



*Trans Canada Trail*  
*Sentier Transcanadien*

**2010-2011**  
**Trail Funding Guidelines**

April 23, 2010  
Version 3.2

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# THE TRANS CANADA TRAIL

## 2010-2011 TRAIL FUNDING GUIDELINES

Submission deadline: May 25, 2010

### OVERVIEW

The Trans Canada Trail (“TCT”) is a registered non-profit charitable organization dedicated to facilitating the development and promotion of the Trans Canada Trail (“Trail”). When completed, the Trail will be the world’s longest recreational trail, with a continuous route through every province and territory of Canada, from coast to coast to coast. The Trail is comprised of hundreds of local trails, each with unique and varied features, which contributes to the diversity and grandeur of the Trail. The goal of TCT is to maximize greenway trail segments. The Trail is designed to accommodate six preferred activities: walking/hiking, cycling, horseback riding and canoeing, as well as cross-country skiing and snowmobiling in the winter.

The purpose of this document is to provide trail partners with information that will be helpful in the preparation of the capital funding application.

### Vision 2017

- Canada will celebrate the Trans Canada Trail’s place in history as the longest and grandest recreational trail in the world.
- The Trail is the nation’s most accessible active living destination for Canadians to participate in safe, low-cost recreation.
- It is a top-of-mind choice for international visitors to experience the majestic, pristine beauty of the Canadian outdoors and the rich cultures of our people and places.
- It provides a national context for Canadians to explore our history, learn about the diversity of our land and its communities and shape their thinking about what it means to be Canadian.
- It contributes in meaningful and measurable ways to the economic sustainability of local communities, regions and the country: creating jobs, fuelling growth, improving the health of Canadians and showcasing the power of green development.
- It instills a spirit of connectivity and pride in Canadians, linking them coast to coast to coast as they steward their national Trail for future generations.
- The Trans Canada Trail is the gold standard by which all other national trails in the world are measured for a quality trail experience.

It is this vision that will shape decision-making about the Trail’s completion plans and its future as an enduring legacy for this generation and the ones that will follow.

## **Greenways Vision**

Since its founding, the TCT's vision has been of a trail stretching from coast to coast to coast, for the enjoyment of hikers/walkers, cyclists, horseback riders and more recently, canoeists and kayakers in summer; and cross-country skiers and snowmobilers in winter.

In March 2009, the TCT Board reaffirmed this vision, approving the Greenways: Vision and Core Principles. It states the organization's commitment to developing, as a priority, a Greenway trail that promotes non-motorized uses in summer, and skiing and snowmobiling in winter.

The Greenways Vision and Core Principles guide the TCT and the local trail partners as the plans to complete the Trail are developed. The TCT seeks the Trail to be one of the world's pre-eminent long distance trails; a travel destination for Canadians and international visitors and a unique way to explore Canada's magnificent landscapes, rich history and diverse culture. The Greenways Vision and Core Principles is available on our website: [www.tctrail.ca](http://www.tctrail.ca)

## **Greenways Defined**

A Greenway Trail is a section of the Trail that has been developed for and supports one or more of TCT's preferred activities in the summer – a Greenway Trail does not have motorized use on it in the summer months.

## **Winter Activities**

Cross-country skiing and snowmobiling are preferred activities of the TCT in the winter months. The TCT will continue to support trails developed for these users. Funding for winter-use trails is based on the trail type constructed for summer-time use.

## 2010-2011 FUNDING

TCT is entering its final year of funding with Canadian Heritage and has instituted a funding application deadline of May 25, 2010 for capital construction projects and engineering studies that will be completed by **March 31, 2011**. To apply for funding please complete an application form, found in the appendices, and submit to the appropriate provincial or territorial partner.

### Timelines

Action	Target Date
Submission of funding application to Provincial Trail Partner	May 25, 2010
Provincial Partners submit application recommendations to Trans Canada Trail	June 5, 2010
Letter from TCT advising trail organization on status of funding	June 15, 2010
Submission of request for 1 <sup>st</sup> 50% of funding to TCT	Immediately upon receipt of funding approval
Submission of interim report and request for 25% of funds	Over 75% of the project must be completed and funds from first request spent
Project must be 100% completed	Before April 1, 2011
Submission of final report and request for final 25% of funds	Before April 15, 2011

### How will my application be assessed?

Due to the limited amount of funding available, projects will be assessed based on their ability to be completed by **March 31<sup>st</sup>, 2011** and their appropriateness in achieving our 2017 vision. We recognize that we may not be able to fund all projects submitted, despite their value; however, we do encourage local groups that do not receive funding to continue seeking funds for their projects.

### Reporting

Successful applicants will be required to submit interim and final reports to TCT based on the TCT reporting templates.

### Insurance

All portions of the Trans Canada Trail must carry General Liability Insurance in the amount of not less than \$2,000,000. For a new section of trail to be recognized as Trans Canada Trail, the local trail organization must provide the Trans Canada Trail with a certificate of Insurance for General Liability. The certificate of insurance is attached in the appendices.

