

Town of Mayerthorpe Inter-municipal Transit Feasibility Study



McElhanney

McElhanney Consulting Services Ltd.
14904 - 121A Avenue NW
Edmonton, AB
T5V 1A3

Contact: Ryan Betker
Phone 780-809-3299
Email: rbetker@mcelhanney.com

Transmittal Page

This report entitled "Inter-municipal Transit Feasibility Study" was prepared by McElhanney Consulting Services Ltd. under the authorization of the Town of Mayerthorpe. The plans, concept designs and recommendations put forward reflect the Consultants' best judgement with the available information. Any use of this information in a manner not intended, or with knowledge that situations have changed, shall not be the responsibility of McElhanney Consulting Services Ltd. or the undersigned.

Report Prepared by:

Report Reviewed by:

Lee Thomas, M.Sc., P.Eng.
Senior Transportation Planning Engineer

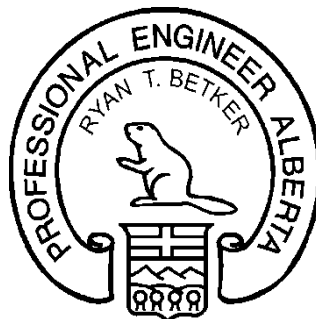
Ryan Betker, P.Eng.
Branch Manager, Edmonton

PERMIT TO PRACTICE
McElhanney Consulting Services Ltd.

Signature

Date

PERMIT NUMBER: P06383
**The Association of Professional Engineers,
Geologists and Geophysicists of Alberta**



Executive Summary

Town of Mayerthorpe is dedicated to supporting a positive, sustainable and affordable community. In their **2010 Municipal Sustainability Plan**, the Town committed to completing a feasibility study for inter-municipal transit service between Mayerthorpe, Blue Ridge, Whitecourt and industries in the region. This study was awarded to McElhanney Consulting Services Ltd. in November 2015.

This report presents the *Inter-municipal Transit Feasibility Study* and addresses the following tasks:

- Completion of a Travel Survey for Mayerthorpe and area residents to identify typical inter-municipal travel habits and possible transit services to meet those needs;
- Projection of possible transit demand based on the results of the Travel Survey;
- Identification of inter-municipal transit options that are appropriate for the service area and anticipated demands;
- Assessment of partnership opportunities for each option;
- Estimation of the capital and operating costs of each option, as well as, possible funding sources; and
- Recommendation of best-fit alternatives to meet inter-municipal travel needs.

Input from the Travel Survey suggests that inter-municipal travel in Mayerthorpe and area is frequent and primarily runs between Edmonton, Mayerthorpe and Whitecourt. Nearly half of the reported inter-municipal trips are for errands or personal reasons, and work commuting contributes to less than one-quarter of reported inter-municipal travel. The Regional Employer Survey identified that key inter-municipal commute patterns likely run between Whitecourt, Mayerthorpe and Blue Ridge. Approximately three-quarters of the Regional Employer Survey respondents reported traveling inter-municipally for work four to five times per week.

While reported inter-municipal travel was high for survey respondents, the area population is relatively small and geographically spread out. These factors indicate that there is likely insufficient demand to support scheduled or commuter bus services between nearby communities. However, there may be support for augmented West End Bus service and carpool facilitation through the Town Office.

Demand for inter-municipal travel was projected by combining traffic trends adjacent to Mayerthorpe with travel trends from survey input. Different inter-municipal transit alternatives were assessed based on likely demand alongside the estimated capital and operating costs of each alternative. The results of this assessment are summarized in the following **Summary Table**.

In general, fixed route transit requires significant commitment from the Town. Due to the distance of travel, cost of operation and low estimated ridership, this alternative is likely not financially feasible nor sustainable. Dial-a-bus service has even less anticipated ridership than fixed route service due to its restricted service area and it is also likely not financially feasible nor sustainable. Commuter Service to Blue Ridge may offer opportunity for partnership with West Fraser Lumber if there is sufficient demand from industry. However, without industry partnership it is unlikely that this service would be financially feasible or sustainable.

Expansion of the West End Bus Program presents an opportunity for inter-municipal transit service. As the population of Mayerthorpe continues to age, demand for inter-municipal travel to accommodate personal and

medical needs is likely to increase. Expanding the West End Bus Program to provide regular and predictable weekly service to Whitecourt would help address some of these travel needs. Making this weekly service available to people of all ages would help to increase ridership potential and likelihood of program success.

There is also opportunity to leverage the popularity of the *My Mayerthorpe* Facebook page to set up an online carpooling bulletin board. This would likely require some additional administration effort from the Town to ensure that the forum is moderated and marketed so people are aware of the service. People in Mayerthorpe are already commuting between municipalities for work or personal errands and are more likely to be aware of each other, if not already acquainted, due to the small size of the community. Therefore, there is a strong possibility that this type of ridematching platform could prove beneficial to some people who commute from the town or commute to the town. Should the Town wish to endorse and assist a program such as this carpooling option, it is recommended that the liabilities and legal responsibilities of the Town are identified and that appropriate diligence is taken by the Town with respect to liability insurance.

Several funding opportunities are available for these types of services, either through partnership or grants. For most funding sources, the Town must demonstrate a commitment to run the transportation service regardless of whether outside funding will be granted.

Summary Table: Inter-municipal Transit Alternative Costs

Service Alternative		Likely Range of Annual Ridership (1- 4% mode share)	Cost per Ride	Funding from Farebox (rider contributions)	Estimated Annual Tax Funding
Fixed-Route Service	Mayerthorpe to Whitecourt	625 to 3,120	\$8	1% to 7%	\$350,000 to \$430,000
	Mayerthorpe to Edmonton	625 to 2,500		1% to 4%	\$505,000 to \$640,000
Commuter Service	Mayerthorpe to Blue Ridge	1 to 2 regular riders, up to 10 regular riders with industry partnership	\$105 (monthly pass)	< 1% to 2%	\$570,000 to \$600,000
	Mayerthorpe to Whitecourt	1 to 2 regular riders		< 1% to 1%	\$270,000 to \$290,000
	Mayerthorpe to Edmonton	1 to 2 regular riders		< 1%	\$685,000 to \$740,000
Specialty Service	West End Bus Expansion, weekly service to Whitecourt	52 to 570 (if all ages allowed)	\$15	6% to 11%	\$120,000 to \$130,000
Volunteer Driver Program	Increasing demand for inter-municipal medical-related transport is likely being met by new medical component of the West End Bus Program				
Flexible Service	Dial-a-Bus	240 to 480	\$8	1% to 2%	\$200,000
Ridematching	Carpool assistance provided using My Mayerthorpe	n/a	n/a	n/a	\$4,000 to \$15,000

Table of Contents

Executive Summary	v
1. Introduction	1
2. Background Information	2
2.1. Municipal Sustainability Plan	2
2.2. Mayerthorpe Transportation Services	2
2.3. Economic Development Strategic Plan	3
2.4. Other Transport Services in the Region	4
3. Stakeholder Engagement	5
3.1. Travel Survey	5
3.2. Stakeholder Discussions	10
3.3. Follow-Up Regional Employer Survey	13
4. Review of Adjacent Transit Systems	16
4.1. Yellowhead County Transit	16
4.2. Edson Transit	16
4.3. Hinton Transportation	17
4.4. Vegreville Transportation Services Society	17
4.5. Wetaskiwin Transit	18
4.6. Camrose Public Transit	18
5. Inter-municipal Travel Demand	19
5.1. Demographics	19
5.2. Travel Patterns	21
6. Inter-Municipal Transit Alternatives	32
6.1. Option 1 – All-Day, Fixed-Route Bus Service	33
6.2. Option 2 – Commuter Bus Service	42
6.3. Option 3 – Specialized Service	49
6.4. Option 4 – Dial-a-Bus	51
6.5. Option 5 – Carpool Ridematching	54
6.6. Summary of Inter-municipal Transit Alternatives	55
7. Funding Opportunities	56
7.1. Partnership Opportunities	56
7.2. Provincial Funding Sources	57
7.3. Federal Funding Sources	60

8. Conclusion and Recommendations.....	61
9. References	63
Appendix A – Travel Survey	65
Appendix B – Regional Employer Survey.....	66
Appendix C – Potential Funding Programs.....	67

Tables

Table 1: Travel Survey Distribution	5
Table 2: 2015 Estimated Travel to Work - Mayerthorpe.....	20
Table 3: Distribution of Inter-municipal Trips from Mayerthorpe	23
Table 4: Distribution of Inter-municipal Trips to Mayerthorpe.....	24
Table 5: Estimated Mayerthorpe Inter-municipal Travel Trends.....	26
Table 6: Average Daily Inter-municipal Travel Destinations from Mayerthorpe	28
Table 7: Estimated Daily Inter-municipal Travel Purposes from Mayerthorpe.....	29
Table 8: Estimated Daily Inter-municipal Travel by Purpose from Mayerthorpe	30
Table 9: Inter-municipal Transit Capital and Operating Unit Costs.....	37
Table 10: Estimated Annual Mayerthorpe to Whitecourt Transit Costs.....	38
Table 11: Estimated Ridership and Annual Funding for Mayerthorpe to Whitecourt Fixed-Route Transit.....	39
Table 12: Estimated Annual Mayerthorpe to Edmonton Transit Costs.....	40
Table 13: Estimated Ridership and Annual Funding for Mayerthorpe to Edmonton Transit Service.....	41
Table 14: Estimated Annual Mayerthorpe to Blue Ridge Commuter Transit.....	44
Table 15: Estimated Ridership and Annual Funding for Mayerthorpe to Blue Ridge Commuter Transit	44
Table 16: Estimated Annual Mayerthorpe to Whitecourt Commuter Transit Costs.....	45
Table 17: Estimated Ridership and Annual Funding for Mayerthorpe to Whitecourt Commuter Transit	46
Table 18: Estimated Annual Mayerthorpe to Edmonton Commuter Transit Costs.....	47
Table 19: Estimated Ridership and Annual Funding for Mayerthorpe to Edmonton Commuter Transit	48
Table 20: Estimated Annual Mayerthorpe to Whitecourt Weekly WEB Program Costs.....	50
Table 21: Estimated Annual Mayerthorpe Dial-a-Bus Costs	52
Table 22: Annual Funding and Ridership Needs for Mayerthorpe Dial-a-Bus	53
Table 23: Summary of Inter-municipal Transit Alternative Costs.....	55

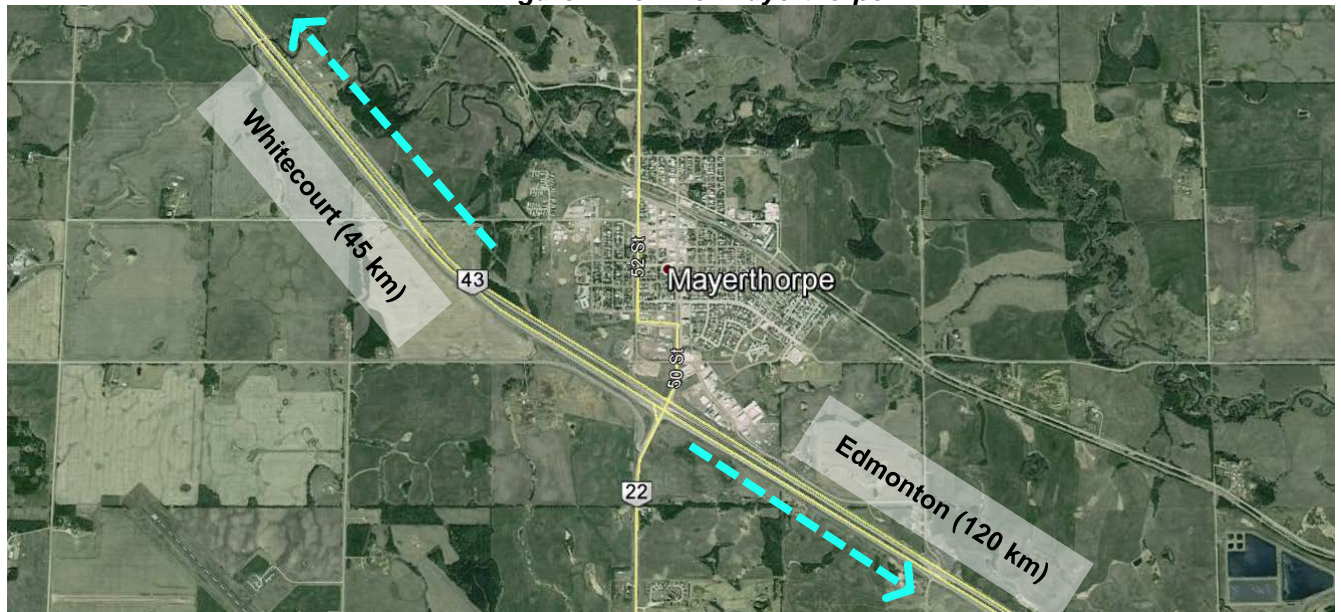
Figures

Figure 1: Town of Mayerthorpe	1
Figure 2: Origins of Travel Survey Respondents	6
Figure 3: Typical Inter-municipal Travel Destinations	6
Figure 4: Typical Inter-municipal Travel Frequency	7
Figure 5: Typical Inter-municipal Travel Purpose	7
Figure 6: General Interest in Inter-municipal Transit Services	8
Figure 7: Interest in Specific Inter-municipal Transit Services	9
Figure 8: Student Session – Willingness to Use Inter-municipal Transit	11
Figure 9: Student Session – Preferred Inter-municipal Transit Service	11
Figure 10: Origins of Regional Employer Survey Respondents	14
Figure 11: Typical Inter-municipal Work Destinations	14
Figure 12: Interest in Work-Related Inter-municipal Transit Services	15
Figure 13: Hinton Transit Service Hours and Route (www.hinton.ca)	17
Figure 14: Mayerthorpe Population (1996-2011, Census)	19
Figure 15: Mayerthorpe Population Distribution 2011	19
Figure 16: Mayerthorpe Population Age Distribution (1996 – 2011, Census)	20
Figure 17: Morning and Afternoon Peak Hour Traffic around Mayerthorpe (2014, Alberta Transportation)	22
Figure 18: Kings Transit Inter-municipal Service Area (www.kingstransit.ns.ca)	33
Figure 19: Acceptable Walking Distance to Bus Stops (TCRP Report 165)	34
Figure 20: Possible Inter-municipal Transit Stop Locations in Mayerthorpe	35
Figure 21: Possible Inter-municipal Transit Connections to Whitecourt Transit	36
Figure 22: Destinations within 20 to 25 minutes of Mayerthorpe	51

1. Introduction

Town of Mayerthorpe is centrally-located in Alberta at the intersection of Highway 43 and Highway 22. Situated approximately 120 km northwest of Edmonton and 45 km southeast of Whitecourt, Mayerthorpe is surrounded by agricultural, forestry, and oil and gas activity.

Figure 1: Town of Mayerthorpe



Town of Mayerthorpe is dedicated to supporting a positive, sustainable and affordable community. In their **2010 Municipal Sustainability Plan**, the Town committed to completing a feasibility study for inter-municipal transit service between Mayerthorpe, Blue Ridge, Whitecourt and industries in the region. This study was awarded to McElhanney Consulting Services Ltd in November 2015.

This report presents the *Inter-municipal Transit Feasibility Study* and addresses the following tasks:

- Identify inter-municipal transit options that are appropriate for the service area and anticipated demands;
- Assess partnership opportunities for each option;
- Project the capital and operating costs of each option, as well as, possible funding sources; and
- Recommend a best-fit alternative to meet inter-municipal travel needs.

Key components of this study will include the following:

- Complete a Travel Survey for Mayerthorpe and area residents that will identify typical inter-municipal travel habits and possible transit services that could meet those needs;
- Project possible transit demand based on the results of the Travel Survey; and
- Estimate the cost per rider and fare recovery that may be realized for different inter-municipal transit service options.

2. Background Information

2.1. Municipal Sustainability Plan

Town of Mayerthorpe adopted its *Municipal Sustainability Plan (MSP)* in August 2010. The *MSP* was developed in conjunction with a regional sustainability plan led by the Grande Alberta Economic Region and the Alberta Urban Municipalities Association in response to increasing concern about long-term prospects for rural Alberta communities.

The *MSP* identified a long-term (i.e. 25-year) long-term vision and strategic goals to guide community growth and resources management. A series of action items and performance indicators were adopted to implement the strategic directions in the following five areas:

1. Community Design
2. Infrastructure
3. Social Services
4. Culture and Recreation
5. Leadership and Prosperity

A total of 83 action items were proposed in the *MSP*. Action item A12, outlined under the Community Design strategic area, committed the Town to completing a feasibility study for inter-municipal transit service between Mayerthorpe, Blue Ridge, Whitecourt and the Alberta News Print Company (ANC) by 2016. This action item was ranked ninth in priority of all the action items per resident input obtained at an open house in June 2010.

A progress report completed in 2012 (20 months after *MSP* adoption) documented the Town's progress in implementing the items outlined in the *MSP*. The Town's *2015 Strategic Directives Plan* showed a sustained commitment to continue implementation of the action items and performance measures outlined in the *MSP*.

2.2. Mayerthorpe Transportation Services

Town of Mayerthorpe provides a pool of drivers for the following transportation services for seniors:

- West End Bus Excursion Program
- Accessible transportation service for residents of the Pleasant View Lodge Auxiliary and Extendicare for medical appointments

West End Bus Excursion Program is a partnership between Lac Ste. Anne County, the Town of Mayerthorpe, Woodlands County and the West End Bus Society (the Group) to provide subsidized recreational trips for people over the age of 50. Originally operating with one Sprinter van that can carry up to 12-15 people, this program recently added a second van to accommodate growing demand. Drivers for the program are employed by the Town of Mayerthorpe and fleet is owned by Lac Ste Anne County. There are currently no fleet storage or maintenance facilities and both vehicles are stored in different locations, pending available space.

A total of 65 trips were offered in 2014, but some were canceled when registration did not meet the minimum threshold, resulting in 49 trips being provided that served 459 riders. Similarly, 65 trips were offered in 2015, of which 49 were successfully completed, serving 450 riders.

A fully-accessible minivan is provided by the Group for residents of Pleasant View Lodge Auxiliary and Extencicare for medical appointments. This vehicle was purchased in the summer of 2015 and ridership information is not yet available.

In addition to the above services, the Town of Mayerthorpe also provides, at no cost, a senior public taxi service on Fridays and a volunteer inter-municipal driver program, described below. Lac Ste Anne Foundation also provides public taxi service on Tuesdays.

Senior Public Taxi

The senior public taxi service operates with the help of a local driver who provides weekly rides within Mayerthorpe on Tuesdays and Fridays from 9 a.m. to 4 p.m. Riders are from Pleasantview Lodge, High View Haven, the Manors and/or live independently in Mayerthorpe. Approximately 20-30 people use this service regularly for personal appointments and to run errands. An average of 17 to 18 trips are provided each day and service is available year-round.

Volunteer Driver Program

The volunteer driver program has two active drivers who provide rides to inter-municipal locations, primarily for medical purposes. Approximately 36 rides were provided by the volunteer program from January 1, 2015 to the end of November 2015, with most rides starting in Mayerthorpe and ending in Edmonton, Barrhead or Whitecourt. Volunteer drivers are reimbursed for each trip at the following rates:

- Mayerthorpe to Whitecourt = \$30
- Mayerthorpe to Barrhead = \$40
- Mayerthorpe to Edmonton = \$80

2.3. Economic Development Strategic Plan

The Mayerthorpe Economic Development Board held a strategic planning session on March 31, 2014 to develop a new 3-year vision, supporting goals and action plan. This vision focused on sustainability of the community and resulted in the adoption of the following five goals to drive future Board activities:

1. Collaborative, sustainable growth through partnerships.
2. Communicate/promote development opportunities to attract new business.
3. Strengthen business through economic development support.
4. Encourage a positive image and improve quality of life.
5. Professional education on economic development for the Economic Development Board.

2.4. Other Transport Services in the Region

Whitecourt

Town of Whitecourt provides two types of transit services: a dial-a-bus service that began in 2007 for residents over the age of 65 and/or with disability, and fixed-route public transit service that began in September 2014. The fixed-route service has 44 stops throughout the community and operates on a 1-hour loop from 7:00 a.m. to 9:00 p.m. during the week and 9:00 a.m. to 6:00 p.m. on Saturday. Community response to the fixed-route has been supportive and an average of 50 rides per day were served during the first year of service operation.

Alexis Nakota Sioux First Nation

Alexis Nakota Sioux First Nation provides shuttle service to transport workers from the Alexis Nakota Sioux First Nation reserve (east of Cherhill) to the Eagle River Casino & Travel Plaza in Whitecourt. This trip is approximately 80 km each way and passes through the Town of Mayerthorpe on Highway 43. Service is provided through the Northern Isga Foundation, a group that distributes proceeds from the Casino to community programs, such as fleet operation, elder care and education initiatives. Discussions with the Northern Isga Foundation indicate that the service has been running for seven years and is well-received in the community.

The shuttle service currently operates 2 vans (1 Sprinter, 1 Caravan), each providing 2 to 3 trips per day to the Eagle River Casino & Travel Plaza coinciding with the following shifts:

- Sunday: 1 p.m. to 1 a.m.
- Monday – Thursday: 3 p.m. to 1 a.m.
- Friday: 3 p.m. to 3 a.m.
- Saturday: 1 p.m. to 8 p.m., 8 p.m. to 3 a.m.

Greyhound

In addition to locally-managed transportation services, Greyhound also provides service from Mayerthorpe to Edmonton at 9:15 p.m. and from Mayerthorpe to Whitecourt at 1:45 a.m. all week.

3. Stakeholder Engagement

3.1. Travel Survey

A travel survey was launched from November 17 to December 9, 2015. The survey, presented in Appendix A, consisted of eight questions seeking input on typical inter-municipal travel habits of Mayerthorpe and area residents, as well as, general interest in possible inter-municipal transit options. The travel survey was distributed to the public electronically, in hard-copy and through in-person activities, as outlined in **Table 1**.

Table 1: Travel Survey Distribution

Electronic Distribution	In-Person Activity	Hard Copy Distribution
Pop-up survey on the main page of the Town of Mayerthorpe’s website from Nov 17 to Dec 9, 2015 (www.mayerthorpe.ca)	Student workshop with the Mayerthorpe High School Career-and-Life-Management class on Nov 30, 2015	Mayerthorpe Winter Christmas Market on Nov 21, 2015
Survey link on the Town of Mayerthorpe’s Facebook page from Nov 17 to Dec 9, 2015 (My Mayerthorpe)	Intercept surveys were attempted on Nov 30, 2015 at various locations along 50 th St. 1 survey was completed and the opportunity was used to raise public awareness of survey.	Various locations throughout Mayerthorpe

In addition to the above methods of survey distribution, the Mayerthorpe Freelancer published an article on November 23, 2015 discussing the launch of the survey. Emails were also sent to the local MLA and MP to notify them of the survey and provide them with background information.

A total of 142 survey responses were received, consisting of 89 responses from the online survey, 18 in hard copy and 35 through in-person surveys.

The survey input suggests that inter-municipal travel in Mayerthorpe and area is frequent and primarily running between Edmonton – Mayerthorpe - Whitecourt. Nearly half of the reported inter-municipal trips are for errands or personal reasons, and **work commuting contributes to less than one-quarter of the trips**. The survey results indicate that there is insufficient demand to support scheduled or commuter bus services between these communities. However, there may be support for augmented West End Bus services and carpooling facilitation through the Town Office.

Survey results are discussed in the following pages and a detailed record of survey responses is provided in Appendix A.

3.1.1. Travel Origins and Destinations

Nearly half of the survey respondents were from Mayerthorpe, as illustrated in **Figure 2**, followed by less than one-quarter of respondents self-reporting from Lac Ste. Anne County. Whitecourt and Edmonton were the two top travel destinations, followed by Mayerthorpe, as illustrated in **Figure 3**. These results suggest that key inter-municipal travel patterns run between Edmonton, Mayerthorpe and Whitecourt, and that this trip pattern should be the focus of inter-municipal transit service review. Whitecourt is approximately 45 km from Mayerthorpe, and Edmonton approximately 135 km.

Figure 2: Origins of Travel Survey Respondents

Nearly half of survey respondents were from Mayerthorpe.

