

# STRATEGIC TRANSPORTATION INFRASTRUCTURE PROGRAM (STIP)

## Guidelines

Effective April 1, 2011 this grant program replaces all of the following:

- Community Airport Program
- Local Road Bridge Program
- Resource Road Program
- Local Municipal Initiatives

**The STIP program is currently unfunded. No applications are currently being solicited/accepted.**

Updated: October 2013



## **STIP Guidelines - Table of Contents**

1. Program Objectives	3
2. Municipal Eligibility	3
3. Program Highlights	3
4. Program Components	4
5. Funding Conditions	4
6. Application Process	5
7. Reporting Requirements	5

### **Appendices: Consolidated Program Components**

Appendix 1 – Community Airport Component	6
Appendix 2 – Local Road Bridge Component	9
Appendix 3 – Resource Road Component	18
Appendix 4 – Local Municipal Initiatives	27



## **1. Program Objectives**

The objective of the program is to support municipalities in developing and maintaining key transportation infrastructure to promote economic growth and improve mobility, through strategic, project-specific investment in capital construction and rehabilitation of important local transportation infrastructure, including local and regional roads, municipal bridges, airports, and resource roads.

Key outcomes for the program include:

- Improve accessibility and movement of goods and people.
- Increase the capacity of municipal transportation infrastructure to support economic growth and meet the public's travel demand.
- Improve safety and efficiency and extend the service life of key transportation infrastructure.

## **2. Municipal Eligibility**

Eligible entities include:

- Alberta cities, towns, villages, summer villages, municipal districts, specialized municipalities, Métis Settlements, airport commissions, and the Special Areas. Depending on the program component and type of municipality, eligible entities have access to various project-specific funding opportunities.

Ineligible entities include:

- Private organizations, non-government agencies, charitable societies, non-government operating authorities, etc.

## **3. Program Highlights**

Applications are due November 30<sup>th</sup> annually, for funding in the following year.

If you have any questions about the program or information contained within these guidelines, please refer to Alberta Transportation's (TRANS) Municipal Grants web-site or contact the appropriate Regional Office of Transportation.



## **4. Program Components**

This new consolidated program is transitioning and evolving from several project-specific transportation programs including the:

- Community Airport Program (CAP) – may provide funding for critical eligible pavement rehabilitation at community airports.
- Local Road Bridge Program (LRB) – provides project-specific funding for local road bridges on a province-wide priority basis, generally within the rural roadway system.
- Resource Road Program (RRP) – provides limited funding for strategically important roads impacted by resource-based truck traffic.
- Local Municipal Initiatives (LMI) – may provide limited funding for strategically important roadways within cities. This program is NOT currently accepting new applications/projects.

### **Eligible projects:**

- Development and construction of key local and regional roads
- Re-construction and rehabilitation of key local and regional roads and streets
- Construction and rehabilitation of local road bridges
- Rehabilitation and pavement overlays of the primary runway, main taxiway, and apron at community airports

### **Ineligible project costs:**

- Operating, normal maintenance, and administrative activities
- Equipment, GST, financing expenses, land, fencing, legal fees.

## **5. Funding Conditions**

The basis for funding is cost-shared grants for approved projects. The maximum funding for selected projects may be limited to specified limits within the funding envelopes for each component. Refer to TRANS Municipal Grants web-site for further specific information.

In order to receive funds, municipalities must apply to the department for specific projects that are aligned with the program guidelines. The applications are reviewed on a competitive basis province-wide and, upon review appropriate projects are recommended for Ministerial approval.

Upon Ministerial approval, a project-specific funding agreement must be executed which summarizes the responsibilities of the municipality and the department.

Upon Ministerial approval, grant payments for approved projects will be flexible and generally made on progress. A final payment will be made upon project completion and receipt of concluding report of project expenditures.



## **6. Application Process**

Project applications under the various program components must be submitted to the department's Regional Offices.

Applications should be supported by business cases, engineering reports, planning studies and/or condition surveys. Refer to TRANS Municipal Grants web-site site (<http://www.transportation.alberta.ca/530.htm>) for specific application requirements or contact your Regional Office.

Supporting documentation, such as business cases and engineering reports may also be included or attached in the department's online application system, Municipal Grants Management Application (MGMA), or hard copies provided to the Regional office.

Applications will be assessed and reviewed to confirm that the application meets program guidelines and competitively rated province-wide and relative priority assigned.

Various comparative rating factors include basic need/functionality, transportation network implications, condition of infrastructure, total and truck traffic volumes, safety, economic benefits/value, etc.

Municipalities will be advised by letter if they were successful.

If municipalities disagree with Alberta Transportation's decision, Regional Offices are available to discuss individual applications.

