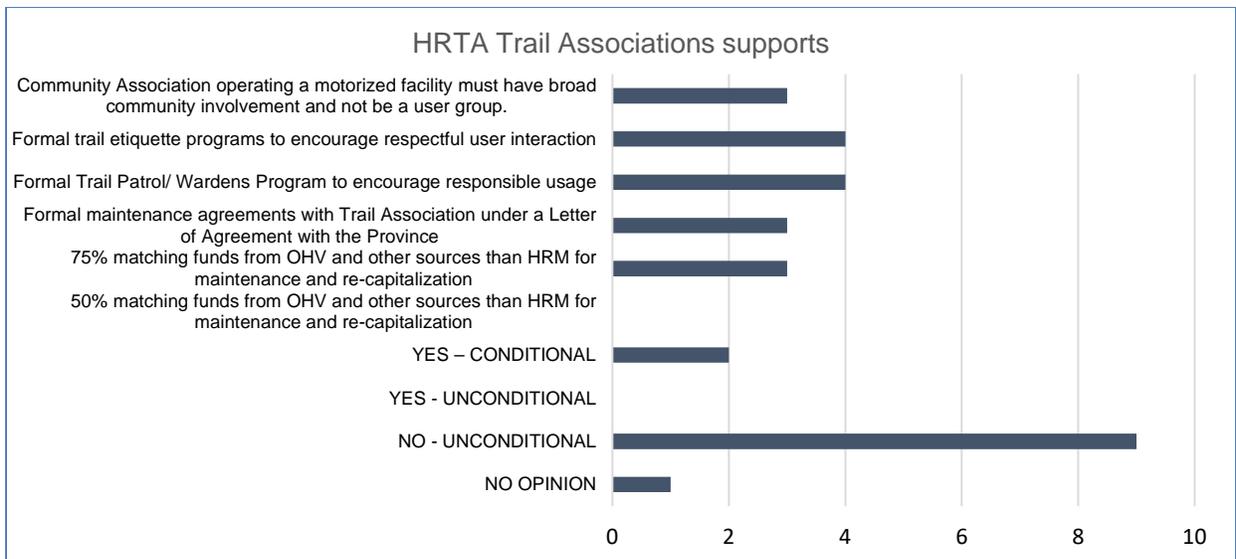
- more intensive and frequent maintenance resulted from trail surface and ditching repairs
- vandalism to gates and signage
- noise complaints from property owners abutting the facilities
- limited, not guaranteed, funding from the Provincial OHV -IF funding

Halifax Region Trails Association, the organization umbrella which represents the interests of HRM's community through their members organizations have recently changed their mandate and by-laws to only support active transportation. **HRTA Objectives:** "Respect, support and lobby for member community trail groups that are involved in the development, management and operation of *human powered/active transportation (AT)*, recreational trails and greenways.

i) Current shared-use motorized trails operated by the St. Margaret's Bay and Area Rails to Trails Association; the Beechville Lakeside Timberlea Trail Association; and the Cole Harbour Parks and Trails Association have been grandfathered in as member groups. Conversion of these exceptions to solely human powered *Active Transportation* is encouraged by phasing out motorized use.

ii) Notwithstanding these exceptions, only non-motorized, human powered use trails will be accepted as members of HRTA. "

During community engagements, the organization, although not unanimously, did not support HRM subsidizing, promoting or permitting motorized vehicle use on the HRM's AT Network and expected HRM to coordinate work with the Province to change the legislation that governs the rails to trails from Crown Land to Trails Act with restrictions for non-motorized.



ATV Association of NS (ATVANS) represents interests of ATV clubs in NS with a mandate to develop standards and etiquette principles and collaborate with the Province to distribute the OHV Capital funding. ATVANS supports the idea and believes that regulated OHV sector works better with educational programs and flyers produced. Led by ATVANS, OHV users and groups typically have advocated for greater access to multi-use pathways in support of route connectivity for motorized uses and for equal access of all modes. The Province is creating these access points on highways sections and MUPs located on rails to trails corridors. ATVANS also manages a small grants budget of \$100,000 for ATV Clubs to access matching funds up to \$5,000.