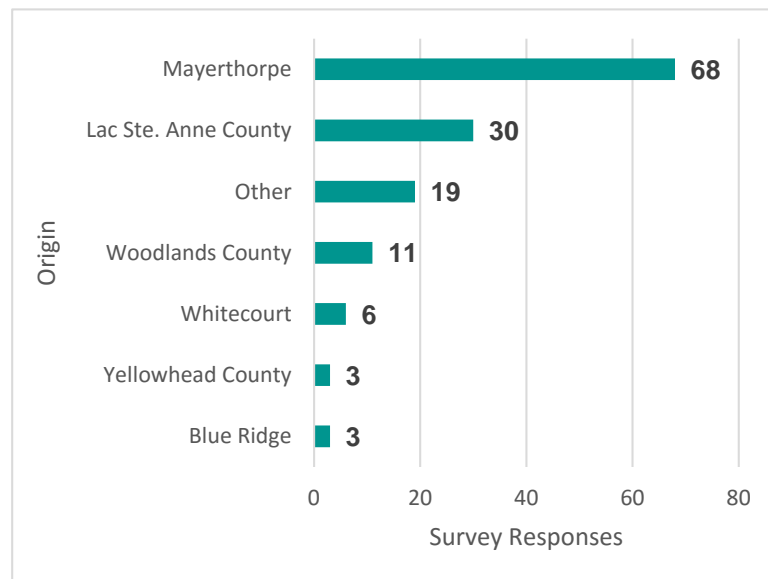
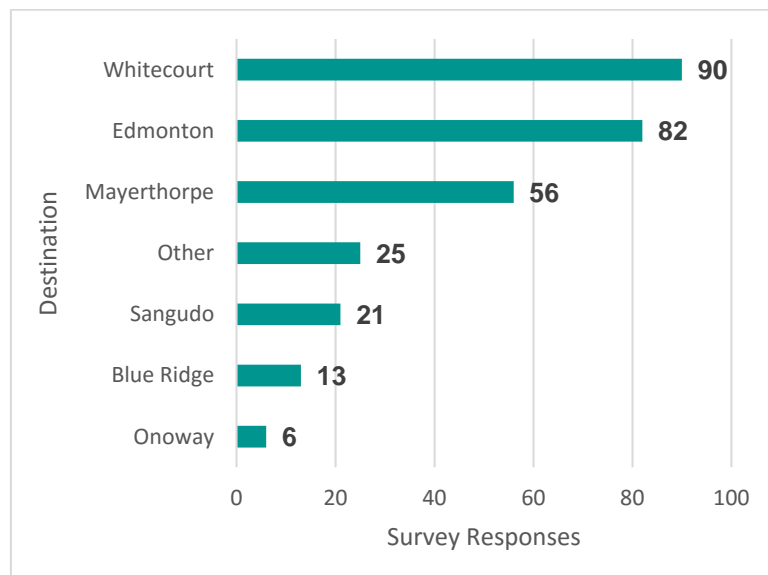


Figure 3: Typical Inter-municipal Travel Destinations

Whitecourt and Edmonton were identified as the two top travel destinations.



3.1.2. Trip Frequencies and Purposes

Inter-municipal travel in Mayerthorpe and area is frequent, with three-quarters of respondents reporting at least one inter-municipal trip per week, illustrated in **Figure 4**. Nearly half of the trips were identified as errand or personal purpose-based, illustrated in **Figure 5**, and 21 percent were identified as work commuting. However, travellers often combine multiple trip purposes, such as running errands on the way home from work.

Work commutes typically occur at consistent times throughout the week and this type of travel demand may lend itself to inter-municipal commuter bus service. However, work commute trips in this region are likely to be spread out geographically, as noted by the reported inter-municipal travel destinations in **Figure 3** and in consideration of major area employers located in Whitecourt, Blue Ridge, Sangudo and elsewhere.

Travel for errands or personal activities tend to occur at less consistent times throughout the day and during the week. This results in less predictable travel behaviour compared to work commuting.

Figure 4: Typical Inter-municipal Travel Frequency
 75% of respondents report at least one inter-municipal trip per week.

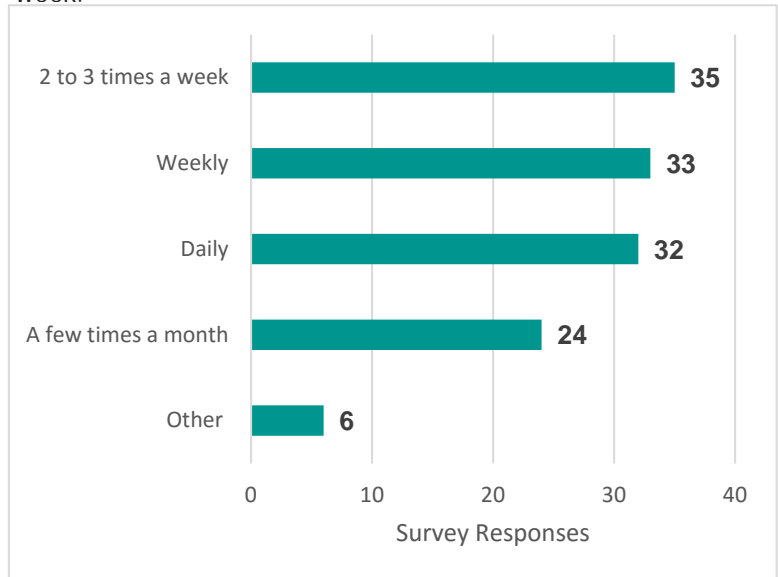
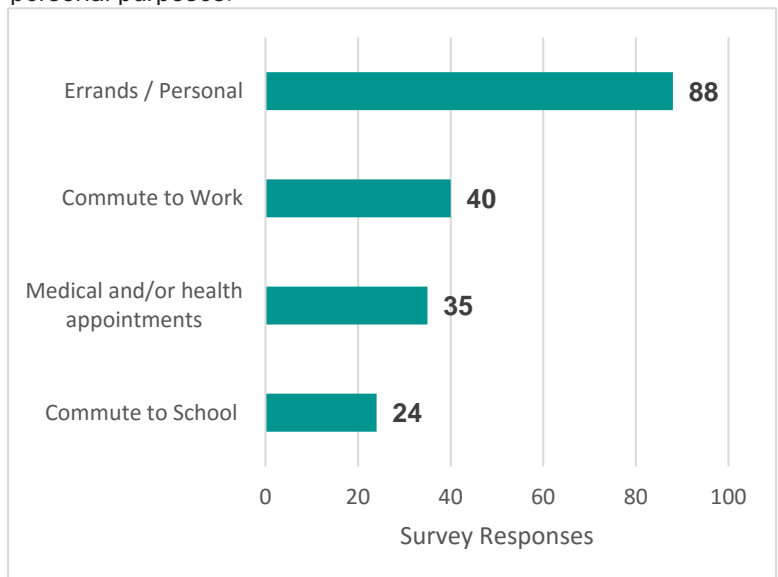


Figure 5: Typical Inter-municipal Travel Purpose
 Nearly half of reported inter-municipal trips are for errands or personal purposes.



3.1.3. Interest in Inter-municipal Transit Services

General interest in inter-municipal transit services was assessed by combining the results of all feedback pertaining to different services and interests (survey questions 6 – 8 and school workshop). A little more than one-quarter of respondents stated interest in inter-municipal transit service, whether it be in the form of bus service or carpool planning assistance, as illustrated in **Figure 6**. This was followed by approximately one-third of respondents saying they might consider using inter-municipal transit service and one-third stating that they would not consider using such services. The remainder of respondents were unsure.

Respondent feedback regarding inter-municipal transit services had the following trends:

Work Impacts:

- *My job has irregular hours and I need my vehicle to come and go.*
- *My work requires use of my personal vehicle.*

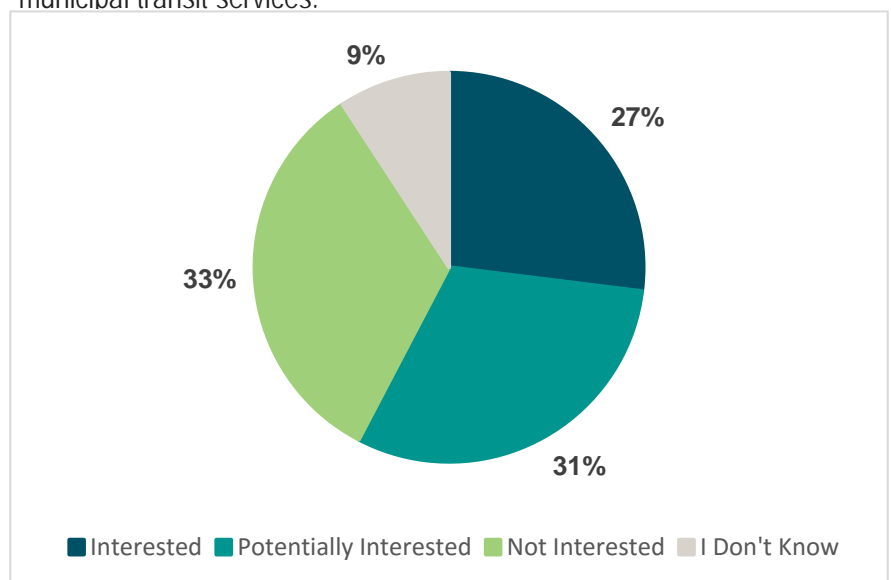
Shifted Preference:

- *It is more convenient for me to use my vehicle, but I can see that there are many people that would benefit [from it].*

Existing Services:

- *I do it now when catching the West End Bus to Edmonton.*

Figure 6: General Interest in Inter-municipal Transit Services
A little more than one-quarter of respondents stated interest for inter-municipal transit services.



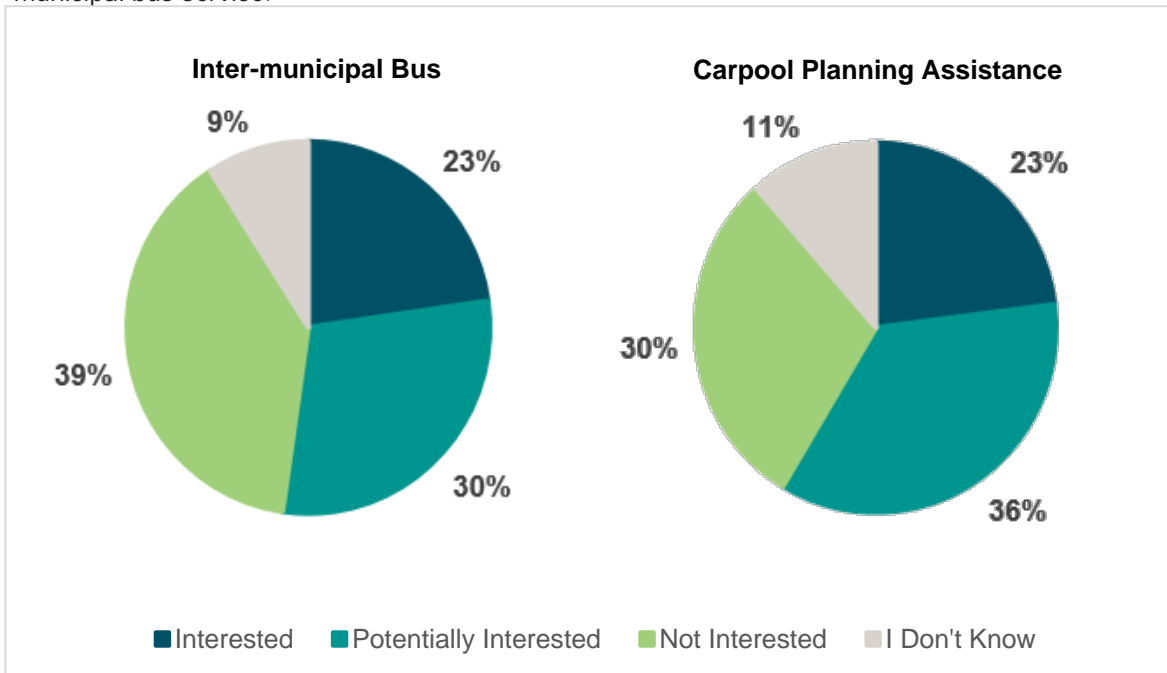
A relatively small portion (27 percent) of an already small market base (Mayerthorpe and area) are interested in some type of inter-municipal transit service. While it may be tempting to group respondents who self-identified as ‘Potentially Interested’ with those who identified as ‘Interested’, this could lead to an overly optimistic ridership projection that may not represent actual area demand. Ridership estimates for service reviews will need to be tempered with the travel patterns identified by this survey, Census information, local development / employment information, and stakeholder input.

Comments mentioning the existing West End Bus program reflect the success of this service in meeting inter-municipal travel demand. The West End Bus program is likely already meeting some of the errand/personal travel needs that reflect the majority of inter-municipal travel demand noted in **Figure 5**. In light of the current success of this program, augmenting its services should be considered as an alternative inter-municipal transit service option.

Nearly one-quarter of respondents said they would be interested in inter-municipal bus service and/or carpool planning assistance services, illustrated in **Figure 7**. However, more respondents indicated potential interest in a carpool planning assistance program than inter-municipal bus service.

Figure 7: Interest in Specific Inter-municipal Transit Services

Survey respondents indicated slightly more interest in carpool planning assistance than inter-municipal bus service.



Comments regarding inter-municipal bus service generally focused on the service being less convenient than a private vehicle and not providing sufficient flexibility for trip needs. Comments regarding possible carpool planning assistance through the Town focused on the following trends:

Inconvenient:

- *My hours are not a regular 9 to 5 type of job.*
- *It would be hard to plan a carpool.*
- *I try to do all my errands at one visit so I would be going to lots of different places.*

Interested:

- *I don't know many people in town, but I wouldn't mind if there was a list of people who were willing to car pool and wouldn't mind being part of such a list.*

Uncomfortable:

- *I don't know if I would because I feel safer with people I know (i.e. family).*

There is some interest in inter-municipal bus service, but there may not be sufficient demand to warrant financing this type of service considering the low population service area and longer travel distances. There is also some interest in carpool planning assistance through the Town. Providing a carpooling assistance program to help drivers connect with passengers may be a low-cost means for meeting inter-municipal travel demand.

3.2. Stakeholder Discussions

Town of Mayerthorpe

Several service and partnership ideas were discussed at the project start-up meeting with the Town of Mayerthorpe. In general, the Town believes that inter-municipal transit services are most likely to be used by families with limited access to transportation, and commuters traveling between Mayerthorpe and Whitecourt for work or other daily needs. A brainstorming session of possible ideas for inter-municipal transit services covered a wide range of options, including the following:

- Partner with Whitecourt to extend a special service to Mayerthorpe that connects into Whitecourt Transit;
- Expand the West End Bus Program to incorporate regularly-scheduled service;
- Build a park-n-ride facilities for commuters (for bus or carpooling);
- Look into a community vehicle, like a VanShare;
- Develop a carpool Facebook page to help residents organize their own carpools; and
- Work with the Town of Whitecourt and Eagle River Casino to develop shuttle service from Cherhill to Mayerthorpe, Whitecourt and the Casino.

Mayerthorpe High School Workshop

A workshop was held with the Career and Life Management (CALM) class on November 30, 2015 at the Mayerthorpe Jr./Sr. High School. Approximately 45 students attended to discuss the typical inter-municipal travel needs in their household, as well as, possible inter-municipal transportation ideas that may be suitable for themselves or the community.

As illustrated in **Figure 9**, 36 percent of the students said they would consider using inter-municipal transit, if it were available, to help them get to work and social or sporting activities. The same amount of students (36 percent) said they would never consider using inter-municipal transit and would prefer to rely on their vehicles. A total of 21 percent of the students would consider using inter-municipal transit services if they were convenient and affordable, and the remainder of the students, 6 percent, did not know whether they would use any kind of inter-municipal transit service.

As illustrated in **Figure 10**, the majority of students who indicated they would consider using inter-municipal transit preferred regular scheduled bus service due to its reliability. The suggested routing would run from Sangudo to Mayerthorpe to Whitecourt where riders could connect with Whitecourt's transit route, for a roundtrip of 118 km. The next most popular transit service was Dial-a-Bus due to the appeal of flexible, smaller-scale service. However, there may have been some confusion regarding the difference between Dial-a-Bus and subsidized Taxi service during class discussion. As such, it may be assumed that support for inter-municipal Taxi service is higher than the 19 percent reported below. The least preferred inter-municipal transit service was carpooling, as most students felt that this would be more appealing to their parents than them.

Figure 8: Student Session – Willingness to Use Inter-municipal Transit

More than one-third of students stated interest in using inter-municipal transit services.

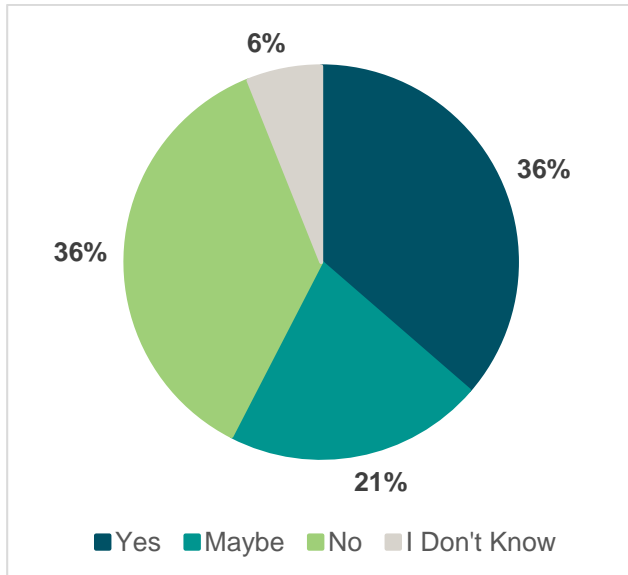
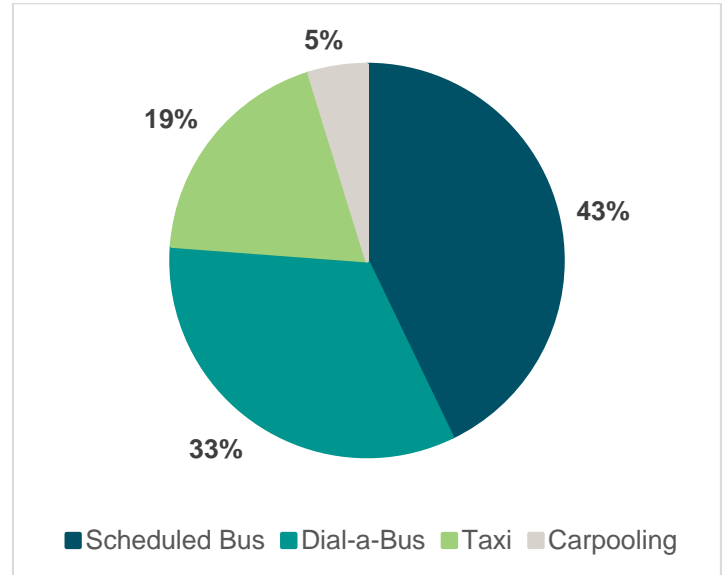


Figure 9: Student Session – Preferred Inter-municipal Transit Service

Students preferred bus and taxi inter-municipal transit services.



Lac Ste. Anne County

Discussions with Lac Ste. Anne County indicated that no formal requests had been received for inter-municipal transportation services beyond those already provided by the West End Bus Program. However, there is suspected need for the following services to complement existing programs:

- West End Bus Program has lots of riders living in and around Sangudo as people have been staying in the area once they retire. There may be some demand for augmented transportation services connecting Mayerthorpe and Barrhead to Sangudo to accommodate daily activities, such as errands, appointments and social activities.
- The medical component of the West End Bus Program is just beginning, but it is anticipated that need for this service will increase as more people retire in the service area.

Lac Ste Anne County seemed generally open to discussing possible expansions to the West End Bus Program, so long as there is a demonstrated need, existing services would not be compromised and existing users would benefit in some way.

Woodlands County (West End Bus Excursion Program)

Discussions with Woodlands County indicated that no formal requests had been received for inter-municipal transportation services beyond those already provided by the West End Bus Program.

Town of Whitecourt

Discussions with the Town of Whitecourt indicate that there has been little demand for transportation services to the Town of Mayerthorpe. Rather, most requests for transit services extensions include the following:

- Transportation services to Edmonton for medical services;
- Shuttle services to the Eagle River Casino; and
- Extended dial-a-bus service outside of Whitecourt Town limits.

Alexis Nakota Sioux First Nation (Northern Isga Foundation)

Discussions with the Northern Isga Foundation indicate that the Casino shuttle service is funded through the Casino proceeds, well-utilized throughout the Alexis Nakota Sioux First Nation community and scheduled to align with Casino shifts. While they are open to discussions about inter-municipal transit services, they feel that the current shuttle service is already very successful at meeting the needs of the community.

3.2.1. Major Regional Employers

Several major regional employers were contacted to discuss possible inter-municipal transportation needs of their employees. The following employers provided direct feedback, while others chose to participate in an online survey presented in **Section 3.3** of this report.

Blue Ridge Lumber

Discussions with Blue Ridge Lumber indicated that they are not currently running a shuttle service for employees. However, it was speculated that employees may be informally organizing their own carpooling.

Approximately 250 employees work at the Saw Mill and 100 employees work at the MDF Plant. It is estimated that one-third of the employees are from Mayerthorpe and area, one-third are from Whitecourt and area, and the remaining are from other areas in the region. The Saw Mill runs 24 hour shifts, 5 days a week, with shifts switching at 7:30 a.m., 4:30 p.m. and 12:30 a.m. The MDF Plant operates 12 hour shifts, 7 days a week from 7:30 a.m. to 7:30 p.m.

Based on the employee estimates and speculated community of origin, it may be assumed that approximately 25 workers commute from the Mayerthorpe area at every shift change and that several may be carpooling. If half of those commuters are from Mayerthorpe, then 25 to 30 average daily trips (not accounting for carpooling) are destined for Blue Ridge.

Pembina Pipelines Corporation

Discussions with Pembina Pipelines Corporation indicate that only five of their employees are from the Mayerthorpe area and that all live in rural areas.

3.3. Follow-Up Regional Employer Survey

A follow-up survey was completed in January 2016 to supplement the results of the initial Travel Survey by providing more insight into work commuter trends in the area. The 26 survey responses are summarized below and may be referenced in **Appendix B** in greater detail.

The survey targeted the following major regional employers:

- Blue Ridge Lumber
- Millar Wester Forest Products Ltd.
- Alberta Newsprint Company (ANC)
- Pembina Pipelines Corporation
- Northern Gateway Public Schools

More than one-quarter of the survey respondents were from Whitecourt, as illustrated in **Figure 10** (next page), followed by respondents self-reporting from Mayerthorpe and Woodlands County. Blue Ridge and Whitecourt were the two top travel destinations, followed by the Alberta Newsprint Company (also Whitecourt) and Mayerthorpe, as illustrated in **Figure 11**. These results suggest that key inter-municipal work commute travel patterns run between Whitecourt, Mayerthorpe and Blue Ridge.

Approximately three-quarters of the survey respondents reported traveling inter-municipally for work four to five times per week. Those reporting travel four times per week (one-quarter of respondents) often noted shift work. The majority of survey respondents start work between 6 a.m. and 8 a.m., with most finishing work between 4 p.m. and 7:30 p.m. However, several respondents noted shifts that rotated between day (starting at 7 a.m.) and evening (starting at 7 p.m.).

Figure 10: Origins of Regional Employer Survey Respondents

Most survey respondents were from Whitecourt, Mayerthorpe or Woodlands County.

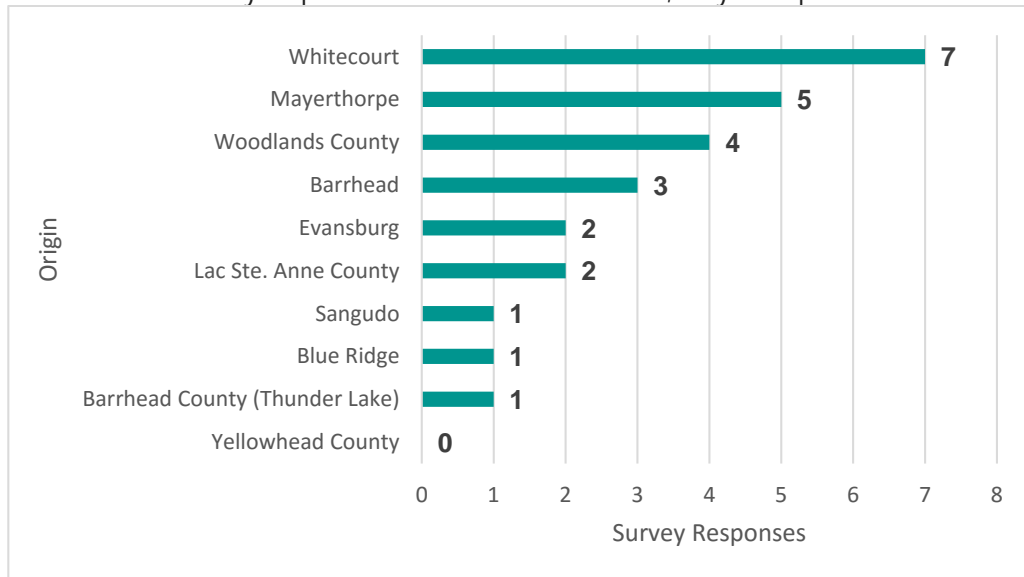
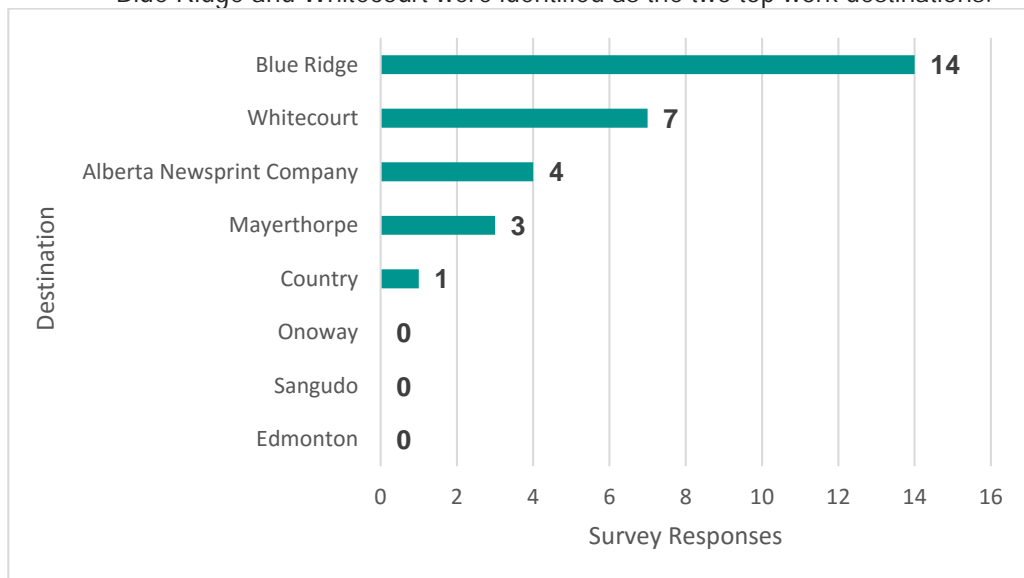


Figure 11: Typical Inter-municipal Work Destinations

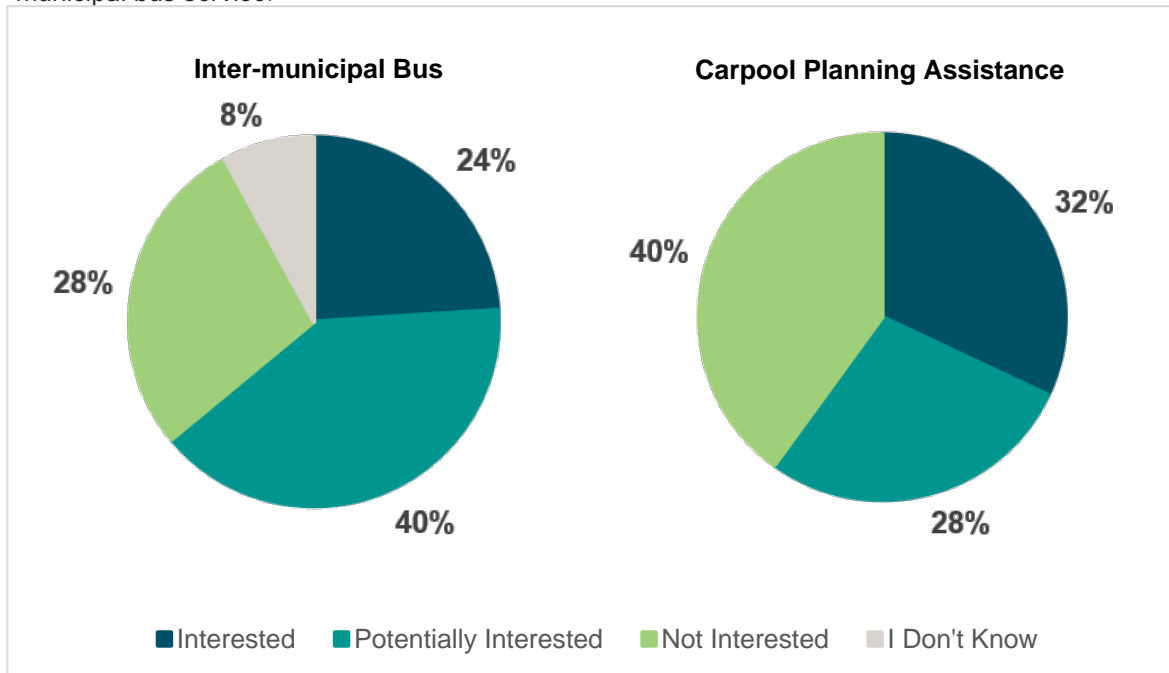
Blue Ridge and Whitecourt were identified as the two top work destinations.