## **Conditions**

All recipients of TCT funding will be required to sign a funding agreement. A sample copy of the funding agreement is found in the appendices.

# CAPITAL FUNDING APPLICATION REFERENCE

TCT may fund up to 20% of the total cost of capital construction projects. In-kind contributions including volunteer labour may be included as a project cost. TCT may fund up to 100% of the costs associated with a specialized engineering review. The following reference will assist in the completion the Capital Funding Application. Please refer to this as you complete the funding application – if you require additional assistance please contact your provincial or territorial partner.

## 1. Total Project Cost

### 1.1. Project Value

This is the overall value of the project including all expenses.

### 1.2. Capital Cost

This cost isolates only the capital expenses that can be used to determine the amount of funding your organization can request from TCT. A breakdown of eligible and ineligible expenses is found below.

#### What are considered eligible expenses?

##### Capital Expenses

- Bridges
- Material costs
- Labour costs
- Equipment rental
- Feasibility studies
- Engineering studies
- Economic impact studies
- Environmental Assessments
- Trail amenities (rest stops)
- Look-outs, gazebos
- Staging Areas
- Trail promotion (opening event)
- Licenses / permits (for construction)
- Property taxes on TCT-designated lands prior to development
- Project coordinator and site office
- GST/PST on eligible expenses as per GST guidelines (non-refundable amounts)

*\*Please refer to the Proposed Trail Type section of this guide for an overview of eligible expenses based on each trail type.*

#### What are considered ineligible expenses?

##### Non-Capital Expenses

- Personnel contracts for administration and PR, etc
- Contingencies

- Trail maintenance costs
- Light standards
- Landscaping
- General Administration Costs

## **2. Funding Requested**

This amount is the percentage based on the capital cost indicated in section 1b to a maximum of 20%.

Example:      Capital Cost: \$40,000  
                  TCT Project Grant: \$8,000 (20% of \$40,000)

## **3. Project Start Date**

This is the date your organization expects to begin the capital work on the project.

## **4. Project Completion Date**

This is the date that your organization expects to complete the capital work on the project. Please note that all work on the project must be completed by March 31, 2011.

## **5. Anticipated Trail Opening Date**

If a new trail is being developed or upgraded, or a bridge is being built – this is the date you plan on holding a public opening. This can take place after March 31, 2011.

## **6. Membership**

Your organization must be a member or affiliated with the recognized provincial/territorial partner of TCT. The following is a list of TCT's provincial/territorial partners – contact information can be found in the appendices:

- Newfoundland T'Railway Council
- Nova Scotia Trails Federation
- Island Trails
- New Brunswick Trails Council Inc.
- Conseil québécois du sentier Transcanadien
- Trans Canada Trail Ontario
- Manitoba Recreational Trails Association
- Saskatchewan Trails Association
- Alberta TrailNet
- The Trails Society of British Columbia (Trails BC)
- Klondike Snowmobile Association
- NWT Recreation and Parks Association
- Nunavut Department of the Environment

## **7. Required Documents**

### **7.1 Environmental Assessments**

The Trans Canada Trail (TCT) requires an environmental assessment (EA) for all projects that are wholly or partly funded by the TCT and the project requires

some sort of physical works. Physical works include construction of new trail or improvements to existing trail. If an environmental assessment is required it must be provided to TCT before the final payment for the project may be released. If an EA is not required the justification should be made clear in the pre-screening report. More information on EAs is available in the *2010-2011 Trail Tools – Helpful Information for Trail Builders*.

### **Pre-screening report**

For each project that received TCT funding, a pre-screening report must be completed and submitted to the TCT. The pre-screening report will assist recipients of funding in determining what type(s) of EA will be required. The pre-screening report template is available in the appendices.

### **7.2 Certificate of Insurance**

A certificate of insurance must be provided to the Trans Canada Trail if the section of trail is a new section of trail that has not been previously registered or the insurance on the section of trail has changed (e.g. expired or change in policy). The certificate of insurance is available in the appendices.

### **7.3 List of board members, positions held, and contact information**

Please include a complete list of all current board members, including positions held and their contact information. A copy of the minutes from the 2009/2010 AGM can also be included.

### **7.4 Additional supporting documents (e.g. letters of support, additional funding secured)**

Please include any additional information that may assist in the assessment of the funding application. This can include letters of support from municipalities, stakeholders or any other relevant organizations, as well as confirmation of additional funding secured for this project.

### **7.5 Map of proposed project**

A map must be included in your application. Please include the most accurate map possible of the project area. A map with GIS spatial data is preferred as we can include it in our database if the project is approved; however, any map providing reference to the project area would be helpful in reviewing the project.

## **8. Ownership of the Trail and Contact information**

Please provide contact information for the trail landowner. If there are multiple landowners involved in the project please list them all.

## **9. Management of the Trail (Contact information if different from above)**

If the trail is managed by an organization other than the landowner, please provide contact information.