## **7. Reporting Requirements**

Municipalities are required to provide statements summarizing expenditures, including final payment claim, copies of all invoices, construction completion certificate, photos of the completed project.

Reports are submitted primarily to the Regional Offices or through TRANS online MGMA.

Reports are due upon project completion.

Changes in project scope are generally not considered. However, contact the Regional Office to review and discuss potential of adjusting scope.



# **Appendices: Consolidated Program Components**

## **Appendix 1**

### **STIP - COMMUNITY AIRPORT COMPONENT**

#### **Objective**

The objective of the Community Airport component is to provide financial assistance for the rehabilitation and construction of Alberta's community-owned public-use airports.

Alberta Transportation's overall goal is to maintain and protect the existing network of public licensed community airports in support of:

- safe airport operations
- general aviation operations and commercial air charters
- forest fire suppression and medi-vac operations
- local and regional economic development
- protection of provincial investment in airports

#### **Time Frame**

The Community Airport component is an ongoing program.

#### **Project Eligibility Criteria**

For existing community airports, eligible projects include major capital rehabilitation of the airside portion of the airport, specifically the aircraft operating areas:

- primary runway
- apron, and
- primary taxiway from main/terminal apron to runway

Typical projects would be pavement rehabilitation, including fog seals, slurry seals, and overlays.

Consideration will be given to runway extensions where benefits can be demonstrated in terms of the overall goals of the program, where budget is available, and where the beneficiaries provide a significant financial contribution to the project. The program will provide up to 1/3 funding with the municipality and industry required to each fund 1/3. Land acquisition and any retrofits/improvements to the existing lighting, drainage, etc. are the municipality's costs.



## **Funding Availability**

The annual funding amounts are subject to the approval of Alberta Transportation's Business Plan.

For approved projects, up to 100% of the eligible cost is available for funding. Municipalities are encouraged to contribute funding. The municipality is required to undertake projects on a contract basis. Private sector contractors and suppliers must be used to carry out all work. Any applicable GST is the responsibility of the municipality.

## **Procedures**

A municipality seeking assistance under this program should submit a request for assistance to the Regional Director in their area prior to November 30th. Submission of the application must be submitted through the TRANS web-based on-line system MGMA. As a minimum, the request should contain the following items:

- condition assessment of the infrastructure
- economic and service level rationale for the project
- description of the work
- estimate of costs
- timing of project
- additional sources of funding, e.g. private sector
- annual aircraft movements

The Regional Directors will forward the applications with their recommendations to the Municipal Programs Section, where all projects across the Province will be evaluated and ranked. The proposed program will be submitted for departmental review to finalize the prioritized list and the highest priority projects, subject to budget availability, will then be forwarded to the Minister for approval.

Once a project has been approved, the municipality will be expected to enter into a project agreement between Alberta Transportation and the municipality.

## **Exclusions**

The following are NOT ELIGIBLE for funding:

- all buildings, including terminals and storage areas/sheds,
- new cross-wind runways, secondary runways and taxiways, and runway extensions,
- development areas, access roads, fencing, and drainage,
- lighting, navigation aids, runway marking painting, water/sewer, power and utilities,
- operating and normal routine maintenance,
- land acquisition,
- municipal labour and equipment are not eligible under this program nor are private airports that do not permit public use. Airports that are eligible for federal assistance programs are not eligible under this program.



## **Credit items**

### **Investment revenue:**

Funds received from the department, or received from the Alberta Municipal Finance Corporation with respect to the project, in excess of current expenditures must be invested in a separate account.

Project revenue earned through the investment of these funds shall be deducted from project costs before the grant calculation is made. Municipalities requiring more information on interest policy should contact the department.

### **Revisions:**

The municipality must notify the department of any changes to the project cost or scope as soon as possible.

The department will review the situation and may approve funding and scope changes depending upon the circumstances of each case within the limits of eligibility.



## **APPENDIX 2**

### **STIP – LOCAL ROAD BRIDGE COMPONENT**

#### **Overview**

The Local Road Bridge component provides assistance to municipalities for construction, rehabilitation, and maintenance of bridge structures on local roads.

#### **Benefits of Program**

The Local Road Bridge component assists municipalities in addressing their bridge construction, rehabilitation, and maintenance needs.

Eligible projects can cover a wide range of activities provided they meet specific guidelines for each type of activity. For example, the program will contribute funds towards culvert installations. For this activity, there are guidelines separating what costs will be covered, such as foundation preparation, assembly and installation, and what costs will not be covered, including removal of existing structure and grading over the pipe.

Roads must be open for use by all publicly licensed vehicles and not be subject to any municipal general user fees.

#### **Funding Policy**

Municipalities including towns, villages, summer villages, counties, municipal districts, specialized municipalities, the Special Areas, and Métis Settlements are eligible for assistance under this program.