About one-quarter of respondents said they would be interested in inter-municipal bus service and nearly one-third of respondents showed interest in organized carpooling, as illustrated in **Figure 12**. However, a large portion of respondents stated they would have absolutely no interest in carpooling.

Figure 12: Interest in Work-Related Inter-municipal Transit Services

Survey respondents indicated slightly more interest in carpool planning assistance than inter-municipal bus service.



General comments are summarized below:

Supportive:

- *I already carpool 3 days a week.*
- *Carpooling and transit make sense to save gas money, less pollution.*
- *Transit must be available at the time of day required.*
- *[Bus] Less wear and tear on my vehicle. Would be cheaper and wouldn't have to worry about the possibility of falling asleep while driving.*
- *[Bus] It would depend on the schedule and cost.*
- *In winter, 90% of my driving is during dark hours. It's hard to see and/or stay awake on the drive.*

Not Supportive:

- *[Bus] Been there, done that, it sucked. Sore back, late, stolen items.*
- *I need my own vehicle for work.*
- *My hours are not written in stone. I am able to leave early + start late.*
- *I don't feel comfortable with people in my car.*
- *I'd prefer to carpool with people I knew.*
- *I have kids and want my freedom.*

4. Review of Adjacent Transit Systems

4.1. Yellowhead County Transit

A Community Connector bus service (Wildwood Legion) is provided as part of a non-profit door-to-door service operating throughout the County and connecting to various destinations within and outside of the County. The service is funded jointly through fares, the County (i.e. vehicle maintenance), and local groups. Service consists of a single bus that runs from Wildwood Legion on the following limited schedule:

- Thursdays to/from Drayton Valley;
- Every first and last Monday of the month to Edmonton; and
- Wednesdays for 'Grandparents Day' to the seniors' centre in Wildwood.

A *Social Transportation Assessment* was completed for Yellowhead County in 2014 to guide the development of mobility options for rural residents, particularly for seniors, persons with disabilities or low incomes, and tourists. The assessment identified demand for regular and reliable transit service to critical destinations, such as medical services and retail centres, and recommended that the County complete the following actions:

- Develop a mobility services information centre to provide information on all County mobility services and maintain a volunteer ridematching bulletin-board for residents.
- Work with local municipalities such as Hinton, Edson and Wildwood to expand fixed-route and paratransit services around urban areas.
- Establish regular intercity bus service on Highway 16 to provide twice-daily connections from municipalities like Wildwood and Hinton to Edmonton.
- Subsidize taxi fares to provide mobility at times and locations that lack bus service.

Discussions with Yellowhead County indicate that they have identified inter-municipal travel needs for medical purposes and/or for Provincial / low-income services as transportation service priorities in their community. Most medical-related travel is destined for Mayerthorpe, Edmonton or Red Deer, and travel for low-income / Provincial services is often destined for Spruce Grove, Edmonton or Entwistle. While the Community Connector can serve some of these needs, the program's schedule is too restrictive to provide reliable transportation when needed for access to medical and/or Provincial support programs. Therefore, the County is looking into developing a volunteer driver program to address the above travel needs. The County's Council is supportive of this program and the County is currently looking into partnership opportunities with Drayton Valley.

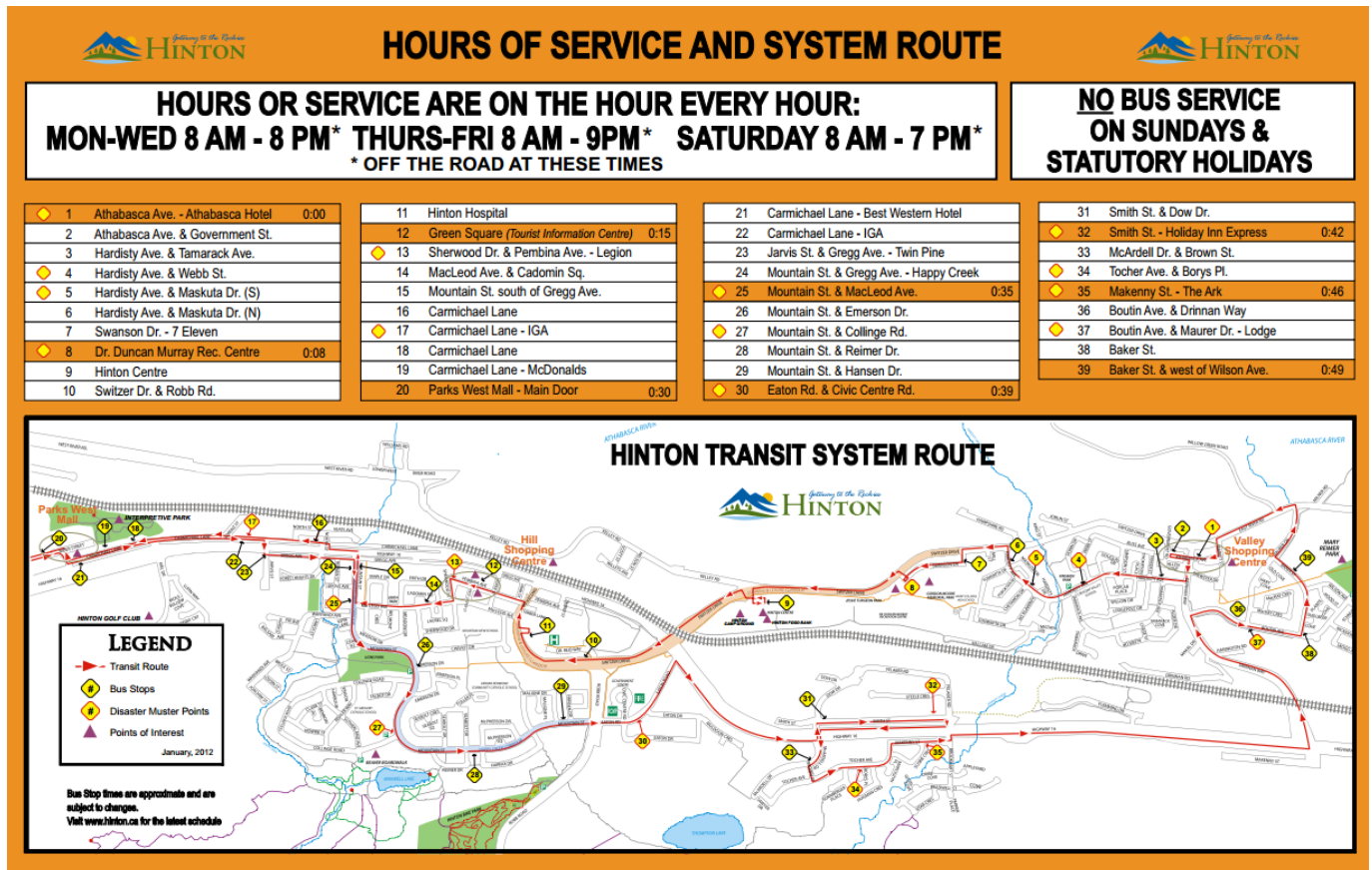
4.2. Edson Transit

Edson Seniors Transportation Society provides service to individuals over the age of 45 and persons with disabilities within town limits. The service costs \$4 per trip for members and \$5 for non-members.

4.3. Hinton Transportation

Transportation services in Hinton consist of 24-hr taxi, Hinton Transit and the Hinton Handibus. Hinton Transit was established in 2009 and uses an accessible bus driven by volunteers to provide transportation to people of all ages and mobility Monday through Saturday. The fixed route and schedule are illustrated in **Figure 13**. The Hinton Freedom Express is an accessible dial-a-bus providing door-to-door service for seniors and persons with disabilities within Hinton. Service is provided Monday through Saturday and frequency is based on demand.

Figure 13: Hinton Transit Service Hours and Route (www.hinton.ca)



4.4. Vegreville Transportation Services Society

Vegreville Transportation Services Society is a non-profit organization that operates a wheelchair accessible van and taxi voucher program to provide affordable transportation to residents of the Town of Vegreville and County of Minburn. Services are offered in cooperation with the County of Minburn.

4.5. Wetaskiwin Transit

Wetaskiwin Community Transportation Society, operating as Wetaskiwin Transit, is a paratransit service provided to seniors and adults with special needs in the City of Wetaskiwin and bordering areas of the County of Wetaskiwin. On-demand, door-to-door service is provided for individuals or group bookings through a fleet of five handi-vans. Out-of-town charter trips, such as medical appointments in Edmonton, Leduc, Camrose and Red Deer, are also accommodated.

Wetaskiwin Transit riders must book 24 hours in advance (working days). The typical hours of service, pending bookings, include the following:

- Monday to Saturday: 8 a.m. to 5 p.m.
- Sunday: specific Church runs only.
- Statutory Holidays: varies depending on special events and bookings.

4.6. Camrose Public Transit

City of Camrose has reviewed options for public transit but has not yet implemented a fixed-route transit system due to the high start-up and operational costs. In lieu, the City implemented a taxi token system in fall of 2015 as a low cost method to supplement taxi fares for several educational, public health and outreach organizations. Data on program utilization and success is not yet available since the program has only been operating for a few months. Taxi tokens are worth approximately \$4, as a typical taxi ride in the City ranges from \$8 to \$9. Funding is intended to go into 2016 until all of the taxi tokens have been utilized and the program may be reviewed.

Rose City Handivan Society current provides services to disabled people of any age using two vans. At present, a large portion of their effort goes towards addressing the transport needs of disabled students. The City is currently negotiating with Rose City Handivan Society to expand their dial-a-bus system to serve senior facilities around the city. The City recently acquired a fully-accessible bus through donation and is offering to provide the vehicle and vehicle maintenance, as well as some funding towards the program.

In 2014, the City of Camrose released an expression of interest looking for qualified contractors interested in providing buses, personnel and related resources for a 2.5 year trial bus program intended to run from July 2015 to December 2017. No responses to the expression of interest were received, and it was inferred that there was no appetite in the community to provide privatized transportation services.

Camrose County also ran an inter-municipal bus to Camrose to service riders of all ages from adjacent communities. Unfortunately, there was little ridership and the service was suspended after only a few years.

5. Inter-municipal Travel Demand

This section considers various data sources, such as community demographics, traffic count information, and public input from surveys and interviews to estimate possible demand for inter-municipal travel. The estimated travel demand developed in this section will be utilized in **Section 6** to assess the feasibility of different inter-municipal transit alternatives.

5.1. Demographics

The age of Mayerthorpe's population can provide clues as to possible transportation needs of the community. For example, if a community is primarily aged 20 to 44, then a lot of employment related travel (commuting) may be expected. If a community is primarily over the age of 65, then it may be expected that most travel is associated with daily living activities, such as errands and personal appointments. Different travel purposes result in different travel patterns that require consideration when planning transportation services.

Mayerthorpe had a population of nearly 1,400 people in 2011 (Census), illustrated in **Figure 14**. Comparing historical data, the town's population has decreased by approximately 5 percent for each census year from 1996 to 2011. There is speculation of a population increase as a result of pending development. However, insufficient details regarding this development are available to assist with population projections. Therefore, assuming the population continues to decrease at this observed rate, the town's 2016 population may be estimated at 1,339. The town population will be used to gauge reasonable estimated demand for inter-municipal travel.

Figure 15 illustrates Mayerthorpe's population distribution from the 2011 Census. A total of 77 percent of the town's population is represented by the following age groups:

- 5-14 year olds (12 percent);
- 25 to 64 year olds (53 percent); and
- 75 years and older (12 percent).

Figure 14: Mayerthorpe Population (1996-2011, Census)
 Mayerthorpe's population is steadily decreasing.

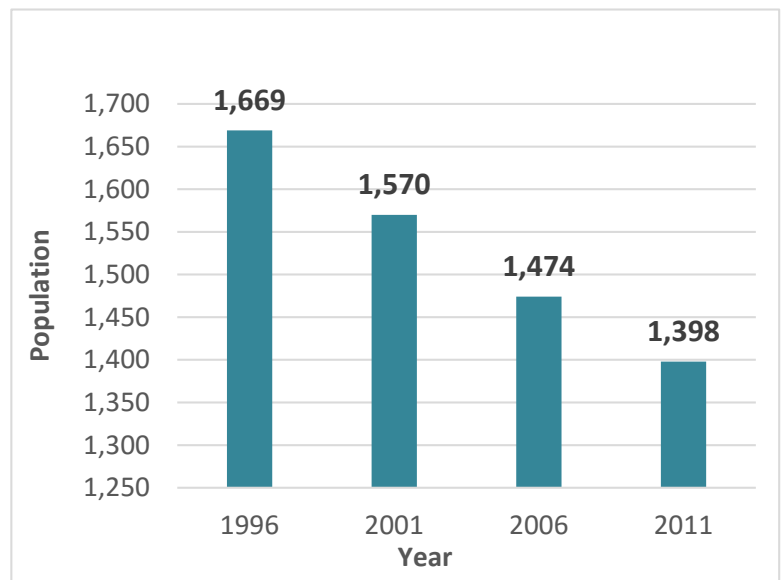
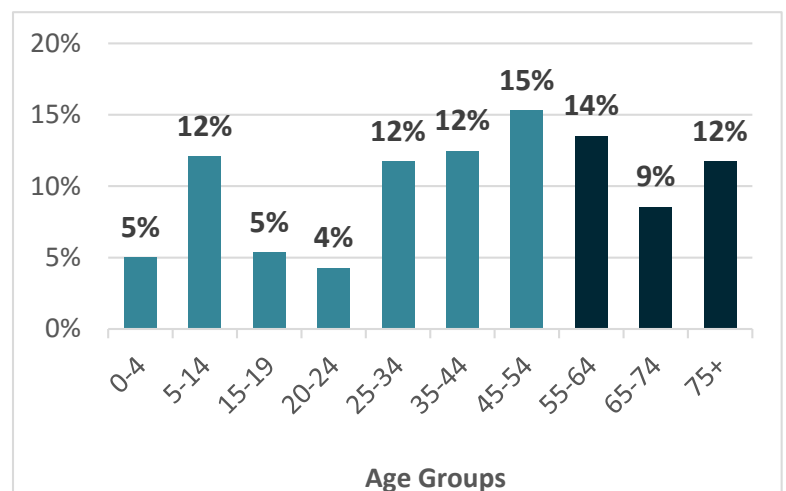


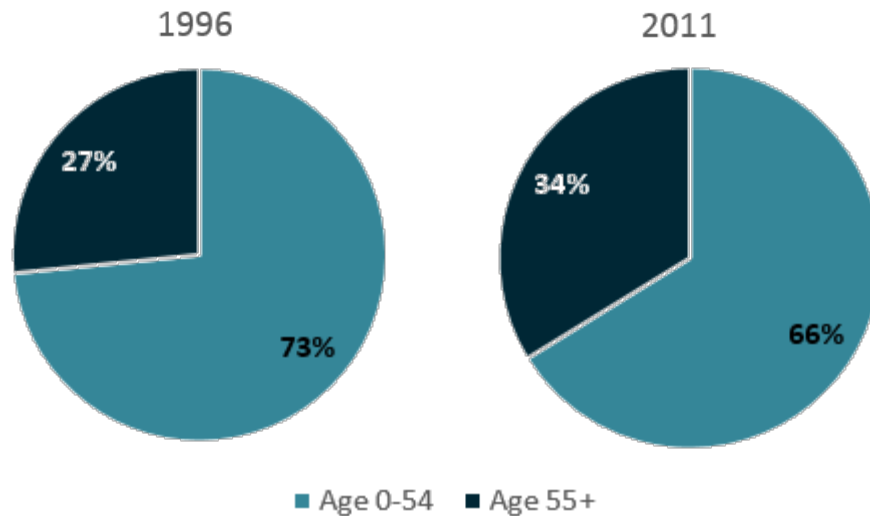
Figure 15: Mayerthorpe Population Distribution 2011
 Half of Mayerthorpe is over the age of 44.



The age distribution of the Town has been shifting alongside the total population, where the proportion of people over the age of 55 has grown from 27 to 34 percent between 1996 and 2011, as illustrated in **Figure 16**. This increasing proportion of population is primarily from growth in the 55 to 64 age group. The size of this group will increase over the next few years as the largest segment of population (the 45-54 age group) continues to age. In contrast, the proportion of seniors (65+ years) in Mayerthorpe decreased by 16 percent from 2006 to 2011. Mayerthorpe’s aging population indicates that travel purposes may be shifting from more regular, peak hour travel for work and commuting to irregular travel for other purposes throughout the day.

Figure 16: Mayerthorpe Population Age Distribution (1996 – 2011, Census)

Mayerthorpe’s population distribution is shifting towards an older demographic.



Using transportation information from the 2011 Census, Growth Alberta has projected the following work-related travel trends for the Town of Mayerthorpe:

Table 2: 2015 Estimated Travel to Work - Mayerthorpe

Employed Population with Usual Place of Work	809	100%
Travel to work by car (driver)	687	85%
Travel to work by car (passenger)	23	3%
Travel to work by walking	70	9%
Travel to work by other	29	3%

As there are several regional employers located around Mayerthorpe, such as West Fraser Blue Ridge Lumber and Northern Gateway Public Schools (Whitecourt), several of these work trips may be expected to be inter-municipal. However, since destination information for these work trips is not available, travel origins and destinations will be inferred based on results from the Travel Survey outlined in the following section.

5.2. Travel Patterns

The travel patterns outlined in this section are high-level estimates that are intended to appraise possible inter-municipal travel demand in order to screen the feasibility of different inter-municipal transit services. The following three-part process will be used to estimate inter-municipal travel patterns to and from Mayerthorpe:

- **Part 1** considers traffic volumes on the highways around Mayerthorpe (Highways 43, 22 and 18) to estimate the traffic entering and leaving the Town. This information will help to establish inter-municipal travel patterns, such as origin and amount of regular of travel, and will be used in conjunction with inter-municipal travel demand developed in Parts 2 and 3 of the process.
- **Part 2** considers trends identified in the Travel and Regional Employer Surveys to project the possible inter-municipal travel demand from Mayerthorpe.
- **Part 3** considers trends identified in the Travel and Regional Employer Surveys to project the possible inter-municipal travel demand to Mayerthorpe.

5.2.1. Part 1: Traffic Volumes

Figure 17 illustrates morning and afternoon peak hour traffic entering and leaving Mayerthorpe. The traffic in this figure represents passenger vehicles only and excludes other types of vehicles, such as buses and commercial trucks. Since commercial traffic is omitted, the morning and afternoon peak hours should primarily represent traffic that is commuting to and from work, school or other consistent activity.

Traffic that leaves Mayerthorpe in the morning and returns in the evening is likely originating from within the Town or passing through the Town. Conversely, traffic that enters Mayerthorpe in the morning and leaves in the evening is likely originating from other destinations to travel to or through the Town. In the absence of detailed origin-destination information for all vehicles entering/exiting Mayerthorpe, this analysis will begin with the assumption that all traffic entering or leaving Mayerthorpe is destined to or originating from Mayerthorpe.

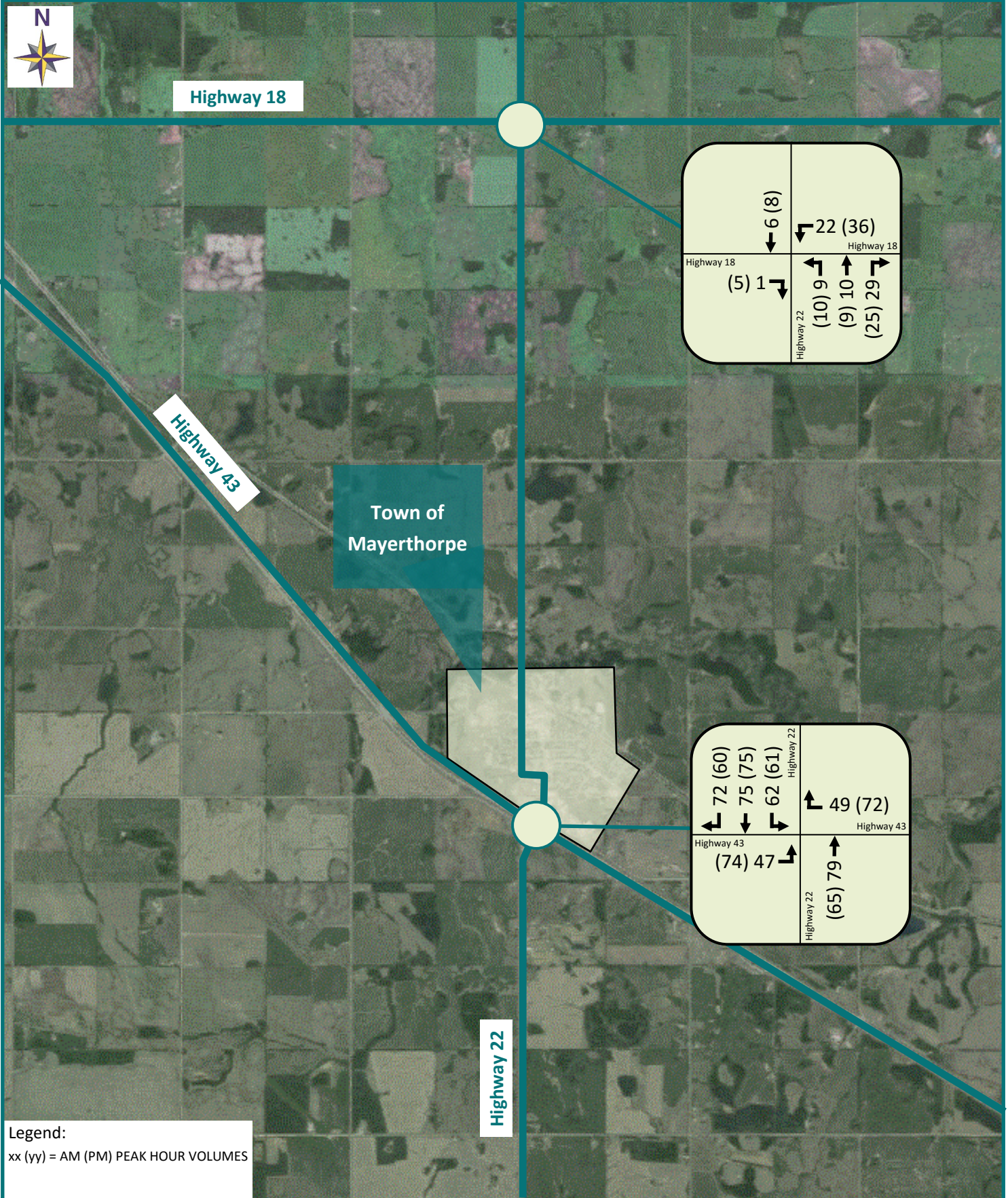
For example, **Figure 17** illustrates 209 vehicles leaving Mayerthorpe traveling south in the morning and 211 returning from the south in the afternoon. This traffic may represent upwards of 210 inter-municipal trips originating from Mayerthorpe. Similarly, since 175 vehicles enter Mayerthorpe from the south in the morning and 196 leave in the afternoon, approximately 185 inter-municipal trips may originate from other origins. Continuing this analysis for all peak hour traffic produces the following estimated daily peak inter-municipal trips:

260 peak hour inter-municipal trips originate from Mayerthorpe each day:

- 209 vehicles travel south from Mayerthorpe in the morning and 211 return in the evening
≈ 210 inter-municipal commute trips originating from Mayerthorpe.
- 48 vehicles travel north from Mayerthorpe in the morning and 49 return in the evening
≈ 50 inter-municipal commute trips originating from Mayerthorpe.

