



Government

Alberta Transportation

BASIC MUNICIPAL TRANSPORTATION GRANT (BMTG)

Program Guidelines

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

- *City Transportation Fund*
- *Basic Capital Grant*
- *Streets Improvement Program*
- *Rural Transportation Grant*
- *Provincial Highway Maintenance Grant*

Updated: November 2013

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1. Program Objectives

The objective of the program is to support municipalities in developing and maintaining their capital transportation infrastructure requirements, promote economic growth, and improve the quality and transportation safety of community life. This program provides annual allocation-based funding for capital construction and rehabilitation of local transportation infrastructure including roads, bridges, and public transit.

This “new” consolidated program is transitioning and evolving from several transportation programs including: the City Transportation Fund (CTF), Basic Capital Grant (BCG), Provincial Highway Maintenance Grant (PHM), Streets Improvement Program and Streets Improvement Program for Hamlets (SIP), and Rural Transportation Grant (RTG).

Key outcomes from the program include:

- 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 transportation infrastructure.
- Reduce traffic congestion, thereby reducing fuel consumption, travel time, and greenhouse gas emissions.
- Improve accessibility and movement of goods and people.

2. Municipal Eligibility

Eligible entities include all Alberta cities, towns, villages, summer villages, counties and municipal districts, specialized municipalities, Métis Settlements, and the Special Areas. Ineligible entities include private organizations, non-government agencies, charitable societies, non-government operating authorities.

3. Program Components

The program will continue to provide grant funding through these transitioning components and their funding envelopes:

- City Transportation Fund – annual funding to Calgary and Edmonton
- Basic Capital Grant – annual funding to other cities and the two Urban Services Areas
- Primary Highway Maintenance – annual grant to other cities for eligible highway routing through their boundaries
- Streets Improvement Program - annual funding to non-city urban municipalities and rural municipalities with eligible hamlets.
- Rural Transportation Grant – annual funding to rural municipalities, Métis Settlements, and the Special Areas.

For specific procedures/requirements of each component, refer to the appropriate appendix.

4. Project Eligibility

Eligible projects costs:

- Construction and rehabilitation of local and regional roads and streets;
- Construction and rehabilitation of municipal bridges;
- Capital expenditures for municipally-owned infrastructure for transit services including LRT lines and stations, bus terminals, transit vehicle storage and maintenance buildings;
- Purchase and major rehabilitation of transit passenger vehicles (buses, LRVs).

Ineligible project costs:

- Operating, routine maintenance, and administrative expenditures;
- Small spot improvements and routine maintenance for roadways and bridges;
- Purchase of mobile equipment, tools;
- GST, municipal financing or carrying costs, litigation and legal fees.

5. Funding Conditions

Maximum grant funding will be available as per the municipality's approved annual allocation.

The funding formula will be based on the following criteria:

- Calgary and Edmonton will receive grant funding based on the volume of taxable road-use gasoline & diesel sold within the province;
- Other urban municipalities will receive grants based on their previous year's official population;
- Rural municipalities will receive the grant based on a distribution-formula which includes length of open roads, population, equalized assessment, and a terrain factor;
- Other cities will receive annual grants based on the length of eligible highway routing.

Annual allocations will be provided as lump-sum payments or by installments up to the maximum approved funding.

Eligible municipalities must submit annual applications (APAs and project profiles) for projects that they propose to be funded through the program and the previous year's Statements (SFEs).

6. Application Process

Submission of the annual applications and statements must be submitted through the Transportation Department's web-based online system, Municipal Grants Management Application (MGMA).

All documentation will be reviewed by regional staff for eligibility and conformance with program guidelines. Department staff will communicate through MGMA, e-mail, and written correspondence, as appropriate.

Regional staff are available to discuss and review any issues or concerns that may arise. Project particulars and changes should be reviewed with the respective Regional Office and updated or revised within MGMA as required.

7. Reporting Requirements

Grant funding in any one year may not be provided until the necessary project/program applications for the year have been accepted by TRANS and the financial reports for the previous year have been submitted to TRANS.

The table below summarizes the key steps in completing a successful application and reporting process.

STEP	DOCUMENTATION	NOTES AND ACTION BY
1.	Program Agreement	<ul style="list-style-type: none"> Prepared by TRANS and signed by the municipality and TRANS at the beginning of the program.
2.	Project Profile	<ul style="list-style-type: none"> Submitted by municipality using MGMA at any time during the program for review by TRANS Where possible, new profiles should be submitted in groups prior to April 1 of each year Provides general project information Project Status is updated in MGMA by TRANS
3.	Application for Program Acceptance	<ul style="list-style-type: none"> Assembled in MGMA from Project Profiles Provides updated summary project and/or program budget information for coming year. Response from TRANS optional.
4.	Multi-Year Capital Infrastructure Plan	<ul style="list-style-type: none"> Assembled in MGMA from Project Profiles. Provides a summary of all accepted and proposed projects in MGMA for the next 10 years. Response from TRANS optional.
5.	Project Acceptance and Grant Commitment	<ul style="list-style-type: none"> Project "Status" in MGMA updated by TRANS Letter sent to municipality from TRANS
6.	Previous Years Statement of Funding And Expenditures	<ul style="list-style-type: none"> Assembled / Submitted in MGMA Signed hard copy submitted by municipality as a supplementary document, before June 30. Represents the previous years actual grant expenditures. Response letter from TRANS.
7.	Payment of Grant Allocation	<ul style="list-style-type: none"> Sent by TRANS to municipality via electronic transfer (EFT).
8.	Repeat Step 2 to 7 for each calendar year	The grant cycle for any calendar year has duration of approximately eighteen months and overlaps the cycle for both the next and previous years.

Appendix 1

BMTG – CITY TRANSPORTATION FUND COMPONENT

Overview

The City Transportation Fund (CTF) is one component of the BMTG. Funding is provided for capital transportation projects on highways and truck routes, capital public transportation facilities under the CTF component for Calgary and Edmonton.

Benefits

The CTF component of BMTG provides financial assistance to Calgary and Edmonton for the development and implementation of safe and effective highway routes and major streets through the cities, as well as modern bus and LRT public transit systems. The high level of personal mobility and the efficient distribution of goods and services within these large urban centers encourages and supports the economic growth of Alberta.

Description

As recommended by the 1999 Premier's Task Force on Infrastructure, the City Transportation Fund was established in 2000, to provide funding to the City of Calgary and Edmonton for capital transportation projects within these cities. Eligible projects are focused on primary highways and major streets through the cities, and major public transportation system requirements.

Generally, this grant assists these cities in developing and implementing safe, effective and integrated urban/regional transportation systems and facilities. A well-developed and balanced transportation system within each city encourages and supports the economic growth of Alberta, while at the same time improves transportation safety and promotes the quality of community life.

