

# **Canada-Nova Scotia Agreement on the Transfer of Public Transit Funds**

## **PROGRAM GUIDELINES AND APPLICATION**

### **-Accessible Vehicle Acquisition for Community Transit Organizations in Nova Scotia**

**The Canada-Nova Scotia Agreement on the Transfer of Public Transit Funds is funded  
through the Government of Canada and is administered through  
Service Nova Scotia and Municipal Relations**

**Canada** 

  
**NOVA SCOTIA**  
**NOUVELLE-ÉCOSSE**

## **Federal Public Transit Funds- Program Guidelines**

### **Objective**

The purpose of the “Canada-Nova Scotia Agreement on the Transfer of Public Transit Funds ” is to provide a joint framework for the transfer of Funds to Nova Scotia for investment in Public Transit Infrastructure and the enhancement of existing inclusive transportation services through the purchase of an accessible vehicle or modification of existing vehicles to make them accessible.

### **Eligibility**

Funding is available to Community Transit Organizations that are currently funded by Nova Scotia’s Community Transportation Assistance Program (CTAP) and meet the requirements of Schedules A, B, C & D (see attached).

### **Funding**

Total Program Funding of **\$489,583** is available for fiscal April 1, 2008 to March 31, 2009. The Applicant may apply for a capital project as outlined in Schedule A. In addition, it is proposed that funding will be made available in the subsequent year (2009-2010).

### **Proposal Submission**

Applications are welcome from CTAP eligible Community Transit Organizations and must include components of a Transit Strategy which is a three year strategic plan for the future development and enhancement of public transportation systems to meet service, capital and operating objectives.

### **Submission Deadline**

All completed applications must be received by **January 12, 2009 by noon**. Any late or incomplete applications will not be considered for review by an Inter-departmental Inclusive Transportation Steering Committee during this year’s intake of applications.

### **Terms and Conditions**

The program has a limited budget and the Applicant will be subject to a competitive process against established evaluation criteria.

## **Application Criteria:**

- Service must currently be receiving funding under Nova Scotia's Community Transportation Assistance Program (CTAP).
- Applicants must provide a completed application form (see attachment) which includes components of a Municipal Transit Strategy and will serve as a Transit Strategy for Community Transit Organizations.
- Any vehicle(s) sought must meet the current CSA-D409-02 standard for vehicle safety, adopted by the Province (must provide proof).
- Applicants must provide historical ridership, vehicle, operating and financial information as contained in attached application.
- Applicants must provide at least 3 vehicle quotes and/or bill of sale and supporting financial documentation (i.e., Notice to Reader).
- Applicants must provide current bank balance for vehicles receiving long-term financing
- Applicants must provide letters of support from the community and local municipality.
- Successful applicants will be required to sign a Community Transit Funding Agreement and meet the requirements of attached Schedules A, B, C and D.
- This application will serve as a Business Case Analysis supporting the program investment and the sustainability of the service.

## **Contact**

For more information, please contact the Canada-Nova Scotia Infrastructure Secretariat at:

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Service Nova Scotia and Municipal Relations  
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Halifax, NS  
B3J 2M4  
P: (902) 424-2088  
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#### **SCHEDULE A - Eligible Project Categories**

Public Transit Infrastructure capital investments include the following:

- i) Rapid Transit Infrastructure light rail, heavy rail additions, subways, transit stations, park and ride facilities, grade separated bus lanes and rail lines;
- ii) Rolling Stock: buses (including hybrids, diesel, natural gas, and fuel cell buses), light and heavy rail cars, trolleys, ferries;
- iii) Intelligent Transport System (ITS): fare collection, passenger information, maintenance, propulsion and communications technologies, transit priority signalling, passenger and traffic information and transit operation systems, including technology that enhance safety and security of operations;
- iv) Related Capital Infrastructure: transit queue-jumpers and High Occupancy Vehicle (HOV) lanes, storage and maintenance facilities, terminals; and,
- v) Accessible transit: rolling stock, fixed capital assets and systems.

## **SCHEDULE B - Eligible Costs**

### **Eligible Costs**

#### 1 Project Costs

Eligible costs will be all direct costs, which are in Nova Scotia's opinion properly and reasonably incurred and paid by an Eligible Recipient under a contract for goods and services necessary for the implementation of an Eligible Project. Eligible costs may include only the following:

- a) the capital costs of acquiring, constructing or renovating a tangible capital asset and any debt financing charges related thereto;
- b) the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset and related facilities and structures.
- c) the costs of environmental assessments, monitoring, and follow-up programs as required by the *Canadian Environmental Assessment Act*, or a Nova Scotia equivalent.

