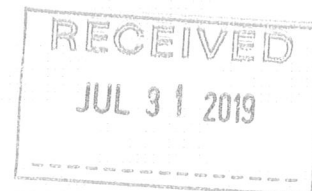




## Transportation and Infrastructure Renewal

Johnston Building, 4<sup>th</sup> Floor  
1672 Granville Street  
PO Box 186  
Halifax, Nova Scotia  
B3J 2N2

Bus: 902-424-0897  
Fax: 902-424-0570  
E-mail: [laura.cunningham@novascotia.ca](mailto:laura.cunningham@novascotia.ca)



July 29, 2019

Mr. Alain Muise  
Chief Administrative Officer  
Municipality of the District of Argyle  
P.O. Box 10  
Tusket, NS B0W 3M0

Dear Mr. Muise:

**RE: COST SHARE AGREEMENT 2018-003**

The Department of Transportation and Infrastructure Renewal (TIR) expects to fund, subject to budget approval, the paving, repaving and double chipping of Subdivision streets during the 2020-21 construction season.

Cost sharing, regardless of type of treatment (paving, repaving or double chip), will be fifty per cent for eligible streets (50/50).

As per section 3.2 and 3.3 of the agreement, **“if the Municipality uses a petitioning process to determine which Village and Subdivision Streets will be cost shared the petition must be completed prior to submitting the list on or before October 31, 2019”.**

Attached, you will find a Road Submission List to be filled out electronically and returned to me by October 31, 2019. Please request the Road Submission List from me when you receive this letter and I will forward to you to fill out. My email address is [laura.cunningham@novascotia.ca](mailto:laura.cunningham@novascotia.ca). Examples on how to fill out the form is provided. Due to funding limitations, please limit your priorities to a maximum of ten candidates. If any of the columns are not filled in, the list will be rejected by the Province and you will be asked to re-submit.

The submitted streets will be reviewed to verify eligibility and to determine if the condition of the proposed streets meets the minimum criteria for paving, repaving or double chipping.

Please submit this information to my attention via email or mail as soon as possible to ensure your list will be considered for the upcoming fiscal year.

Please consider your Municipality's fiscal funding limitations when preparing your list and limit the list to only the projects the Municipality intends to fund in fiscal 2020-21.

I have also included a document for reference regarding the program. I hope you will find this useful if any questions arise on the program.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Cunningham", with a stylized, flowing script.

Laura Cunningham  
Capital Program Administration Officer

cc Craig Smith – Construction Manager, Western District

**Cost Shared Program: Local Roads, J-Class Streets and Village Streets**

**Background**

The Department may carry out cost-shared upgrading of Local Roads, J-Class Streets and Village Streets (see definition below), on a cost-shared basis.

Roads built prior to April 1, 1995 that have a classification code of "J" (subdivision road), or are associated with the Road Service Exchange Agreement (which may indicate other codes than "J") are eligible for the program. If you require a copy of the Provincial-Municipal Service Exchange Agreement, the Road Service Exchange Agreement and the associated Road List, please contact Municipal Affairs at (902)424-6642.

Maintenance charges that are processed by Municipal Affairs related to the Road Service Exchange Agreement is not connected with the Cost Shared Program: Local Roads, J-Class Streets and Village Streets.

**Guidelines**

**1. Cost-Shared Agreements**

Any work carried out under the Local Roads, J Class Streets and Village Streets will require a cost-shared agreement prepared by the Department, detailing the terms and conditions under which the work is to be undertaken. All costs related to work on local roads and streets will be shared equally between the Department and the Municipal Unit except as outlined in #3 below. The agreements are valid for three fiscal years. Agreements between the Department and Municipal Units are confidential and therefore would not be disclosed with any other parties.

**2. Definition of a Local Road**

The following definitions are to be applied to local roads, J-Class Streets and Village Streets:

***Municipal Type "A" Local Roads:*** all local roads constructed after April 1, 1995 under the administration and control of the Municipal Unit in which the road is constructed.

***Department Type "B" Local Roads:*** all local roads, J-Class Streets and Village Streets constructed prior to April 1, 1995 under the administration and control of the Department or associated with the Road Service Exchange Agreement.