Three ATV groups, Marine Riders ATV Club in the Eastern Shore, Safety Minded ATV Association in the South Shore and Uniacke Trails Association in the Windsor Junction Area are connected in various capacity to facilities of interest for HRM, recognized within the AT Network vision.

During the engagement session, OHV groups of interest expressed their equality concerns as related to permission on trails and access to funding.

- Equality as related to permission on trails
 - Rural economy in HRM is overlooked - ATVers tourism spending; there are cultural differences between rural and urban – these barriers need to be removed
 - ATV trails don't exclude anyone: running groups are using the Blueberry Run as a venue
 - There are Issue with the Exit 20 project; Bollards are a problem because they block access
 - Interest in riding on rails to trails from a connectivity prospective and to use the access points into ATV designated trails (E.g. There are currently 500 access points from SMBARTA and 140 access points from BLT to ATV designated trails)
 - ATV users want assurance from HRM that they can still use trails
 - Trails should only be restricted to dirt bikes, snowmobiles and blue platted vehicles (e.g. Jeeps)
- Equality as related to funding non- HRTA members
 - No penalty should be applied because of motorized usage is allowed on trail
 - Marine Riders have an LOA for Blueberry Run, trail included in the AT Priorities Plan
 - HRM should partner with OHV- IF (Provincial fund for motorized trails) for other 50% for maintenance funding

From a cost-benefit perspective, these groups believe that HRM is overlooking the rural economic growth resulted from the ATVs users' tourism spending and the cultural differences between rural and urban. While ATV trails are mainly dedicated to ATVs, they don't exclude or legally restrict other users' groups such as runners or equestrian who organize events on these facilities with ATVs Clubs support. Also, with a

membership of 1,100 users ATVANS believes that ATVers are an asset to the municipality as they are the largest trail developers in the province and can save money.

From discussions, ATVs club users' interest in rails to trails is limited to a connectivity and access point into ATV designated trails (E.g. There are currently 500 access points from SMBARTA and 140 access points from BLT to ATV designated trails). ATV users want assurance from HRM that they can still use trails regardless of who governs the facilities.

Trans Canada Trails

- Blueberry Run – grandfathered in due to limited connectivity options along the HWY 207;
 - TCT would support re-capitalization or building new alternative route
 - Concerned with capability of the group to maintain a good standard of the trail
- Looking at supporting trails accepting OHVs with:
 - Trail etiquette signage
 - Safety measures
- TCT received inconsistent messages; they will impose additional scrutiny on those groups who are not consistent in delivering projects.
- There are more trails, outside HRM who have an interest to start lifting OHV restrictions
- Some municipalities have included in their AT definition the OHV usage
- TCT wants to protect their investment and are pursuing ways to recover the funding invested
- TCT will de-register any trail lifting OHV restrictions

NS Trails

- Umbrella organization representing trail associations in NS. HRTA represents the Central Region in this organization:
- Position related to shared use trails
 - “NS Trails supports the shared use of trails when, through a process of consultation and engagement with community members and the community of trail users, trail managers determine a variety of uses is appropriate for a particular trail. [...] The safety and enjoyment of all who use the trail must be the primary objective of any project.” – <https://nstrails.com/shared-trail-use/>
- Partners with Province of NS and TCT to deliver risk management solutions (insurance and consult), resources with funding applications, strategy in NS, and recommendation for funding through OHV -IF
 - Administratively funded by partners

OHVs impacts on rails to trails facilities view of public, research and volunteers

Trail surface deterioration is more frequent and results in higher trail surface maintenance costs and shorter state of good repair. The table below presents a breakdown of Trail surface expenses claimed by HRTA trail groups managing rails to trails within HRM. The surface maintenance expenses are dominated by those trails permitting OHVs on the facilities (i.e.92.9% in 2018 -19; 100% in 2019-20 and expected 92.6% in 2020-21). The actual expenses related to trail surface repairs are much higher and covered by other sources of financing (e.g. CHPTA only claims 50% of expenses to HRM for Shearwater Flyer and SMBARTA reported an actual total of \$50,458 for this category).