220 peak hour inter-municipal trips travel to Mayerthorpe from elsewhere each day:

- 175 vehicles travel north into Mayerthorpe in the morning and 196 leave in the evening
≈ 185 inter-municipal commute trips entering Mayerthorpe from elsewhere.
- 29 vehicles travel south into Mayerthorpe in the morning and 44 leave in the evening
≈ 35 inter-municipal commute trips entering Mayerthorpe from elsewhere.



Mayerthorpe Inter-municipal Transit Feasibility Study
 Morning and Afternoon Peak Hour Traffic around Mayerthorpe (2014, Alberta Transportation)

Table 3 summarizes where peak hour inter-municipal traffic from Mayerthorpe is going based on the distribution of average peak hour traffic leaving Mayerthorpe in the morning and returning in the evening. This summary is based on the assumption that all traffic entering or leaving Mayerthorpe is either destined for or traveling from Mayerthorpe rather than traveling through the town to a different destination. This assumption was made because it is not possible to differentiate between traffic traveling to/from Mayerthorpe vs traffic passing through without detailed origin-destination information for the entire region.

Most of the inter-municipal traffic leaving Mayerthorpe (81 percent) travels south towards Highway 43. This traffic is relatively evenly split between the westbound and eastbound directions of travel on Highway 43, and southbound on Highway 22. In contrast, the majority of traffic traveling north from Mayerthorpe heads eastbound on Highway 18, potentially destined for Barrhead.

Table 3: Distribution of Inter-municipal Trips from Mayerthorpe

Direction of Traffic Leaving Mayerthorpe		Percent
Traveling Southbound (81 % of all traffic from Mayerthorpe)	To Highway 43 west of Mayerthorpe	28 %
	To Highway 22 south of Mayerthorpe	27 %
	To Highway 43 east of Mayerthorpe	26 %
Traveling Northbound (19 % of all traffic from Mayerthorpe)	To Highway 18 west of Mayerthorpe	3 %
	To Range Road 86 north of Mayerthorpe	3%
	To Highway 18 east of Mayerthorpe	13%
		100 %

Table 4 summarizes directional trends for peak hour inter-municipal traffic traveling to Mayerthorpe from other origins. This information is based on the distribution of average peak hour traffic entering Mayerthorpe in the morning and leaving in the evening. It is also assumed that all traffic entering or leaving Mayerthorpe is either destined for or traveling from Mayerthorpe rather than passing through the town to a different destination.

Most (83 percent) of the inter-municipal traffic entering Mayerthorpe enters from the south. Of this traffic, trips are relatively evenly split between Highway 43 to the east or west and Highway 22 to the south. In contrast, the majority of traffic entering Mayerthorpe from the north originates from Highway 18 to the east, potentially originating from Barrhead.

Table 4: Distribution of Inter-municipal Trips to Mayerthorpe

Direction of Traffic Entering Mayerthorpe		Percent
Entering from the South (83 % of all trips to Mayerthorpe)	From Highway 43 west of Mayerthorpe	24 %
	From Highway 22 south of Mayerthorpe	34 %
	From Highway 43 east of Mayerthorpe	25 %
Entering from the North (17 % of all trips to Mayerthorpe)	From Highway 18 west of Mayerthorpe	2 %
	From Range Road 84 north of Mayerthorpe	4 %
	From Highway 18 east of Mayerthorpe	11 %
		100 %

While some traffic entering and leaving Mayerthorpe outside of peak hours may be associated with inter-municipal commuting, other travel purposes are also common during these times. Travel for personal purposes and errands, recreational and social activities, and appointments tends to occur during off-peak hours. However, travel for other purposes, such as deliveries or use of town amenities by travellers passing through, are also more common during these times. Consequently, trip purposes are less consistent and predictable during off-peak hours than they are during the morning and afternoon peak (rush) hours. While the peak hour inter-municipal traffic identified earlier in this section may be used to infer inter-municipal commuting traffic (i.e. work or school), it may not be used to conclusively infer non-commute inter-municipal traffic (i.e. errands, appointments, social activities, etc.).

Non-commute inter-municipal travel demand will be projected alongside work commutes based on results from the Travel and Regional Employer Surveys. While the projected commute travel demand will be tempered with the results of this section, the projected non-commute travel demand will need to be tempered using local knowledge of destinations in the surrounding area that would attract travel.

5.2.2.Part 2: Inter-municipal Travel from Mayerthorpe

The travel patterns identified in this section are based on estimated demand from inter-municipal travel trends identified in the Travel and Regional Employer Surveys. There is some error inherent to the surveys because they relied on voluntary participation and may not be representative of all groups traveling from Mayerthorpe.

Assumptions

A total of 43 percent (73 out of 168) of the survey respondents identified as being from Mayerthorpe. When compared to the Town's estimated 2016 population of 1,339, these 73 survey respondents represent a sample size of 5.5 percent of the Town. Based on these results, the following assumptions will be used to generate a high-level estimate of inter-municipal travel patterns for Mayerthorpe residents:

- If 43 percent of the respondents were from Mayerthorpe, then 43 percent of all trends identified by the surveys reflect inter-municipal travel originating from Mayerthorpe. For example, if 48 people reported daily inter-municipal travel, then it may be assumed that 20 of them originate from Mayerthorpe.
- The number of respondents from Mayerthorpe represents a 5.5 percent sample size of the town and travel demand may be estimated for the entire town by scaling travel survey trends accordingly. For example, if 20 survey respondents from Mayerthorpe reported daily inter-municipal travel, then 365 people (20 ÷ 5.5%) may be assumed to travel inter-municipally from Mayerthorpe on a daily basis.
- Some types of inter-municipal travel are more likely to occur on weekends than during the week, so all inter-municipal travel demand will be estimated using equivalent demand averaged over a 7-day week.
- Travel Frequency:
 - 'Daily inter-municipal travel' coincides with the work week which is typically 5 days long.
 - An average of 3 days per week will be used to estimate travel occurring '2 to 4 times a week'.
 - 'Weekly' inter-municipal travel will be assumed to occur once per week.
 - Inter-municipal travel occurring 'a few times a month' will be assumed to occur up to twice per month for an average of 0.5 times per week.

Inter-municipal Travel Demand from Mayerthorpe

Daily inter-municipal trips were reported by 32 of the survey respondents. If 48 percent of these respondents originated from Mayerthorpe (15 responses) and they reflect 5.1 percent of the Town's population, then it may be assumed that there are approximately 210 inter-municipal trips per day originating from Mayerthorpe.

$$\begin{aligned} \text{Average Daily Intermunicipal trips} &= \frac{\# \text{ of responses from Mayerthorpe residents}}{5.5\% \text{ representation of Mayerthorpe population}} \times \frac{\# \text{ trips per week}}{7 \text{ days per week}} \\ &= \frac{48 \times 43\%}{5.5\%} \times \frac{5 \text{ trips per week}}{7 \text{ days per week}} = 260 \end{aligned}$$

Table 5 presents the analysis for all inter-municipal travel frequencies identified in the surveys. Per this analysis, it may be estimated that 365 Mayerthorpe residents travel inter-municipally each day, 325 residents travel inter-municipally 2 to 4 times a week, 255 residents travel inter-municipally weekly, and 200 residents travel inter-municipally a few times a month or less. Averaging these trips to develop a daily equivalent results in approximately 450 estimated daily inter-municipal trips originating from Mayerthorpe.

Table 5: Estimated Mayerthorpe Inter-municipal Travel Trends

* rounded to the nearest 5

Survey Question: How often do you travel outside of your community?	Survey Respondents	Estimated Mayerthorpe Respondents	Scaled to Reflect Entire Town*	Estimated Average Daily Inter-municipal Trips from Mayerthorpe*
Daily	48 people	20 people	365 people	260 equivalent daily trips
2-4 times per week	42 people	18 people	325 people	140 equivalent daily trips
Weekly	32 people	14 people	255 people	35 equivalent daily trips
A few times a month or less	25 people	11 people	200 people	15 equivalent daily trips
TOTAL ESTIMATED DAILY INTER-MUNICIPAL TRIPS			1,145 people	450 equivalent daily trips

Based on the above method of estimation, it may be assumed that:

- 27 percent of the Town's population travels inter-municipally 5 or more days per week;
- 24 percent travel inter-municipally 2 to 4 times per week;
- 19 percent travel inter-municipally weekly, or once per week; and
- the remaining 30 percent travel inter-municipal either monthly or less frequently.

This results in approximately 450 average inter-municipal trips per day from Mayerthorpe, or approximately 34 percent of the town's population traveling inter-municipally each day for some sort of service. This estimate may be somewhat high as there are many services provided within the town to meet the daily needs of its residents. However, the town is also considered to be a bedroom community to Whitecourt and somewhat reliant on the employment, institutional, educational, commercial, health and recreational services provided in the surrounding area. Also, this analysis does not reflect the impact of existing carpooling, such as parents dropping kids at school on the way to work, people sharing a ride to work, or other services that may accommodate several of these trips, such as the West End Bus Program and inter-municipal taxi/shuttle services. These impacts will be considered later on in this process.

Inter-municipal Travel Destinations from Mayerthorpe

Based on responses from the surveys, people travelling inter-municipally from Mayerthorpe are primarily going to the following destinations:

$Travel\ to\ \mathbf{Whitecourt} = \frac{101\ responses}{322\ responses} = 31\ percent$	$Travel\ to\ \mathbf{Edmonton} = \frac{82\ responses}{322\ responses} = 25\ percent$
$Travel\ to\ \mathbf{Sangudo} = \frac{21\ responses}{322\ responses} = 7\ percent$	$Travel\ to\ \mathbf{Blue\ Ridge} = \frac{27\ responses}{322\ responses} = 8\ percent$
$Travel\ to\ \mathbf{Edson} = \frac{6\ responses}{322\ responses} = 2\ percent$	$Travel\ to\ \mathbf{Onoway} = \frac{6\ responses}{322\ responses} = 2\ percent$
$Travel\ to\ \mathbf{Barrhead} = \frac{4\ responses}{322\ responses} = 1\ percent$	

The following discussion compares the above travel destinations with the direction of traffic flow identified in Part 1 of this estimate (**Table 3**):

- Traffic destined for Blue Ridge and Whitecourt would likely travel west on Highway 43 and equates to 39 percent of the reported inter-municipal trips. This is higher than the 28 percent distribution of inter-municipal trips identified using the 2014 Alberta Transportation traffic counts in Part 1, but may simply reflect trips occurring outside of peak hours.
- Traffic destined for Sangudo, Onoway and Edmonton would likely travel east on Highway 43 and equates to 34 percent of the reported inter-municipal trips. This is also higher than the 26 percent distribution of inter-municipal trips identified in Part 1, but may also reflect trips occurring outside of peak hours.
- Only 2 percent of inter-municipal trips were identified as going to Edson (south on Highway 22) and other destinations specifically on this route were not identified, whereas 27 percent of peak hour traffic travels in this direction. Some of this discrepancy may be due to an over-estimation of work commute trips from Mayerthorpe where peak hour traffic traveling on Highway 22 may have actually been passing through Mayerthorpe from elsewhere using Highway 18.
- Only 1 percent of inter-municipal trips were identified as going to Barrhead (east on Highway 18) and other destinations specifically on this route were not identified, whereas 13 percent of peak hour traffic travels in this direction. Some of this discrepancy may be due to an over-estimation of work commute trips from Mayerthorpe where peak hour traffic traveling on Highway 18 may have actually been passing through Mayerthorpe from elsewhere using Highway 22.

Inter-municipal destinations identified by the Travel and Regional Employer Surveys do not align with peak hour traffic trends around Mayerthorpe. It is reasonable to expect that the surveys would reflect more non-commute traffic than the peak hour traffic analysis. It is also reasonable to expect that some of the traffic on Highway 22 and Highway 18 is not actually traveling to or from Mayerthorpe, but rather traveling through Mayerthorpe to another destination. Travel demand from the traffic pattern analysis and survey results will be averaged to adjust for the lack of representation of non-peak hour travel in the traffic patterns and uncertainty of whether north-south traffic is travelling through Mayerthorpe from other destinations using Highway 18 and 22.

Sangudo appears to be over-represented considering that it has few amenities and Lac Ste. Anne County reports that no employees are from Mayerthorpe. This is likely due to over-sampling from the Travel Survey. Since there is no data to suggest how much Sangudo's representation in this analysis should be decreased, it will be left as-is and further analysis will take note of over-representation.

Equivalent average daily trips may be calculated by assigning a proportion of the 450 average daily trips to each destination based on its representation in the surveys, as follows:

$$\text{Travel to Whitecourt} = 450 \text{ avg. daily trips} \times 31 \text{ percent} = 140 \text{ average daily trips}$$

This equation is used to calculate the following inter-municipal trips from Mayerthorpe:

- west on Highway 43 = trips going to Whitecourt (140) or Blue Ridge (35) = 175 avg. daily trips
- east on Highway 43 = trips going to Edmonton (115) or Sangudo (30) or Onoway (10) = 155 avg. daily trips
- south on Highway 22 = trips going to Edson = 10 equivalent daily trips
- east on Highway 18 = trips going to Barrhead = 5 equivalent daily trips

As noted in the above conclusions, the average daily trips calculated using projections from the Travel and Regional Employer Surveys will be averaged with the average daily trips calculated using the following projections from traffic analysis trends summarized in **Table 3**:

- west on Highway 43 = 28 % of 450 daily trips = 125 equivalent daily trips
- east on Highway 43 = 26 % of 450 daily trips = 115 equivalent daily trips
- south on Highway 22 = 27 % of 450 daily trips = 120 equivalent daily trips
- east on Highway 18 = 13 % of 450 daily trips = 60 equivalent daily trips

Calculating the average of the daily trips from each data source produces the results outlined in **Table 6**, which represent 86 percent (385 of the 450) estimated daily trips from Mayerthorpe.

Table 6: Average Daily Inter-municipal Travel Destinations from Mayerthorpe

Travel Direction	Community	Average Daily Inter-municipal Trips
West on Highway 43	Whitecourt	120
	Blue Ridge	30
East on Highway 43	Edmonton	100
	Sangudo	25
	Onoway	10
South on Highway 22	Edson & other	65
East on Highway 18	Barrhead	35

Daily Inter-municipal Travel Purposes

Inter-municipal trips to complete errands, appointments or other personal purposes tend to be inconsistent and spread out through the day or day of week. Work commutes typically occur at consistent times throughout the week and likely represent the bulk of daily inter-municipal trips from Mayerthorpe. Based on trends from the surveys, work commutes represent 30 percent (64 out of 213 responses) of typical inter-municipal trip purposes. A total of 75 percent of survey respondents identified incorporating non-work purposes into some of their work commutes, such as errands, appointments and other activities. Based on studies elsewhere, upwards of 30 percent of work trips typically incorporate non-work purposes (McGuckin 2004). Therefore, it may be assumed that at least 30 percent of personal or errand trip purposes were completed during a work commute trip. While commuting to school may be expected for traffic traveling to Mayerthorpe, it is not expected for traffic traveling from Mayerthorpe. Therefore, this trip purpose has been removed from the analysis.

The resulting distribution of trips from Mayerthorpe is presented in **Table 7**.

Table 7: Estimated Daily Inter-municipal Travel Purposes from Mayerthorpe

** rounded to the nearest 5*

Trip Purpose	Survey Responses	Adjusted Survey Responses (multi-purpose trips)*	Percent of Trips
Errands / Personal	88	60	38%
Commute to Work	64	65	41%
Medical and/or Health Appointments	35	35	21%
TOTAL	187	160	

Town of Mayerthorpe and the County currently provide some transportation services to address medical-related transportation and social excursions. West End Bus Program provided 450 rides in 2015, which equates to 1.2 average daily trips. Volunteer Driver Program provided 36 rides from January to November in 2015, which equates to 0.1 average daily trips. Since the average daily impact of these services is low, the estimated daily trips noted above will not be adjusted.

Daily Inter-municipal Travel from Mayerthorpe

Combining the total estimated daily inter-municipal trips from Mayerthorpe outlined in **Table 5** with the travel destinations outlined in **Table 6** and trip purposes outlined in **Table 7** results in the following estimated inter-municipal travel trends from Mayerthorpe. Note that all Blue Ridge traffic has been assigned to work commute travel purposes based on assumptions developed earlier in this analysis.

Table 8: Estimated Daily Inter-municipal Travel by Purpose from Mayerthorpe

* rounded to the nearest 5

Travel Direction	Inter-municipal Travel Destination	Inter-municipal Travel Purposes *			Total Trips
		Errands / Personal	Commute to Work	Medical and/or Health	
West on Highway 43	Whitecourt	45	50	25	120
	Blue Ridge	0	30	0	30
East on Highway 43	Edmonton	40	40	20	100
	Sangudo	10	10	5	25
	Onoway	5	5	0	10
South on Highway 22	Edson & other	25	25	15	65
East on Highway 18	Barrhead	15	15	5	35
TOTAL		140	175	70	385

Conclusions:

This is a high level assessment and it is important to focus on overall inter-municipal travel trends to begin setting realistic ridership expectations. Many of the travel purposes noted above could occur during the morning and afternoon peak hours. As noted earlier, the amount of traffic destined for Sangudo is likely over-estimated, which should be kept in mind when reviewing possible transit alternatives. Also, travel to Barrhead may be associated with medical and/or health purposes due to the health services provided in that town. This travel may currently be accommodated through the Volunteer Driver Program and the medical component of the West End Bus Program.

5.2.3.Part 3: Inter-municipal Travel to Mayerthorpe

Mayerthorpe was identified as a travel destination by less than 20 percent of the Travel Survey respondents and only 10 percent of Regional Employer Survey respondents. Based on these responses, Mayerthorpe does not appear to be a major draw for inter-municipal travel, with the exception of medical and/or school-related travel. Both of these travel purposes are already served by other services, such as the Volunteer Driver program, the medical component of the West End Bus Program, and the school district bus. From a work commute perspective, the 10 percent of respondents who reported travel to Mayerthorpe were spread geographically throughout adjacent counties and were too few in number to offer significant trend for this analysis.

A total of 57 percent (95 out of 168) of the survey respondents identified as being from somewhere other than Mayerthorpe. However, the survey sample size compared to the population of the region is not sufficient to project travel demand.

As noted in **Section 5.2.1**, approximately 220 peak hour inter-municipal trips may travel to Mayerthorpe each day during peak hours. Directional trends for this peak hour traffic were summarized in **Table 4** based on the assumption that all traffic entering or leaving Mayerthorpe was either destined for or traveling from Mayerthorpe. However, some or most of the traffic on Highway 22 and Highway 18 may not be traveling to or from Mayerthorpe, but rather traveling through Mayerthorpe to another destination. If this were the case, inter-municipal travel to Mayerthorpe may be as little as 140 peak hour trips. Therefore, the 220 commuting trips traveling to Mayerthorpe is likely an overestimate of actual demand and statistically significant information outlining the origins and destinations of this traffic is needed to determine the extent of overestimation.

Conclusions:

Travel and Regional Employer Surveys do not identify Mayerthorpe as a major destination and the survey sample size is not sufficient to project inter-municipal travel demand for the population outside of Mayerthorpe. In addition, peak hour inter-municipal travel trends may overestimate the amount of traffic destined for Mayerthorpe as traffic travelling through the town may not be clearly discerned from traffic travelling to the town. Therefore, in the absence of sufficient data to project travel demand, inter-municipal travel to Mayerthorpe will not be incorporated in the assessment of inter-municipal transit alternatives.

6. Inter-Municipal Transit Alternatives

This section assesses different inter-municipal transit options based on a range of possible ridership per estimated inter-municipal travel demand.

Northern Alberta Development Council has identified several opportunities for providing transit services in rural communities, such as the following (NADC 2014, Transport Canada 2009):

- inter-municipal partnerships where service is purchased from a neighbouring community;
- planning service around the needs of a target market, such as workplace services during shift changes or school services planned around class hours;
- flexible, demand-responsive services like dial-a-ride to serve lower density communities;
- specialized services like accessible dial-a-ride for persons with disabilities; and
- carpool ridematching services, which may be provided privately or publicly to help people match rides.

Application of any transit model in a rural context needs to take into consideration the typical characteristics of the rural environment (BC Transit 2010). For example, rural communities tend to have lower population densities than cities and span more than one electoral region. Rural destinations are more remote and have harsher operating conditions due to limited weather protection and varied road networks. BC Transit notes that service in rural areas typically provides basic coverage with lower service hours and frequencies, and smaller buses. Ridership tends to be lower, as most riders utilize rural transit services out of necessity rather than choice, resulting in lower cost recovery from fare revenue and greater need for subsidy (BC Transit 2010).

The following are some of the challenges that BC Transit has encountered when developing rural transit services (BC Transit 2010):

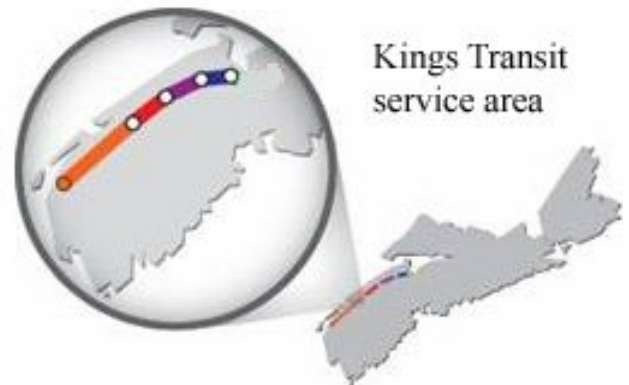
- **Attracting Riders:** Rural transit often requires long trips due to the spread out population. This can be unattractive to potential riders who have access to a vehicle and may drive to their destination more quickly. In addition, parking in rural areas is convenient and typically free, and there is generally minimal congestion on roads, which can be a disincentive to using transit.
- **Local Government Funding:** Transit tends to compete with other basic community needs, such as roads and water, so the case for transit funding may be difficult and/or not popular. Also, rural transit tends to have lower fare recovery than cities, requiring more funding from local government.
- **Understanding Community Needs:** Good rural transit service needs to prioritize key markets and balance coverage vs ridership to attract riders while providing accessible service.
- **Supporting Infrastructure:** Infrastructure for rural transit is often overlooked, such as suitable maintenance and storage garage amenities for fleet, need for local operators, local dealership to handle warranty work, bus stop/shelter installation and maintenance programs, and suitable access to stops (i.e. sidewalks and trails with appropriate snow clearing and connections).

6.1. Option 1 – All-Day, Fixed-Route Bus Service

The Canadian Urban Transit Association (CUTA) suggests that partnerships with neighbouring communities may help small rural communities overcome the budgetary and resource challenges of starting a transit service (CUTA 2009). In their report *Developing Sustainable Transit Options for Small Communities*, the Northern Alberta Development Council cautions that purchasing transit services for inter-municipal transit can be less viable in northern Alberta due to the great distances between communities. Both CUTA and NADC profile the County of Kings in Nova Scotia as a successful example of inter-municipal transit partnership, where transit service is provided in two neighbouring counties, shown in

Figure 18, under contract with Oakville Transit. However, two of the four service partners have recently pulled out of the service agreement due to low ridership and lack of funding support, which will likely impact Kings Transit's ability to delivery service.

Figure 18: Kings Transit Inter-municipal Service Area (www.kingstransit.ns.ca)



Case Study: Kings Transit

In total, four routes are provided covering almost 200 km of highway six days of the week. Service is provided every two hours, operating from 7:00 a.m. to 7:00 p.m. Monday through Friday and from 9:00 a.m. to 7:00 p.m. on Saturdays. Services were cut in 2014 due to low ridership and high operating costs, resulting in annual ridership dropping from 32,000 to 19,000 annual passengers (CBC Sept 14, 2015). The cost of the Kings Transit systems was borne by four municipal partners (NS Utility Board Review 2015). The Town of Windsor funded 29 percent of the service costs and formally ended their portion of the service agreement as of September 2015 due to the high cost of service (NS Utility Board Review 2015). Following this notice, the Municipality of West Hants, who contributed 48 percent of the service funding, also provided formal notice of service cessation. Cancellation of partnership between Kings Transit and the Town of Windsor and Municipality of West Hants represented a 76 percent reduction in funding for one of the systems' four routes (CBC Sept 30, 2015), which resulted in the cancellation of that route.