The BMTG provides conditional grants to these cities for capital-related projects that meet the program eligibility criteria. While a municipal cost-sharing contribution to eligible projects is encouraged, it is not a requirement under this program. Included in the list of eligible projects are design and engineering services, construction and rehabilitation of primary highway extensions and designated major truck routes, construction of grade separations, major transit capital projects (including the purchase of accessible transit vehicles), and transportation systems management projects.

Funding Policy

Under the CTF component of BMTG, the cities of Calgary and Edmonton are each eligible for annual grant funding based on five cents per litre and the volume of taxable road-use gasoline and diesel fuel sold in the province.

Projects such as construction, upgrading, rehabilitation of provincial highways and arterial streets (including interchanges), as well as LRT lines and bus purchases are eligible for cost-sharing at up to 100 percent Government funding, subject to the amount funds available. While the government sets the project criteria by which projects qualify for funding, the city establishes the priority for eligible projects.

ADMINISTRATIVE PROCEDURES OVERVIEW

At the present time, only the Cities of Calgary and Edmonton are eligible to receive this grant.

The City Transportation Fund provides financial assistance to the cities of Calgary and Edmonton for the development and implementation of safe and effective highway routes and major streets through the cities, as well as modern bus and LRT public transit systems. The grant is based on the prior calendar year's volume of taxable road-use gasoline and diesel fuel sold within the province of Alberta.

The City Transportation Fund agreement includes the administrative procedures, the project eligibility criteria, and the annual program application and reporting requirements applicable to this program. A typical agreement includes a preamble specific to the municipality plus all of the following:

1. The preamble is incorporated as an integral part of this Agreement.
2. The parties agree that the City shall execute this Agreement prior to the Minister transferring any funds to the City under this Agreement.
3. The Minister agrees to provide funds to the City for the City Transportation Fund subject to the following eligibility criteria:
 - I. Receipt of the City's annual Application for Program Acceptance;
 - II. Review and acceptance by the Minister of eligible projects contained therein.
4. The Minister and the City agree that the amount of funding provided will be based on 5 cents per litre and volume of taxable road-use gasoline and diesel fuel sold within the province of Alberta, as confirmed by Treasury Board and Finance.

5. The City agrees to provide to the Minister as a condition of the Agreement:
 - I. prior to March 31 of each year, the city's Program Application listing all projects to be carried out utilizing the funding provided under section 4,
 - A) the Program Application may be updated in accordance with the timing specified by the Minister following consultation with the City. The program update may be in the form of either a Supplementary Program Application or a full annual updated Program Application. The full annual program update shall list all previously accepted projects being continued as well as new projects being initiated and for which the City wishes to allocate funding from the City Transportation Fund,
 - II. the City's annual Pavement Management System Summary Report indicating the current average pavement condition for each of the following road classifications i) all numbered highway connector routes, ii) freeways, iii) major streets, and vi) other streets as may be determined by the Minister from time to time following consultation with the city, and
 - III. the City's annual Transit Indicator Summary Report indicating i) the percent of the total in service transit vehicle fleet with a vehicle age in excess of the optimum vehicle design life, ii) the number of transit rides carried per annum per 1,000 population, iii) the current percentage of the total fleet which is accessible to persons with disabilities in accordance with the barrier free design guidelines, or iv) other indicators as may be determined by the Minister from time to time following consultation with the city, and
 - IV. the City's previous calendar year-end (December 31) Statement of Funding and Expenditures pertaining to the City Transportation Fund, including certification by the City of the statement and attesting to compliance with the terms and conditions of this Agreement prior to March 31 of each year.
6. The City hereby agrees to accept the funds provided by the Minister in accordance with Sections 4 and 5 on the following additional terms and conditions:
 - I. the City shall maintain a separate accounting for the funds provided;
 - II. the City may invest the funds provided, or unutilized portions thereof, in accordance with the terms of Section 250 of the Municipal Government Act;
 - III. the City shall determine the "actual income earned" on the funds provided or unexpended funds invested as in II) above, and all such income shall be reported on the annual Statement of Funding and Expenditures as outlined in Section 5 above;
 - IV. any income earned shall not be deemed to be part of the maximum funding allocation as approved by the Minister, but shall be added to the City Transportation Fund balance as if it were part of the fund, and allocated to projects accepted by the Minister under the fund;

- V. the City shall ensure that expenditures accounted for against the principal amount of the funds provided, the income earned thereon, and other credits to the fund are only for projects accepted by the Minister on the City's Program Application under the City Transportation Fund;
 - VI. the City shall submit a Program Application as early as possible prior to the coming fiscal year and no later than April 1st of each year during the currency of this Agreement to the Minister for acceptance. This annual application shall include all previously accepted projects being continued in the current year as well as new projects being initiated in the current year. Supplementary Program Applications may be submitted from time to time when new projects are added to the City's program. The application, including supplementary applications, shall list all projects for which the City wishes to allocate funding from the City Transportation Fund during the calendar year;
 - VII. all funds provided and income earned, not expended prior to December 31 in any year may be retained by the City and expended in accordance with the City's Program Application under the City Transportation Fund in the following years.
 - VIII. on any accepted project the work shall be carried out in accordance with the rules, regulations and laws governing such works and in accordance with the best general practice.
7. The City shall indemnify and save harmless the Minister, his servants, agents and employees, from and against all actions, claims and demands arising directly or indirectly from the preparation for or implementation of the projects, whether or not the damage arose as a result of the actions or omissions of third parties.
 8. The City agrees to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of Alberta Transportation, access to the project site; any engineering drawings or documents; any books of accounts relating to funding, earnings, and expenditures claimed under this agreement; and any other such project related documents as deemed necessary by the Minister in performing an audit of the projects undertaken under this agreement. All project-related documents shall be kept by the City for a minimum of three years following completion of the project.
 9. The City agrees it is not entitled to claim compensation for its costs, expenses, inconvenience or time expended in relation to the administration of the funds provided under this Agreement nor in respect to this Agreement.
 10. The parties agree that all projects receiving funding from the Minister under the City Transportation Fund shall be undertaken fully in accordance with the *Highways Development and Protection Act*, the Regulations passed pursuant to the Act and any amendments to both which may be made from time to time.

11. Under this agreement, the following general types of capital transportation projects may be funded from the City Transportation Fund subject to the award of contract criteria outlined and the credit items listed:

I. ROADWAYS

- A) To be funded under this agreement, a roadway must be on the City's Transportation System Bylaw as an Arterial Road, (including Freeways and Expressways) and subject to the following conditions:

- i) All currently designated numbered highway connector routes through the city must be open to all registered vehicles at all times.
- ii) The location of currently designated numbered highway connector routes through the city may not be altered unless such alterations are first accepted by the Minister in writing.