Table 5 – Trail surface expenses claimed for HRM Maintenance funding on Rails to Trails corridors

Trail Association	2018 -2019 funding	2019 -2020 funding	2020 -2021 funding
Atlantic View Trail Association	\$0.00		\$600.00
Beechville Lakeside Timberlea Trail Association	\$1,455.00	\$3,490.00	\$3,000.00

Cole Harbour Parks & Trails Association	\$4,425.00	\$13,870.00	\$2,460.00
Musquodoboit Trailways Association	\$1,000.00	\$0.00	\$500.00
SATA Trails Society	\$0.00	\$0.00	\$500.00
St. Margarets Bay Area Rails to Trails Association	\$6,003.00	\$9,750.00	\$14,550.00
Total	\$12,883.00	\$27,110.00	\$21,610.00
SMBARTA actual costs for surface maintenance in 2019 -2020	\$50,458.00		
Total funding needed for trail surface on facilities permitting	\$11,883.00	\$27,110.00	\$20,010.00
Percentage	92.2%	100%	92.6%

Environmental damages caused by trespassing into protected lands, GHG emission, noise pollution, and vandalism were not mathematically analysed for the purpose of this project. However, pictures and complaints are frequently received by community groups and HRM. Below are a few photos to exemplify the type of environmental damages reported by CHPTA in May 2020 for the Shearwater Flyer, only months after trying to remediate older damages.





Safety/ perception of safety of pedestrians and bicyclists on trails and on adjacent private property impacted by potential collision impact, OHV sizes, high-speed, trespassing, inefficient peer-to peer education absence of registration in an ATV Club and enforcement is another challenge. Halifax District RCMP ATV Motor Vehicle Accidents (MVA's) report for the period January 1st, 2017 to February 29th, 2020 confirmed 33 ATV MVA's with only one case occurring between two ATVs causing 22 injuries and 1 fatality:

- 66% of all incidents occurred in daylight, and 30% of all accidents between 5:00pm and 7:00pm
- 49% of all incidents occurred on trails (in general)
- 58% occurred on Saturday and Sunday combined
- February experienced 36% of all incidents
- Incidents split across age categories

Reactive enforcement causes ineffective protection of the corridors, users and adjacent land owners, especially past the trail open schedule. The provincial Environment Department is responsible for conducting patrols and carrying out enforcement on the abandoned rail corridor. Officers from the Enforcement Division have been assigned enforcement of the Off-highway Vehicle Act as their primary responsibility, however limited resources cannot cover the 24/7 need for patrolling such long corridors.

Trail Volunteers' experience has been affected by the emotional and physical burden resulted from ineffective interactions with OHV users and supporters, and intensive maintenance related to repairing damages (either by usage or vandalism). Limited enforcement from the Province to respond to complaints from public has also caused the board of those volunteer groups to face the negativity resulted from user conflicts and misconducts. As a result, they have not been able to successfully attract new volunteers and retain those interested to contribute. Frequent intimidations, either direct in board meetings or indirect, in social media, do not promote a healthy environment in which a volunteer should contribute to society.

Other users, especially those with special needs, can be impacted by excessive noise, dust and speed and feel intimidated by the appearance of OHV users if users expect nature tranquility when on AT facilities and instead, they encounter OHV users who are not following expected trail etiquette. Although this is perception based and could be diminished through education and enforcement it cannot be ignored as an impact resulted from permitting OHVs.

Feedback from HRM Internal stakeholders regarding eligibility

- Acknowledge that Provincial policy governs the Crown Lands included in the HRM AT Network and that HRM has no jurisdiction and little influence.
 - Traditionally, user group changes have only been requested by LOAs holders to Lands and Forestry Minister.