Eligible projects should focus on the construction or rehabilitation of culverts, standard bridges, and/or major bridges. Projects are evaluated based on condition, functionality, risk of failure, risk of delay, local impact (including length of detour), and local priority. The cost of the infrastructure is compared to the net benefits of the infrastructure.

Annual funding amounts are subject to the approval of the Alberta Transportation's Business Plan.



## **Bridge Guidelines and Procedures**

### **GAP-01**

#### **FUNDING GUIDELINES FOR MUNICIPAL BRIDGE STRUCTURES**

##### **GENERAL:**

The Municipal Government Act and the Public Highways Development Act are the legislation under which a Municipality and Alberta Transportation operate regarding bridge structures on public municipal roads. Like the roads on which they are located, bridge structures on municipal roads are under the control and management of the Municipality (there are exceptions such as some irrigation and drainage structures). This means that the construction and maintenance of municipal bridge structures are the responsibility of the Municipality.

The legislation permits the Minister of the Department of Transportation to provide assistance to municipalities for their bridge structures. Therefore, the Department may provide funding assistance to municipalities to the extent that budgets approved by the Provincial Legislature allow.

This guideline outlines the funding which a Municipality may receive for their municipal bridge structures. The funding arrangements in these guidelines are based on a cost share arrangement whereby the Department will reimburse the Municipality for eligible bridge items on approved projects and the Municipality will pay for the remaining items, primarily the road related items but also including minor repair items.

The Department will prioritize the requests for funding from the municipalities on a regional and provincial basis and will provide funding in accordance with this guideline according to the priorities which are assigned.

To qualify for funding, it is expected that municipalities will meet the requirements of GAP-03 - "ENGINEERING STANDARDS FOR MUNICIPAL BRIDGE STRUCTURES".

##### **DEFINITIONS:**

For the purposes of this guideline, a Municipality is taken to be a municipal district, county, regional Municipality, village, town, summer village, special area or Métis Settlement.

Bridge Structure Includes bridge culverts, standard bridges, major bridges, major bridge culverts, low level crossings and sign bridges. The type of structure is as defined by the Department's Bridge Inventory System (BIS).



## **EXCLUSIONS:**

The following are not eligible for funding under this guideline:

- Structures or work funded under the Secondary Highway Partnership Program.
- Structures to accommodate pedestrian or livestock traffic only.
- Structures which are constructed to serve local developments or subdivisions only. (After the Municipality has assumed control of the structure from the developer, it may be considered for funding under this guideline.)
- Structures in towns and villages which are not located on main access routes from outside the corporate limits.
- Ferries.
- Right-of-way or easements and any associated costs.
- Utility removal, relocation or mitigation costs.
- Any legal costs.

## **FUNDING ASSISTANCE GUIDELINES:**

### **A. DEPARTMENT**

For projects approved by the Department, the Department will provide funding for the following eligible items:

- Engineering services for the eligible bridge items including preliminary engineering, detailed design, contract tender preparation and contract management including materials fabrication inspection and construction inspection.
- Construction costs for bridge structures including supply of materials (see Appendix A for examples of eligible items).
- Removal and salvage costs of major bridges.
- Rehabilitation, major repair and major maintenance costs for bridge structures including supply of materials (see Appendix A for examples of eligible items). Generally, the types of work eligible for assistance are:
- major structural repairs to standard bridges and bridge culverts, and
- rehabilitation, repair and maintenance of major bridges and major bridge culverts.

### **B. MUNICIPALITY**

The Municipality is responsible for all other costs including:

- All engineering services for non-eligible items.
- Surveying and preparation of survey plans.
- Traffic accommodation.
- Grading and road related items.
- Removal or salvage of existing structures except for major bridges.
- Non-structural or minor structural repairs to standard bridges and bridge culverts.



- Specified minor maintenance and repair of major bridges and major bridge culverts.
- See Appendix B for examples of items for which the Municipality is responsible.

## **MODIFICATIONS TO FUNDING:**

Where a Municipality elects to carry out a bridge culvert installation with its own forces, the Department funding for the construction costs will be limited to payment of a Bridge Culvert Installation Contribution and reimbursement of the cost for the supply of the culvert material. "Own forces" includes any non-contracted arrangement whether using municipal forces, rented equipment or day labor (hourly rate) forces. Where the Culvert Installation Contribution applies, it would also cover all construction supervision costs, whether by municipal staff or a consultant.

The Bridge Culvert Installation Contribution will be based on the rate schedule approved by the Department and currently in effect at the time of the installation.