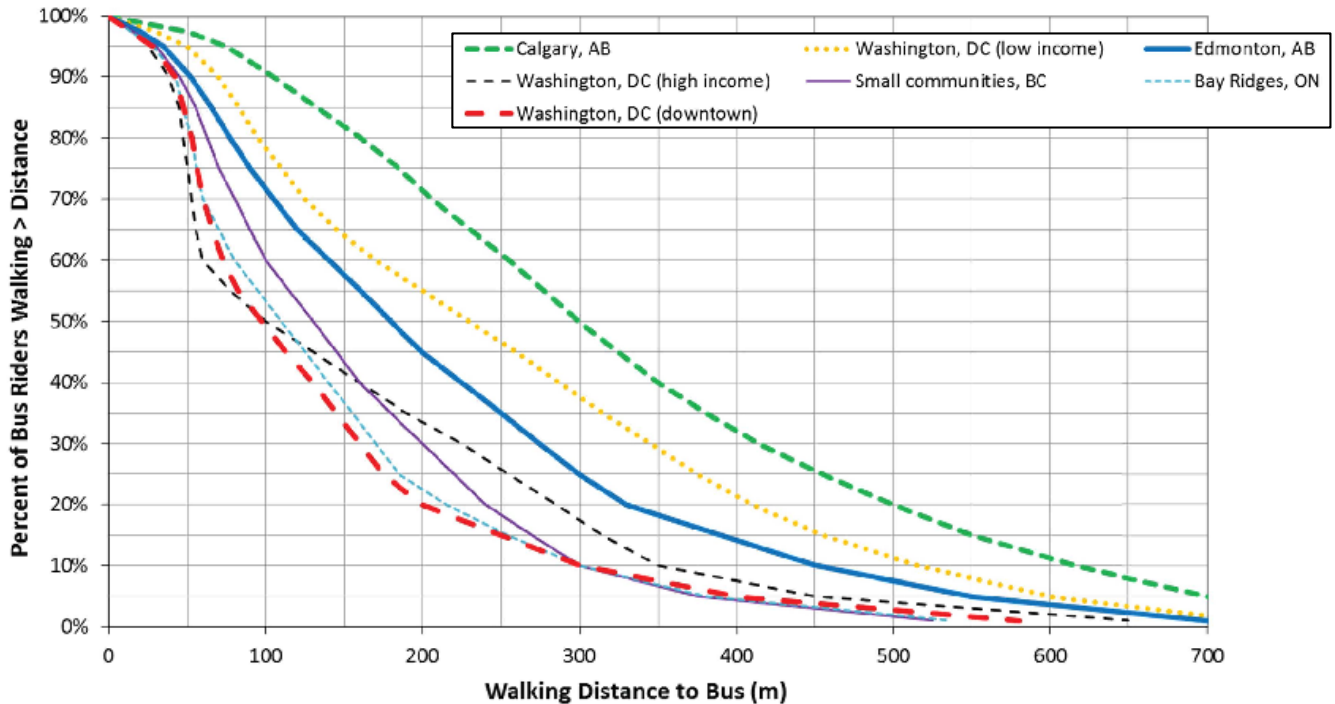
The Travel Survey identified Edmonton and Whitecourt as key inter-municipal travel destinations for residents of Mayerthorpe. Therefore, this option will explore fixed-route, all-day bus service to Whitecourt and Edmonton from Mayerthorpe to assess the amount of ridership required for the service to be feasible.

6.1.1. Mayerthorpe to Whitecourt All-Day Transit

Whitecourt is 45 km from Mayerthorpe and bus service would require 30 minutes for highway travel between communities plus time within each community to navigate stops for customer pick-up and drop-off. Transit stops in Mayerthorpe should be centrally-located so they are easily-accessible and serve developments where residents may be more likely to use the service.

While the distance that people are willing to walk for transit depends on several variables, like necessity and quality of transit service, most transit users are typically willing to walk 400 m, or 5 minutes, to a bus stop (TCRP Report 165 2013). However, people in smaller communities may be less willing to walk longer distances to transit service, as illustrated in **Figure 19** where only 30 percent of transit users in smaller British Columbia communities were willing to walk more than 200 metres to a bus stop.

Figure 19: Acceptable Walking Distance to Bus Stops (TCRP Report 165)



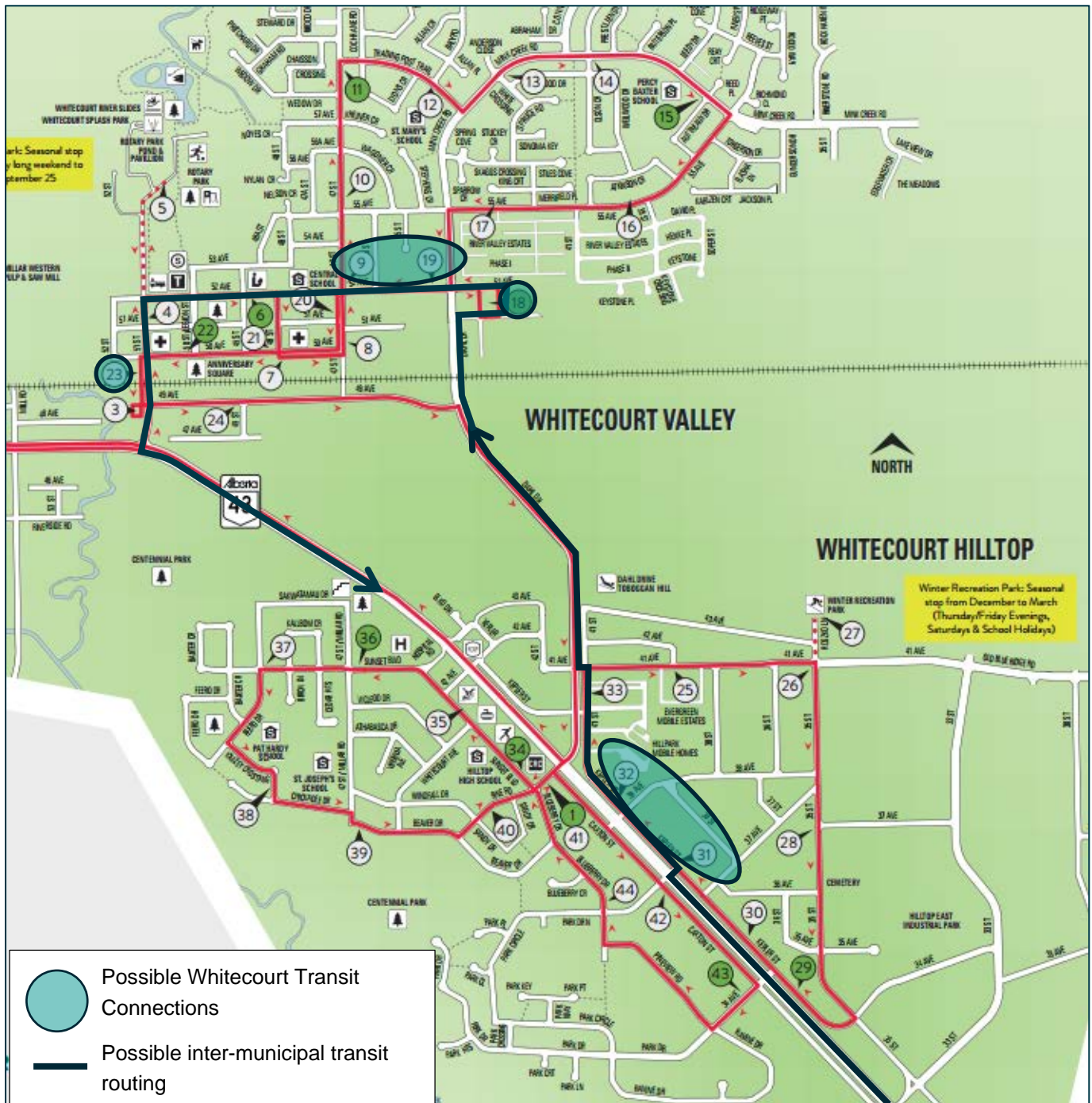
Based on the above information, it can be assumed that most potential transit users in Mayerthorpe would be willing to walk 200 to 400 metres to a bus stop. A minimum of two bus stops would be necessary to provide adequate accessibility of transit service, as illustrated in **Figure 20**. A core route along paved roads to serve these stops would require approximately 9 minutes of travel time plus an additional 1 minute per stop, for a total of 11 minutes travel time in Mayerthorpe.

Figure 20: Possible Inter-municipal Transit Stop Locations in Mayerthorpe
Core route plus 2 stops requires 11 minutes of travel time.



Fixed-route transit service from Mayerthorpe should tie into Whitecourt Transit service so passengers may connect to destinations served by transit in Whitecourt. Based on the travel survey, most inter-municipal travel is to complete personal errands. Since retail and commercial services in Whitecourt are primarily concentrated in the downtown area, transit services from Mayerthorpe should also connect to a desirable downtown location. The four Whitecourt Transit stops illustrated in **Figure 21** would provide access to desirable downtown locations and connection to Whitecourt Transit services, for a total of 13 minutes travel time in Whitecourt.

Figure 21: Possible Inter-municipal Transit Connections to Whitecourt Transit
 Core route plus 4 stops requires 13 minutes of travel time.



A one-way inter-municipal transit trip from Mayerthorpe to Whitecourt would take upwards of 60 minutes, including travel time within and between communities. Whitecourt Transit service is hourly and inter-municipal transit service should be scheduled to align with anticipated departure times at the connecting Whitecourt stops.

The following assumptions have been used to calculate the cost of fixed-route inter-municipal transit service:

- service begins and ends in Mayerthorpe;
- service begins in Mayerthorpe at 8 am and the first Whitecourt circuit is completed by 9 am;
- the last Whitecourt pick-up is shortly after 5 pm and the last Mayerthorpe circuit is completed by 6 pm;
- service operates from 8 am to 6 pm Monday to Saturday, for a total of 60 hours a week;
- service is reduced to 60 percent during holidays; and
- service is provided using a fully-accessible Sprinter or medium bus.

The annual service hours for inter-municipal transit are expected to be:

$$48 \text{ weeks at } 100\% \text{ service } \left(60 \frac{\text{hrs}}{\text{wk}}\right) + 4 \text{ weeks at } 60\% \text{ service } \left(36 \frac{\text{hrs}}{\text{wk}}\right) = 3,024 \text{ hours per year}$$

The annual distance travelled for inter-municipal transit is expected to be:

$$50 \frac{\text{km}}{\text{trip}} * 10 \frac{\text{trips}}{\text{day}} * 6 \frac{\text{days}}{\text{week}} * 48 \text{ weeks} + 50 \frac{\text{km}}{\text{trip}} * 4 \frac{\text{trips}}{\text{day}} * 6 \frac{\text{days}}{\text{week}} * 4 \text{ weeks} = 148,800 \text{ km per year}$$

Table 9 outlines capital and operational costs assumed for this analysis. Vehicle capital, operating and driver costs were provided by the Town based on current costs of the Sprinter passenger van fleet. Other costs were obtained from the US Department of Transportation *2011 Bus Lifecycle Cost Model User Guide*. For comparison purposes, a medium-sized transit bus (Arboc - Spirit of Mobility) has been included, which carries nearly twice as many passengers (up to 20) but costs twice as much as a passenger van.

Table 9: Inter-municipal Transit Capital and Operating Unit Costs

Item	Cost Type	Unit Cost	Total Units	Cost
Vehicle (Sprinter)	Capital	\$100,000 / vehicle	1 vehicle	\$100,000
Vehicle (Medium-size transit bus)	Capital	\$200,000 / vehicle	1 vehicle	\$200,000
Driver	Operating	\$35 / hr	3,024 hrs / year	\$105,840
Vehicle Operating - Sprinter (maintenance and fuel)	Operating	\$0.45 / km	148,800 km / year	\$66,960
Vehicle Operating – Arboc (maintenance and fuel)	Operating	\$0.75 / km*	148,800 km /year	\$111,600
Marketing	Operating	\$5,000 / year	1 year	\$5,000
Bus stops (shelter, power, sidewalk, etc.)	Capital	\$10,000 / stop	6 stops	\$60,000
Vehicle Maintenance Facility	Capital	\$400,000 / facility	1 facility	\$400,000 (capital) + \$1,500 (monthly operating)

*maintenance and fuel cost medium-sized bus estimated using the \$0.60/km vs \$1.00/km cost ratio for passenger vans vs. medium-duty cutaway buses in *2011 Bus Lifecycle Cost Model User Guide*

The US Department of Transportation's *2007 Useful Life of Transit Buses and Vans* notes that medium-duty passenger vans, like a Sprinter van, have a scheduled life of 115,000 miles (185,074 km) and a medium bus has a scheduled life of 200,000 miles (321,869 km). Based on the anticipated vehicle lifespans and the distance traveled for inter-municipal transit, a passenger van would likely need replacement after 1.25 years of operation and a medium bus would likely need replacement after 2.16 years. The resulting estimated annual costs of inter-municipal transit service from Mayerthorpe to Whitecourt are summarized in **Table 10**.

Table 10: Estimated Annual Mayerthorpe to Whitecourt Transit Costs

Cost Item	Passenger Van	Medium-sized Bus
Vehicle	\$100,000 over 1.25 years = \$80,000 per year	\$200,000 over 2.16 years = \$92,593 per year
Vehicle Operating (maintenance and fuel)	\$66,960	\$111,600
Driver	\$105,840	\$105,840
Marketing	\$5,000	\$5,000
Bus Stop Amenities	\$60,000	\$60,000
Vehicle Maintenance Facility	\$400,000 over 10 years + \$1,500 per month = \$58,000	\$58,000
ESTIMATED ANNUAL COST	\$375,800	\$433,033

What is needed for this service to be feasible?

Regional one-way cash fares may range from \$6 (Strathcona County, Niagara Region, St Albert Transit) to \$8 (Cowichan Valley Commuter – BC Transit) and \$15 (471 Bus Lines Ltd - Ontario). A one-way cash fare of \$8 will be used to reflect possible pricing for this service.

Based on the travel demand assessment, upwards of 120 average roundtrips per day may be expected between Mayerthorpe and Whitecourt, which equates to roughly 240 one-way trips. Approximately one-quarter of survey respondents indicated interest in using inter-municipal transit services. However, typical transit mode share in small communities ranges from 1 to 4 percent. Therefore, fixed-route transit from Mayerthorpe to Whitecourt will be assessed using a range of possible ridership reflecting 1, 4 and 25 percent of expected daily inter-municipal trips.

Per these assumptions, the annual funding and ridership outlined in **Table 11** may be expected to provide all-day, fixed-route transit between Mayerthorpe and Whitecourt. The fare may be increased to improve cost recovery, but at the risk of making service less attractive and not competitive to private vehicles.

Table 11: Estimated Ridership and Annual Funding for Mayerthorpe to Whitecourt Fixed-Route Transit

Annual Service Cost	Estimated Daily Ridership	Average Daily Trips	Riders per Year	Annual Expenses	
				Rider Contribution	Tax Funded
\$375,800 (Passenger Van)	1 %	2	624	\$4,992	\$370,808
	4 %	10	3,120	\$24,960	\$350,840
	25 %	60	18,720	\$149,760	\$226,040
\$433,033 (Medium Bus)	1 %	2	624	\$4,992	\$428,041
	4 %	10	3,120	\$24,960	\$408,073
	25 %	60	18,720	\$149,760	\$283,273

6.1.2. Mayerthorpe to Edmonton All-Day Transit

Building on the same model utilized for Mayerthorpe to Whitecourt transit service, Edmonton is 125 km from Mayerthorpe and fixed-route service would require approximately 1 hour and 15 minutes for highway travel between communities plus time to navigate stops in each community. Service would likely use the same pick-up route in Mayerthorpe and tie into Edmonton Transit at the closest station on the west end of the city. This would result in a total travel time of 1 hour and 30 minutes for a one-way trip between communities.

The following assumptions have been used to calculate the cost of fixed-route transit service between Mayerthorpe and Edmonton:

- service begins and ends in Mayerthorpe;
- service begins in Mayerthorpe at 7 am and connects to Edmonton Transit by 8:30 am;
- the last Edmonton pick-up is at 5:30 pm and the last Mayerthorpe circuit is completed shortly after 7 pm;
- service operates from 7 am to 7 pm Monday to Saturday, for a total of 72 hours a week;
- service is reduced to 75 percent during holidays; and
- service is provided using a fully-accessible Sprinter or medium bus.

The annual service hours for inter-municipal transit are expected to be:

$$48 \text{ weeks at } 100\% \text{ service } \left(75 \frac{\text{hrs}}{\text{wk}}\right) + 4 \text{ weeks at } 75\% \text{ service } \left(54 \frac{\text{hrs}}{\text{wk}}\right) = 3,816 \text{ hours per year}$$

The annual distance travelled for inter-municipal transit is expected to be:

$$125 \frac{\text{km}}{\text{trip}} * 8 \frac{\text{trips}}{\text{day}} * 6 \frac{\text{days}}{\text{week}} * 48 \text{ weeks} + 125 \frac{\text{km}}{\text{trip}} * 6 \frac{\text{trips}}{\text{day}} * 6 \frac{\text{days}}{\text{week}} * 4 \text{ weeks} = 306,000 \text{ km per year}$$

Based on the anticipated lifespans of a passenger van and medium bus for this amount of travel, a passenger van would likely need replacement after 7 to 8 months of operation and a medium bus would likely need replacement after 1 year. The resulting estimated annual costs of inter-municipal transit service from Mayerthorpe to Whitecourt are summarized in **Table 12**.

Table 12: Estimated Annual Mayerthorpe to Edmonton Transit Costs

Cost Item	Passenger Van	Medium-sized Bus
Vehicle	\$100,000 over 0.63 years = \$158,730 per year	\$200,000 over 1.05 years = \$190,480 per year
Vehicle Operating (maintenance and fuel)	\$137,700	\$229,500
Driver	\$133,560	\$133,560
Marketing	\$5,000	\$5,000
Bus Stop Amenities (3)	\$30,000	\$30,000
Vehicle Maintenance Facility	\$58,000	\$58,000
ESTIMATED TOTAL ANNUAL COST	\$522,990	\$646,540

What is needed for this service to be feasible?

A one-way cash fare of \$8 will be used to reflect possible pricing for this service based on the assumptions outlined for the earlier fixed-route analysis. Based on the travel demand assessment, upwards of 100 average roundtrips per day may be expected between Mayerthorpe and Whitecourt, which equates to roughly 200 one-way trips. Similar to the earlier fixed-route analysis, a range of possible ridership including 1, 4 and 25 percent of expected daily trips will be assessed to reflect ridership that is typical in small communities and the self-reported interest from the Travel and Regional Employer Surveys.

Per these assumptions, the annual funding and ridership outlined in **Table 13** may be expected to provide all-day, fixed-route transit between Mayerthorpe and Edmonton. The fare may be increased to improve cost recovery, but at the risk of making service less attractive and not competitive to private vehicles.

Table 13: Estimated Ridership and Annual Funding for Mayerthorpe to Edmonton Transit Service

Annual Service Cost	Estimated Daily Ridership	Average Daily Trips	Riders per Year	Annual Expenses	
				Rider Contribution	Tax Funded
\$522,990 (Passenger Van)	1 %	2	624	\$4,992	\$517,998
	4 %	8	2,496	\$19,968	\$503,022
	25 %	50	15,600	\$124,800	\$398,190
\$646,540 (Medium Bus)	1 %	2	624	\$4,992	\$641,548
	4 %	8	2,496	\$19,968	\$626,572
	25 %	50	15,600	\$124,800	\$521,740

6.2. Option 2 – Commuter Bus Service

Rather than operating as an all-day fixed-route, inter-municipal transit may be designed to target specific markets like work commuters. Fixed-route commuter transit aligns with shift start and end times of major regional employers, and can provide pick-up and drop-off service at centralized locations with parking amenities for riders. In their report *Improving Travel Options in Small Communities* (2009), Transport Canada profiles the Village of Casselman in Ontario where Transit Eastern Ontario offers daily commuter transportation into Ottawa for rural residents.

Case Study: 417 Bus Line Commuter Services

A total of six rural routes are provided by 417 Bus Lines Ltd., connecting to Ottawa and OC Transpo. Each route provides one inbound trip to Ottawa in the morning that generally arrives between 7 and 8 a.m. and one outbound trip from Ottawa in the afternoon that generally leaves between 3 and 4 p.m. (www.417busline.com). Monthly fares range from \$270 to \$285 and a single ride is \$15. All fares include a pass for OC Transpo and some receive a subsidy by local governments, such as the \$20 monthly pass subsidy offered by the Village of Casselman (Transport Canada 2009).

Whitecourt, Blue Ridge and Edmonton are the main employment destinations within the study area, while Mayerthorpe (health services, school and Town Office) and Sangudo (Lac Ste. Anne County Office) are also home to employers who attract some inter-municipal commuting. The following are typical shift start and end times for major employers in each community:

- West Fraser Lumber (Blue Ridge) operates a 24 hour shift consisting of 8 changes 5 days a week and a 12 hour shift 7 days week. The main shift change occurs at 7:30 a.m. and 7:30 p.m., with other shift changes occurring at 4:30 p.m. and 12:30 a.m.
- Lac Ste. Anne County Office in Sangudo is open Monday to Friday from 8:30 a.m. to 4:30 p.m. and employs approximately 40 to 50 people. However, discussions with the County indicate that no workers originate from the town of Mayerthorpe.
- In Mayerthorpe, the Town Office is open from 8:30 a.m. to 4:30 p.m., the Healthcare Centre operates from 11:00 a.m. to 8:00 p.m. (7 days a week) with 24-hour emergency service, and the schools operate primarily from 8:00 a.m. to 4:30 p.m.
- Due to the variety of employment offered in Whitecourt and Edmonton, it may be assumed that most hours of employment are from 8:00 a.m. to 5:00 p.m.

6.2.1. Mayerthorpe to Blue Ridge Commuter Service

Building on the same model utilized in **Section 6.1**, Blue Ridge is approximately 30 km from Mayerthorpe and would require approximately 20 minutes for travel between communities plus travel time within each community for customer pick-up and drop-off. This results in upwards of 40 minutes of travel time for a one-way trip.

The following assumptions have been made to calculate the cost of commuter transit service between Mayerthorpe and Blue Ridge:

- service begins and ends in Mayerthorpe;
- service begins in Mayerthorpe at 6:45 am with drop-off in Blue Ridge by 7:20 am;
- the Blue Ridge pick-up is at 7:45 pm with drop-off in Mayerthorpe by 8:20 pm;
- service operates once in the morning and once in the evening, for 2 runs a day plus 2 empty (deadhead) runs for the bus to return (160 minutes total), 7 days a week; and
- service is provided using a fully-accessible van or medium bus.

The annual service hours for inter-municipal transit are expected to be:

$$52 \text{ weeks} \left(18.5 \frac{\text{hrs}}{\text{wk}} \right) = 962 \text{ hours per year}$$

The annual distance travelled for inter-municipal transit is expected to be:

$$30 \frac{\text{km}}{\text{trip}} * 4 \frac{\text{trips}}{\text{day}} * 7 \frac{\text{days}}{\text{week}} * 52 \text{ weeks} = 43,680 \text{ km per year}$$

Based on the anticipated lifespans of a passenger van and medium bus for this amount of travel, a passenger van would likely need replacement after 4.25 years of operation and a medium bus would likely need replacement after 7.4 years.

As this option relies on a centralized point of pick-up, a parking area with appropriate shelter should be provided to allow riders to drive to the pick-up destination and leave their car when they catch the bus. Electrified parking stalls should be included for winter months. Based on estimates from the City of Calgary (Calgary Transit 2011), a surface parking lot costs \$6,000 per stall to construct and \$100 to \$200 per stall to operate (i.e. security, snow removal, electricity, maintenance, line painting, etc.). Assuming 15 stalls are constructed and land purchase costs are negligible, the cost to provide parking would be approximately \$90,000 for construction and \$2,250 per year operating.

The resulting estimated annual costs of inter-municipal transit service from Mayerthorpe to Whitecourt are summarized in **Table 14**.

Table 14: Estimated Annual Mayerthorpe to Blue Ridge Commuter Transit Costs

Cost Item	Passenger Van	Medium-sized Bus
Vehicle	\$100,000 over 4.25 years = \$23,530 per year	\$200,000 over 7.4 years = \$27,030 per year
Vehicle Operating (maintenance and fuel)	\$19,656	\$32,760
Driver	\$33,670	\$33,670
Marketing	\$5,000	\$5,000
Bus Stop Amenities (1)	\$10,000	\$10,000
Vehicle Maintenance Facility	\$58,000	\$58,000
Parking Lot Capital	\$90,000	\$90,000
Parking Lot Operating	\$2,250	\$2,250
ESTIMATED TOTAL ANNUAL COST	\$242,106	\$258,710

What is needed for this service to be feasible?

A monthly pass costing \$105 will be used to reflect possible pricing for this service based on the current 2016 commuter pass cost for Strathcona County Transit. Based on the travel demand assessment, upwards of 30 roundtrips per day may be expected between Mayerthorpe and Blue Ridge for work commuting. A range of possible ridership including 1, 4 and 25 percent of expected daily roundtrips will be assessed to reflect ridership that is typical in small communities and the self-reported interest from the Travel and Regional Employer Surveys.

Per these assumptions, the annual funding and ridership outlined in **Table 15** may be expected to provide commuter transit between Mayerthorpe and Blue Ridge. The fare may be increased to improve cost recovery, but at the risk of making service less attractive and not competitive to private vehicles.

Table 15: Estimated Ridership and Annual Funding for Mayerthorpe to Blue Ridge Commuter Transit

Annual Service Cost	Estimated Daily Ridership	Average Daily Roundtrips	Regular Monthly Riders	Annual Expenses	
				Rider Contribution	Tax Funded
\$584,106 (Passenger Van)	1 %	1	1	\$1,260	\$582,846
	4 %	2	2	\$2,520	\$581,586
	25 %	8	10	\$12,600	\$571,506
\$600,710 (Medium Bus)	1 %	1	1	\$1,260	\$599,450
	4 %	2	2	\$2,520	\$598,190
	25 %	8	10	\$12,600	\$588,110

6.2.2. Mayerthorpe to Whitecourt Commuter Service

The Mayerthorpe to Whitecourt Commuter Service could function along the same routes and stops identified for the fixed-route, all-day service in **Section 6.1** with the following assumptions:

- service begins and ends in Mayerthorpe;
- service begins in Mayerthorpe at 7 am with first Whitecourt circuit is completed by 8 am;
- the first Whitecourt pick-up is shortly after 5 pm and the last Mayerthorpe circuit is completed by 6 pm;
- service operates once in the morning and once in the evening, for 2 runs a day plus 2 empty (deadhead) runs for the bus to return (4 hours total), 5 days a week; and
- service is provided using a fully-accessible Sprinter or medium bus.