#### 2 Administration Costs

That portion of Funds representing interest earned may be used to pay for administration costs.

### **Ineligible Costs**

Costs related to the following items are ineligible costs:

- a) Eligible Project costs incurred before May 18, 2005;
- b) services or works that, in the opinion of Nova Scotia, are normally provided by the Eligible Recipient or a related party;
- c) salaries and other employment benefits of any employees of the Eligible Recipient;
- d) an Eligible Recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff;
- e) costs of feasibility and planning studies for individual Eligible Projects;
- f) taxes for which the Eligible Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- g) costs of land or any interest therein, and related costs;
- h) cost of leasing of equipment by the Eligible Recipient;
- i) routine repair and maintenance costs;
- j) legal fees;
- k) administrative costs incurred as a result of implementing this Agreement, subject to 2 above and section 7.3 of this Agreement; and
- l) audit and evaluation costs.

## **SCHEDULE C - Eligible Recipient Requirements**

Eligible Recipients shall:

1. Eligible Recipients that are Community Transit Organizations shall meet the requirements of Nova Scotia Accessible Transportation Assistance Program (ATAP) and Community Transportation Assistance Program (CTAP). This application will include components of a transit strategy and serve as a Transit Strategy and will also comply with all Eligible Recipient Requirements in this Schedule.
2. Ensure that the Public Transit Funds will result in net incremental capital spending on Public Transit Infrastructure between April 1, 2006 to March 31, 2007.
3. Permit Canada and Nova Scotia reasonable access to all records relating to all Eligible Projects that have received Funds.
4. Be responsible for the complete, diligent and timely implementation and completion of the Eligible Project.
5. Acknowledge that Nova Scotia may holdback Public Transit Funds if the Eligible Recipient is in default under the Funding Agreement.
6. Comply, as necessary, with the Communications Protocol set out in Schedule D.
7. Comply with:
  - a) all legislated environmental assessment requirements and agree that no funds will be committed to an Eligible Project until all required environmental assessment requirements have been satisfied; and
  - b.) all regulations required to operate a public transit service in Nova Scotia.
8. Implement all mitigation measures identified in any environmental assessment of the Eligible Project.
9. If Public Transit Funds are paid by Nova Scotia to the Eligible Recipient in advance of the Eligible Recipient incurring and paying Eligible Costs, invest such Funds in a special reserve account until such funds are expended. Further, if such advanced funds are not paid by the Eligible Recipient in respect of Eligible by March 31, 2010, Nova Scotia shall take steps to recover the unspent Funds from the Eligible Recipient.
10. (a) Subject to 12 (b) retain title to, and ownership of, the Public Transit Infrastructure resulting from the Eligible Project for at least ten (10) years after Project completion.

- (b) Unless agreed to in writing by Nova Scotia, if, at any time within ten (10) years from the date of completion of the Eligible Project, the Eligible Recipient sells, leases, encumbers or otherwise disposes of, directly or indirectly, any asset constructed, rehabilitated or improved, in whole or in part, with funds contributed by Canada under the terms of this Agreement, other than to Canada, Nova Scotia, a Municipality, Community Transit Organization, or a Crown corporation of Nova Scotia that is the latter's agent for the purpose of implementing this agreement, the Eligible Recipient shall repay Nova Scotia on demand, a proportionate amount of the funds contributed by Canada, as follows:

Where Eligible Project Asset is sold, leased, encumbered or disposed of:	Repayment of contribution (in current dollars)
Within 2 Years after Eligible Project completion	100%
Between 2 and 5 Years after Eligible Project completion	55%
Between 5 and 10 Years after Eligible Project completion	10%
Rolling stock up to 10 years old	At book value, depreciated according to *GAAP

\*Note: -It is recommended that a 5 year declining balance depreciating schedule be used for vehicles with 16 or less passenger seats.  
 -It is recommended that a 7 year declining balance depreciating schedule be used for vehicles with 16 to 26 passenger seats.  
 -It is recommended that a 10 year declining balance depreciating schedule be used for vehicles with over 26 passenger seats.

11. a) Award and manage all contracts for the supply of services and/or material to the Eligible Project ("Contracts") in accordance with the Eligible Recipient's relevant policies and procedures, a copy of which will be provided to Nova Scotia in advance of Nova Scotia making any payments to the Eligible Recipient. Procurement practices must meet the intent of Nova Scotia procurement policies. <http://www.gov.ns.ca/tenders/>
- b) Award contracts in a manner that is transparent, competitive, and consistent with value for money principles.
12. The Eligible Recipient acknowledges that it may use Funds to pay up to 100% of Eligible Costs of an Eligible Project provided that to the extent it is receiving money under an Infrastructure Program in respect of an Eligible Project to which the Eligible Recipient wishes to apply Funds, the maximum federal contribution limitation set out in any Infrastructure Program contribution agreement made in respect of that Eligible Project shall continue to apply and Funds paid to the Eligible Recipient shall be deemed to be a federal contribution under the said contribution agreement.