B) Eligible Projects

- i) Construction, Reconstruction and Rehabilitation of Roadways.
- ii) Construction, Reconstruction and Rehabilitation of Road Structures.
- iii) Construction, Reconstruction and Rehabilitation of Railway or LRT Grade Separations.
- iv) Other ancillary works such as sidewalks, commuter bikeways, lighting, traffic control signals, pedestrian signals, storm drainage and utility relocations.
- v) Other capital transportation projects as may be deemed appropriate by the Minister.

II. TRANSIT

A) Eligible Projects

- i) Construction and Major Rehabilitation of L.R.T. lines, Station Structures, Park and Ride Facilities, and L.R.T. Maintenance Facilities. L.R.T. lines must be designated in the City's Transportation System Bylaw.
- ii) Construction and Rehabilitation of Major Public Transit Terminals and Transit Garages.
- iii) Purchase of LRT vehicles, "Low-Floor" standard 40-foot buses, articulated buses, and accessible community Public Transit Vehicles as well as Specialized Transit Vehicles for Seniors and/or Persons with Disabilities.
- iv) Major Rehabilitation of Public Transit Vehicles.
- v) Major comprehensive transit-stop retrofit programs to achieve a "barrier free path of travel" to accessible transit services.
- vi) System-wide capital improvement or upgrading projects
- vii) Purchase, development, and rehabilitation of major capital security devices, communication equipment, and other public safety enhancements.

- viii) Other capital transportation projects as may be deemed appropriate by the Minister.

III. GENERAL - ROADWAY/TRANSIT

- A) Engineering including planning, design, and construction supervision.
- B) Construction or Implementation of major Transportation Systems Management Projects such as major intersection improvements, major traffic signal coordination, etc.
- C) Significant Enhancements or Improvements for the Safety of users of the Transportation Systems.
- D) Restoration of grass-standard landscaping in areas disturbed by construction or reconstruction of transportation facilities.
- E) Enhanced landscaping where necessary for the mitigation of the environmental impacts of eligible transportation facilities, subject to approval by the Minister.
- F) Net direct cost of right-of-way purchased, including maintenance costs, taking into account as credit items the salvage value of any improvements on the original site, proceeds from sale of residual lands, appraised value of residual land in year of construction and net income from land purchased in advance of construction.
- G) City-wide or Regional Transportation Planning Studies and major Systems Planning Reviews.
- H) Functional Planning and Design Studies for Eligible Roadways, and Public Transit Capital Projects.
- I) System-wide reviews where such reviews will have an impact on capital expenditures.
- J) Transportation Studies to address specific Environmental and/or Safety Concerns including Environmental Impact Assessments.
- K) Construction of noise attenuation devices as a part of an eligible project, and rehabilitation of existing noise attenuation devices on an eligible roadway or transit-way, consistent with the City's approved noise attenuation policy.
- L) Future reimbursement of eligible third party costs for projects initially funded by a third party under an agreement between the City and the third party identifying such future reimbursement, subject to the prior approval of the reimbursement agreement by the Minister.
- M) Project signs for major projects where requested by the Minister.
- N) Other capital transportation projects as may be deemed appropriate by the Minister.

IV. AWARD OF CONTRACTS AND USE OF CITY FORCES

- A) The City may award contracts for planning, design, engineering, and construction of a transportation facility by public tender, on agreed unit prices, or lump sum amounts. In some instances, where approved by the Minister, the City may undertake such work with its own forces subject to B) below.

- B) In those cases where the City utilizes its own forces on projects under the City Transportation Fund, the City is required to submit an economic analysis to the Minister indicating that this will result in a lower cost or more cost-effective project.
- C) Where the City recommends that any tender other than the low tender be accepted, the City must submit its recommendation respecting such awarding, together with details of all tenders received to the Minister for his written approval.

V. CREDIT ITEMS

- A) The following credit items shall be applied to an accepted project under the City Transportation Fund on which any provincial funds have been expended by the City:
 - i) salvage value of any material obtained from removal or demolition of any structure or any part of the facility or goods required for construction and not used.
 - ii) actual sale price of any residual lands and improvements and, if sold prior to construction, accrued interest at rates earned by the city.
 - iii) appraised value, at the time of project construction, of any residual land and improvements purchased but not sold prior to construction.
 - iv) net income from all land purchased until sale of the land or time of construction, whichever comes first.
 - v) income from the sale of buses or other capital items that previously received a financial contribution from the Province.
 - vi) funding from other sources such as developers, railway companies, private organizations and other government agencies (including other provincial government departments) where such funding has been designated to a project funded under the City Transportation Fund and is not subject to an approved reimbursement agreement accepted by the Minister.
 - B) Where the credit items in A) above result in net proceeds to the City, such proceeds shall be credited to the City Transportation Fund so as to be available for allocation to other projects accepted under the fund.
12. The parties further agree that the current Basic Capital Grant agreement, including all extensions and amendments, as well as the 1998 and 1999 Premier's Task Force recommended supplemental grant, shall terminate, effective _____, and no new funds will be provided under that agreement, subject to the following:
- i) The City agrees to submit a Statement of Funding and Expenditure for the 20__ calendar year-end (December 31) prior to July 1, 20__, and a similar statement each successive year until all funds provided under the agreement, and including all interest earned thereon, have been fully expended according to the conditions of that agreement.

- ii) The City agrees that for any continuing projects accepted under the agreement, the project eligibility criteria and cost-sharing ratio in effect at the time of acceptance will continue to be in effect until the completion of those projects.
 - iii) The City further agrees to submit an annual Application for Program Acceptance under the agreement including all continuing projects and any new projects until all funds provided under the agreement are fully expended.
 - iv) The parties further agree that the current Primary Highway Maintenance Grant shall terminate, and no new funds will be provided under that program.
- 13) The parties agree to give this Agreement a fair and reasonable interpretation and, when required, to negotiate with fairness and candor any modifications or alteration thereof for the purpose of carrying out the intent of this Agreement and or rectifying any omission in any of these provisions.
- 14) Any notice, demand or other document required or permitted to be given under the terms of this agreement shall be sufficiently given to the party to whom it is addressed if delivered or forwarded by Registered or Certified Mail to the Minister at:

Legislature Building
10800 – 97 Avenue
Edmonton, Alberta
T5K 2B6

or to the City at:

City Hall

_____, Alberta

or to such address as either party may furnish to the other from time to time.

- 15) This Agreement shall ensure to the benefit of and be binding to the parties hereto and their successors and assigns.