The annual service hours for inter-municipal transit are expected to be:

$$52 \text{ weeks} \left(20 \frac{\text{hrs}}{\text{wk}} \right) = 1,040 \text{ hours per year}$$

The annual distance travelled for inter-municipal transit is expected to be:

$$50 \frac{\text{km}}{\text{trip}} * 4 \frac{\text{trips}}{\text{day}} * 5 \frac{\text{days}}{\text{week}} * 52 \text{ weeks} = 52,000 \text{ km per year}$$

Based on the anticipated lifespans of a passenger van and medium bus for this amount of travel, a passenger van would likely need replacement after 3.6 years of operation and a medium bus would likely need replacement after 6.2 years. The resulting estimated annual costs of inter-municipal transit service from Mayerthorpe to Whitecourt are summarized in **Table 16**.

Table 16: Estimated Annual Mayerthorpe to Whitecourt Commuter Transit Costs

Cost Item	Passenger Van	Medium-sized Bus
Vehicle	\$100,000 over 3.6 years = \$27,778 per year	\$200,000 over 6.2 years = \$32,258 per year
Vehicle Operating (maintenance and fuel)	\$23,400	\$39,000
Driver	\$36,400	\$36,400
Marketing	\$5,000	\$5,000
Bus Stop Amenities (3)	\$30,000	\$30,000
Vehicle Maintenance Facility	\$58,000	\$58,000
Parking Lot Capital	\$90,000	\$90,000
Parking Lot Operating	\$2,250	\$2,250
ESTIMATED TOTAL ANNUAL COST	\$272,828	\$292,908

What is needed for this service to be feasible?

A monthly pass costing \$105 will be used to reflect possible pricing for this service based on the current 2016 commuter pass cost for Strathcona County Transit. Based on the travel demand assessment, upwards of 50 roundtrips per day may be expected between Mayerthorpe and Whitecourt for work commuting. A range of possible ridership including 1, 4 and 25 percent of expected daily trips will be assessed to reflect ridership that is typical in small communities and the self-reported interest from the Travel and Regional Employer Surveys.

Per these assumptions, the annual funding and ridership outlined in **Table 17** may be expected to provide commuter transit between Mayerthorpe and Whitecourt. The fare may be increased to improve cost recovery, but at the risk of making service less attractive and not competitive to private vehicles.

Table 17: Estimated Ridership and Annual Funding for Mayerthorpe to Whitecourt Commuter Transit

Annual Service Cost	Estimated Daily Ridership	Average Daily Roundtrips	Regular Monthly Riders	Annual Expenses	
				Rider Contribution	Tax Funded
\$272,828 (Passenger Van)	1 %	1	1	\$1,260	\$271,568
	4 %	2	2	\$2,520	\$270,308
	25 %	13	13	\$16,380	\$256,448
\$292,908 (Medium Bus)	1 %	1	1	\$1,260	\$291,648
	4 %	2	2	\$2,520	\$290,388
	25 %	13	13	\$16,380	\$276,528

6.2.3. Mayerthorpe to Edmonton Commuter Service

Mayerthorpe to Edmonton Commuter Service could function along the same routes and stops identified for the fixed-route, all-day service in **Section 6.1** with the following assumptions:

- service begins and ends in Mayerthorpe;
- service begins in Mayerthorpe at 6:30 am and connects to Edmonton Transit by 8 am;
- the Edmonton pick-up is shortly at 5:30 pm and the last Mayerthorpe circuit is completed after 7 pm;
- service operates once in the morning and once in the evening, for 2 runs a day plus 2 empty (deadhead) runs for the bus to return (6 hours total), 5 days a week; and
- service is provided using a fully-accessible Sprinter or medium bus.

The annual service hours for inter-municipal transit are expected to be:

$$52 \text{ weeks} \left(30 \frac{\text{hrs}}{\text{wk}} \right) = 1,560 \text{ hours per year}$$

The annual distance travelled for inter-municipal transit is expected to be:

$$125 \frac{\text{km}}{\text{trip}} * 4 \frac{\text{trips}}{\text{day}} * 5 \frac{\text{days}}{\text{week}} * 52 \text{ weeks} = 130,000 \text{ km per year}$$

Based on the anticipated lifespans of a passenger van and medium bus for this amount of travel, a passenger van would likely need replacement after 1.4 years of operation and a medium bus would likely need replacement after 2.5 years. The resulting estimated annual costs of inter-municipal transit service from Mayerthorpe to Edmonton are summarized in **Table 18**.

Table 18: Estimated Annual Mayerthorpe to Edmonton Commuter Transit Costs

Cost Item	Passenger Van	Medium-sized Bus
Vehicle	\$100,000 over 1.4 years = \$71,430 per year	\$200,000 over 2.5 years = \$80,000 per year
Vehicle Operating (maintenance and fuel)	\$58,500	\$97,500
Driver	\$54,600	\$54,600
Marketing	\$5,000	\$5,000
Bus Stop Amenities (1)	\$10,000	\$10,000
Vehicle Maintenance Facility	\$58,000	\$58,000
Parking Lot Capital	\$90,000	\$90,000
Parking Lot Operating	\$2,250	\$2,250
ESTIMATED TOTAL ANNUAL COST	\$349,780	\$397,350

What is needed for this service to be feasible?

A monthly pass costing \$105 will be used to reflect possible pricing for this service. Based on the travel demand assessment, upwards of 40 roundtrips per day may be expected between Mayerthorpe and Edmonton for work commuting. A range of possible ridership including 1, 4 and 25 percent of expected daily trips will be assessed to reflect ridership that is typical in small communities and the self-reported interest from the Travel and Regional Employer Surveys.

Per these assumptions, the annual funding and ridership outlined in **Table 19** may be expected to provide commuter transit between Mayerthorpe and Edmonton. The fare may be increased to improve cost recovery, but at the risk of making service less attractive and not competitive to private vehicles.

Table 19: Estimated Ridership and Annual Funding for Mayerthorpe to Edmonton Commuter Transit

Annual Service Cost	Estimated Daily Ridership	Average Daily Roundtrips	Regular Monthly Riders	Annual Expenses	
				Rider Contribution	Tax Funded
\$349,780 (Passenger Van)	1 %	1	1	\$1,260	\$348,520
	4 %	2	2	\$2,520	\$347,260
	25 %	10	10	\$12,600	\$337,180
\$397,350 (Medium Bus)	1 %	1	1	\$1,260	\$396,090
	4 %	2	2	\$2,520	\$394,830
	25 %	10	10	\$12,600	\$384,750

6.3. Option 3 – Specialized Service

Specialized services may range from flexible user-specific services, like the West End Bus Program that targets seniors, to volunteer taxi networks that accommodate travel for specific groups either within a community or inter-municipally. Mayerthorpe already provides both of these services through the West End Bus Excursion Program, the Senior Public Taxi Program and the Volunteer Driver Program.

6.3.1. West End Bus Program Expansion

Lac Ste. Anne County, Woodlands County and Town of Mayerthorpe (the Group) already run a successful specialized transit service with the West End Bus Program, where nearly 38 percent of the program's 148 patrons are from Mayerthorpe and area. In addition to recreational excursions, the program has recently expanded to accommodate medical travel.

The excursion program has been using a partially subsidized user-pay fare system, where riders and program partners share the cost of driver fees, fuel and charges for maintenance and cleaning. The resulting fares range from \$15 for a trip to the Eagle River Casino in Whitecourt to \$20 for a trip to the Southgate Shopping Centre in Edmonton. In contrast, the medical component of the program is almost entirely user-pay, where the rider negotiates a fee with the driver to cover fees, fuel and a \$10 cleaning charge payable to the Group.

Rider statistics for the new medical program are not yet available, but 49 recreational excursions were provided in 2015 to 450 riders through West End Bus Program. Averaging this service over an entire year results in approximately 4 trips per month with 9 riders per trip. With the recent addition of a second van, the program has the capacity to accommodate upwards of 1,400 rides per year if it continues to provide 49 trips per year.

As the population of Mayerthorpe continues to age, the demand for inter-municipal travel to accommodate personal and medical needs is likely to increase. Increasing service to provide weekly, regular service to Whitecourt would help address some of the above travel needs. This would result in 10,400 km and 208 operating hours per year based on routes outlined for fixed-route service in **Section 6.1**. The estimated annual costs of weekly inter-municipal transit service from Mayerthorpe to Whitecourt are summarized in **Table 20** on the following page, assuming both vans simultaneously serve the expanded program.

Based on the travel demand assessment, upwards of 45 average roundtrips per day may be expected between Mayerthorpe and Whitecourt to accommodate errands and medical purposes. At 1, 4 and 25 percent transit mode share, anywhere from 1 to 11 bus trips may be expected in addition to the current average of 9 riders per trip. However, this travel demand represents all ages and the proposed expansion of West End Bus services would not restrict the age of riders.

If the fare structure were to remain the same at \$15 per rider and 52 trips were offered per year using both vans, then new riders would pay \$780 to \$8,580 per year for the service in addition to the \$7,020 from existing riders. This would leave the remaining \$129,120 to \$121,320 to be funded through local government, grants and community groups.

Table 20: Estimated Annual Mayerthorpe to Whitecourt Weekly WEB Program Costs

Cost Item	Two Passenger Vans (Sprinters)
Vehicle	\$200,000 over 10 years = \$20,000 per year
Vehicle Operating (maintenance and fuel)	\$9,360
Driver	\$14,560
Marketing	\$5,000
Bus Stop Amenities	\$30,000
Vehicle Maintenance Facility	\$58,000
ESTIMATED TOTAL ANNUAL COST	\$136,920

6.3.2. Volunteer Driver Program

The Town's Volunteer Driver Program offers rides to seniors who require travel outside of town limits. Riders may travel to Whitecourt for \$30, Barrhead for \$40 and Edmonton for \$80. This Program is self-sustaining due to the use of two local volunteer drivers. Of the 36 rides provided in 2015, most were destined for Whitecourt or Edmonton, as well as Barrhead to access medical services. The recent expansion of the West End Bus Program for medical travel should be sufficient to address increasing demand for inter-municipal transit services.

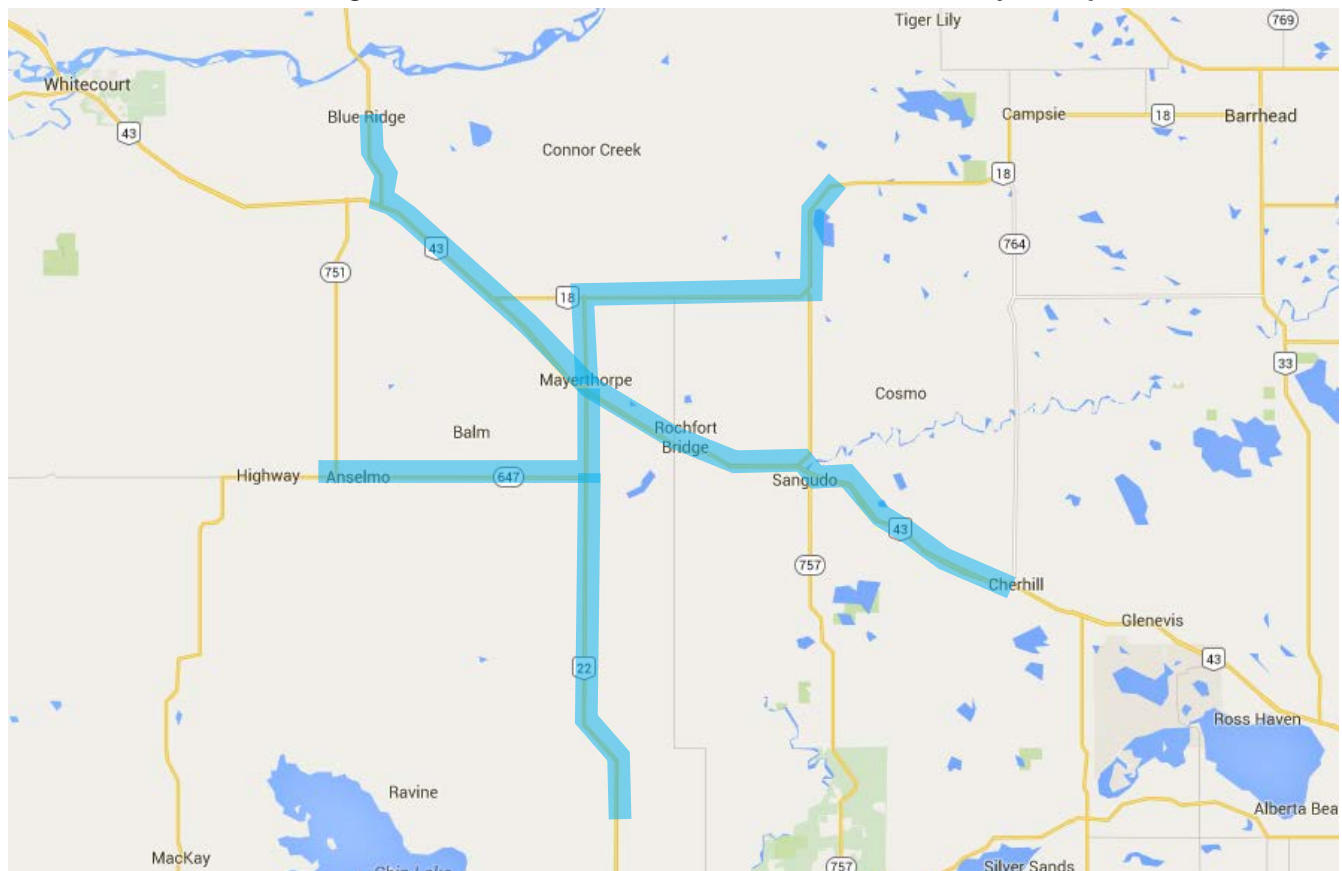
6.4. Option 4 – Dial-a-Bus

Fixed transit routes may not be feasible in smaller communities with low ridership demand (NADC 2014). Dial-a-Bus offers a more flexible, demand-responsive approach to transit in rural areas (NADC 2014). However, Dial-a-Bus services generally work best within a community to allow for reliable, shorter circuits of up to an hour. The Town of Whitecourt currently has a dial-a-ride program for anyone over 65 and/or people with disabilities that is quite popular with residents due to its convenience.

Dial-a-Bus transit service is often hourly and requires that rides are booked 24 hours to 1 hour in advance. Service delivery is demand-responsive, where trips will not be made if there are no bookings. Service hours may range from 8:00 am to 3:30 pm Monday to Thursday (Whitecourt) to 8:00 am to 5:00 pm Monday to Saturday (Wetaskiwin). In some cases, out-of-town trips will be accepted if the schedule allows.

Dial-a-Bus serving inter-municipal travel from Mayerthorpe should be restricted to destinations requiring a round trip of no more than 1 hour including pick-up and drop-off time (20 - 30 minutes) so service scheduling may be regular and predictable. The only communities within 20 to 25 minutes of Mayerthorpe, shown in **Figure 22**, are Sangudo, Cherhill and Blue Ridge.

Figure 22: Destinations within 20 to 25 minutes of Mayerthorpe



With inter-municipal Dial-a-Bus, hourly service could be provided to a neighbouring community within the area outlined in **Figure 22** from Monday to Friday between 8:00 am and 5:00 p.m. Even if inter-municipal trips were only completed during half of the possible service hours (4 trips per day), a staff member would need to be available to take service requests and a driver on call if a trip is scheduled.

The annual service hours for inter-municipal dial-a-bus could be:

$$1 \frac{hr}{roundtrip} * 4 \frac{roundtrips}{day} * 5 \frac{service\ days}{week} * 48 \frac{service\ weeks}{year} = 960\ hours\ per\ year$$

The annual distance travelled for inter-municipal dial-a-bus could be:

$$80 \frac{km}{roundtrip} * 4 \frac{roundtrips}{day} * 5 \frac{days}{week} * 48\ weeks = 76,800\ km\ per\ year$$

Table 21: Estimated Annual Mayerthorpe Dial-a-Bus Costs

Cost Item	Passenger Van (Sprinters)
Vehicle	\$100,000 over 2.4 years = \$41,667 per year
Vehicle Operating (maintenance and fuel)	\$34,560
Driver	\$33,600
Marketing	\$5,000
Bus Stop Amenities	\$30,000
Vehicle Maintenance Facility	\$58,000
ESTIMATED TOTAL ANNUAL COST	\$202,827

What is needed for this service to be feasible?

Anticipated Blue Ridge inter-municipal travel demand is related to regional employment and would require reliable service for 7 am and 7 pm. This Dial-a-Bus option would not provide the required level of service for that commute. Therefore, the only other community with some level of inter-municipal travel demand from Mayerthorpe would be Sangudo. Based on the travel demand assessment, 25 average roundtrips per day may be expected between Mayerthorpe and Sangudo, equating to roughly 50 one-way trips. However, as noted earlier in this assessment, the amount of traffic destined for Sangudo is likely over-estimated due to over-representation in the Travel Survey. Therefore, the results of this assessment should be interpreted as optimistic and likely higher than realistic.

Assuming a one-way cash fare of \$8 and the above travel demand, the annual funding and ridership outlined in **Table 22** may be expected to provide Dial-a-Bus service from Mayerthorpe. The fare may be increased to improve cost recovery, but at the risk of making service less attractive and not competitive to private vehicles.

Table 22: Annual Funding and Ridership Needs for Mayerthorpe Dial-a-Bus

Annual Service Cost	Estimated Daily Ridership	Average Daily Trips	Riders per Year	Annual Expenses	
				Rider Contribution	Tax Funded
\$202,827 (Passenger Van)	1 %	1	240	\$1,920	\$200,907
	4 %	2	480	\$3,840	\$198,987
	25 %	13	3,120	\$24,960	\$177,867

6.5. Option 5 – Carpool Ridematching

Carpool Ridematching may be used to help commuters find carpool partners or for single-trip carpools, like someone travelling to their doctor. In both cases, several platforms may be used to help people find a ridematch, from a bulletin board in a small community to web-based services (Transport Canada 2009). In particular, the increasing use of wireless devices by seniors has increased the possibility for instant ridematching. Examples of current ridematching, or rideshare, programs include the locally organized www.kootenayrideshare.com and the 3rd party operated www.carpool.com.

In the case of Mayerthorpe, there is opportunity to leverage the popularity of the *My Mayerthorpe* Facebook page to set up an online bulletin board where people may advertise for ridematching. This would likely require some additional administration effort from the Town to ensure that the forum is moderated and marketed so people are aware of the service. People in Mayerthorpe are already commuting between municipalities for work or personal errands and are more likely to be aware of each other, if not already acquainted, due to the small size of the community. Therefore, there is a strong possibility that this type of ridematching platform could prove beneficial to some people who commute from the town or commute to the town.

Town of Mayerthorpe currently employs an Economic Development Officer part-time to assist with communication initiatives. The additional duties required to market, develop and moderate the My Mayerthorpe ridematching program would likely require 2 to 8 additional hours per week. Assuming this position cost is roughly \$35 per hour, this would equate to an additional cost of \$3,640 to 14,560 per year for the Town of Mayerthorpe plus direct marketing costs (if any). Should the Town wish to endorse and assist a program such as this carpooling option, it is recommended that the liabilities and legal responsibilities of the Town are identified and that appropriate diligence is taken by the Town with respect to liability insurance.

6.6. Summary of Inter-municipal Transit Alternatives

The following options were considered for inter-municipal transit:

1. Fixed-route, all-day transit from Mayerthorpe to Whitecourt and Mayerthorpe to Edmonton.
2. Commuter transit providing one morning and one evening commute from Mayerthorpe to Blue Ridge, Whitecourt or Edmonton.
3. Specialized service that expands the West End Bus Program to provide one weekly trip to Whitecourt.
4. Dial-a-Bus service for a neighbouring community within 20 to 25 minutes of Mayerthorpe.
5. Carpool ridematching using the Town's My Mayerthorpe Facebook page.

The range of potential costs that the Town could incur for each inter-municipal transit alternatives are outlined below based. The costs are based on a likely range of ridership from 1 to 4 percent of the overall mode share.

Table 23: Summary of Inter-municipal Transit Alternative Costs

Service Alternative		Likely Range of Annual Ridership (1- 4% mode share)	Cost per Ride	Funding from Farebox (rider contributions)	Estimated Annual Tax Funding
Fixed-Route Service	Mayerthorpe to Whitecourt	625 to 3,120	\$8	1% to 7%	\$350,000 to \$430,000
	Mayerthorpe to Edmonton	625 to 2,500		1% to 4%	\$505,000 to \$640,000
Commuter Service	Mayerthorpe to Blue Ridge	1 to 2 regular riders, up to 10 regular riders with industry partnership	\$105 (monthly pass)	< 1% to 2%	\$570,000 to \$600,000
	Mayerthorpe to Whitecourt	1 to 2 regular riders		< 1% to 1%	\$270,000 to \$290,000
	Mayerthorpe to Edmonton	1 to 2 regular riders		< 1%	\$685,000 to \$740,000
Specialty Service	West End Bus Expansion, weekly service to Whitecourt	52 to 570 (if all ages allowed)	\$15	6% to 11%	\$120,000 to \$130,000
Volunteer Driver Program	Increasing demand for inter-municipal medical-related transport is likely being met by new medical component of the West End Bus Program				
Flexible Service	Dial-a-Bus	240 to 480	\$8	1% to 2%	\$200,000
Ridematching	Carpool assistance service provided using My Mayerthorpe	n/a	n/a	n/a	\$4,000 to \$15,000

7. Funding Opportunities

7.1. Partnership Opportunities

Town of Mayerthorpe is currently providing inter-municipal transit service through partnership with the Group and the West End Bus Society. Depending on the transit alternative chosen, the Town may seek similar partnership opportunities with relevant municipalities, counties and groups benefiting from the inter-municipal transit services.

There may be opportunity to organize a partnership with industry for partial funding of targeted commuter transit services, if there is sufficient desire for such services within industry. General drivers for this type of transportation service in a rural context include safety concerns at accesses to the work site, need for transportation services to enable workers to travel to work, and lack of on-site parking during major site construction initiatives. However, there is generally little incentive for transit use in a sparsely populated rural area due to the vast expanses of uncongested roadway and ample free parking. Consequently, it is anticipated that developing a case for corporate sponsorship of commuter transit will be difficult.

Partnership opportunities may be explored with specific developments to help offset the costs of the West End Bus Program expansion to include weekly service to Whitecourt. For example, a strip mall served by this expanded service may assist with the construction and maintenance of a bus stop and supporting amenities to support this type of service. To incentivize external support, the case may be made that the extended West End Bus Program brings customers and sales directly to the locations it serves, but that it should only serve locations with appropriate and accessible amenities due to the mobility needs of its riders.

The costs of Dial-a-Bus services are generally borne entirely by the service provider and riders, regardless of whether the service providers is a municipality or a non-profit society. Some provincial grants may be available for this type of service if it targets patrons with reduced mobility and accessibility needs.

Carpool ridematching services may be funded in partnership with participating communities, as appropriate. However, initial users of this service are likely to be located within Mayerthorpe due to its denser population compared to the surround area, and these users will likely be targeted through the Town's My Mayerthorpe Facebook page. Considering the likely users and media, partnership opportunities with other municipalities and/or Counties are likely minimal.

7.2. Provincial Funding Sources

7.2.1. Green Transit Incentives Program

Green Transit Incentives Program (GreenTRIP) is a provincial program providing one-time capital funding support for new and expanded public transit throughout Alberta. Announced in 2008, the program has a total budget of \$2 billion, of which 20 percent is available to municipalities outside of the Edmonton and Calgary regions. Eligible projects must provide service to the general public with fares, schedules and routes that are planned and available in advance. Applications were accepted in two rounds: the first round ended January 31, 2011 and the second ended November 30, 2014. No new application rounds have been announced as of the time of this review (January 15, 2016).

In the case of inter-municipal transit, eligible applications under this program could include, but are not limited to, the following:

- purchase of transit vehicles for regular-scheduled service between communities;
- construction of park-n-ride facilities for regular transit services;
- construction of public transit terminals and passenger transfer stations; and
- installation of intelligent transportation system components, such as bus arrival information systems.

Operating and maintenance costs associated with a transit service are not eligible for funding under this program.

Applicants must contribute a minimum of one-third of the capital cost of their project and demonstrate a clear commitment to continue the operations of the project once it is in place. Additional program information may be referenced in **Appendix C**.

7.2.2. Small Communities Fund

The Province partnered with the Federal Government in 2014 to create the Small Communities Fund to provide funding support for infrastructure projects in Alberta communities with a population for 100,000 or less. Through this program, cost-sharing would be available for public transit projects with preference given to projects completed in partnership between two or more municipalities. In general, funding would be one-third federal, one-third provincial and one-third municipal, with a minimum project funding of \$50,000 per share and maximum of \$3,000,000 per share.

The following public transit projects are eligible for funding:

- Transit infrastructure and rolling stock (fleet);
- Transit facilities and supporting infrastructure, such as reserved bus lanes, **storage and maintenance facilities** and passenger terminals;
- Intelligent Transportation Systems (ITS), such as bus arrival information systems.

Public transit projects are eligible for funding with a maximum federal contribution of 50 percent consisting of 33.33 percent from the Small Communities Fund and the remaining 16.67 percent from other federal programs (i.e. Gas Tax Fund, etc.). The funding provided by this program is in addition to other provincial grant funding, such as the Municipal Sustainability Index, and non-grant funding. This funding is intended to cover capital costs only and may not be used for other expenditures and costs.