Bridge structures which serve for land access only will not be eligible for full funding under this guideline. Where the Department agrees to provide funding for a land access structure, the funding will be limited to 50% of the cost of the eligible items under this guideline. Land access structures are those that serve to access to farm land only, do not serve to access residences, and there is no alternative access. A structure will not be considered as a land access structure where, in the opinion of the Department, it is required to provide "reasonable" access to farm land. Structures required for "reasonable access" will not be subject to this funding limitation. "Reasonable access" will consider the cost of the structure relative to the user benefit, including the number of users, the amount and value of land being accessed and the alternate travel distance. "Reasonable access" will also consider the cost of constructing an alternate access.

Bridge structures which are within road projects which are receiving funding from other sources, including other Department or Provincial Government sources are expected to be funded to the same extent as the road work from those sources.

The Municipality shall make all reasonable efforts to recover the cost of accident damage.

## **REQUIREMENTS:**

To be eligible for funding on a project, a Municipality must:

- Provide a prioritized list of projects for the Department's consideration containing the information requested by the Department to substantiate the need and priority.
- Undertake the work in accordance with engineering terms of reference, detailed plans and specifications as approved by the Department.
- Utilize competent engineering consultants registered and licensed to practice in the Province of Alberta.
- Schedule the work to be completed by date agreed to with the Department.
- Utilize its own employees for general administration of this project.



- Provide the Department with quantity and quality control information and test results as requested.
- Provide the Department with copies of all reports, drawings, design notes, final details and as-constructed information.

Department funding of engineering services is subject to the Department's review and approval of the terms of reference and the consultant's proposal, including the upset fee. Department funding of construction/repair work is subject to the Department's review and approval of the design, specifications, tendered/quoted prices and the completed work. Such approvals are to be obtained prior to proceeding with the next phase of the project.

The Department shall have the right at all times to inspect the cost records of the Municipality and the work performed and shall have the right to require any modification or alteration in the work performed to ensure its completion in accordance with the engineering terms of reference, detailed plans and specifications as approved by the Department. The Municipality is to keep the Department informed as to the work schedule in order that the Department can audit the work in progress and inspect the completed work.

Upon completion of the work, the Municipality shall allow free and complete use of the said bridges to and by any lawfully licensed vehicle operated in accordance with the Motor Vehicle Administration Act and the Motor Transport Act.

The Municipality shall indemnify and hold harmless the Minister of the Department, his employees and agents from any and all claims, demands, actions and costs or what ever may arise, directly or indirectly, out of any act or omission of the Municipality, its employees or agents, in the performance by the Municipality of any work funded under this guideline.

## **PAYMENT PROCEDURE**

Costs incurred for this project will be based on the approved consultant rate schedule and for actual hours worked or disbursements made by the consultant, contract unit bid prices and actual quantities utilized, and other approved eligible items, to the maximum amounts to which the Department has agreed.

Where there is a mobilization cost or other cost covering both eligible and non-eligible items, such costs will be prorated to the Department and Municipality on the basis of the costs of the eligible and non-eligible which are covered.

The Municipality agrees to provide written notice and advise the Department of anticipated costs in excess of the amounts agreed to by the Department immediately upon becoming aware of the potential cost increases. Cost over-runs above the amounts agreed to by the Department will only be accepted if approved by the Minister.



The Municipality will receive and pay all progress and other billings, inclusive of applicable Goods and Services Taxes. The Municipality will certify the costs eligible for funding in the manner prescribed by the Minister as valid costs of the project and will render to the Minister at the end of each month a billing, with sufficient detail and explanation, equal to the sum of the progress and other billings received during that month less Goods and Services Taxes. The Department, upon receipt of the billing from the Municipality, will remit funds to the Municipality equal to the amount of the billing, subject to the Department's review and approval of the billing.

The Municipality will submit its final invoice to the Department within 120 days of the scheduled completion date, after which no further invoices will be accepted by the Department. The Department certifies that the goods and/or services ordered/purchased are being purchased by Alberta Transportation which is an Alberta Government department and are therefore not subject to the Goods and Services Tax.

## **APPENDIX A - EXAMPLES OF ELIGIBLE BRIDGE ITEMS**

### **CONSTRUCTION ITEMS**

- Construction costs of the bridge structure only, including related items done at the time of construction such as:
  - excavation to effect construction of the structure (excluding the removal of existing highway embankment or for removal of existing structures)
  - temporary streamflow accommodation through the site (excluding the cost of accommodation through a detour)
  - environmental mitigation related to temporary streamflow accommodation
  - supply and installation of fish baffles
  - structural backfill for culverts
  - scour protection works
  - bank protection works, and
  - sidewalks for bridges only, where the sidewalk is part of the bridge and where the Department has agreed that there is a need for a sidewalk.