Appendix 2

BMTG - BASIC CAPITAL COMPONENT

Overview

Basic Capital (BCG) is one component of the BMTG and provides financial assistance to Alberta's fifteen (15) cities and two (2) designated urban service areas. Funding is provided for capital transportation projects on highways and truck routes, capital public transportation facilities and highway maintenance under this or the following related grants:

Benefits

The Basic Capital Component provides financial assistance to assist the cities (excluding Calgary and Edmonton) in developing and implementing safe and effective roadway network and transportation system within the cities. A well-developed and balanced regional/provincial transportation system encourages and supports the economic growth of Alberta, while improving and promoting the quality and transportation safety of community life.

This grant provides conditional funding for eligible capital transportation projects within cities, including road construction rehabilitation and major public transit system requirements. In addition, the program includes Barrier-Free Transportation initiatives to improve accessibility for seniors and persons with disabilities. Included in the list of eligible transportation projects are design and engineering services, construction and rehabilitation of provincial highway extensions and designated major truck routes, construction of grade separations, major transit capital projects (including the purchase of accessible transit vehicles), and transportation systems management projects.

In addition, rehabilitation of underground water and sewer is an eligible component of road rehabilitation projects.

Funding Policy

Under the BMTG, each jurisdiction is currently eligible to receive an annual grant based on \$60 per capita and the previous year's official population. The Grant provides conditional funding for capital-related projects which meet program eligibility criteria.

Effective April 1st 2011 the municipal cost-sharing requirement is eliminated. While a municipal contribution is encouraged, for work undertaken after April 1st, it is not required.

Projects such as new or upgraded roads and truck routes through cities, including grade separations (interchanges), and bus purchases are eligible. In addition, projects that will enhance the safety of the provincial highway and truck routes are eligible under this program.

The funding level to each city is determined annually based on the total value of the city's eligible projects up to a maximum annual per capita allocation.

While the Government sets the criteria by which projects qualify for funding under this grant, it is up to the city to set the individual priorities for those projects that meet the eligibility criteria.

1.1 OBJECTIVES

1.1.1 The objectives of the BCG are:

- To work in partnership with the cities to provide a safe and cost-effective transportation system recognizing broad municipal, regional, and provincial transportation objectives.
- To assist cities by providing capital grant support for the development of major components of the transportation system.

1.1.2 These objectives are met by:

- utilizing the project eligibility criteria and the municipal/regional transportation needs to establish cost-sharable projects and project limits,
- taking a cooperative approach to: reviewing project approvals from a safety and engineering perspective, establishing priorities, implementation scheduling, and timing of conditional grant payments.
- providing conditional per capita cost-sharing grants for eligible projects, subject to annual budget availability.

1.2 TIME FRAME

1.2.1 Grants are provided annually to eligible municipalities.

1.3 PROJECT ELIGIBILITY CRITERIA

The types of capital-related projects eligible for provincial funding under this grant component are:

1.3.1 ROADWAYS

To be eligible for funding, a roadway must be designated as a public road in accordance with the *Highways Development and Protection Act*.

Note: While the priority for roadway projects rests with the city, the city is encouraged to assign the highest priority to projects on Arterial Streets as defined in the city's current Transportation Bylaw.

1.3.1.1 Construction, Reconstruction and Resurfacing of Roadways.

The Recommended Design Guidelines should be referenced when undertaking projects, specifically:

- Geometric Design Guide for Canadian Roads
- Recommended Access Control for Arterial Streets
- Design Guidelines for Pedestrian Accessibility
- Easier Access Features for Transit Buses
- Guidelines for Billboards Adjacent to Provincial Highways in Cities

1.3.1.2 Rehabilitation or Improvement of Existing Structures.

Design and construction for bridge rehabilitation projects are eligible for cost-sharing provided that:

- routine maintenance procedures have been carried out on a regular basis and,
- a cost/benefit analysis indicates that rehabilitation of the structure is more cost-effective than replacement,

And one of the following conditions will be achieved:

- the life of the structure will be extended beyond the original (or previously extended) design life,
- the load carrying capacity of the structure will be increased to the current regulated or higher load limits, or
- the traffic carrying capacity of the structure will be increased by the improved geometry of the roadway.

Routine bridge maintenance is not eligible for funding.

1.3.1.3 Construction of Railway Grade Separations with Roadways, or with L.R.T.

1.3.2 UTILITY REHABILITATION

1.3.2.1 Rehabilitation of existing water, wastewater, and storm drainage pipes, or replacement with pipes of equivalent size when carried out in conjunction with an accepted road rehabilitation or reconstruction project.

Note: Where a water, wastewater, or storm drainage pipe size is below the currently defined or generally accepted minimum size, it may be upgraded to the minimum size as part of the funded project. In general, however, upgrading to a larger than existing pipe size is not eligible for funding.

1.3.3 TRANSIT

To be eligible for funding, a transit system must be a municipally owned and provincially recognized **public** transit system.

1.3.3.1 Construction and Major Rehabilitation of L.R.T. lines, Station Structures, Park and Ride Facilities, and L.R.T. Maintenance Facilities.

- L.R.T. lines must be designated in the City's Transportation System Bylaw.

1.3.3.2 Construction and Rehabilitation of Major Public Transit Terminals and Bus Garages.

1.3.3.3 Purchase of "Low-Floor" standard 40 foot and accessible community Public Transit Vehicles, articulated transit buses, LRT vehicles, and Specialized Transit Vehicles for seniors and/or Persons with Disabilities.

- All new buses must be equipped with easier access features, see Design Guidelines – Recommended Standards for Transit Buses.
- Other special vehicles must meet current regulations and provincial guidelines.

1.3.3.4 Major Rehabilitation of Public Transit Vehicles when specifically accepted by TRANS.

Note: Rehabilitation must include incorporation of easier access features, see Design Guidelines Recommended Standards for Transit Buses.

1.3.3.5 Major comprehensive transit stop retrofit programs to achieve a "barrier free path of travel" to accessible transit services. Refer to the Design Guidelines for Pedestrian Accessibility.

1.3.4 GENERAL - ROADWAY/TRANSIT

1.3.4.1 Construction or Implementation of major Transportation Systems Management Projects such as major intersection improvements, major traffic signal coordination, etc.

1.3.4.2 Significant Enhancements or Improvements for the Safety of users of the Transportation Systems

1.3.4.3 Restoration of grass-standard landscaping in areas disturbed by the construction or reconstruction of transportation facilities.

1.3.4.4 Enhanced landscaping (trees and shrubs) may be considered, on a case specific basis, where it is necessary for the mitigation of the environmental impacts of eligible transportation facilities, subject to prior acceptance by the Minister.