**3. Cost-shared Upgrading of Local Roads**

There will be no cost-sharing on Municipal Type "A" Local Roads. Such roads are under the administration and control of the Municipal Unit in which they are constructed and all improvements are the responsibility of the Municipal Unit.

Where the Department determines it practicable and reasonable, and at the request of a Municipal Unit, upgrading of Department Type "B" Local Roads may be undertaken on a cost-shared basis of 50/50. All costs related to the project will normally be shared equally by the Municipal Unit and the Department. The Department may allow work to be done with the Municipality paying greater than 50% of the cost as outlined in the cost-share agreement under "Additional Work" but under no circumstances will the Department pay more than 50% of the cost.

## **Cost Shared Program: Local Roads, J-Class Streets and Village Streets**

### **Funding**

Funding is contingent upon the amount the paving program receives for the Fiscal Year and the number of Municipal Units that wish to participate in the paving program; and percentage of roads in each Municipality that is unpaved/paved. Therefore, allocations given each year to the Municipal Units cannot be compared on a year to year basis.

### **Timeline and Process**

#### **\*Late Summer/Early Fall**

The Department will mail to the Municipal Units a Submission Letter and Road Submission List requesting their road submissions for the upcoming fiscal year (i.e. letters sent out in 2018 will be for fiscal year 2019-20). If the Municipalities choose to participate in the program, they are required to fill out the Road Submission List in its entirety and must be returned to the Department as outlined in the cost-share agreement under "Designation and Acceptance of Streets".

The Program is geared toward J-Class roads, however, if a Municipal Unit has another class of road that you want the Department to consider, submit it on the form and we will review it for eligibility.

#### **\*Winter**

The Department will compile all requests and each will be reviewed to verify eligibility and to determine if the condition of the proposed streets meets the minimum criteria for paving, repaving or double chipping.

#### **\*Early Spring**

Minister letters with a Notice of Acceptance form will be sent to Municipal Units informing which roads from their submissions have been approved under this program. *Note: Not all submissions sent in may be selected based on the weighting factors mentioned previously. (i.e. 10 roads submitted, approval on 3 roads).*

For any roads not selected, the Municipal Units are able to re-submit them in the next fiscal year.

The Notice of Acceptance forms must be completed and signed upon returning to the Department.

The Department will then proceed to tender the approved roads. The Department will notify each Municipal Unit in writing of any cost overruns in excess of ten (10%) percent of the Cost Estimate as outlined in the cost-share agreement under "Province's Obligations".

### **Other Information**

If a Municipal Unit is requesting a road class change, requests must be forward to the Department Area Manager and District Director.

If a Municipal Unit disagrees with the program process, please contact the Executive Director of Highway Engineering and Construction at 902-424-5687.

*\*Given as a guide only and may vary slightly depending on the timing of the initiation process.*

Please request this document so it can be filled out electronically.

Road Submission List from the Municipality of :	
Submitted By:	
Date (M/D/Y) :	

\*If the below columns are not filled in, the list will be rejected by the Province and you will be asked to re-submit with the information that is required.

*In order of Priority	Authority # (Please contact area manager if not known)	Road Section (Please contact area manager if not known)	Road Class (Please contact area manager if not known)	Road Name	From.....	To.....	Length	Current Surface Type (if a road has multiple sections and different surface types they must be listed separately and counted as two priorities - ex. below)	Treatment Type Requested (paving, double chip or repaving)	Comments (Example: district name/subdivision name/ etc)
Examples	1	0123	1	Jane Road	Route 66	Smith Road	1.2	asphalt	repaving	Smith Subdivision
2	0123	2	J	Jane Road	Smith Road	end of listing	1.5	gravel	paving	Smith Subdivision
3	8765	1	I	Smith Road	Jane Road	end of cul de sac	0.35	chip seal on sand seal	paving	Smith Subdivision
4	0765	3	H	High Road	Route 79 easterly	end of listing at turning circle	0.85	gravel	double chip	District A
PLEASE FILL IN THE BELOW ELECTRONICALLY (NO HAND WRITING)										
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

\*Please limit priorities to a maximum of ten due to the current funding limitations of the Province.