13. Indemnify and save harmless Canada and Nova Scotia, their officers, servants, employees, or agents from and against all claims and demands, loss, costs, damages, actions, suits, or other proceedings by whomsoever brought or prosecuted in any manner based upon, or occasioned by any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:
  - i) all Eligible Projects;
  - ii) the performance of this Agreement or the breach of any term or condition of this Agreement by the Parties, its officers, employees and agents or by a third party, and any of its officer, employees, servants or agents;
  - iii) the performance of a Community Transit Funding Agreement or the breach of any term or condition of the Community Transit Funding Agreement by the Parties, its officers, employees and agents or by a third party, and any of its officer, employees, servants or agents;
  - iv) the design, construction, operation, maintenance and repair of any part of an Eligible Project; and
  - v) any omission or other wilful or negligent act of the Parties or Eligible Recipient or third party and their respective employees, officers, servants or agents.
  
14. In the case where an Eligible Recipient wishes to utilize these funds for investments to enhance the security of its infrastructure, the Eligible Recipient must provide evidence that these investments satisfy the applicable conditions and requirements imposed by Transport Canada for such federally funded security projects, including those established under Transport Canada's Passenger Rail and Mass Transit Security Contribution Program. <http://www.tc.gc.ca/>
  
15. Where projects result in emissions reductions that can earn offset credits (as per the Offsets System being proposed by the Government of Canada), the municipality shall attribute the appropriate share of the ownership to Canada (based on Canada's contribution to the total project funding).

## **SCHEDULE D- Communications Protocol**

Canada and Nova Scotia agree that Canadians have a right to transparency and public accountability, which is best served by full information about the benefits of the Public Transit Fund.

This communications protocol establishes the principles and practices that will guide all announcements and events related to this Agreement, funding to Eligible Recipients under this Agreement. Communications activities may include, without limitation, major public events or announcements, or communications products such as speeches, press releases, websites, advertising, promotional material or signage.

### **The Parties agrees that:**

- 1) A public event will mark the signing of this Agreement. This event will be developed by communications officials from Canada and Nova Scotia, and will provide for municipal involvement and media participation.
- 2) In addition to joint communications activities, Canada and Nova Scotia may include messaging in their own communications products and activities, regarding other initiatives and investments in cities and communities.

### **Nova Scotia agrees that:**

- a) All communications referring to projects funded under this Agreement will clearly acknowledge the contributions made by Canada.
- b) All communications materials referring to the sharing of federal public transit funds with Eligible Recipients will recognize that this initiative through the use of the Canada word mark and of a tagline.
- c) Nova Scotia's Transit Funding Agreements (TFAs) and Community Transit Funding Agreements (CTFAs) will include the provisions included this Protocol, particularly that:

### **The Recipient Agrees that:**

- a) All communications by the Eligible Recipient referring to projects funded under this Agreement will clearly recognize Canada's investments.
- b) Eligible Recipients will ensure permanent signage at the location of projects receiving investments under this Agreement, prominently identifying the Government of Canada's investment and including the Canada word mark. Where there is no fixed location for signage, such as a transit vehicle, a prominent marker will recognize the Government of Canada's contribution. All signage/plaques will be located in such a way as to be clearly visible to users, visitors and/or passersby.

## General

- a) The timing of public events shall be sufficient to allow for all orders of government to plan their involvement. Either Party shall provide a minimum of 21 days notice of an event or announcement. **No such event will be held prior to the approval of the Canada-Nova Scotia Infrastructure Secretariat.**
- b) The Parties agree that they and Eligible Recipients will each receive appropriate recognition in joint communications materials.
- c) Joint communications material and signage will reflect Government of Canada communications policy, including the *Official Languages Act*, and federal- Nova Scotia identity graphics guidelines.

## Assessment

Communication results will be assessed as part of the evaluation process set out in Section 8.3.2 of the Agreement.