1.3.4.5 Right-of-Way and Right-of-Way purchased in Advance of Construction to be utilized in five years. Funding is generally as follows:

- (a) The actual costs of right-of-way, easement or land required for an accepted project will be eligible for funding.
- (b) Right-of-way may only be claimed during the time of actual construction of an accepted project or, upon agreement with TRANS, up to five years in advance of construction of a programmed eligible project. For example, right-of-way purchased in 2000 may be claimed in 2000 if construction of the eligible project is to commence in 2004 or sooner.
- (c) Eligible costs include original purchase price, actual carrying charges (including accrued interest and maintenance costs), demolition, and legal and litigation costs when specifically accepted by the department.
- (d) In cases involving expropriation, the city is advised to consult with TRANS to confirm the extent of funding; the city's offered purchase price is to be based on appraised value. The Province may not fund on expenditures related to excessive delays in expropriation matters or any costs that are considered to be excessive.
- (e) Included as credit items to the above costs are salvage value of any improvements on the original site, proceeds from sale of residual lands, appraised value of residual land in year of construction and net income from land purchased in advance of construction.
- (f) The city will be required to submit, with its annual statement of funding and expenditures or as otherwise requested, a summary and plan of the right-of-way claimed for funding. This document must describe what right-of-way was purchased, including details of the original purchase cost, carrying charges, credit items, value of residual land, etc.
- (g) Where applicable, the annual statement must include a brief status summary of current and prior year's expenditures of advance right-of-way purchases including project description, property acquired to date, implementation schedule, year right-of-way was claimed, and total expenditures.
- (h) If the city has claimed advance right-of-way purchases and does not commence construction on the designated project within the five year limitation, then previously claimed right-of-way expenditure may be deducted from future grant allocations.

1.3.4.6 Financing Costs for Right-of-Way Purchases except Advance Right-of-Way are eligible at time of construction.

1.3.4.7 City-wide Transportation Planning Studies and major Systems Planning Reviews.

- Due to the impact that these general studies have on the regional and provincial transportation system, TRANS may, at its discretion, be represented on the consultant selection committee and the technical steering committee for the project.
- A variable cost-sharing rate, and/or a maximum contribution determined appropriate by the department, may be assigned to these studies.

1.3.4.8 Functional Planning and Design Studies for Eligible Roadways, and Public Transit Capital Projects, Feasibility Studies for new public transit system, and accessible/Specialized Transportation Review Studies.

- Provided the terms of reference for the study are mutually agreed upon and TRANS staff is invited to participate on the technical steering committee for the project.

1.3.4.9 Transportation Studies to address specific Environmental and/or Safety Concerns including Environmental Impact Assessments.

1.4 NON-ELIGIBLE PROJECT CRITERIA

On accepted projects under the BMTG (BCG) the following items are specifically **not** eligible for funding with the Government, even though costs may have been incurred by the city, unless specifically approved in writing by TRANS:

1.4.1 ROADWAYS

1.4.1.1 All work on alleyways (back-lanes).

1.4.1.2 All roadway maintenance and structure maintenance activities such as snow removal, sanding

1.4.1.3 The rehabilitation of short isolated sections of sidewalks walkways, bicycle paths, etc. (the repair/replacement of short sections of sidewalks is considered to be routine maintenance)

1.4.1.4 Eligible sidewalks are eligible for funding up to concrete standards only; paving stone standards are not eligible. (Refer to Design Guidelines for Pedestrian Accessibility).

1.4.1.5 Routine bridge maintenance, such as:

- Annual cleaning and washing of the bridge drains, abutments, piers, and superstructure,
- Regular painting and sealing of all concrete and steel surfaces,
- Spot repairs of the overall structure as well all attachments to the structure,
- Periodic adjustment, repair or replacement of bearings and expansion joints,
- Periodic routine inspections and the production of inspection reports (such reports, however, may lead to the initiation of cost-sharable design and rehabilitation projects).

1.4.2 TRANSIT

1.4.2.1 Transit operating and regular maintenance costs.

1.4.2.2 Small equipment items for transit garages.

1.4.2.3 That portion of LRT station, transit centre and transit garage costs that are not required for public transit use (such as retail/commercial space, storage and maintenance of school buses, etc.)

1.4.2.4 Transit shelters and transit stop improvements that are not part of a major system upgrading program and do not support the objective of a barrier-free environment for seniors and persons with disabilities.

1.4.3 GENERAL - ROADWAYS/TRANSIT

1.4.3.1 All costs on roadway and LRT construction projects incurred outside of the project limits as may be defined by TRANS (In general, the project's limits consist of the width of the right-of-way or easement for the transportation facility and the length, from where-to-where, as approved by TRANS in the city's project application.)

1.4.3.2 Regulatory, pedestrian and warning type signs except when they are included as part of an accepted construction project.

1.4.3.3 All storm sewer costs except those costs associated with draining the transportation project's right-of-way. (The eligible storm sewer costs are based on the percentage of the total flow requirement directly attributable to draining the transportation project's right-of-way only.)

1.4.3.4 Any project whose primary intent is beautification.

1.4.4 GENERAL – ADMINISTRATIVE

1.4.4.1 Administrative and Project Management staff salaries (including those cases where a person's time may be dedicated to an eligible project) and related expenses.

1.4.4.2 Administration related capital costs, such as overhead, business machines, office space and supervision vehicles.

1.4.4.3 Financing costs.

1.4.4.4 Legal expenses and litigation costs except for right-of-way acquisition unless specifically accepted by the department.

1.4.4.5 Costs borne by others such as developers, railway companies, private organizations and other government agencies.

1.4.4.6 All non-transportation related costs.

1.4.4.7 Goods and Services Tax (G.S.T.).

1.4.4.8 Any other item that the Minister of Transportation may, from time to time, determine as ineligible for provincial funding. In cases where clarification is required, TRANS staff should be consulted.

1.5 SPECIAL CONDITIONS

1.5.1 WORK OUTSIDE CITY LIMITS

Whenever a portion of a funded project is proposed to extend beyond a city's corporate limit, funding approval to proceed with such work must first be obtained from TRANS and will be subject to the following procedures:

1.5.1.1 For purposes of budget allocation and reimbursement by the Government, the city is to advise TRANS, at least one year in advance, of any contemplated construction beyond its corporate limits that involves extension onto the provincial highway transportation system (or other external roadway) and provide a cost estimate of the portion of the construction work occurring outside the city limits.

1.5.1.2 Upon preliminary acceptance of the project, the city will need to submit to TRANS a request for authority to proceed with the construction work along the external roadway. A written agreement must then be entered into between TRANS and the city concerning work to be undertaken by the city outside its corporate limits. When construction is completed, the actual cost of the project is to be calculated and submitted to TRANS. The final construction cost amount will be used to confirm the actual payment amount. TRANS will be responsible for the coordination of all information concerning projects outside city limits.

1.5.2 AWARD OF CONTRACTS

Where projects are undertaken by the city and those projects are accepted by TRANS as qualifying for provincial funding:

1.5.2.1 A city may award contracts for construction of a transportation facility by public tender, based on either unit prices or lump sum amounts, in accordance with procedures prescribed by the Minister.