The last round of project applications for this fund were due by April 2, 2015 and no new application rounds have been announced as of the time of this review (January 15, 2016). Additional program information may be referenced in **Appendix C**.

7.2.3. Municipal Sustainability Initiative

The Province's Municipal Sustainability Initiative (MSI) was launched in 2007 to support local infrastructure priorities and build stronger communities. Capital Program grants are available for projects that involve the purchase, construction, development, betterment, rehabilitation or non-routine maintenance of a capital assets owned by a municipality. A capital asset is defined as a resource that has an expected life of more than one year. Grants would be available for public transit capital expenses, such as the following:

- construction of **transit garages**;
- purchase of public and specialized transit vehicles;
- construction of sidewalks (access to transit amenities) and comprehensive transit stop retrofit programs to achieve barrier free travel; and
- major transit terminals.

Projects may be submitted any time throughout the year with annual allocation payments occurring by June 30 of the following year, pending provincial budget approval.

Operating Program grants are also available, including operating support for accessible transit services. Under this program, a 2015 Operating Spending Plan submission was due in Spring 2015 for approval and payment on June 30, pending provincial budget approval. Eligible projects related to transit include:

- operating support and municipal and non-profit transit vehicles, service buildings, garages, handi-buses and accessible public transit;
- contracted transit services;
- non-profit and/or shared municipal staff salaries, wages and benefits; and,
- small capital purchases and/or acquisitions.

Updated 2016 timelines have not been released for either the Capital or Operating Programs as of the time of this review (January 15, 2016). Additional program information may be referenced in **Appendix C**.

7.2.4. Alberta Community Partnership

Alberta Community Partnership was announced in 2014 to assist with the delivery of regional and municipal sustainability projects. Of the several funding components provided through this program, the Intermunicipal Collaboration component is applicable to this study as it provides funding to partnerships of two or more municipalities to develop or expand regional municipal service delivery. Eligible projects must relate to the development a new or expanded regional municipal service and may be in different stages of development, such as the following:

- **Establish Scope:** Developing a regional transit strategy.
- **Lay Groundwork:** Develop a regional transit service delivery business plan, conduct a cost and site location analysis for infrastructure related to service delivery (i.e. stops, amenities, storage and maintenance facilities, etc.), establish service sharing agreements, develop communication strategies and other materials, and develop cost and revenue sharing models.
- **Delivery Service:** Initiate a pilot project to test the viability of regional transit service delivery, construct or rehabilitate a facility for the delivery of a shared service (i.e. stops amenities, storage and maintenance facilities, etc.), and purchase equipment and other assets to deliver the service.

Applications for 2015/2016 Intermunicipal Collaboration funding are due by February 5, 2016 and no new deadlines have been announced. Additional information may be referenced in **Appendix C**.

7.2.5. Community Initiatives Program

Community Initiatives Program supports initiatives that enhance and enrich communities. Funding is available through the following three grants:

- **Project-Based Grant** which provides assistance to community organizations for equipment purchases, facility construction and renovation, and new programs of special funding requests.
- **Operating Grant** which provides assistance to registered non-profit organizations to delivery ongoing programs and services, and enhance the organization's ability to operate. Eligible projects include volunteer and program personnel, rent, utilities and insurance, operating supplies, travel and training that develop and enhance the internal capacity of non-profit organizations.
- **International Development Grant** which provides assistance to small and medium-sized non-government organizations to meet Alberta's commitment for work with developing countries.

The Project-Based and Operating Grants provide funding up to \$75,000 per year each and applications are accepted throughout the year. Additional information may be referenced in **Appendix C**.

7.2.6. Gas Tax Fund

Federal Gas Tax Fund was confirmed in 2014 and will run from 2014 to 2024. The intent of this funding is to help municipalities build and revitalize local public infrastructure, and may be used in conjunction with other

funding sources to support project delivery. Only municipalities are eligible to apply for funding under this program and eligible transit-related projects include the following:

- Major public transit terminals and garages;
- Public transit vehicles and specialized service vehicles for seniors and/or persons with disabilities;
- Comprehensive transit stop retrofit programs for barrier free accessibility; and
- Intelligent transportation systems supporting transit (i.e. arrival information).

Additional information may be referenced in **Appendix C**.

7.2.7. Basic Municipal Transportation Grant

Basic Municipal Transportation Grant provides financial assistance for developing and maintaining capital transportation infrastructure requirements, promoting economic growth and improving quality of life. Applicable transit projects include capital expenditures for bus terminals, transit vehicle storage and maintenance buildings, and purchase of transit vehicles. Funding has not been allocated through this program since 2013. Additional information may be referenced in **Appendix C**.

7.3. Federal Funding Sources

Economic Action Plan proposed a new Public Transit Fund in 2015 that would provide \$750 million over two years (beginning in 2017) and \$1 billion annually thereafter. Under the new Public Transit Fund, federal support would be allocated to projects delivered through alternative financing and funding mechanisms involving private sector, including P3's. The intent of the fund was to provide a stream of predictable payments over a 20 to 30 year period.

The Federal government has committed to increasing federal investment in public transit over the next decade, but a detailed funding plan has not yet been presented.

8. Conclusion and Recommendations

Input from the Travel Survey suggests that inter-municipal travel in Mayerthorpe and area is frequent and primarily runs between Edmonton, Mayerthorpe and Whitecourt. Nearly half of the reported inter-municipal trips are for errands or personal reasons, and work commuting contributes to less than one-quarter of reported inter-municipal travel. The Regional Employer Survey identified that key inter-municipal commute patterns likely run between Whitecourt, Mayerthorpe and Blue Ridge. Approximately three-quarters of the Regional Employer Survey respondents reported traveling inter-municipally for work four to five times per week.

While reported inter-municipal travel was high for survey respondents, the area population is relatively small and geographically spread out. These factors indicate that there is likely insufficient demand to support scheduled or commuter bus services between nearby communities. However, there may be support for augmented West End Bus service and carpool facilitation through the Town Office.

Demand for inter-municipal travel was projected by combining traffic trends adjacent to Mayerthorpe with travel trends from survey input. Different inter-municipal transit alternatives were assessed based on likely demand alongside the estimated capital and operating costs of each alternative. The results of this assessment are summarized in the following **Summary Table**.

In general, fixed route transit requires significant commitment from the Town. Due to the distance of travel, cost of operation and low estimated ridership, this alternative is likely not financially feasible nor sustainable. Dial-a-bus service has even less anticipated ridership than fixed route service due to its restricted service area and it is also likely not financially feasible nor sustainable. Commuter Service to Blue Ridge may offer opportunity for partnership with West Fraser Lumber if there is sufficient demand from industry. However, without industry partnership it is unlikely that this service would be financially feasible or sustainable.

Expansion of the West End Bus Program presents an opportunity for inter-municipal transit service. As the population of Mayerthorpe continues to age, demand for inter-municipal travel to accommodate personal and medical needs is likely to increase. Expanding the West End Bus Program to provide regular and predictable weekly service to Whitecourt would help address some of these travel needs. Making this weekly service available to people of all ages would help to increase ridership potential and likelihood of program success.

There is also opportunity to leverage the popularity of the *My Mayerthorpe* Facebook page to set up an online carpooling bulletin board. This would likely require some additional administration effort from the Town to ensure that the forum is moderated and marketed so people are aware of the service. People in Mayerthorpe are already commuting between municipalities for work or personal errands and are more likely to be aware of each other, if not already acquainted, due to the small size of the community. Therefore, there is a strong possibility that this type of ridematching platform could prove beneficial to some people who commute from the town or commute to the town. Should the Town wish to endorse and assist a program such as this carpooling option, it is recommended that the liabilities and legal responsibilities of the Town are identified and that appropriate diligence is taken by the Town with respect to liability insurance.

Several funding opportunities are available for these types of services, either through partnership or grants. For most funding sources, the Town must demonstrate a commitment to run the transportation service regardless of whether outside funding will be granted.

Summary Table: Inter-municipal Transit Alternative Costs

Service Alternative		Likely Range of Annual Ridership (1- 4% mode share)	Cost per Ride	Funding from Farebox (rider contributions)	Estimated Annual Tax Funding
Fixed-Route Service	Mayerthorpe to Whitecourt	625 to 3,120	\$8	1% to 7%	\$350,000 to \$430,000
	Mayerthorpe to Edmonton	625 to 2,500		1% to 4%	\$505,000 to \$640,000
Commuter Service	Mayerthorpe to Blue Ridge	1 to 2 regular riders, up to 10 regular riders with industry partnership	\$105 (monthly pass)	< 1% to 2%	\$570,000 to \$600,000
	Mayerthorpe to Whitecourt	1 to 2 regular riders		< 1% to 1%	\$270,000 to \$290,000
	Mayerthorpe to Edmonton	1 to 2 regular riders		< 1%	\$685,000 to \$740,000
Specialty Service	West End Bus Expansion, weekly service to Whitecourt	52 to 570 (if all ages allowed)	\$15	6% to 11%	\$120,000 to \$130,000
Volunteer Driver Program	Increasing demand for inter-municipal medical-related transport is likely being met by new medical component of the West End Bus Program				
Flexible Service	Dial-a-Bus	240 to 480	\$8	1% to 2%	\$200,000
Ridematching	Carpool assistance provided using My Mayerthorpe	n/a	n/a	n/a	\$4,000 to \$15,000

9. References

- Alberta Municipal Affairs. Alberta Community Partnership. Online at <http://municipalaffairs.alberta.ca/alberta-community-partnership>
- Alberta Municipal Affairs. Federal Small Communities Fund. Online at <http://municipalaffairs.alberta.ca/smallcommunitiesfund>
- Alberta Municipal Affairs. The Municipal Sustainability Initiative (MSI). Online at <http://municipalaffairs.alberta.ca/msi>
- Alberta Transportation. Green Transit Incentives Program (GreenTRIP). Online at <http://www.transportation.alberta.ca/5409.htm>
- BC Transit. *Rural Transit in BC*. Presentation given at the UBCM Conference September 28, 2010. Available Online November 2015: <http://www.ubcm.ca/assets/Library/Convention/Convention2010/Session~Presentations/September~28/BC%20TRANSIT.Rural%20Transit.pdf>
- Calgary Transit. *Park and Ride in Calgary – Review of Parking Management Options*. January 2011. Available online January 2016: <https://www.calgarytransit.com/sites/default/files/reports/park-and-ride-in-calgary-review-of-parking-management-options.pdf>
- CUTA / ACTU. *Transit Vision 2040 – From Vision to Action*. Strategic Direction 2.5: Build Service in Smaller Communities. 2009. Available Online January 2016: http://www.cutaactu.ca/en/publicationsandresearch/resources/2.5Build_service_in_smaller_communities.pdf
- McGucking, Nancy and Nakamoto, Yukiko. *Trips, Chains, and Tours – Using an Operational Definition*. Submitted for the National Household Travel Survey (NHTS) Conference, Nov 2004. Available Online January 2016: <http://onlinepubs.trb.org/onlinepubs/archive/conferences/nhts/mcguckin.pdf>
- Northern Alberta Development Council (NADC). *Developing Sustainable Transit Options for Small Communities: A Summary of Best Practices*. 2014. Available online November 2015: <http://www.nadc.gov.ab.ca/Docs/Sustainable-Transit.pdf>
- Nova Scotia Utility and Review Board. *Decision – Kings Transit Authority Appeal*. Hearing date September 14, 2015. Available online January 2016: <https://nsuarb.novascotia.ca/sites/default/files/decision%20Kings%20Transit.pdf>
- Ruskin, Brett. CBC News. *Kings Transit asking to cease service after 76% funding cut*. Posted September 14, 2015. Available Online January 2016: <http://www.cbc.ca/news/canada/nova-scotia/kings-transit-asking-to-cess-service-after-a-76-funding-cut-1.3227456>

Ruskin, Brett. CBC News. *Kings Transit route cancellation approved by Utility and Review Board*. Posted September 30, 2015. Available online January 2016: <http://www.cbc.ca/news/canada/nova-scotia/uarb-cancels-kings-transit-route-1.3250659>

Strathcona County Transit Department. *Transit Fare Strategy – Draft Recommendations*. March 2015. Available online January 2016: http://www.strathcona.ca/files/files/attachement-transit-fare_strategy_draft_recommendations.pdf

Town of Mayerthorpe. *Sustainability Plan*. 2010. Available online January 2016: http://www.mayerthorpe.ca/attachments/view/135/mayerthorpe_community_sustainability_plan_version_1_5_1.pdf

Transit Cooperative Research Program (TCRP). *TCRP Report 165: Transit Capacity and Quality of Service Manual*. 3rd Edition. 2013. Available online December 2015: <http://www.trb.org/Main/Blurbs/169437.aspx>

Transport Canada. *Improving Travel Options in Small & Rural Communities*. 2009. Available online November 2015: https://www.fcm.ca/Documents/tools/GMF/Transport_Canada/ImprovingTravelSmallRural_EN.pdf

US Department of Transportation - Federal Transit Administration. *Useful Life of Transit Buses and Vans* (Report No. FTA VA-26-7229-07.1). April 2007. Available Online December 2015: http://www.fta.dot.gov/documents/Useful_Life_of_Buses_Final_Report_4-26-07_rv1.pdf

US Department of Transportation – Volpe National Transportation Systems Center. *Bus Lifecycle Cost Model for Federal Land Management Agencies*. 2011. Available online December 2015: http://ntl.bts.gov/lib/44000/44200/44244/Bus_Lifecycle_Cost_Model_User_s_Guide.pdf

Yellowhead County. *Social Transportation Assessment*. Completed by Opus International Consultants Ltd. and the Victoria Transportation Policy Institute. November 2014.

Appendix A – Travel Survey



Town of Mayerthorpe Inter-municipal Transit Feasibility Study - Travel Survey -

In the **2011 Municipal Sustainability Plan**, the Town of Mayerthorpe committed to reviewing the feasibility of inter-municipal transit services. We are ready to kick-off this review and need your help. Please tell us a little bit about your typical travel habits and what type of transit service you think would best serve your needs.

This survey may be completed online at www.mayerthorpe.ca from November 17 to December 9, 2015 or by completing this survey form. Please submit completed survey forms to:

Lee Thomas
McElhanney Consulting Services Ltd.
14904 – 121A Ave NW
Edmonton, AB T5V 1A3
lthomas@mcelhanney.com

Mayerthorpe Town Office
4911 Denny Hay Drive (52 St)
Mayerthorpe, AB T0E 1N0
admin@mayerthorpe.ca

1. Where are you from?

- Mayerthorpe Whitecourt Blue Ridge
 Lac Ste. Anne County Woodlands County Yellowhead County
 Other (please specify) _____

2. How often do you travel outside of your community?

- Daily 2 to 3 times a week Weekly A few times a month
 Other (please specify) _____

3. Which communities do you travel to regularly? Please select all that apply.

- Edmonton Mayerthorpe Sangudo
 Whitecourt Onoway Blue Ridge
 Other (please specify) _____

4. What is the main purpose for your travel? Please select all that apply.

- Commute to work Commute to school Errands/Personal
 For medical and/or health appointments

Please tell us more about where you typically travel and why. _____



Town of Mayerthorpe Inter-municipal Transit Feasibility Study - Travel Survey -

5. Do you have access to a vehicle for travel?

- Yes, I have my own vehicle.
- Yes, I share a vehicle with my family and/or friends.
- Other (please specify) _____

- No, I do not have access to a vehicle.

6. Would you consider using a bus service for your regular travel outside of your community?

- Yes
- Maybe
- No
- I Don't Know

Please tell us why. _____

7. Would you consider driving to a park-n-ride lot to catch a bus to your destination?

- Yes
- Maybe
- No
- I Don't Know

Please tell us why. _____

8. If you had help to plan your ride, would you consider carpooling for travel outside of your community?

- Yes
- Maybe
- No
- I Don't Know

Please tell us why. _____

Thank-you for taking the time to complete this survey. We appreciate your input.
Please contact Lee Thomas at 780-809-3254 or lthomas@mcelhanney.com if you have any questions or comments.

Travel Survey Summary

A travel survey was launched from November 17 to December 9, 2015. The survey consisted of eight questions seeking input on typical inter-municipal travel habits of Mayerthorpe and area residents, as well as general interest in possible inter-municipal transit options.

The Travel Survey was distributed to the public electronically, in hard-copy and through in-person activities, as outlined in **Table 1**.

Table 1: Travel Survey Methods of Distribution

Electronic Distribution	In-Person Activity	Hard Copy Distribution
Pop-up survey on the main page of the Town of Mayerthorpe’s website from Nov 17 to Dec 9, 2015 (www.mayerthorpe.ca)	Student workshop with the Mayerthorpe High School Career-and-Life-Management class on Nov 30, 2015	Mayerthorpe Winter Christmas Market on Nov 21, 2015
Survey link on the Town of Mayerthorpe’s Facebook page from Nov 17 to Dec 9, 2015 (My Mayerthorpe)	Intercept surveys were attempted on Nov 30, 2015 at various locations along 50 th St. 1 survey was completed and opportunity was used to raise public awareness of survey.	Various locations throughout Mayerthorpe

In addition to the above methods of survey distribution, the Mayerthorpe Freelancer published an article on November 23, 2015 discussing the launch of the survey (*Town launches survey*). Emails were also sent to the local MLA and MP to notify them of the survey and provide them with background information.

A total of 142 survey responses were received, consisting of 89 survey responses from the online survey, 18 in hard copy and 35 through in-person surveys. The survey results are summarized in the following pages, and tables of detailed survey results are attached for reference.

The survey input suggests that inter-municipal travel in Mayerthorpe and area is frequent and primarily running between Edmonton – Mayerthorpe - Whitecourt. Nearly half of the reported inter-municipal trips are for errands or personal reasons, and work commuting contributes to less than ¼ of the trips. The survey results indicate that there may be insufficient demand to support scheduled or commuter bus services between these communities. However, there may be support for augmented West End Bus services and carpooling facilitation through the Town Office.

The next steps of this Feasibility Study will assess possible demands for different types of inter-municipal transit services to identify likely alternatives that may cost-effectively meet local inter-municipal travel demands.

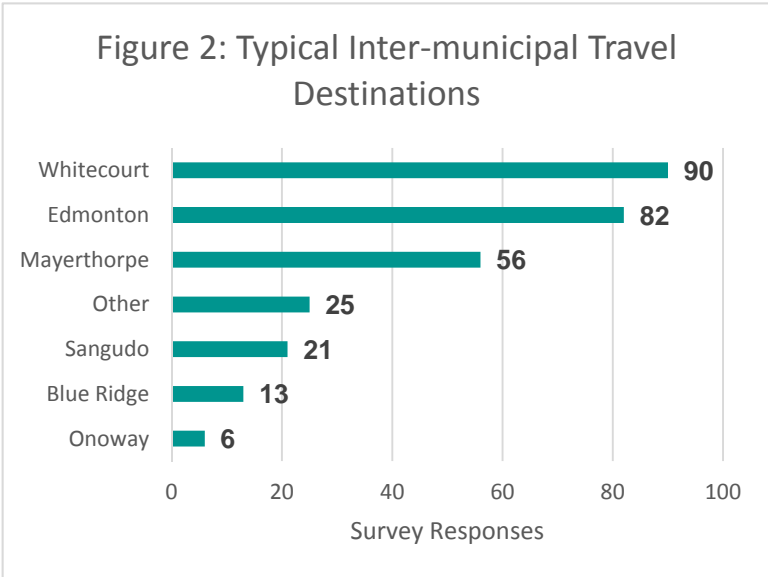
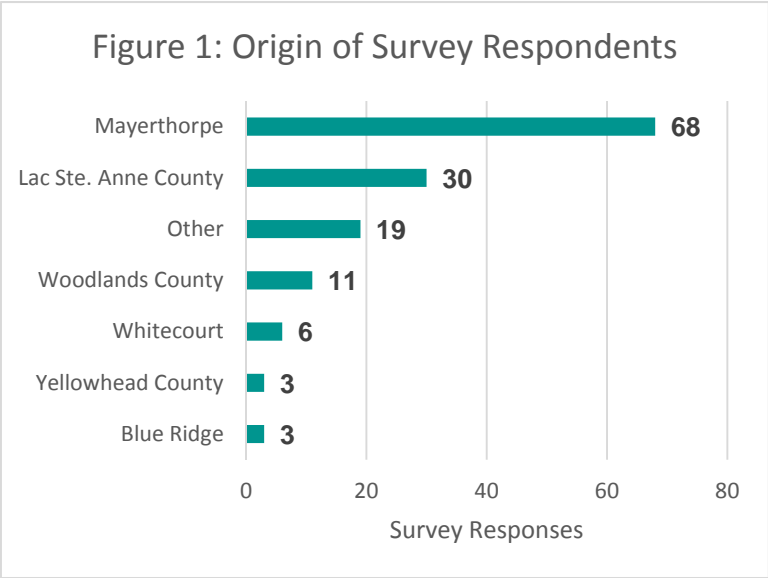
What We Heard – Travel Origins and Destinations

Nearly half of the survey respondents were from Mayerthorpe, as illustrated in **Figure 1**, followed by less than a quarter of respondents self-reporting from Lac Ste. Anne County.

Whitecourt and Edmonton were the two top travel destinations, followed by Mayerthorpe, as illustrated in **Figure 2**.

What This Means

These results suggest that key inter-municipal trip patterns run between Edmonton, Mayerthorpe and Whitecourt. This trip pattern should be the focus of inter-municipal transit service review.



What We Heard – Trip Frequencies and Purposes

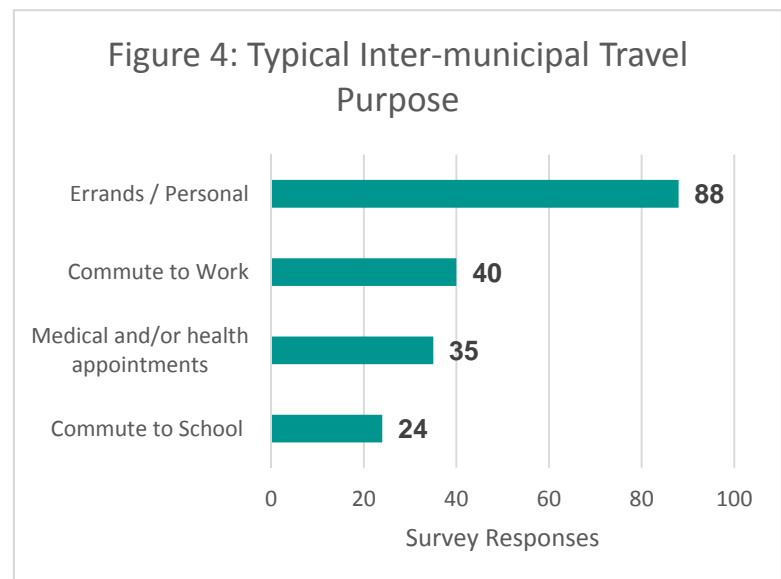
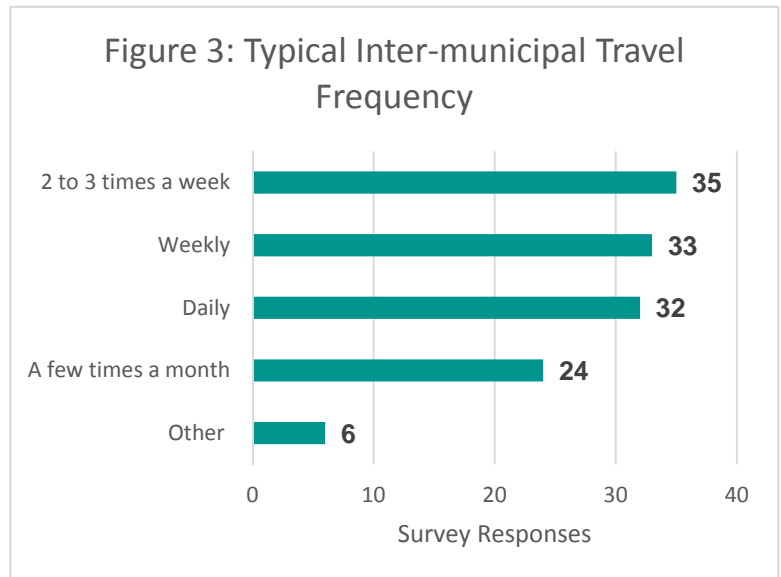
Approximately 75 percent of respondents report traveling inter-municipally at least once a week, as illustrated in **Figure 3**, with ¼ of respondents reporting daily travel. The remainder primarily reported traveling outside of their community only a few times a month.

Half of the inter-municipal trips are typically for errands or personal matters, as illustrated in **Figure 4**, with the remaining 20 percent for travel to work and nearly 20 percent for travel to medical/health appointments.

What This Means

Inter-municipal travel in Mayerthorpe and area is frequent, with ¾ of respondents reporting at least one inter-municipal trip per week. However, the times of day that these trips occur are likely inconsistent as most of the self-reported trips are for errands or personal purposes. Due to the low population service area, long travel distances and likelihood for inconsistent travel times, there may be insufficient demand to support scheduled inter-municipal bus services.

Work commutes typically occur at consistent times throughout the week, but these only represent about 20 percent of the reported inter-municipal trip purposes. Growth Alberta suggests that the 2015 employed population (with a usual place of work) in Mayerthorpe is 789 people. If we assume that 20 percent of those people travel inter-municipally for work per our survey results, there may be upwards of 157 regular inter-municipal work commute trips. This type of travel demand may lend itself to inter-municipal commuter bus service. However, work commute trips in this region are likely to be spread out geographically, as noted by the reported inter-municipal travel destinations in **Figure 2** and in consideration of major area employers located in Whitecourt, Blue Ridge, Sangudo and elsewhere. Due to the low population service area, long travel distances and likelihood for multiple destinations spread out through the region, there may be insufficient demand to support inter-municipal commuter bus service.



