

**RECREATIONAL TRAILS**

**RE-CAPITALIZATION  
GRANTS DESCRIPTION**

## RECREATIONAL TRAILS RE-CAPITALIZATION GRANTS

### Purpose and objectives

This Program is directed by the **Administrative Order Number 2020 -011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails**.

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.).

#### 1.1. 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 owners 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 Parks<sup>1</sup> 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

### 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

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

- 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

## 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

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| <p><b>Criteria 2: Recreational Trail Priority</b></p> <p><b>Quality of Recreational Trail – Safety</b></p> <ul style="list-style-type: none"> <li>• Filed safety issues/ accidents history</li> <li>• 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</li> <li>• Extensive emergency work is required to restore/ replace infrastructure such as bridges, culverts to safety standards as per a structural engineer report</li> <li>• Extensive emergency work is required to restore amenities to safety standards</li> <li>• Extensive work is required to restore the trail or a section of trail or infrastructure to a safety standard for users due to vandalism</li> <li>• 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</li> </ul> <p>Extensive preventive work is required to restore infrastructures such as bridges, culverts, fencing, railings to safety standards as per a structural engineer report</p> <p><b>The trail is connected to a destination or a destination on its own</b></p> <ul style="list-style-type: none"> <li>• 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)</li> </ul> <p><b>Project Integration</b></p> <ul style="list-style-type: none"> <li>• Opportunity to integrate project with another community group’s project along the same trail</li> </ul>  |
| <p><b>Criteria 3: Recreational Trail Project Readiness</b></p> <p><b>Project Type: Engineering Design and Tendering Package for re- capitalization</b></p> <ul style="list-style-type: none"> <li>• Map and terms of reference were reviewed and discussed with HRM staff and are presented with appropriate detail in the application</li> <li>• RFP for project is ready to tender and/or quotes, estimates, are attached</li> </ul> <p><b>Project Type: Bridge Inspection Project Readiness</b></p> <ul style="list-style-type: none"> <li>• Infrastructure Inspection Project (concept, map and RFP) was reviewed and discussed with HRM staff and is presented with appropriate detail in the application</li> <li>• RFP for planning project and/or quotes, estimates, are attached</li> <li>• Infrastructure Inspection is required within the coming year or it has already passed</li> </ul> <p><b>Project Type: Trail/ Amenities Re-Capitalization Project Readiness</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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"> <li>○ developed by an engineer;</li> <li>○ determined based on group’ previous projects costs with similar scope</li> <li>○ determined based on consultation with other groups who had a similar project</li> </ul> </li> <li>• Land authorizations, construction and environmental permits and archeological permits – as appropriate, and insurance are secured and valid for the project scope</li> <li>• 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</li> <li>• Safety standards are included as applicable into the construction project plan</li> <li>• All constraints have been or can be addressed by the community group and/ or HRM prior to HRM’s final approval</li> </ul> |

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| <p><b>Resources available</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• The proposed project was approved by the community group's board and experienced volunteers available, #volunteer- hours commitment available for project proposed</li> </ul>  |
| <p><b>Project Delivery timelines</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Stand-alone project appropriately scheduled to complete in one year (i.e. without subsequent phases)</li> <li>• 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</li> </ul>          |
| <p><b>Criteria 4: Funding available</b></p> <ul style="list-style-type: none"> <li>• Evidence of intention to secure funding is presented during the application process</li> <li>• Funding has been approved from other sources, such as Trans Canada Trail, Provincial or Federal grant programs, trusts, corporate, private</li> <li>• Funding was not approved by the other potential sources of funding</li> </ul>   |
| <p><b>Criteria 5: Commitment to the long - term sustainability</b></p> <ul style="list-style-type: none"> <li>• Funds are available from other funding programs sources to maintain the recreational trail after the project is completed</li> <li>• 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</li> <li>• Planned collaboration with volunteers and other non – profit groups with an interest in trail maintenance, advocacy, usage, health education, active transportation</li> </ul> |

## 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 1<sup>st</sup> and a final report due no later than March 1<sup>st</sup> 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 31<sup>st</sup> due to project scope not being completed will be carried over into the new fiscal year
- Any funds remained unpaid on March 31<sup>st</sup> due to project scope being completed will be retained by HRM and redirected into the capital budget and made available for other projects

### Timelines

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| <b>July</b>   | <ul style="list-style-type: none"> <li>• HRM issues a 'Call for Proposals' for fiscal year ahead with a Proposal Submission Deadline;</li> <li>• Q&amp;A session scheduled in advance to the Submission Deadline</li> <li>• Expression of interest meetings with HRM staff responsible for Recreational Trails prior to making a submission to ensure their project meets current HRM criteria;</li> </ul> |
| <b>September</b>  | <ul style="list-style-type: none"> <li>• Capital Grants Funding Proposal submission deadline</li> </ul>  |
| <b>October</b>  | <ul style="list-style-type: none"> <li>• Capital Grants Funding Proposal evaluations by HRM staff</li> <li>• Request any supplementary info from applicants as needed for evaluations</li> </ul>   |
| <b>November</b>   | <ul style="list-style-type: none"> <li>• Submit recommendations to HRM Management and Finance</li> </ul>   |
| <b>December</b>   | <ul style="list-style-type: none"> <li>• Submit recommendations to the Regional Council for approval as part of the Capital Budget – Supplementary Sheets</li> </ul>   |
| <b>March – May</b>  | <ul style="list-style-type: none"> <li>• HRM Regional Council approves the Capital Budget</li> </ul>   |
| <b>After Regional Council's Approval of Capital Budget:</b>   |  |
| <ul style="list-style-type: none"> <li>• A Capital Funding Grant Award letter is sent to successful applicants who are awarded grants up to \$5,000</li> <li>• 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.</li> <li>• A letter declining funding is sent to those applicants whose proposals do not meet Grant requirements</li> </ul> |  |