### **REHABILITATION, MAJOR REPAIR AND MAJOR MAINTENANCE**

- Concrete overlays on standard bridges
- Repair or replacement of piles, caps or girders for standard bridges
- Full replacement of subdeck for standard bridges
- Partial or full curb replacement for standard bridges
- Partial or full liners, shotcrete repairs or concrete lining of bridge culverts
- Major structural repairs only for sidewalks on vehicular bridge structures
- Major repairs to bank protection and scour protection works for major bridges and major bridge culverts
- Painting of major bridges



- Rehabilitation, major repair and major maintenance of major bridges and major bridge culverts except as listed in Appendix B

## **APPENDIX B - EXAMPLES OF MUNICIPAL FUNDED ITEMS**

### **CONSTRUCTION ITEMS**

- Grading and road related items such as:
  - roadway and bridge approach fills,
  - fill outside the culvert structural backfill envelope,
  - roadway surfacing including base course, ACP and gravelling,
  - guardrail (bridgerail attached to the structure, including bridgerail terminals on the approaches, is funded),
  - lighting, and
  - permanent signing.
- Traffic accommodation items such as:
  - signing
  - all detour construction costs, including streamflow accommodation through the detour, and
  - maintenance of the detour.
- Excavation of existing highway embankment or for removal of existing structures.
- Channel improvements including diversions.
- Permanent environmental and navigable waters mitigation or approval requirements

## **APPENDIX B - EXAMPLES OF MUNICIPAL FUNDED ITEMS**

### **REPAIR AND MAINTENANCE ITEMS**

- Strutting of standard bridges and non-major bridge culverts.
- Partial or full replacement of stripdeck on standard bridges.
- Minor replacement of subdeck on standard bridges.
- Minor replacement of stripdeck and subdeck on major bridges.
- Repair or replacement of railing on standard bridges and all bridge culverts.
- Repair, replacement, or addition of timber sheeting or bracing.
- Cleaning and washing of all bridges.
- All bank protection and scour protection work for standard bridges and bridge culverts where required after initial construction.
- Minor repairs to bank protection and scour protection works for major bridges and major bridge culverts.
- Roadway, headslope and approach fill maintenance or repairs for all bridge structures.
- Approach guardrail maintenance or repairs for all bridge structures.



- Minor concrete repairs for all bridge structures.
- Banding split piles for all bridge structures.
- Removal of drift and debris from standard bridges or bridge culverts.
- Minor removal of drift and debris from major bridges or major bridge culverts.
- Maintenance and repairs to sidewalks on all vehicular bridge structures.

### **GAP-03**

## **ENGINEERING STANDARDS FOR MUNICIPAL BRIDGE STRUCTURES**

### **GENERAL:**

The Municipal Government Act and the Public Highways Development Act are the legislation under which a municipality and Alberta Transportation operate regarding bridge structures on public municipal roads. Like the roads on which they are located, bridge structures on municipal roads are under the control and management of the municipality (there are exceptions such as some irrigation and drainage structures). This means that the construction and maintenance of municipal bridge structures are the responsibility of the municipality.

The legislation permits the Minister of the Department of Transportation to provide assistance to municipalities for their bridge structures. Therefore, the Department may provide funding assistance to municipalities to the extent that budgets approved by the Provincial Legislature allow.

Given that the Department provides funding for municipal bridge structures, it is in the interest of the Provincial Government to ensure that the municipalities:

- meet their legislated requirement to maintain these bridge structures in a reasonable state of repair
- construct bridge structures to an appropriate standard, and
- maintain bridge structures so as to maximize the economic life of the structures.

The requirements of this guideline will allow the Department to help ensure the safety of these Crown-owned bridge structures, and protect the Provincial Government's substantial investment in these bridge structures.

### **DEFINITIONS:**

**Municipality** For the purposes of this guideline, a municipality is taken to be a municipal district, county, regional municipality, village, town, summer village, special area or Métis Settlement.

**Bridge Structure** Includes bridge culverts, standard bridges, major bridges, major bridge culverts, low level crossings and sign bridges. The type of structure is as defined by the Department's Bridge Inventory System (BIS).



## **ENGINEERING STANDARDS GUIDELINE:**

Municipalities are required to:

- Inspect bridge structures in accordance with the current requirements of the Department's Bridge Inspection and Maintenance System (BIM).
- Construct and maintain bridge structures to the current standards of the Department and undertake the work in accordance with engineering terms of reference, detailed plans and specifications as approved by the Department.
- Utilize competent engineering consultants registered and licensed to practice in the Province of Alberta.
- Provide the Department with:
  - quantity and quality control information and test results as requested,
  - copies of all reports, drawings, design notes, final details and as-constructed information,
  - BIM inspection reports, and
  - inventory information updates.

## **APPLICATION:**

These requirements apply to all bridge structures on public roads within municipalities or which may become public roads such as through development agreements. These requirements apply regardless of whether or not funding is provided for a particular bridge structure.