For more information visit our Infrastructure Secretariat's website at [www.nsinfrastructure.ca](http://www.nsinfrastructure.ca)



9. Service start-up date \_\_\_\_\_

10. Total Population Service Area \_\_\_\_\_

11. Is your incorporation status up-to-date?

Yes       No

12. Name of Communities or locations served?

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**13. Ridership and Vehicle Profile (Per Annum)**

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Projected	2009-10 Projected
Ridership							
Rides per Capita							
Depreciation Expense (\$)							
Capital Purchase (\$)							
Accessible Vehicles							
Non- Accessible Vehicles							
Volunteer Vehicles							
Total Federal Transit Grant (\$)							
Total ATAP Grant (\$)							

**14. Type of Service**

- Fixed Route
- Door to Door
- Scheduled
- On Demand
- Volunteer

Combination (specify) \_\_\_\_\_

15. Do you currently have training or awareness programs for staff and volunteers?

Yes       No

16. Please describe training programs currently in place

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**17. Eligible Users**

USERS	% of total Ridership in fiscal 2007-08	Priority
Persons with Disabilities		
Seniors		
Disadvantaged (low income)		
General Population		
Other (specify)		

**18. Operating Costs and Operating Revenue Sources**

<i>Fixed Expenditures (outflow)</i>	<i>2007-08 (Actual)</i>	<i>2008-09 (Budget)</i>	<i>2009-10 (Budget)</i>
Salaries and Wages (mgt/dispatch)			
Employee Benefits			
Office Rent/Utilities			
Office Expenses/Supplies			
Printing/brochures			
Phone			
Fax, Internet			
Advertising, Promotion			
Contractual Costs (Consulting, legal)			
Depreciation (Computer)			
Association dues and fees			
Meeting/Conference Expenses			
Travel			
Staff/volunteer training			
Insurance (Board/General)			
Volunteer recruitment			
Other			
<b>Total Fixed Expenditures</b>			

<b>Variable Expenditures (outflow)</b>			
Salaries (Drivers)			
Benefits (Drivers)			
Stipend to Volunteers			
Variable Insurance (vehicles)			
Vehicle Repairs/Maintenance			
Cost of license			
Fuel			
Capital Cost replacement/depreciation			
Other			
<b>Total Variable Expenditures</b>			
<b>TOTAL OPERATING EXPENSES</b>			
<b>Revenue (Inflow)</b>			
Province of Nova Scotia			
Municipalities			
Government of Canada			
Fare Income			
Charter			
Fundraising			
Contractual			
Corporate Sponsorship			
Donations			
Other			
<b>TOTAL INCOME</b>			
<b>CURRENT BANK BALANCE</b>			
<b>CASH SURPLUS (Deficit)</b>			
<b>TOTAL DEBT (\$)</b>			
<b>ANNUAL DEBT SERVICE (\$)</b>			

Note: include all cost associated with purchase of vehicle (or Asset) sought in budget forecast for 2009-10

19. Vehicle Acquisition Will:

- Replace Existing Vehicle(s)
- Purchase new Vehicle(s)
- Upgrade Existing Vehicle(s)
- Support Existing Services
- Support New/Expansion Services  Other \_\_\_\_\_

How much has your organization reserved for a capital purchase? \_\_\_\_\_

Total capital cost of vehicle sought (including taxes) \$ \_\_\_\_\_

Other Capital Purchases (if applicable) \$ \_\_\_\_\_

Describe and define (Other Capital Purchase, if applicable)

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20. **Capital Cost**

Type of Vehicle(s) being Sought

Number of Vehicles		Number of KM	
Vehicle (make/model)		Lift/Ramp (make model)	
Vehicle Year		Marking/Signage	
Number of Passengers		Current owner of vehicle or supplier	
Total Wheelchair Capacity		Meets D409-02 standard (must provide proof)	

21. **Capital Costs** (Specify expected amount of CAPITAL FUNDING by source(s). Must provide quote, bill of sale or supporting financial statements where applicable.

Funding Source Name	Funded by Source(s) \$	Funding Confirmed	
		YES	NO
Federal Government			
Provincial Government			
Municipal Government			
Donations/Fundraising			
Own Contribution			
Other (specify source)			
Total Capital Cost of Vehicle(s) or Other Asset			
<small>note: funding sources must equal total capital cost</small>			

<b>Total requested under Federal Public Transit Capital Fund (\$)</b>	\$ _____	% of total capital cost _____  Will all Federal Transit Funds received be expensed by March 31/2009?  <input type="checkbox"/> Yes \$ _____  <input type="checkbox"/> No (Reserve \$ _____)
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22. Do you have a valid UARB license and insurance for vehicle(s) being sought?

- Yes       No

If No, please provide explanation and time frames for compliance

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23. When do you expect to have vehicle(s) or Asset sought in operation (Date)?

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24. Describe how this vehicle(s) or Asset be used to support existing services?

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**DECLARATION**

**The above information is accurate to the best of my knowledge. I hereby give Service Nova Scotia and Municipal Relations the authority to verify any and all information pertaining to this application.**

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**Signing Authority for Applicant**

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**Date**