1.5.2.2 In some instances, where approved by the department, the city may construct the facility with its own labour subject to the note below.

Note: In those cases where the city utilizes its own labour on eligible projects, the city is required to submit an economic analysis to TRANS indicating that this will result in a lower cost or more cost-effective project.

1.5.2.3 Where the city recommends that any tender other than the low tender be accepted, the city must submit its recommendation respecting such awarding, together with details of all tenders received to TRANS for its written approval.

1.6 CREDIT ITEMS

The following credit items shall be applied to an accepted project under the BMTG (BCG) on which provincial conditional grant funds have been expended by a city:

1.6.1 The salvage value of any material obtained from removal or demolition of any structure or any part of the facility or goods required for construction and not used.

1.6.2 The actual sale price of any residual lands and improvements and, if sold prior to construction, accrued interest at rates earned by the city.

1.6.3 The appraised value, at the time of project construction, of any residual land and improvements purchased but not sold prior to construction.

1.6.4 The net income from all land purchased until sale of the land or time of construction, whichever comes first.

1.6.5 The income from the sale of buses or other capital items that previously received a financial contribution from the Province.

1.6.6 The funding from other sources such as developers, railway companies, private organizations and other government agencies (including other provincial government departments).

1.7 URBAN ROADWAY PAVEMENT CONDITION MONITORING

During the November 30, 1999 joint AI/AUMA/City Technical Committee meeting, it was agreed that the cost-sharable network under the Basic Capital Grant component of the Alberta Cities Transportation Partnership, for cities other than Calgary and Edmonton, would be expanded subject to the implementation of a pavement condition monitoring and reporting procedure.

To that end, the following procedure has been added to the Administrative Procedures for the BMTG (BCG):

1.7.1 TRANS, in consultation with the municipality, will designate a selected group of streets to be monitored, annually, by the municipality: Streets will be selected on the following basis:

- All designated Provincial Highway Connectors (PHC) under municipal jurisdiction.
- Where PHC constitute less than 25 percent of the municipality's current total arterial street network, other important regional streets or significant designated truck routes will be added up to approximately 25 percent of the network.
- For any selected street, the entire street is deemed to be included for monitoring, even if the 25 percent criterion is exceeded.
- Once selected, the designated streets are to be monitored by the municipality each year.

- In the event that responsibility for a PHC under municipal jurisdiction is subsequently transferred to the province, it will be deleted from the designated group of streets and replaced by an approximately equal length of other important regional street or significant designated truck route.

1.7.2 The municipalities will update and validate annually, and report to TRANS annually, the Visual Condition Index (VCI) for each segment included on the designated streets.

- Updating of the VCI data should be conducted by an independent professional organization specializing in pavement condition monitoring.
- Where practical, automated techniques should be incorporated into the data updating procedures.
- The condition report shall highlight all street segments with a VCI less than 5.0, and shall include a multi-year plan for restoring the designated streets to an acceptable standard.

Note: While the VCI may be used as an “indicator” of the need for pavement rehabilitation, it is recommended that other more rigorous indicators, such as roughness and strength, be used in determining the optimal timing and strategy for the rehabilitation.

1.7.3 **The Pavement Condition Report** should be submitted to TRANS with the municipality’s annual Application for Program Acceptance.

- The collection of pavement condition data is eligible for funding.

1.8 APPLICATION AND REPORTING PROCEDURES

Submission of the annual applications & statements must be submitted through the Transportation Department’s web-based online Municipal Grants Management Application (MGMA). For further information and/or assistance contact the Regional Director.

Appendix 3

BMTG–PROVINCIAL HIGHWAY MAINTENANCE COMPONENT

Overview

Provincial Highway Maintenance (PHM) is one component of the BMTG Program. The BMTG generally provides financial assistance to Alberta's fifteen (15) cities (excludes Calgary and Edmonton) and two (2) designated "urban service" areas.

Benefits of Program

The Provincial Highway Maintenance is provided to reflect the province's responsibility in sharing the cost of operating and maintaining provincial highway routes through cities, and encourages efficient maintenance and operation of these provincially important roadways.

Funding Policy

The Provincial Highway Maintenance is currently an annual grant of \$1,959 per lane-kilometre provided to those cities having jurisdiction of the primary highway routes within their boundaries. Confirmation of the total lane-kilometres of primary highway routings in operation is required each year to ensure the appropriate allocation to the cities.

1.1 OBJECTIVES

1.1.1 The objectives of the Provincial Highway Maintenance are:

- To assist cities financially by providing operating grants to support the maintenance and operation of the Provincial highway portion of the cities' roadway systems.
- To encourage efficient high standard maintenance and operation of the portion of the provincial highway network that is under city jurisdiction.

1.2 TIME FRAME

1.2.1 Provincial Highway Maintenance is provided annually to eligible municipalities.

1.3 PROJECT ELIGIBILITY CRITERIA

1.3.1 The grant is based on the number of eligible lane-kilometres of provincial highway under city jurisdiction and will be established by Alberta Transportation (TRANS) in consultation with the city in accordance with the following criteria:

1.3.1.1 eligible routes must be jointly agreed upon by the city and TRANS as provincial highway routes

1.3.1.2 eligible routes must be identified with route marker signs consistent with TRANS standards for provincial highway(s)

1.3.1.3 eligible routes must be open to all registered vehicles at all times.

- dangerous goods restrictions may apply provided that a reasonable direct alternative Dangerous Goods Route (DGR) is identified and marked with appropriate DGR signs.

1.3.2 The total number of lane-kilometres will include the following roadway elements:

- lanes open continuously for through traffic;
- left turning and/or right turning lanes including the intersection channelization to the crossroad approaches for the length necessary to transition back to constant cross-section width;
- interchange ramps connecting to or from the provincial highway route; and,
- parking lanes where peak hour parking restrictions are in place and the parking lanes are used to provide additional street capacity for traffic flow during the peak hour.

1.4 GRANT FUNDING AVAILABLE

1.4.1 The annual grant to each city is calculated on the basis of the number of lane-kilometres of Provincial highway in each city as of December 31 of the previous year, with the exception of those Provincial highways under provincial control and operation. The actual grant will be the number of lane-kilometres multiplied by the unit rate determined by the provincial budget.

1.5 PROCEDURES

1.5.1 As this is an unconditional grant, no formal annual application is required from the city to receive these funds.

1.5.2 The city is required to provide to TRANS any changes to the lane kilometre totals prior to December 31 of each year; otherwise, the prior year's totals will be used as the basis for calculating the grant. Any changes will be reviewed by TRANS and the city advised of the figures that TRANS will use to calculate the grant.