## 10. Trail Status

Traditionally, TCT has only funded trail that has been registered as part of the Trail; however, through the development of the new Trailbuilding Guidelines we will be changing this process. Because of this, we will consider providing funding for segments of trail that are not yet part of the TCT. If this is the case, the provincial partner must verify that this section of trail does help to bridge an existing gap section of the Trail.

If your trail segment is TCT, please contact your provincial partner for the trail segment ID. This will allow TCT to verify the trail in our database.

## 11. Proposed Trail Type

Each proposed Trail Type has specific funding conditions, which are listed below. Please refer to the Trail Type descriptions in the *2010-2011 Trail Tools – Helpful Information for Trail Builders* for a detailed description of Trail Types.

### Low Impact Nature Trail

#### Funding Conditions

- Must be a Greenway Trail (i.e. no summer-motorized use)
- TCT may fund the following for this Trail Type:
  - Capital works (including Bridges): up to 20% of total capital cost
  - Engineering Studies/Reports: up to 100%
  - Signage (way finding and safety only): up to 100%

### Unsurfaced Single Track (hand built)

#### Funding Conditions

- Must be a Greenway Trail (i.e. no summer-motorized use)
- TCT may fund the following for this Trail Type:
  - Capital works (including Bridges): up to 20% of total capital cost
  - Engineering Studies/Reports: up to 100%
  - Signage (way finding and safety only): up to 100%

### Unsurfaced Single/Double Track (machine built)

#### Funding Conditions

- Must be a Greenway Trail (i.e. no summer-motorized use)
- TCT may fund the following for this Trail Type:
  - Capital works (including Bridges): up to 20% of total capital cost
  - Engineering Studies/Reports: up to 100%
  - Signage (way finding and safety only): up to 100%

### Gravel Trail (single track)

#### Funding Conditions

- Must be a Greenway Trail (i.e. no summer-motorized use)
- TCT may fund the following for this Trail Type:
  - Capital works (including Bridges): up to 20% of total capital cost
  - Engineering Studies/Reports: up to 100%
  - Signage (way finding and safety only): up to 100%

### **\*Gravel Trail (double track)**

#### Funding Conditions

- Must be a Greenway Trail (i.e. no summer-motorized use)
- TCT may fund the following for this Trail Type:
  - Capital works (including Bridges): up to 20% of total capital cost
  - Engineering Studies/Reports: up to 100%
  - Signage (way finding and safety only): up to 100%

*\*TCT will fund improvements on existing Trail registered before December 31<sup>st</sup>, 2009 with summer-motorized use. The improvements must improve the long-term accessibility, safety and user experience of TCT's summer preferred activities. Funding will not be extended beyond March 31, 2011 for Trail with summer-motorized use.*

### **Cycle Lanes / Sidewalks**

#### Funding Conditions

- Must be a Greenway Trail (i.e. no summer-motorized use)
- TCT may fund the following for this Trail Type:
  - Bridges: up to 20% of capital cost
  - Engineering Studies/Reports: up to 100% (bridges only)
  - Signage (way finding and safety only): up to 100%

### **Paved Trail**

#### Funding Conditions

- Must be a Greenway Trail (i.e. no summer motorized use)
- TCT may fund the following for this Trail Type:
  - Capital works (including Bridges): up to 20% of total capital cost
  - Paving: up to 10%
  - Engineering Studies/Reports: up to 100%
  - Signage (way finding and safety only): up to 100%

### **Gravel Road**

#### Funding Conditions

- TCT may fund the following for this Trail Type:
  - Bridges: up to 20% of total capital cost
  - Engineering Studies/Reports: up to 100% (bridges only)
  - Signage (way finding and safety only): up to 100%

### **Paved Road**

#### Funding Conditions

- TCT may fund the following for this Trail Type:
  - Capital works (including Bridges): up to 20% of total capital cost
  - Engineering Studies/Reports: up to 100% (bridges only)
  - Signage (way finding and safety only): up to 100%

## Undeveloped Rail Bed

### Funding Conditions

- TCT may fund the following for this Trail Type:
  - Bridges: up to 20% of capital cost
  - Engineering Studies/Reports: up to 100% (bridges only)
  - Signage (way finding and safety only): up to 100%

## Water Route

### Funding Conditions

- TCT may fund the following for this Trail Type:
  - Signage (way finding and safety only): up to 100%

## 12. Proposed Activities

For trail use, the TCT categorizes activities into three groups: preferred activities; additional non-motorized activities; and additional motorized activities.

- Preferred activities: the TCT will actively support and promote trails with the following users:
  - walking and hiking
  - cycling, including mountain biking
  - horseback riding
  - cross-country skiing
  - snowmobiling
  - canoeing and kayaking
- Additional non-motorized activities: the TCT recognizes the following activities will occur under certain circumstances on the Trail, and will support and promote trails with these activities, as appropriate
  - rollerblading, skateboarding and in-line skating
  - dog sledding and kick sledding
  - snow shoeing
- Additional motorized activities: the TCT will not support or promote trails where the following activities occur on trail developed after January 1, 2010
  - all-terrain vehicles
  - off-road motorbikes
  - four wheel drive off-road vehicles

## 13. Project Description

### 13.1 Project Overview

The overall project description on the funding application should provide adequate information to respond to each section; however, some sections have been explained in more depth below. Please provide as much information as you can to ensure that an informed decision can be made. Because of the limited timelines for the funding TCT will not be able to go back to local partners for

clarification on information. Please ensure that each section is properly titled for ease of review.