## **EXCLUSIONS:**

The following structures are excluded from this guideline:

- Structures within the urban services area (i.e. "city") of regional municipalities.
- Structures to accommodate pedestrians or livestock and which do not support vehicular traffic.
- Ferries.

## **REFERENCES:**

The following is a list of Department standards and guidelines in effect:

- Engineering Consultant Guidelines for Primary Highways.
- Specifications for Bridge Construction.
- Standard Specifications for Highway Construction.
- Specification Amendments and Supplemental Specifications for Highway Construction.
- Bridge Maintenance Standards for Local Road Authorities.
- Bridge Inspection and Maintenance System (BIM) Manual.

It must be noted that these standards and guidelines are subject to change and the municipality shall ensure that the most recent are used.



## **APPENDIX 3**

### **STIP – RESOURCE ROAD COMPONENT**

#### **Overview**

The Resource Road Program (RRP) was announced on April 8, 2003, as part of the Government's 2003 Budget commencing April 1, 2003. The program was unfunded in Budget 2013.

#### **Benefits of Program**

The RRP is intended to provide funding assistance to local municipal road authorities for the movement of goods and people associated with new or expanded, value-added processing facilities, resource and other industries, intensified farming operations, or high through-put grain elevators.

The program will apply to local roads and bridges, including intersection improvements with provincial highways. Roads must be open for use by all publicly-licensed vehicles and not be subject to any municipal general user fees.

#### **Funding Policy**

Municipal districts, counties, Métis settlements, the Special Areas, towns, villages, summer villages, and any area of a specialized municipality outside the defined urban services area are eligible for assistance under this program. Commencing April 1, 2010, the program will provide cost-shared funding on the basis of 50% Government, 50% municipal, up to a maximum provincial grant amount of \$3,000,000 per project. Municipalities are now eligible to receive only one (1) project approval every two years, regardless of the size of the project.

The applicant municipality is encouraged to provide 25% of the funding required, and to acquire a contribution of 25% from the private sector. No other federal or provincial programs (excepting AMIP and MSI) of any kind may be used to fund the applicant's share.

In order to assist municipalities with roads heavily used/impacted by non-local or through-trips, the program may provide up to 75% funding for approved projects, up to a maximum grant amount of \$4,500,000 per project, where the project is approved on the basis of "through-truck trips".

Eligible projects will be prioritized on a provincial basis, with the highest-priority projects receiving approvals commensurate with the available budget. Approved projects may be eligible to receive funding in trust, with any interest earned to be put towards the project.



Transportation of goods and people must relate to new value-added processing facilities, intensified farming operations, resource-based industrial development, or high through-put grain elevators which began operation or were expanded in 2010 or later. The road must be used by at least 25 trucks per day on average during any three-month period of the year.

Paving may be considered and included in the project if the current total traffic volumes exceed 400 vehicles per day (AADT).

Private sector contractors and suppliers must be used to carry out all work claimed under this program.

The annual funding amounts are subject to the approval of the Alberta Transportation's business plan.

### **Definitions**

For purposes of this program:

**“intensified farming operation”** means a large-scale farming operation producing high volumes of livestock, chickens, etc., which imports feed from other farms and exports products and by-products by truck

**"Minister"** means the Minister of Transportation

**“resource-based industrial development”** means a development related to processing renewable or non-renewable natural resources

**“rural municipality”** means a municipal district, county, Metis settlement, the Special Areas, and any area of a specialized municipality outside of the defined urban services area

**"truck"** means a vehicle with 3 or more axles or with a gross vehicle weight in excess of 4500 kilograms

**“urban municipality”** means a town, village, or summer village

**“value-added processing”** means any activity which adds value to a primary resource such as petrochemicals, meat packing and vegetable processing



## **Purpose**

The ability to move goods and people safely and efficiently contributes to Alberta's prosperity and quality of life. In a number of rural areas in Alberta, such developments as value-added processing, resource and other industries, intensification of the livestock and crops sectors, and consolidation of grain handling facilities have resulted in significantly increased traffic volumes, particularly involving heavy trucks.

The purpose of this program is to assist in the movement of goods and people associated with such developments. Projects which could be considered for funding assistance include local roadways and bridges as well as intersection improvements with provincial highways which serve:

- value-added processing facilities,
- intensified farming operations,
- resource-based industrial developments, or
- high throughput elevators.

## **Funding**

The funding amounts are subject to the approval of Alberta Transportation's Business Plan.

Effective April 1<sup>st</sup> 2010, the program will provide funding on the basis of 50% government / 50% municipal on approved projects, up to a maximum of \$3,000,000 per project.