1.5.3 Revision to the lane-kilometre totals will be made as appropriate based upon the construction progress of new and/or improved routes, and the results of same added or deducted from the Department's inventory of Provincial lane-kilometres for the city.

1.5.4 Typically, Provincial Highway Maintenance Grants will be provided to each eligible municipality in May/July of each year.

Appendix 4

BMTG – STREETS IMPROVEMENT COMPONENT

Overview

The Streets Improvement Component (SIP) provides conditional grants to towns, villages, summer villages, and eligible hamlets to assist with the provision of lasting streets improvements, to enhance life in rural centers, and to serve to attract the decentralization of industry. The program was initially introduced in 1989 and was renewed effective April 1, 1997. The current Streets Improvement component is intended to be part of BMTG and an on-going municipal support program.

Benefits of Program

The grant provides funding for capital street improvements such as grading, gravelling, base course, paving, sidewalks, curb and gutter, roadway drainage, bridges and related work. As well, safety related features such as traffic control devices, improved street illumination, safety barriers and fencing, warning signs and pedestrian signals, which will enhance transportation safety for all Albertans, can be funded. Barrier free transportation initiatives to improve accessibility for seniors and persons with disabilities may be included.

Effective April 1, 2000, the reconstruction and/or replacement of existing municipal water distribution and sewage collection pipes within the roadway, in conjunction with street reconstruction, also qualify for assistance.

Grant Funding

Towns, villages, and summer villages, with populations of 300 or more, are eligible for an annual grant allocation of \$60 per capita, based on their official population (as reported by Alberta Municipal Affairs) for the previous year (i.e. the 2011 grant is based on the 2010 official population).

For towns, villages, and summer villages having populations of less than 300, the grant will include a "base grant" of \$8,000 plus \$33.33/capita.

For rural municipalities, the annual grant is based on the total aggregated population of all eligible hamlets within the municipality. The municipality will be eligible for \$60 per capita; however, if the total aggregated population is less than 300, the allocation is calculated using the equation [$\$8,000 + \$33.33/\text{capita}$]. **Effective April 1, 2011, the rural municipality is permitted to use or assign the grant funds to any eligible project within the municipality.**

Rural municipalities are responsible for advising Alberta Transportation of any population changes in its eligible hamlets. Population figures should be compiled in accordance with the *Determination of Population Regulation 63/2001 under RSA 2000, Municipal Government Act, Chapter M-26*.

Effective April 1st 2011 approved projects may be funded at 100% government grant basis for construction and engineering costs, up to the approved maximum eligibility. Municipalities must provide to the department a listing of proposed work (application) for the upcoming and/or future years. The application must contain a description and scope of work, proposed construction schedule, detailed cost estimates, and a copy of a location plan. Approval of a project is conditional upon its eligibility under the program.

Maintenance projects, municipal labour and equipment, and municipal administration costs are not eligible for funding. GST is not an eligible expenditure.

Objective

The BMTG (SIP) is designed to provide financial assistance to Alberta towns, villages, summer villages, and eligible hamlets to assist with the construction of transportation related projects.

Project Eligibility Criteria

The program allows municipalities the flexibility to select their projects within general guidelines. Approved projects are eligible for provincial funding for all eligible construction and engineering costs. **Effective April 1st 2011 the municipal cost-sharing requirement is eliminated. While a municipal contribution is encouraged for work undertaken, after April 1st 2011 it is not a requirement.**

Capital works that qualify for assistance are:

- Road/street grading and gravelling
- Base course pavement construction
- Final paving
- Approved dust control methods
- Sidewalk, curb and gutter
- Roadway storm sewer and drainage systems
- Bridge and culvert development
- Street illumination projects
- Traffic control devices
- Signage (regulatory, guidance and direction)
- Rights-of-way acquisition
- Engineering costs
- Relocation and adjustment of associated utilities
- Effective April 1, 2000, the reconstruction and/or replacement of existing municipal water distribution and sewage collection pipes, within the roadway, in conjunction with the reconstruction of streets
- Acquisition of accessible public transportation vehicles
- Accessible/Specialized Transportation Review Studies
- Feasibility Studies for new public transit system

- Safety related / enhancement projects:
 - traffic control devices and pedestrian signals
 - emergency bay construction on roadways (may include emergency telephones)
 - construction of pedestrian overpasses, protection areas and other improvements
 - traffic control devices and channelizing barriers
 - bicycle route development in hazardous areas
 - illumination improvements
 - installation of safety fences and barriers
 - warning sign and other pedestrian safety installations
 - improvements to existing railway crossings
 - other projects as approved by the department.

All construction and related services are to be obtained from the private sector.

Funding Availability

Towns, Villages, Summer Villages

Towns, villages, and summer villages with populations of 300 or more are eligible for an annual grant allocation of \$60 per capita, based on their official population (as reported by Alberta Municipal Affairs) for the previous year (i.e. the 2011 grant is based on the 2010 official population).

For towns, villages, and summer villages having population less than 300, the grant will include a "base grant" of \$8,000 plus \$33.33/capita.

Eligible Hamlets

For hamlets within rural municipalities, the annual grant is based on the total aggregated population of all eligible hamlets within the municipality. The municipality will be eligible for \$60 per capita; however, if the total aggregated population is less than 300, the allocation is calculated using the equation [$\$8,000 + \$33.33/\text{capita}$]. **Effective April 1st 2011 the rural municipality is permitted to use or assign the grant funds to any eligible project within the municipality (i.e. no longer restricted to projects solely within the hamlet).**

Note: In order for a hamlet to be eligible for grant funding under this program, it must meet the following criteria:

- i. Be a designated hamlet as defined by Municipal Affairs, and consist of a group of 10 or more occupied dwellings, a majority of which are on titled parcels of less than 1,850 square metres, with a defined boundary, a distinct name, and the existence of provision for non-residential uses.

Or

- ii. Be on the official list of eligible hamlets for the Streets Improvement Program, as determined by Alberta Transportation (these are generally urbanized communities that have been previously deemed to be eligible for grant funding).

Eligible hamlets are not intended to include country residential subdivisions, condominium associations, or private developments, as this program is intended to support the construction of lasting public street and transportation improvements within urbanized communities.

Counties, municipal districts, Métis Settlements, and the Special Areas are responsible for making applications on behalf of eligible hamlets.

Rural municipalities may apply to the Department to include communities on the official list of eligible hamlets by forwarding a plan showing parcel size, land use designations, population and community boundary.

Population Information

The grant eligibility for towns, villages, and summer villages will be based on the official population (as reported by Alberta Municipal Affairs) of the municipality for the previous year.

Rural municipalities are responsible for advising Alberta Transportation of any population changes in its eligible hamlets. Population figures must be compiled in accordance with the *Determination of Population Regulation 63/2001 under RSA 2000, Municipal Government Act, Chapter M-26, section 60(a)*. Revised population figures should be forwarded to Alberta Transportation by September 30th for use the following year.