### **13.2 Budget**

Provide a project budget to demonstrate how the funding being requested does not exceed 20% of the TCT eligible capital cost. Eligible capital costs are outlined in section 1.2 and eligible costs specific to Trail Types are described in section 11.

### **13.3 Other Sources of Funding**

#### ***What sources of matching funds are available?***

Funding from all levels of government is eligible as matching funds. Foundations, corporations and individual donors are other potential sources of matching funds. It is also important to recognize that trail groups can use in-kind (volunteer) time as matching funds.

#### ***How do we track and record in-kind time?***

For each volunteer, provide an hourly rate based on the work that is being done (must be capital), and multiply by the hours of volunteer time to determine an estimated value for their services.

### **13.4 Trail Management Expertise**

It is important that the applicants are experienced in trail construction, upgrading, renovation and rehabilitation. Please provide a detailed description of your previous experience in managing trail construction projects. Also address your plans for long-term management and maintenance of your trail project.

### **13.5 Project Timelines**

Provide a timeline for the project including critical dates for implementation (attach your work plan). Identify key progress points for the project. Note that all projects must be completed by March 31, 2011.

### **13.6 Communications**

Describe your plans for communicating the initiation, progress and completion of your project and your plans to acknowledge the contribution of Canadian Heritage, Trans Canada Trail and other partners.

### **13.7 Project Significance**

Please refer to the section **Vision 2017** located on page 1 of this document. This will provide you with clarity on the guiding vision of Trans Canada Trail for the connection of the Trail by 2017. Please ensure that you relate your project significance to this vision.

### **13.8 Signage**

All Trail requires wayfinding signage. The installation of this signage is the responsibility of the local trail organization. There are no established standards. We rely on the knowledge and expertise of our local trail groups to install an appropriate number of signs along the trail. No payment for the signage or

directional arrows is required, but having signage in place is a requirement to receive the final payment for any capital funding submission.

#### Available Signage

<b>Signage Type</b>	<b>Size</b>
Aluminum Trail Sign	4" x 4"
Directional Arrow	4" long
Aluminum Trail Sign	6" x 6"
Directional Arrow	6" long
Aluminum Trail Sign	12" x 12"
Directional Arrow	12" long

TCT also requires that signs be erected at all project sites acknowledging the Trans Canada Trail, the TCT's Provincial/Territorial Partner, and Canadian Heritage as funding partners of the project.

If you require signage for your trail, please contact your provincial trail organization for a signage request form.

# APPENDICES



# Trans Canada Trail FUNDING APPLICATION 2010-2011

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## Capital Construction Funding Application (must be received by May 25, 2010)

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Project Manager: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Project Title: \_\_\_\_\_

### Note:

- Applicants must review the Funding Application Guidelines in detail before completing this application form. It is available on the TCT website: [www.tctrail.ca](http://www.tctrail.ca)
- Please contact your provincial organization if you have questions
- To qualify, eligible organizations must demonstrate the ability to complete the project prior to March 31, 2011

### 1. Total Project Cost:

- a. Project Value \$ \_\_\_\_\_ (including TCT ineligible expenses (e.g. non-capital))
- b. Capital Cost \$ \_\_\_\_\_ (TCT eligible expenses)

### 2. Funding Requested:

TCT Project Grant \$ \_\_\_\_\_ (to a maximum of 20% of capital cost)

3. Project Start Date: \_\_\_\_\_

4. Project Completion Date: \_\_\_\_\_ (must be completed by March 31, 2011)

5. Anticipated Trail Opening Date: \_\_\_\_\_

### 6. Membership:

To be eligible, an applicant must be a member of, or affiliated with, a recognized TCT provincial/territorial partner. Is your organization a member of or affiliated with TCT's provincial/territorial partner within your province or territory?

Yes       No

## 7. Required Documents

### Environmental Assessment

- Pre-screening Report (Required for all Capital Projects – use TCT template)
  - Enclosed
- Provincial / Territorial Environmental Assessment
  - Not applicable     Enclosed     To be completed
- Federal Environmental Assessment
  - Not applicable     Enclosed     To be completed

### Certificate of Insurance (Required for new sections of Trail not previously registered)

- Not applicable     Enclosed     To be completed

### List of board members, their positions held, and their contact information

- Enclosed

### Additional supporting documents (e.g. letters of support, additional funding secured)

- Enclosed

### Map of proposed project

- Enclosed

## 8. Ownership of the Trail and Contact information:

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## 9. Management of the Trail (Contact information if different from above):