Municipalities are now eligible to receive only one (1) project approval every two years, regardless of the value of the project. The applicant municipality is encouraged to provide 25% of the funding required themselves and to acquire a contribution of 25% funding from the private sector. If the private sector contributes more or less than 25% funding, municipalities will not be penalized. No federal or provincial programs of any kind may be used to fund the applicant's share (except AMIP and MSI).

*In order to assist municipalities with roads heavily used/impacted by non-local or through-trips, the program will provide 75% funding of approved projects, up to a maximum of \$4,500,000 per project, where the project is approved on the basis of "through-truck trips". Through-trucks are defined as those where the origin and destination are not in the applicant municipality. The origin-destination study must be conducted for a minimum of 12 hours, to be statistically significant. A minimum of 50% through-trucks is required to be considered.*

## **Eligible Applicants**

Eligible applicants are urban and rural municipalities as described in the "Definitions".



## **Eligible Projects**

The Review Committee (see “Approval Process” section below) will consider project proposals from eligible applicants which will enhance the transportation of goods and people related to value-added processing facilities, intensified farming operations, resource-based industrial developments, or high throughput elevators which began operations or were expanded in 2010 or later. The road must be used by at least 25 trucks per day on average during any three month period of the year. Paving may be cost-shared if the current total traffic volume exceeds 400 vehicles per day (AADT).

Projects may be for construction or re-construction of local roads and bridges. Improvements required to the intersection of a local road and a provincial highway must also be considered.

Any road constructed or improved under the program must be open for use to all publicly licensed vehicles. Projects must be incremental, that is, funding will not be provided for projects currently underway. Roads on which municipalities charge or intend to charge general user fees are not eligible.

Projects which are intended primarily for local (residential, recreational and farm) traffic are not eligible.

Projects must receive all necessary municipal and provincial approvals prior to any work being undertaken. Obtaining these approvals is the responsibility of the applicant.

Engineering and construction of projects must be obtained from the private sector. All construction for projects in excess of \$50,000 must be publicly tendered.

The purchase of land, fencing, payment of crop damages, utility relocations, the municipality's own administration costs and legal fees, and the Goods and Services Tax applicable to the project are not eligible for cost-sharing.

## **Significant Dates**

Subject to the approval of Alberta Transportation's Business Plan, funding will be available each fiscal year from 2012/13 to 2014/15. Application deadlines are:

- November 30, 2011 for 2012/13
- November 30, 2012 for 2013/14
- November 29, 2013 for 2014/15

No applications will be accepted after November 29, 2013.

All work must be completed by March 15, 2015.

No payment claims will be accepted after March 15, 2015.



## **Approval Process**

Applications are to be submitted to the appropriate Regional Office of Alberta Transportation. Applications will be reviewed as they are received. The Regional Office will initially review each application to ensure that all required information is included. When satisfied that the complete information has been provided, the Regional Office will forward the application to the Review Committee. An incomplete application will be returned to the applicant for resubmission.

The Review Committee will be composed of representatives of the following agencies:

- Alberta Transportation
- Alberta Association of Municipal Districts and Counties
- Alberta Urban Municipalities Association
- Alberta Agriculture and Rural Development
- Alberta Enterprise and Advanced Education
- Alberta Energy
- Alberta Municipal Affairs
- Alberta Environment and Sustainable Resource Development (Forestry)

Note: Given the large number of agencies represented on the Review Committee, a core group may be established to manage the program. The Review Committee will be chaired by Alberta Transportation.

Each application will be reviewed and rated by the Review Committee, which will make a recommendation to the Minister. The Minister will review the Review Committee's recommendation, and decide whether the application should be approved and the amount of provincial funding to be provided.

The decision of the Minister is final.

## **Review Committee Recommendations**

Recommendations by the Review Committee will be based on

- (a) An assessment of whether the application **meets the program guidelines**, and
- (b) A priority rating.

In determining whether the application meets the program guidelines, the Committee will consider the following questions:

- Is the application from an eligible applicant?
- Has the industry committed to providing funding? What percentage?
- Does the road serve a value-added processing facility, intensified farming operation, resource-based industrial development, or high throughput elevator?



- Is the road open to all licensed vehicular traffic?
- Will the road be used by at least 25 trucks per day on average during any three month period of the year? Does the current AADT exceed 400 vpd (if paving is proposed)?
- Will the project be tendered?
- In **rating an application**, the Committee will consider the following factors:
  - Total traffic volume – (Points start at 100 vehicles per day)
  - Truck traffic volume (minimum 25 per day) - (Existing and/or projected AADT certified by a professional engineer)
  - Safety Improvements – (Improvements such as sight distance at intersections, horizontal and vertical alignment, road widening to accommodate larger trucks and any other safety-related improvements.)
  - Industry Value – (Permanent jobs created, value of investment in facilities, number of animals for intensive livestock operation, capacity of a high throughput elevator or terminal, *or for gravel pit operations the last 3 years of production (tonnes/yr), % used outside the municipality, and projected/estimated reserves.*)
  - Road Need – (Existing standard of the road as an indicator of the need for construction or upgrading.)