- Continue to provide funding for capital and maintenance to those facilities included in the HRM AT network, subject to conditions such as accessibility (trail surface), proper management to reduce ATV damage (e.g. spring restrictions, sufficient enforcement, actively present on AT facilities); maximum 50% leveraged funding; eliminate or minimize HRM expenditures related to OHV impacts;
- Establish key criteria for grant recipients to reflect community group's commitment to accessible AT standard, community group having AT mandate, and AT representatives on board.
- Support community consultation processes in partnership with the Province on changing uses as the opportunity is presented (e.g. Shearwater Flyer);
- Engage with the Province in OHV mitigation programs (e.g. peer –to-peer education campaign, trail wardens supported by a very active, present enforcement body; MOU with the OHV clubs to increase volunteers' involvement from within the corridors they use – this would increase sense of responsibility to protect trails);
- Continue to work with the Provincial Government Lands and Forestry Minister to consider both options available – LOA or ownership, regarding the Abandoned Rail Corridors within the Halifax Regional Municipality boundaries until data and analysis is presented to the Council as per Councilor's Matt Whitman's motion from January 14, 2020.

PROS:

- AT Network as envisioned maintains its continuity and is supported financially to be maintained at a standard that is accessible, safe and available to AT users
- HRM has the ability to better support infrastructure located within HRM boundaries and its \$11.6 M invested in these routes

CONS: This option only partially mitigates the impacts of OHV on the AT Network. Inconsistent with some stakeholder views.

Issue 7: Respond to the request for an HRM funding program to support the construction and ongoing maintenance of recreational trails.

Feedback regarding Recreational Trails Grants Program from HRTA member TAs

- AT Facilities and Recreational Trails Facilities funding programs should have similar forms, requirements, and processes
 - ATR (active transportation recreational) term should be used as OHV trails are also recreational in scope
 - HRTA should generate the proposals for HRM's review
 - Funding of 50% -75% to match HRM funding; at least 30% should be funds, the rest could be in-kind
 - Concerns with limited resources from HRTA volunteers to take on evaluating ATR applications as well as AT Applications
 - Recommended that HRM – Parks and Recreations take on the funding program for ATR to support groups
 - HRM AT group MUST start ATR. Parks and Rec to transfer \$500,000 a year to Transportation to ATR, plus supply 2 staff. HRM must formally, internally transfer ATR trails to Transportation.
- Trail Associations supportive of taking lead on ATR projects
 - In Direct Delivery HRM would take the lead and trail groups would have an advisory role. Other times, especially on Provincial property (McNabs, Second Lake, etc) the volunteer groups would take the lead.
 - ATR must be included in the Red Book standards

HRM's role in the Program relative to Trail Associations

- Same as AT: recreational trails ARE Active Transportation
- HRM would supply project funding and maintenance and liaise closely with other jurisdictions
- Provide License Agreement or MOU for HRM land and advice regarding land ownership

HRM's role related to HRTA

- Provide a clear statement of policy for recreational trails
- Act as sounding board and clearing house with clear guidelines and criteria for HRTA
- Provide clear and timely notification of budget availability for the year
- Provide assistance with planning, legal

HRTA's roles in relationship to HRM

- Provide input to trail policy to eliminate the differentiation between trails (no longer recreation or AT)
- Sign funding agreements with HRM
- Similar reporting relationship as with AT trails
- Ensure funds will be distributed fairly

Trails Associations roles in relationship to HRM

- Identifies, plans and executes the development and then maintenance of new trails
- Ensure proper utilization of all funding in their trust for the development of trails
- Trails Association would be an advocacy group and be a liaison between HRM, HRTA and the public.
- HRTA supported the ATR program, therefore, work through HRTA to develop/maintain trails so the association's relationship with HRM would be similar to that for the AT trail development.