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## 10. Trail Status

Is this trail currently a part of the Trans Canada Trail?     Yes     No

**If yes**, please provide trail segment ID (this information can be obtained from the provincial / territorial partner):

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**If no**, please provide the following information:

Trail name and location: \_\_\_\_\_ Trail length: \_\_\_\_\_

### 11. Proposed Trail Type:

- |   |  |
|---|--|
| <input type="checkbox"/> Bridge   | <input type="checkbox"/> Cycle lanes/sidewalks |
| <input type="checkbox"/> Low Impact Nature Trail                        | <input type="checkbox"/> Paved Trail           |
| <input type="checkbox"/> Unsurfaced Single Track (hand built)           | <input type="checkbox"/> Gravel Road           |
| <input type="checkbox"/> Unsurfaced Single/Double Track (machine built) | <input type="checkbox"/> Paved Road            |
| <input type="checkbox"/> Gravel Trail (single track)                    | <input type="checkbox"/> Undeveloped Rail Bed  |
| <input type="checkbox"/> Gravel Trail (double track)                    | <input type="checkbox"/> Water Route           |

### 12. Proposed Trail Activities:

Please indicate all activities will be expected on the proposed Trail:

- |  |  |
|--|--|
| <input type="checkbox"/> Hiking/walking:       | <input type="checkbox"/> Road cycling    |
| <input type="checkbox"/> Horseback riding:     | <input type="checkbox"/> Mountain Biking |
| <input type="checkbox"/> Cross-country skiing: | <input type="checkbox"/> Snowmobiling:   |
| <input type="checkbox"/> Canoe/Kayak:          | <input type="checkbox"/> Other _____     |

### 13. Project Description

- a) **Project Overview:** List and describe in detail all work to be undertaken. Include drawings/illustrations of proposed work if possible.
- b) **Budget:** Provide a detailed cost breakdown by the following major cost categories: materials, labour, equipment, bridges & culverts, and other (e.g. legal fees to acquire land, survey costs, site preparation costs, demolition costs, etc). Remember TCT can fund only capital construction expenses to a maximum of 20% of the total cost of the project. In-kind capital contributions may be included as a cost of the project.
- c) **Other Sources of Funding:** Provide a list of other sources of funding, indicate if it is secured or proposed and when the funds are likely to be received. TCT requires all capital funding be in place prior to the first funding instalment being released. You may be asked to provide the approval letters from other funding sources prior to requesting the first instalment from TCT.
- d) **Trail Management Expertise:** It is important that the applicants are experienced in trail construction, upgrading, renovation and rehabilitation. Please provide a detailed description of your previous experience in managing trail construction projects. Also address your plans for long-term management and maintenance of your trail project.
- e) **Project Timelines:** Provide a timeline for the project including critical dates for implementation (attach your work plan). Identify key progress points for the project. *Note that all projects must be completed by March 31, 2011.*

- f) **Communications:** Describe your plans for communicating the initiation, progress and completion of your project and your plans to acknowledge the contribution of Canadian Heritage, Trans Canada Trail and other partners.
- g) **Project Significance:** Outline the importance of this project in relation to the 2017 Vision.
- h) **Signage:** All TCT funded trail must display TCT wayfinding signage, which will be provided by TCT. Indicate how your trail organization plans to ensure that the appropriate wayfinding signage is erected upon completion of the trail project. TCT also requires a sign to be erected at a visible location at the project site acknowledging the Trans Canada Trail, the TCT's Provincial/Territorial Partner, and Canadian Heritage as funding partners of the project.

By signing this application, the funded organization accepts the conditions outlined in the guideline document.

**Authorized Signatures:**

The undersigned hereby certify the following:

- I am duly authorized to bind my organization;
- the information included in our application accurately describes the project and is consistent with the Trans Canada Trail Funding Guidelines; and
- our organization fully supports this application for funding.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name and title*

\_\_\_\_\_  
*Date*

Please return this completed application to the TCT partner in your Province or Territory:

<b>For office use only:</b>	
Date received by provincial/territorial partner: _____	
Recommended by provincial/territorial partner:	
Date: _____	Signature: _____
Recommended by National Director of Trail	
Date: _____	Signature: _____
Application ID Number: _____	
Approval by the Trail Planning and Development Committee	
Date: _____	Signature: _____

# Trans Canada Trail FUNDING APPLICATION 2010-2011

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## Engineering Funding Application (must be received by May 25, 2010)

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Project Manager: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Project Title: \_\_\_\_\_

### Note:

- Applicants must review the Funding Application Guidelines in detail before completing this application form. It is available on the TCT website: [www.tctrail.ca](http://www.tctrail.ca)
- Please contact your provincial organization if you have questions
- To qualify, eligible organizations must demonstrate the ability to complete the project prior to March 31, 2011

### 14. Total Project Cost:

- a. Project Value           \$ \_\_\_\_\_ (including TCT ineligible expenses)  
b. Engineering Cost       \$ \_\_\_\_\_ (TCT eligible expenses)

### 15. Funding Requested:

TCT Project Grant \$ \_\_\_\_\_ (to a maximum of 100% of engineering cost)

16. Project Start Date: \_\_\_\_\_

17. Project Completion Date: \_\_\_\_\_ (must be completed by March 31, 2011)

### 18. Membership:

To be eligible, an applicant must be a member of, or affiliated with, a recognized TCT provincial/territorial partner. Is your organization a member of or affiliated with TCT's provincial/territorial partner within your province or territory?