Procedures

Municipalities seeking funding should apply to the Regional Director in their area.

The municipality shall provide to Alberta Transportation a listing of proposed work (application) for the upcoming and/or future years, for review and acceptance by the Regional Director. The annual applications and statements must be submitted through the Transportation Department's web-based online system, MGMA. Should generally be forwarded on or before April 1st of the current year and should include the following:

- A description of the work and a proposed construction schedule.
- Detailed cost estimates and proposed funding sources.
- Copy of a location plan.

All projects must show that the levels of engineering, planning, design, and construction supervision will ensure that appropriate standards are maintained. The level of engineering involvement will vary with the complexity of the project.

The municipality shall undertake construction of the project(s) on a contract basis and must publicly advertise for tenders. If the municipality feels that there are exceptional circumstances where the low bid is unacceptable, the municipality must submit a written report requesting approval to award to other than the low bidder. The report must clearly substantiate the reasons for the recommendation and provide details of all tenders received. The municipality will await the decision of the Department before proceeding. Authorization to undertake a specific project on an invitational tender or day-labour basis must be obtained from the department prior to proceeding with the project.

The municipality shall provide to Alberta Transportation a Statement of Funding and Expenditures for the year (ending December 31st). The statement should be certified by an appropriate municipal official (such as the Chief Administrative Officer, Municipal Manager, or Administrator) and should be forwarded to the Regional Director on or before March 31st of each year.

Following the approval of the Department's annual budget for the BMTG, and following acceptance of the municipality's outline of proposed work for the new grant funds and previous year's statement, the grant allocation for the current year will be forwarded to the municipality.

Exclusions

The following are NOT ELIGIBLE for funding:

- a. Municipal labour and equipment. All construction and related services are to be obtained from the private sector.
- b. Administration costs (i.e. all municipal employee salaries or council member salaries, office administration costs, etc.).
- c. Goods and Services Tax.
- d. Maintenance projects.

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 5

BMTG – RURAL TRANSPORTATION COMPONENT

For Counties, Municipal Districts, Métis Settlements, and the Special Areas

Overview

The purpose of this program is to assist rural municipalities in developing a network of roads to a uniform standard commensurate with demand and need, to increase the safety of the traveling public, and to ensure required engineering is undertaken for approved projects.

Benefits of Program

BMTG (RTG) grants are allocated to all counties, municipal districts, Métis Settlements, and the Special Areas on an annual basis. The program allows the municipalities to meet the heavy traffic demand and the need for improved and expanded local road systems. The program also allows the municipalities to increase the safety of their local road infrastructure for the traveling public. This program also provides for the hiring of private engineering consultants for survey, design and supervision work for roadway construction projects.

Funding Policy

The RTG component is allocated utilizing a formula which takes into account kilometres of open road, population, equalized assessment, and terrain. Funding is provided for 100% of approved projects up to the municipality's annual allocation. A minimum of 50% of all materials, labour and equipment engaged on projects eligible for funding must be obtained from the private sector.

Grant funding can be used for capital work undertaken on the local road system including, school bus routes, market roads, farm access roads, and other local roads. Projects such as grading/regrading, gravelling, base course, paving, seal coat, signing, pavement markings, and dust abatement are eligible under the program. Barrier-free transportation initiatives to improve accessibility for seniors and persons with disabilities may be included. Maintenance projects and engineering or administration work performed by municipal staff are not eligible for funding.

Funds for bridge construction, maintenance, and rehabilitation are provided on a project specific basis with appropriate cost-sharing with the local road authority.

Objective

To assist Alberta counties, municipal districts, Métis Settlements and the Special Areas by providing annual grants for local road and bridge construction and related engineering costs, as well as for dust control on local roads.

Time Frame

This is an ongoing program initiated on April 1, 1993. The grants previously identified as the Regular Road Grant, the Dust Control Grant and the Engineering Assistance Grant were combined under one allocation, allowing municipalities more flexibility in the use of the grant funds. The RTG is now a component of BMTG.

Project Eligibility

Grant funding can be used for work undertaken on the following roadways:

- School bus routes, market roads, farm access roads, other local roads and hamlet streets.

Funding is provided for 100 percent of approved projects up to the municipality's annual allocation. The eligible projects include the following:

- Grading/regrading.
- Graveling.
- Base course, paving, seal coat.
- Signing, pavement markings.
- Bridge construction and rehabilitation.
- Dust abatement (approved suppressants include liquid asphalt, calcium chloride, lignosulfonates and other products approved by Alberta Transportation which have proven to be effective in controlling dust and are environmentally safe).
- Engineering projects, private engineering consultants to undertake:
 - engineering survey, design, supervision and quality control.
 - geo-technical engineering required to determine special construction requirements or to evaluate unique circumstances.
 - engineering studies related to the long-term needs of the municipal system.

Activities not eligible for funding include:

- Right-of-way acquisition.
- Maintenance.
- Relocation/moves and adjustment of associated utilities.
- Engineering performed by municipal staff.
- Fencing.
- GST.

A minimum of 50 percent of all materials, labour and equipment engaged on projects eligible for funding must be obtained from the private sector.

Eligible project costs are as follows:

- All normal engineering and construction costs directly related to the approved projects, including legal survey.
- Tender advertising.

Municipal officials should contact the department regarding the eligibility of other associated costs.

Funding Availability

Shortly after April 1st of each year, municipalities will be advised of the grant allocation for the upcoming year. The grant is allocated by formula which takes into account kilometres of open road, population, equalized assessment, and a terrain factor.

Procedures

The Municipality shall provide to Alberta Transportation a listing of proposed work for the upcoming year, for review and acceptance by the Regional Director. The application and year-end statement must be submitted through the Transportation Department's web-based online system, MGMA, and should generally be forwarded on or before April 1st of the current year. (An early submission will facilitate an early review and acceptance of the application).

Upon completion of their approved projects, the Municipality shall provide to Alberta Transportation a Statement of Expenditures for the year (ending December 31st). The statement should include the following:

- A statement of costs and a summary of the work undertaken on the approved projects.
- The amount of grant funds carried forward from the previous year, if any.
- The amount of grant funds received during the subject year.
- The amount of interest earned on grant funds invested during the year.
- The amount of grant funds remaining unspent at the end of the year (December 31st), if any.

The statement should be certified by an appropriate municipal official (such as the Chief Administrative Officer, Municipal Manager or Administrator) and should be forwarded to the Regional Director on or before March 31st of each year.

Following the approval

Following the approval of the department's annual budget for the BMTG, and following acceptance of the municipality's outline of proposed work for the new grant funds and previous year's statement, the municipality's grant allocation for the current year will be forwarded to the municipality.