Issue 8: Other issues we've heard from stakeholders and how it has been addressed

- Develop an HRM Comprehensive Trails Strategy for all types of trails and usage (including mountain bike)
 - The Recommendations report and Administration Order will address policy and the IMP – AT recommendations addresses strategy
- Creation of Accessibility standards for new trails and as re-cap
 - Accessibility Advisory Committee members are interested to collaborate with AT Team to develop standards and programs
 - Grants criteria could encourage projects to improve accessibility;
 - Establish thresholds/methodology for accessibility designation;
 - Education, outreach and promotion to help residents access facilities (e.g. support Blind Sports NS group rides)
 - Province of NS also has funding available to increase accessibility of trails
- B.A.T.H. – Boardwalk Around the Harbour must be started with HRM as the lead.
 - This AT Connection is addressed through the AT Project Planning and Design and is budgeted for planning in 2019 – 2020 and construction within 5 years plan
- Active Rec trails are used outside the HRTA groups' areas, Dartmouth's Spectacle Lake for example. These equally deserve uniform signage, mapping and website presence.
 - These ATR projects could be addressed through the new program, upon group's request

Attachment 5 - Community Development Model Collaboration Stakeholders

Halifax Regional Trails Association (HRTA) was created by the trail associations in the early 2000 as an independent, non-profit forum for its members to report achievements, challenges, identify potential opportunities and share best practices. HRTA represents their interests within HRM and Regional Council (membership in ATAC) and has provincial representation (membership in NS Trails Federation). In 2008 HRTA was recognized by the Regional Council as a principal partner to build and maintain the Regional Trails Network.

Trail Organizations are non-profits registered in HRM with the Registry of Joint Stock, some since 1996, mandated to represent the interests of the community at large as related to MUPs. Their roles and responsibilities were identified along two categories:

- “Operators” built since 1999 approximately 126KM (mostly on provincial land) and reported approximate \$12million funding from other sources and significant volunteer in-kind resources- (engineering expertise and general labour); they are bound to legal agreements with the land owner; responsibilities: planning (routing options selection, community engagement, resource development), construction, maintenance/ operations, and recapitalization; fundraising, and insurance;
- “Supporters” initiated project development for over 25KM built by HRM, mostly on HRM land; have mostly a planning, education and promotion role; some have trail warden patrols, maintain trailheads/signage and do some maintenance as directed by licence agreement with HRM and engage with members and community at large through “trail days” and “clean-ups” events; lack of clear roles and responsibilities has been a source of frustration for these groups.

Community Organizations are non-profits registered in HRM with the Registry of Joint Stock and play an important role in AT Education and Promotion. HRM has supported community associations for such activities as Bike Week events, AT skills and safety training, educational materials, community gatherings and other measures to make it safer and easier for residents to walk and bicycle. HRM has also provided in-kind support for community organization-led planning processes related to AT infrastructure in places such as in Lucasville and East Preston.

Nova Scotia Provincial Government owns a significant portion of the AT network in HRM on rails to trails corridors and in Provincial Parks. The Province transfers responsibility for planning, construction, maintenance and operations to volunteer community associations through Letters of Authority and establishes uses and regulations through Restriction Letters. The Province guarantees a deductible of \$1,000,000 for the Commercial G/L Insurance available through membership in NS Trails. Funding through various departmental programs is provided for planning and construction of new infrastructure and maintenance. Enforcement responsibility rests with provincial wardens and conservation officers. The “Shared Strategy for Trails in Nova Scotia” was officially released in 2018 by NS Province. This is an updated approach to managing trail roles and responsibilities for the Province, trails groups and other stakeholders in Nova Scotia, including municipalities, as related to Provincially-owned infrastructure. The Province also supports trail branding initiatives such as the Rum Runners Trail and the Provincial Blue Route.

Other organizations involved in the development and operation of multi-use pathways in the region, who may own land, fund multi-use pathway projects, implement education and promotion projects or advocate for specific modes include:

- Develop Nova Scotia (formerly Waterfront Development Corporation)
- Trans Canada Trail – supporting The Great Trail network
- Other landowners (CN, NS Power, Halifax Water, other private landowners)
- NS TRAILS, Ecology Action Centre, Marine Riders, ATV Association of Nova Scotia, Halifax Cycling Coalition, others.