Yes            No

## 19. Project Description

- i) **Project Overview:** Provide an overview of the required engineering work and the importance of this work to the development of final trail product.
- j) **Budget:** Provide a cost breakdown detailing the funding requested.
- k) **Other Sources of Funding:** Provide a list of other sources of funding (if applicable) for the engineering cost (Section 1b hereof) of the project and indicate if it is secured or proposed. TCT requires all funding be in place prior to the first funding instalment being released. You may be asked to provide the approval letters from other funding sources prior to requesting the first instalment from TCT.
- l) **Project Timelines:** Provide a timeline for the project including critical dates for implementation (attach your work plan). Identify key progress points for the project. *Note that all projects must be completed by March 31, 2011.*
- m) **Communications:** Describe your plans for communicating the initiation, progress and completion of your project and your plans to acknowledge the contribution of Canadian Heritage, Trans Canada Trail and other partners.
- n) **Project Significance:** Outline the importance of this project in relation to the 2017 Vision.

By signing this application, the funded organization accepts the conditions outlined in the guideline document.

### Authorized Signatures:

The undersigned hereby certify the following:

- I am duly authorized to bind my organization;
- the information included in our application accurately describes the project and is consistent with the Trans Canada Trail Funding Guidelines; and
- our organization fully supports this application for funding.

---

*Signature*

---

*Name and title*

---

*Date*

Please return this completed application to the TCT partner in your Province or Territory

**For office use only:**

Date received by provincial/territorial partner: \_\_\_\_\_

Recommended by provincial/territorial partner:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Recommended by National Director of Trail

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Application ID Number: \_\_\_\_\_

Approval by the Trail Planning and Development Committee

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



Trans Canada Trail

## FINAL REPORT – CAPITAL PROJECT

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Date:

Organization Name:

Project Title:

Project ID:

Trail Name:

Trail Length and Surface Type:

Full Amount Granted: \$

Amount Received to date: \$

Duration of the Construction Project:

Trail Opening Event Date:

### 1. Budgeted Costs:

	Budgeted (\$)	Actual (\$)	Cash (Y/N)	In-Kind (Y/N)
Material				
Labour				
Equipment				
Bridges & Culverts				
Other				

### 2. Funding Shortfalls:

Please indicate any anticipated funding sources, from the agency (ies), that were not received or were less than anticipated and a brief explanation.

(For example: the anticipated participation from a funder was less than expected because there was a change in their funding priority)

If not applicable, check here:

### 3. Challenges and Solutions:

Please briefly describe (using text and pictures) the building challenges, if any, that your team faced during the planning and construction of the trail and the solutions you used to overcome the challenges:

*(For example: the placement of boardwalk sections was proving to be very difficult the further we got from shore, so we contracted the use of a helicopter company to place the boardwalk sections where needed in the wetland. The expense of the helicopter contract was minimized by a reduction in the manual labour cost, had we continued to move the sections by hand across the wetland).*

### 3. Challenges and Solutions (cont'd):

### 4. Success, Highlights and Future Development

Now that your trail is operational, please share with us your trail's special features, vistas, amenities, signage and points of interest through text and pictures (with brief descriptions and photographer's name) so that we may communicate your achievement across Canada. This write-up will be used by Trans Canada Trail to highlight the project on our website and may be used in our newsletter and annual report and other forms of communication.

### 5. Request for Final Instalment

Attached to this document is a form letter that you are required use to request the final instalment of the funding that was agreed to between the Trans Canada Trail and your organization.

When you have completed all sections, submit this document, via email, to ***{Provincial Trail Partner}***. Upon receipt, the document will be sent to the TCT Director of Trail for review and the TCT will issue a final instalment cheque.

Please indicate here the group name that is to appear on the final cheque:

Thank you for taking the time to complete this final report.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Your logo *here* if applicable –

**Trans Canada Trail**  
43 Westminster North  
Montreal, QC  
H4X 1Y8  
*Attn: Tim Hoskin*

Date

Dear Mr. Hoskin,

The (lead group name) has been approved for funding for the (trail name), as such, please accept this letter of request for the first instalment (50%) in the amount of \$ (amount).

*{Briefly highlight the project challenges, successes and value to the community.}*

Thank you for your support of this project.

