

**RECREATIONAL TRAILS**

**CAPITAL GRANTS**



## RECREATIONAL TRAILS CAPITAL GRANTS

### Purpose and objectives

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

**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.).

### 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

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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>

## 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

## 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><b>Criteria 1: Eligibility</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• The applicant meets eligibility criteria as listed in the <b>Recreational Trails Grants Program –Eligible Applicants section</b></li> <li>• The proposal received meets eligibility criteria as listed in the <b>Section 1.1. - Eligible Proposals for Recreational Trails Capital Grants</b></li> <li>• All documents required by the application and a Budget Report were received and approved as eligible</li> </ul>
<p><b>Criteria 2: Recreational Trail Priority</b></p> <p><b>Existing direction from Regional Council for implementation or further action</b></p> <ul style="list-style-type: none"> <li>• Existing Regional Council approval to consider implementing the recreational trail (for example The Green Network Plan)</li> <li>• Existing commitment as directed by Regional Council</li> </ul>
<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 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)</li> </ul>
<p><b>Quality of Recreational Trail Safety and Experience</b></p> <ul style="list-style-type: none"> <li>• Travel experience enhanced by natural, scenic, or heritage appeal</li> <li>• Are trailheads accessible by public transit?</li> <li>• Does the trail provide recreational opportunities for persons with mobility challenges?</li> <li>• Is the trailhead area accessible to persons with mobility challenges?</li> </ul>

<p><b>Project Integration</b></p> <ul style="list-style-type: none"> <li>• Opportunity to integrate within at most <b>two</b> 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</li> <li>• Opportunity to integrate within more than <b>three</b> 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</li> </ul>
<p><b>Criteria 3: Capital Project Proposal Readiness</b></p>
<p><b>Project Type: Planning project</b></p> <ul style="list-style-type: none"> <li>• Planning 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> </ul>
<p><b>Project Type: Construction Project</b></p> <ul style="list-style-type: none"> <li>• Concept, planning documents, engineering designs and tenders were reviewed and discussed with HRM staff and are presented with appropriate detail in the application</li> <li>• 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</li> <li>• Tender with project deliverables and budget estimates are determined based on group' previous projects costs with similar scope</li> <li>• Tender with project deliverables and budget estimates are determined based on consultation with other groups</li> <li>• Land authorizations, construction and environmental permits, archeological reviews (as appropriate) and insurance are secured and valid for the project scope</li> <li>• 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</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>
<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 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 to recreational trail 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>
<p><b>Criteria 6: Community support</b></p> <ul style="list-style-type: none"> <li>• Group conducted community engagements such as workshops, meetings, surveys, website, media outreach, newsletters, events, brochures etc</li> <li>• Communities along the trail or connecting to the trail support the project</li> <li>• Concerns were raised during engagement that need to be addressed</li> <li>• Concerns received during engagement can be addressed before funding approval</li> </ul>
<p><b>Criteria 7: Economic Development</b></p> <ul style="list-style-type: none"> <li>• Anticipated new economic impacts for the community (employment rate increase, spending in the local area, new business opportunities)</li> <li>• Anticipated appeal to visitor markets from other regions in Nova Scotia or from outside the province</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 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 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

<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>• Recreational Trails Capital Grants Proposals' submission deadline</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Proposals 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>	