The Minister will approve rating factors to be used by the Review Committee to prioritize applications.

## APPLICATION REQUIREMENTS

### Format

Applications must be prepared using the following format:

- **Covering Letter**
- **Basic Information**
- **Project Benefits**
- **Project Information**

These headings are described in detail below. Any application which is not in this format or which provides incomplete information will be returned to the applicant by the Regional Office for resubmission.



## Covering Letter

The covering letter for an application must be signed by the Chief Elected Official of the applicant municipality and must include the following statements:

*On behalf of (the municipality[ies]), funding is requested under the Resource Road Program (RRP).*

*I hereby certify that the information contained in the enclosed application is correct and complete at the date of submission. I also certify that no amounts for Goods and Services Tax are included in the cost estimates for the project. I also certify that no municipal general user fee will be charged to users of this road.*

*I understand that this project must comply with all applicable legislation and with all of the guidelines for the Program. I understand that any change to the scope or the intended expenditures indicated in the enclosed application will require an amendment approved by the Review Committee.*

## Basic Information

Each application must begin by providing the following basic information:

**Application Date** - the date the application is made

**Name of Project** - the name usually used to describe the project

**Project Location** - the legal description which indicates the location of the project

**Applicant** - the name of the municipality making the application. If more than one municipality is involved, use the name of the municipality that will be the primary contact for the project indicating that it is "on behalf of (names of municipalities)".

**Address** - the mailing address for the applicant

**Information Contact** - the name, position, telephone and fax numbers of the person who would provide information or make a presentation on the proposal, if requested

**Engineer** - the name of the individual and/or firm which is providing professional engineering services for the project

**Total Project Cost** - the total estimated cost of the project, excluding the Goods and Services Tax. Municipalities are eligible for refund of a portion of the GST. The non-refundable portion of the GST for any project funded under this program is the responsibility of the municipality.

**RRP Funding Requested** - the amount of RRP funding which the applicant is requesting

**Source(s) of Balance of Funding** - how the applicant expects to raise its share of the funding

**Estimated Completion Date** - the date by which the project is expected to be completed

**Map** - a map showing the location of the project



## Project Benefits

This section describes the reason the project is being undertaken and provides a description of the anticipated benefits it will provide. Any business plan for the organization, and any economic development plan for the community which indicates the significance of the project for the achievement of the plan, should be included.

### Why Is The Project Necessary?

A description of how the project will address a constraint for existing development or serve development to be undertaken in the short-term and a description of the significance of the development.

**Traffic Volume Information** – the actual or estimated average daily traffic counts providing a breakdown between truck traffic (during any three month period) and other traffic. Traffic volume information must be certified by a professional engineer.

*If the municipality is applying on the basis of through trucks, then origin/destination information must be included. An O-D study must be conducted for a minimum of 12 hours to be statistically significant. Through-trucks are defined as those where the origin and destination are not in the applicant municipality. There must be a minimum of 50% through-trucks to be considered.*

**Economic Benefits** - a description of the existing development(s), what is planned, the number of new permanent jobs to be created, and the value of new investment. In the case of intensive livestock operations include the number of animals to be handled annually. In the case of high throughput elevators include the capacity, in tonnes, of the facility.

**Safety Benefits** – a description of how safety will be improved for all traffic using the road as a result of the project. Some examples of safety improvements are improving sight lines at intersections, horizontal or vertical alignment, and widening roads to handle larger trucks.

## Project Information

Each application must include a thorough description of the proposed project including the following information:

**Project Description** - a description of the standard of the existing road and the work to be undertaken, including any engineering surveys or other studies available. Paving will only be supported where the current annual average daily traffic (AADT) volumes exceed 400 vehicles per day.

## Partnership

A description of how the proposed project links into the transportation system in the area, any cooperation with another municipality and confirmation of any participation by the industry involved in funding the project.



**Financial Information** - a proposed budget for the project using the following format:

**Costs**

Engineering and Consulting  
Construction Contract  
Materials and Equipment  
Other (please specify)

**Total Costs**

**Sources of Funds**

RRP Grant Requested  
All other sources (please specify)

**Total**

**Cash Flow** - a summary cash flow statement showing when funding is needed in the following format:

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
<b>RRP Funds</b>			
<b>Applicant</b>			
<b>Other Funds</b>			
(please specify)			
<b>Total</b>			



## **APPENDIX 4 – LOCAL MUNICIPAL INITIATIVES COMPONENT**

***No applications are currently being solicited / accepted.***