Best regards,

(Title)

# Trans Canada Trail Environmental Assessment Pre-screening Report



Project identification and description questions	
Project title and TCT trail reference number	
Project location	
Estimated cost	
Estimated TCT funding	
Estimated start/end dates	
Principal contact names, tel., email	
Project description	

Screening question	Response	Result
I. Does the project involve physical activities, such as trail construction, maintenance, bridge works, re-surfacing, buildings, signage, parking, or any other works that will alter surface vegetation, soils, or involve physical works in or around water?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If No, then no EA is required. Submit this form to the TCT without going any further. If Yes, then go to 2.
II. An EA is required under CEAA if: a) a federal authority is the proponent of the project; b) a federal authority makes or authorizes payments or provides any other form of financial assistance; c) the project is carried out on federal land; or d) a federal authority issues a permit or licence or grants an approval. Does CEAA apply?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, an EA must be carried out. Note that certain projects that fall under CEAA may be excluded. To see if the project is excluded, go to 3. If No, then CEAA may not apply; go to 4 to see if other legislation is relevant.
III. If a project meets the requirements for an EA under CEAA, but falls within the CEAA 2007 Exclusion List, then an EA may not be required. Is the project on the excluded list?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If No, then CEAA applies and a federal EA must be carried out. If Yes, then a federal EA may not be required; however, under a range of different legislation an EA may be required. Go to 4 to see if other legislation requires an EA.
IV. Does the project involve works that may occur in or near (within 30 m) of fish-bearing waters or a body of water that is connected to fish-bearing waters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, then CEAA may be triggered under the Federal Fisheries Act – go to 5 to see if other legislation is relevant. If No, go to 5

Screening question	Response	Result
V. Does the project involve any works in or about a stream (includes wetland, lake, shoreline, bog, etc)? This includes stream crossings, stream diversions, bank works and any works that involve altering vegetation or placing materials, such as rip rap or pilings, into or within 30 m of a stream.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, then provincial / territorial regulations may also apply and provincial level EA and authorizations may be required – go to 6. If No, then go to 7.
VI. Is the watercourse navigable by watercraft?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, then <i>CEAA</i> may be triggered under the <i>Navigable Waters Act</i> – go to 7 to see if other legislation is relevant. If No, go to 7.
VII. Does the project location overlap with the identified habitat of any SARA, COSEWIC or listed species on federal land?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, then a <i>Species At Risk Act</i> Permit or Agreement may need to be obtained and <i>CEAA</i> may be triggered – go to 8 to see if other legislation is relevant. If No, then go to 8.
VIII. Does the project potentially affect species or a species' habitat of interest at a provincial/territorial level?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, then provincial / territorial regulations may also apply. Provincial or territorial level EA may need to be carried out and authorizations may need to be obtained from the appropriate agency – go to 9 to see if other legislation is relevant. If No, then go to 9.
IX. Does the project involve the removal of vegetation, including the cutting of trees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, then the <i>Migratory Birds Convention Act</i> and/or provincial or territorial regulations protecting nesting and/or migratory birds must be complied with – go to 10 If No, then go to 10.
X. If you answered Yes to question 1, but have not triggered any other EA permitting/reporting requirements from 2 – 9, then no other EA reporting to the TCT is required.  Note that there may be other requirements under federal, provincial, territorial or local government legislation or policies for projects.		Submit this pre-screening report to the TCT.

## Trans Canada Trail **CERTIFICATE OF INSURANCE**

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*(Required to be officially registered as and remain a part of the Trans Canada Trail. To be completed by the Insurer or its authorized representative.)*

Named of Insured:

Address of Insured:

Province/Territory:

Postal Code:

Insurance Company:

Effective Date:

Expiry Date:

Policy Number:

Comprehensive General Liability:

Policy includes all of the following extensions:

Limit of Liability per occurrence not less that \$2,000,000 / \$2,000,000 Aggregate or Occurrence;

Broad form property damage; and

Cross liability / Severability of interest.

Additionally Insured with respect to liability arising out of the operations of the Name Insured are: TRANS CANADA TRAIL, its affiliated provincial/territorial non-profit organizations, corporate sponsors and assigns, members, officers, directors, agents, volunteers and employees.

This is to certify that the policy or Certificate (including endorsements) of insurance, as described above, has been issued by the insurer and/or undersigned to the Name Insured above and is in full force at this time. If cancelled or changed in any manner, for any reason, during the period of coverage as stated herein so as to affect this Certificate, thirty (30) days prior written notice will be given by this Insurance Company to Trans Canada Trail, 43 Westminster Avenue North, Montreal, QC H4X 1Y8

This                      day of                      ,                      at

I certify that the Insurance is in effect as stated in this Certificate and that I have authorization to issue this Certificate for and on behalf of the Insurer(s).

By Authorized Representative:  
(Signature of Broker, Agent or Authorized Representative)

Name of Broker:

Address of Broker:

## Trans Canada Trail PARTNER CONTACTS

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### **Alberta**

Alberta TrailNet  
Linda Strong-Watson, Executive Director  
11759 Groat Road  
Edmonton, AB T5M 3K6  
Tel: (780) 422-7150  
Toll free: (877) 987-2457  
Fax: (780) 422-2663  
Email: [trailnet@telusplanet.net](mailto:trailnet@telusplanet.net)  
Website: [www.albertatrailnet.com](http://www.albertatrailnet.com)

### **British Columbia**

The Trails Society of British Columbia (Trails BC)  
Al Skucas, President  
803 – 1018 Cambie St.  
Vancouver, BC V6V 6J6  
Tel: (604) 737-3188  
Email: [trailsbc@trailsbc.ca](mailto:trailsbc@trailsbc.ca)  
Website: [www.trailsbc.ca](http://www.trailsbc.ca)

### **Manitoba**

Manitoba Recreational Trails Association (MRTA)  
Jim Chapryk, Executive Director  
Land Information Branch Bldg.  
1007 Century Street  
Winnipeg, MB R3H 0W4  
Tel: (204) 786-2688  
Fax: (204) 945-1365  
Email: [mrt@mts.net](mailto:mrt@mts.net)  
Website: [www.mrta.mb.ca](http://www.mrta.mb.ca)

### **New Brunswick**

New Brunswick Trails Council Inc.  
Poul Jorgensen, Executive Director  
1350 Regent Street  
Fredericton, NB E3C 2G6  
Tel: (506) 459-1931  
Toll free: (800) 526-7070  
Fax: (506) 458-5639  
Email: [nbtrails@sentiernbtrail.com](mailto:nbtrails@sentiernbtrail.com)  
Website: [www.sentiernbtrail.com](http://www.sentiernbtrail.com)

### **Newfoundland and Labrador**

Newfoundland T'Railway Council  
Mr. Terry Morrison, Executive Director  
PO Box 306  
Gander, NL A1V 1W7  
Tel: (709) 256-8833  
Fax: (709) 651-3849  
Email: [trailway@nfld.net](mailto:trailway@nfld.net)  
Website: [www.trailway.ca](http://www.trailway.ca)

### **Northwest Territories**

NWT Recreation and Parks Association (NWTRPA)  
Mike Mitchell, Trails Coordinator  
Box 841  
Yellowknife, NT X1A 2N6  
Tel: (867) 873-5340  
Fax: (867) 669-6791  
Email: [mmitchell@nwtrpa.org](mailto:mmitchell@nwtrpa.org)  
Website: [www.nwtrpa.org](http://www.nwtrpa.org)

### **Nova Scotia**

Nova Scotia Trails Federation  
Vanda Jackson, Executive Director  
5516 Spring Garden Rd  
4th Floor  
Halifax, NS B3J 3G5  
Tel: (902) 425-5450 ext. 325  
Fax: (902) 425-5606  
Email: [nstrails@sportnovascotia.ca](mailto:nstrails@sportnovascotia.ca)  
Website: [www.novascotiatrials.com](http://www.novascotiatrials.com)

### **Nunavut**

Department of the Environment  
Cameron DeLong, Manager, Park Planning & Operations  
PO Box 1000, Stn. 1340  
Iqaluit, NU X0A 0H0  
Tel: (867) 975-7700  
Fax: (867) 975-7747  
Email: [parks@gov.nu.ca](mailto:parks@gov.nu.ca)  
Website: [www.nunavutparks.com](http://www.nunavutparks.com)

### **Ontario**

Trans Canada Trail Ontario  
Dan Andrews, General Manager  
39 Kawartha Heights Blvd.  
Peterborough, ON K9J 1N5  
Email: [info@tctontario.ca](mailto:info@tctontario.ca)  
Website: [www.tctontario.ca](http://www.tctontario.ca)

### **Prince Edward Island**

Island Trails  
Kevin MacLaren, Provincial Trail Coordinator  
PO Box 693  
Charlottetown, PE C1A 7K4  
Tel: (902) 583-2412 Apr - Oct  
Tel: (902) 894-7535 Nov - March  
Fax: (902) 569-1798  
Email: [info@islandtrails.ca](mailto:info@islandtrails.ca)  
Website: [www.islandtrails.ca](http://www.islandtrails.ca)

### **Québec**

Conseil québécois du sentier Transcanadien  
Richard Senécal, Coordinator  
17460, av. St-Onge  
St-Hyacinthe, QC J2T 3A9  
Tel: (450) 774-0597  
Fax: (450) 774-4452  
Email: [richard.senecal@cgocable.ca](mailto:richard.senecal@cgocable.ca)

### **Saskatchewan**

Saskatchewan Trails Association  
Pat Rediger, Executive Director  
#242 - 918 Albert St.  
Regina, SK S4R 2P7  
Tel: (306) 522-9326  
Email: [prediger@sasktrails.ca](mailto:prediger@sasktrails.ca)  
Website: [www.sasktrails.ca](http://www.sasktrails.ca)

### **Yukon Territory**

Klondike Snowmobile Association  
Jim Connor, Vice-President  
4061 – 4<sup>th</sup> Avenue  
Whitehorse, YT Y1A 1H1  
Tel: (867) 667-7680  
Email: [klonsnow@yknet.ca](mailto:klonsnow@yknet.ca)  
Website: [www.ksa.yk.ca](http://www.ksa.yk.ca)