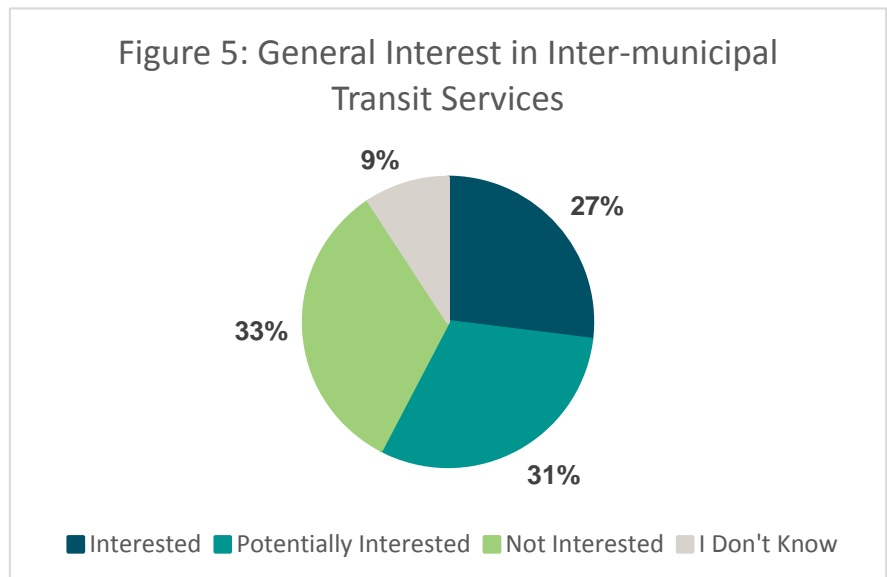
What We Heard – General Interest in Inter-municipal Transit Services

We assessed respondents' general interest in inter-municipal transit services by combining the results of all feedback pertaining to different transit services and interests (survey questions 6-8 and school workshop). A little more than ¼ of respondents stated interest in inter-municipal transit service, whether it be in the form of bus service or carpooling assistance, as illustrated in **Figure 5**. This was followed by 31 percent saying they might consider using a type of inter-municipal transit service and 33 percent stating that they would not use such a service. The remainder of respondents were unsure.

Respondent comments regarding inter-municipal transit services showed the following trends:

- **Work Impacts:** *My job has irregular hours and I need my vehicle to come and go..... My work requires use of my personal vehicle.*
- **Shifted Preference:** *It is more convenient for me to use my own vehicle, but I can see that there are many people that could benefit [from it].*
- **Existing Services:** *I do it now when catching the Westend Bus to Edmonton.*

Figure 5: General Interest in Inter-municipal Transit Services



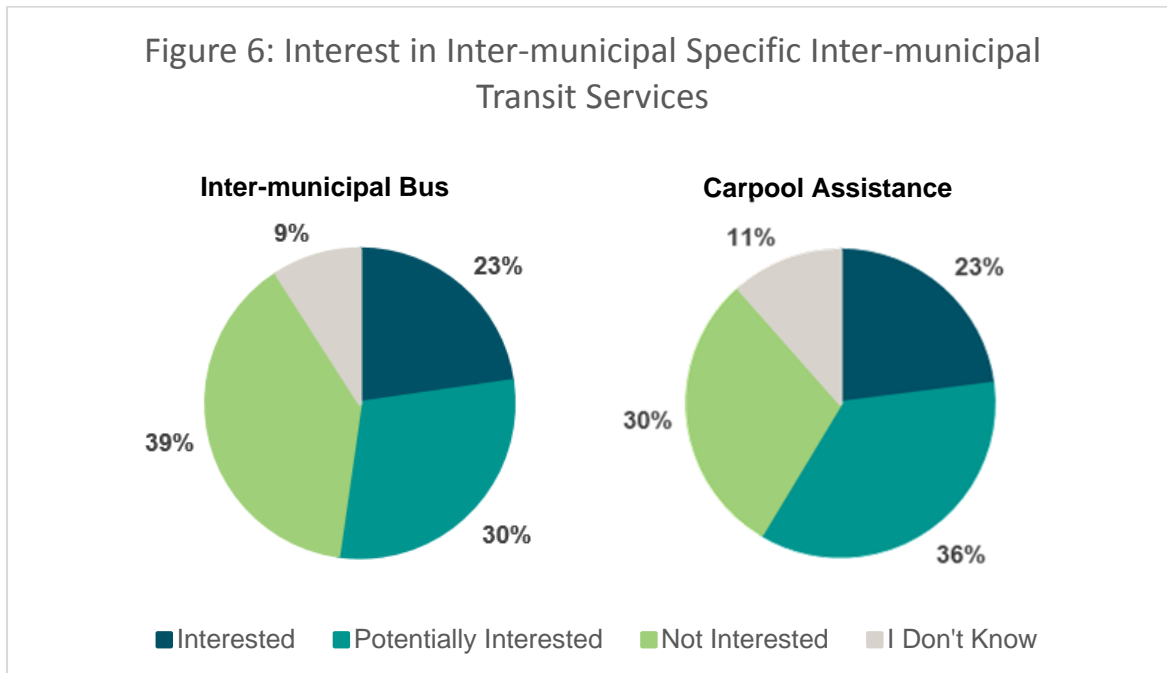
What This Means

A relatively small proportion (27 percent) of an already small market base (Mayerthorpe and area) are interested in inter-municipal transit services. While it may be tempting to group respondents who self-identified as 'Potentially Interested' with those who identified as 'Interested', this could lead to an overly optimistic ridership projection that may not represent actual area demand. Ridership estimates for service reviews will need to be tempered with the travel patterns identified by this survey, Census information, local development / employment information, and stakeholder input.

Comments mentioning the existing Westend Bus program reflect the success of this service in meeting inter-municipal travel demand. The Westend Bus program is likely already meeting some of the errand/personal travel needs that reflect the majority of inter-municipal travel demand noted in **Figure 4**. In light of the current success of this program, augmenting its services should be considered as an alternative inter-municipal transit service option.

What We Heard – Interest in Specific Inter-municipal Transit Services

Nearly a quarter of respondents said they would be interested in inter-municipal bus service and/or carpooling assistance services, illustrated in **Figure 6**. However, more respondents indicated potential interest in a carpooling assistance program than inter-municipal bus service.



Comments regarding inter-municipal bus service generally focused on the service being less convenient than their car and not providing sufficient flexibility for their trip needs. Comments regarding possible carpool planning assistance through the Town focused on the following trends:

- **Inconvenient:** *My hours are not a regular 9 to 5 type of job... it would be hard to plan a carpool... I try to do all my errands at one visit so I would be going to lots of different places.*
- **Interested:** *I don't know many people in town, but I wouldn't mind if there was a list of people who were willing to car pool and wouldn't mind being part of such a list.*
- **Uncomfortable:** *I don't know if I would because I feel safer with people I know (i.e. family).*

What This Means

There is some interest in inter-municipal bus service, but there may not be sufficient demand to warrant financing this type of service considering the low population service area and longer travel distances.

There is some interest in carpool programming assistance through the Town. Providing a carpooling assistance program to help drivers connect with passengers may be a low-cost means for meeting inter-municipal travel demand.

Detailed Survey Results

A detailed summary of survey results is provided below for reference. Responses have been grouped by collection method (online, hard copy submission or high school workshop).

Table 1: Survey Responses – Where are you from?

	Online	Hard Copy	SubTotal	High School	TOTAL
Mayerthorpe	45	13	58	10	68
Whitecourt	6	0	6	0	6
Blue Ridge	2	0	2	1	3
Woodlands County	4	1	5	6	11
Lac Ste. Anne County	12	5	17	13	30
Yellowhead County	3	0	3	0	3
Other	15	0	15	4	19
No Answer	2	0	2	0	2
TOTAL	89	19	108	34	142

Table 2: Survey Responses – How often do you travel outside of your community?

	Online	Hard Copy	SubTotal	High School	TOTAL
Daily	20	1	21	11	32
2 to 3 times a week	16	9	25	10	35
Weekly	19	6	25	8	33
A few times a month	18	3	21	3	24
Other	3	1	4	2	6
TOTAL	76	20	96	34	130

Table 3: Survey Responses – Which communities do you travel to regularly?

	Online	Hard Copy	SubTotal	High School	TOTAL
Edmonton	51	16	67	15	82
Mayerthorpe	22	7	29	27	56
Sangudo	9	5	14	7	21
Whitecourt	47	18	65	25	90
Onoway	3	2	5	1	6
Blue Ridge	5	3	8	5	13
Other	12	7	19	6	25
TOTAL	149	58	207	86	293

Table 4: Survey Responses – What is the main purpose for your travel? (select all that apply)

	Online	Hard Copy	SubTotal	High School	TOTAL
Commute to Work	30	6	36	4	40
Commute to School	3	0	3	21	24
Errands / Personal	50	17	67	23	90
Medical and/or health appointments	23	10	33	2	35

Table 5: Survey Responses – Do you have access to a vehicle for travel?

	Online	Hard Copy	SubTotal	High School	TOTAL
Yes, I have my own vehicle.	62	16	78	1	79
Yes, I share a vehicle.	5	2	7	20	27
No, I do not have access to a vehicle.	1	1	2	11	13
Other	2	0	2	0	2

Table 6: Survey Responses – Would you consider using a bus service for regular travel outside of your community?

	Online	Hard Copy	TOTAL
Yes	14	6	20
Maybe	21	5	26
No	27	7	34
I Don't Know	7	1	8

Table 7: Survey Responses – Would you consider driving to a park-n-ride lot to catch a bus to your destination?

	Online	Hard Copy	TOTAL
Yes	21	6	27
Maybe	21	5	26
No	22	3	25
I Don't Know	4	3	7

Table 8: Survey Responses – If you had help to plan your ride, would you consider carpooling to travel outside of your community?

	Online	Hard Copy	TOTAL
Yes	15	5	20
Maybe	26	5	31
No	21	5	26
I Don't Know	6	4	10

Table 9: High School Workshop – Likelihood of using Inter-municipal Transit

	Responses
Interested	12
Potentially Interested	7
Not Interested	12
I Don't Know	2

Table 10: High School Workshop – Preferred Inter-municipal Transit Service

	Responses
Scheduled Bus Service	9
Dial-a-Bus Service	7
Taxi	4
Carpooling	1

Appendix B – Regional Employer Survey



Town of Mayerthorpe Inter-municipal Transit Feasibility Study - Work Commuter Survey -

In their **2011 Municipal Sustainability Plan**, the Town of Mayerthorpe committed to reviewing the feasibility of transit services to connect municipalities in the area. As part of this project, McElhanney Consulting Ltd. surveyed Mayerthorpe and area residents last year to learn about their typical travel habits. Now we need a little more information about work commuters in the area. Please tell us about your typical work commute habits and what type of transit service may best serve your needs.

Please submit completed surveys by January 22, 2016 to: Lee Thomas
McElhanney Consulting Services Ltd.
14904 – 121A Ave NW
Edmonton, AB T5V 1A3
lthomas@mcelhanney.com

1. Where are you from?

- Mayerthorpe Whitecourt Blue Ridge
 Lac Ste. Anne County Woodlands County Yellowhead County
 Other (please specify) _____

2. Where do you generally travel for work? Please select all that apply.

- Edmonton Mayerthorpe Sangudo
 Whitecourt Onoway Blue Ridge
 Other (please specify) _____

3. How often do you travel outside of your community for work?

- Daily 5 times a week 2 to 3 times a week Weekly
 A few times a month
 Other (please specify) _____

4. When do you typically start work? Please select all that apply.

- Before 6 a.m. 6 a.m. to 7 a.m. 7 a.m. to 8 a.m. After 8 a.m.
 Other (please specify) _____

5. When do you typically end work? Please select all that apply.

- Before 3 p.m. 3 p.m. to 4 p.m. 4 p.m. to 5 p.m. After 5 p.m.
 Other (please specify) _____



Town of Mayerthorpe Inter-municipal Transit Feasibility Study - Work Commuter Survey -

6. Do you typically run errands on your way to or from work?

- Yes Sometimes No n/a

Please tell us more. _____

7. Would you consider using a bus service for travel to work?

- Yes Maybe No I Don't Know

Please tell us why. _____

8. Would you consider carpooling to work if you had access to a website that would help you plan your carpool ride?

- Yes Maybe No I Don't Know

Please tell us why. _____

Thank-you for taking the time to complete this survey. We appreciate your input.
Please contact Lee Thomas at 780-809-3254 or thomas@mcelhanney.com if you have any questions or comments.

Detailed Work Commuter Survey Results

A detailed summary of work commuter survey results (Regional Employer Survey) is provided below for reference. Responses have been grouped by collection method (online or hard copy submission).

Table 1: Survey Responses – Where are you from?

	Hard Copy	Online	TOTAL
Mayerthorpe	4	1	5
Whitecourt	2	5	7
Blue Ridge	0	1	1
Woodlands County	2	2	4
Lac Ste. Anne County	1	1	2
Yellowhead County	0	0	0
Sangudo	1	0	1
Barrhead	0	3	3
Evansburg	0	2	2
Barrhead County (Thunder Lake)	0	1	1
TOTAL	10	16	26

Table 2: Survey Responses – Where do you generally travel for work?

	Hard Copy	Online	TOTAL
Edmonton	0	0	0
Mayerthorpe	0	3	3
Sangudo	0	0	0
Whitecourt	0	7	7
Onoway	0	0	0
Blue Ridge	9	5	14
Country	1	0	1
Alberta Newsprint Company	0	4	4
TOTAL	10	19	29

Table 3: Survey Responses – How often do you travel outside of your community for work?

	Hard Copy	Online	TOTAL
Daily	0	3	3
5 times a week	8	5	13
2 to 3 times a week	0	0	0
Weekly	0	0	0
A few times a month	0	1	1
4 times a week	2	5	7
0 times a week	0	1	1
TOTAL	10	15	25

Table 4: Survey Responses – When do you typically start work? (select all that apply)

	Hard Copy	Online	TOTAL
Before 6 a.m.	0	4	4
6 a.m. to 7 a.m.	5	4	9
7 a.m. to 8 a.m.	4	7	11
After 8 a.m.	0	0	0
Rotating Shifts	1	3	4
TOTAL	10	18	28

Table 5: Survey Responses – When do you typically end work? (select all that apply)

	Hard Copy	Online	TOTAL
Before 3 p.m.	0	0	0
3 p.m. to 4 p.m.	2	1	3
4 p.m. to 5 p.m.	2	7	9
After 5 p.m.	5	6	11
Rotating Shifts	1	5	6
TOTAL	10	19	29

Table 6: Survey Responses – Do you typically run errands on your way to or from work?

	Hard Copy	Online	TOTAL
Yes	1	3	4
Sometimes	5	9	14
No	4	3	7
I Don't Know	0	0	0

Table 7: Survey Responses – Would you consider using a bus service for travel to work?

	Hard Copy	Online	TOTAL
Yes	3	3	6
Maybe	1	9	10
No	4	3	7
I Don't Know	2	0	2

Table 8: Survey Responses – Would you consider carpooling to work if you had access to a website that would help you plan your carpool ride?

	Hard Copy	Online	TOTAL
Yes	0	8	8
Maybe	4	3	7
No	6	4	10
I Don't Know	0	0	0

Appendix C – Potential Funding Programs

GreenTRIP Fact Sheet

Green Transit Incentives Program

What is GreenTRIP?

The Green Transit Incentives Program (GreenTRIP) provides capital funding to eligible municipalities and other stakeholders in support of local sustainable public transit projects. Approved projects increase ridership, reduce traffic congestion and help to lower greenhouse gas (GHG) emissions.

Program Criteria

Applicants must:

- Demonstrate the benefits of the project.
- Show a clear commitment to continue the project operations once it is in place.
- Contribute a minimum of one-third of the capital cost of the project.
- Identify how the project will help reduce GHG emissions.

Examples of eligible capital projects include:

- construction of light rail transit (LRT) and inter-city commuter rail systems;
- planning for and acquisition of transit or commuter rail corridors;
- park-and-ride facilities for regular transit operations;
- construction of bus terminals;
- purchase of public transit vehicles (i.e., LRT vehicles, and fuel-efficient, hybrid or accessible buses); and
- installation of intelligent transportation system components, such as bus arrival information systems and hardware/software transit technologies.

GreenTRIP projects could result in an estimated nearly one million-tonne reduction in greenhouse gas emissions over 10 years based on information provided in project applications. This is roughly equivalent to removing 20,000 cars from Alberta roads each year for 10 years.

Projects – Complete or nearly complete

- **More than \$470 million to the City of Calgary** for the South West Rail Transit Line, LRT vehicles, transit way predesign and transit-oriented development planning.
- **More than \$437 million to the City of Edmonton** for the Metro Line LRT extension and LRT vehicles.
- **More than \$13 million to Strathcona County** for the park-and-ride terminal in Sherwood Park.
- **More than \$3 million to the City of Leduc/County of Leduc** in support of intermunicipal bus service.
- **More than \$2.8 million to the City of Airdrie** to support local and intercity transit service, bus facilities, and articulating and low-floor buses.
- **More than \$1.2 million to the City of Grand Prairie** for low-floor buses.
- **\$900,000 to the Canmore-Banff Regional Transit Project** to purchase low-floor buses.
- **More than \$100,000 to the Town of Hinton** for bus shelters, accessibility features, trash receptacles and passenger safety items.

Albertans are already seeing some of the benefits of GreenTRIP commitments worth nearly \$1.6 billion, since the first call for applications in 2010.

Federal Grant Program Changes
Frequently Asked Questions - Small Communities Fund (SCF)

1. What is the SCF program?

The SCF is a competitive program under the federal government's New Building Canada Plan (NBCP); a diagram of the NBCP is provided in the Appendix. The SCF supports communities with populations under 100,000 and succeeds the Building Canada – Communities Component (BC-CC) provided under the previous Building Canada Plan.

Like its predecessor, the SCF funds projects that address local priorities while contributing to national or regional objectives, supporting economic growth, a clean environment and stronger communities.

In Alberta, the program is governed through an agreement between Canada and Alberta. Applicants choose projects that address local and/or regional priorities and submit applications to Municipal Affairs, where they are evaluated against established criteria. Projects receive final approval from the Minister of Municipal Affairs and the Minister of Infrastructure Canada.

2. Who is eligible for SCF funding?

Municipalities with populations under 100,000 are eligible to apply, including improvement districts, Metis Settlements, Special Areas Board and the Townsite of Redwood Meadows. Municipalities may also choose to provide funding to Aboriginal Band Councils as well as for-profit and not-for profit organizations. However, all applications must be submitted by a municipality, on behalf of such an organization and the project must provide a benefit to the municipality.

3. What has changed under the new SCF compared to the BC-CC?

Key changes under the SCF are:

- Eligible project categories have been expanded and now include: Highways and Major Roads, Public Transit, Disaster Mitigation, Innovation, Brownfield Remediation, Regional and Local Airports, Shortline Rail, Short-sea Shipping;
- Project categories not eligible under the SCF are Local Roads, Culture, Sports and Capacity Building;
- Municipalities are limited to two applications each.

4. What kinds of projects are eligible for funding through the SCF?

Eligible project categories are: Highways and Major Roads, Public Transit, Drinking Water, Wastewater (includes storm sewers), Disaster Mitigation, Connectivity and Broadband, Innovation, Green Energy, Solid Waste Management, Brownfield Remediation and Redevelopment, Local and Regional Airports, Shortline Rail, Short-sea Shipping.

5. What kinds of major road projects are eligible for funding through the SCF?

Eligible major road projects include high capacity roads with an Annual Average Daily Traffic (AADT) count greater than 3,000 vehicles and roads related to natural resource development opportunities.

For a new high capacity road project to be eligible, the municipality must have a municipal study/ declaration showing that the traffic count is expected to exceed 3,000 vehicles daily.

For a resource road project to be eligible, the road must be for new or significantly expanded natural resource development that has incremental economic benefits (e.g., a new road out to a recently open oil extraction site). The AADT requirement does not apply to resource roads.

6. How much funding can a project receive through the SCF?

To encourage projects that provide a significant benefit, there will be a minimum funding amount of \$50,000 per partner. To ensure a reasonable number of municipalities have access to funding, there will also be a maximum limit of \$3 million each for the federal and provincial contributions.

SCF program funding is subject to a single call for project applications in 2015, and all available funds will be allocated to projects submitted during this period.

7. What are the cost-sharing requirements under the SCF?

The maximum federal funding for a project will not exceed 33.33% of total eligible expenditures for that project and there is a \$3 million funding limit per share, per municipality. This maximum federal amount includes other federal sources (i.e. GTF). Alberta will match the federal contribution, with the municipalities responsible for the remaining funding.

There are two exceptions to the cost-sharing requirement:

- For transit projects and projects involving Major Roads and Highways, the maximum federal contribution is 50%, with 33.33% coming from SCF and the remaining federal contribution of 16.67% coming from other federal programs (i.e. Gas Tax Fund). For example, with a \$3 million dollar transit project, a municipality may apply for \$1 million from SCF and \$500,000 from GTF, for a total of \$1.5 million in federal funding. Alberta would match the SCF contribution with \$1 million and the municipality would provide \$500,000.
- For a project that is delivered as a Public-Private Partnership (P3), the maximum federal contribution from all sources is 25%, with the government of Alberta providing funding in an amount at least equal to that of the federal government. For example, a P3 project with eligible costs totalling \$2 million may apply for \$500,000 in federal SCF funding, \$500,000 in provincial SCF funding and would be required to provide the remaining \$1 million through their partnership agreement with the private entity.

8. Can I use MSI funding as my municipal contribution to the SCF?

Yes, municipalities may utilize funding acquired from other provincial grant programs, including MSI, for a portion or the entirety of their contribution, as long as stacking is allowed under that program. For example, an applicant with a project whose eligible costs total \$1.5 million could receive \$500,000 in federal SCF funding, \$500,000 in provincial SCF funding and may apply their MSI funding for all or a part of the remaining \$500,000, as long as the project meets MSI funding criteria. An MSI application is also required if the municipality intends to apply MSI funding to an SCF project.

9. Can I use GTF funding as my municipal contribution to the SCF?

No, GTF funds cannot be used for SCF projects except for Transit or Major Roads and Highways. See example in #6, above.

10. Which ministry is responsible for the SCF program delivery?

Municipal Affairs is responsible for the delivery of the SCF program.

11. What is the SCF program budget?

Alberta municipalities will receive \$94 million in SCF funding from the federal government and another \$94 million in matching funds from the provincial government, for a total of \$188 million. Municipalities will also contribute at least \$94 million into SCF projects.

12. Where do municipalities submit their SCF project application(s)?

Applications in fillable PDF format are available on the Municipal Affairs website. These applications are to be submitted electronically. The signature of the Chief Administrative Officer or Duly-Authorized Signing Officer is required to certify the application. This certification must be submitted separately, by fax or by mail, using the signature page attached to the PDF application form.

Applications are to be submitted to:

Alberta Municipal Affairs
Grants and Education Property Tax Branch
Small Communities Fund Program
17th Floor 10155 – 102 Street
Edmonton, Alberta T5J 4L4
Ph: (780) 427-2225 (or toll-free: 310-0000)
Fax: (780) 422-9133
Email: ma.scfgrants@gov.ab.ca
SCF website:
municipalaffairs.alberta.ca/smallcommunitiesfund.cfm

13. When will I receive payment for my SCF project?

SCF funds will be paid as follows:

- Approval of the annual SCF program funding allocation by the Alberta Legislature and the Parliament of Canada;
- Receipt of a signed Conditional Grant Agreement;
- Approval of project claims, which may be submitted on a quarterly basis.

Each year's SCF budget will be paid on a quarterly basis, pending fulfillment of the conditions above. Once the annual program budget has been fully expended, claims submitted during the remainder of the year will be held until the following years' budget has been approved by both the Alberta Legislature and the Parliament of Canada. Once the budget has been approved, payments will be made first to remaining project claims from the previous year, then to any claims submitted during the current year.

Claims for expenditures must be submitted in the prescribed format, which is available on the SCF website at: <http://www.municipalaffairs.alberta.ca/smallcommunitiesfund.cfm>.

It is the responsibility of municipalities to stage and manage project financials in a manner that recognizes these requirements.

14. Where do I submit my Claims?

Claims can be submitted quarterly and should be sent to:

Alberta Municipal Affairs
Grants and Education Property Tax Branch
Grant Accountability Unit
17th Floor, 10155 – 102 Street
Edmonton, AB T5J 4L4

15. I have a question about the SCF. Who should I contact?

For general questions related to the SCF program, please visit our website: <http://www.municipalaffairs.alberta.ca/smallcommunitiesfund.cfm>. You may also contact the Grants and Education Property Tax Branch at 780-427-2225, toll free by first dialing 310-0000.

16. What information do I need to provide for partnerships?

One application per project is submitted by the Managing Partner. The application must indicate the municipal funding share per partner and council resolutions must be provided to demonstrate each partners' commitment to the project.

17. How will projects be evaluated?

Projects will be evaluated against established criteria and ranked amongst each other. The evaluation criteria are available on the website and is the last schedule at the back of the SCF Guidelines.

18. When will I receive notice that my project has been approved?

Projects go through a rating process which, when completed, will be used to make recommendations to the federal and provincial ministers. They will approve the projects and then all applicants will be advised the status of their applications.

19. Can I begin projects in anticipation of project approval?

No, costs incurred before project approval are not eligible for funding.

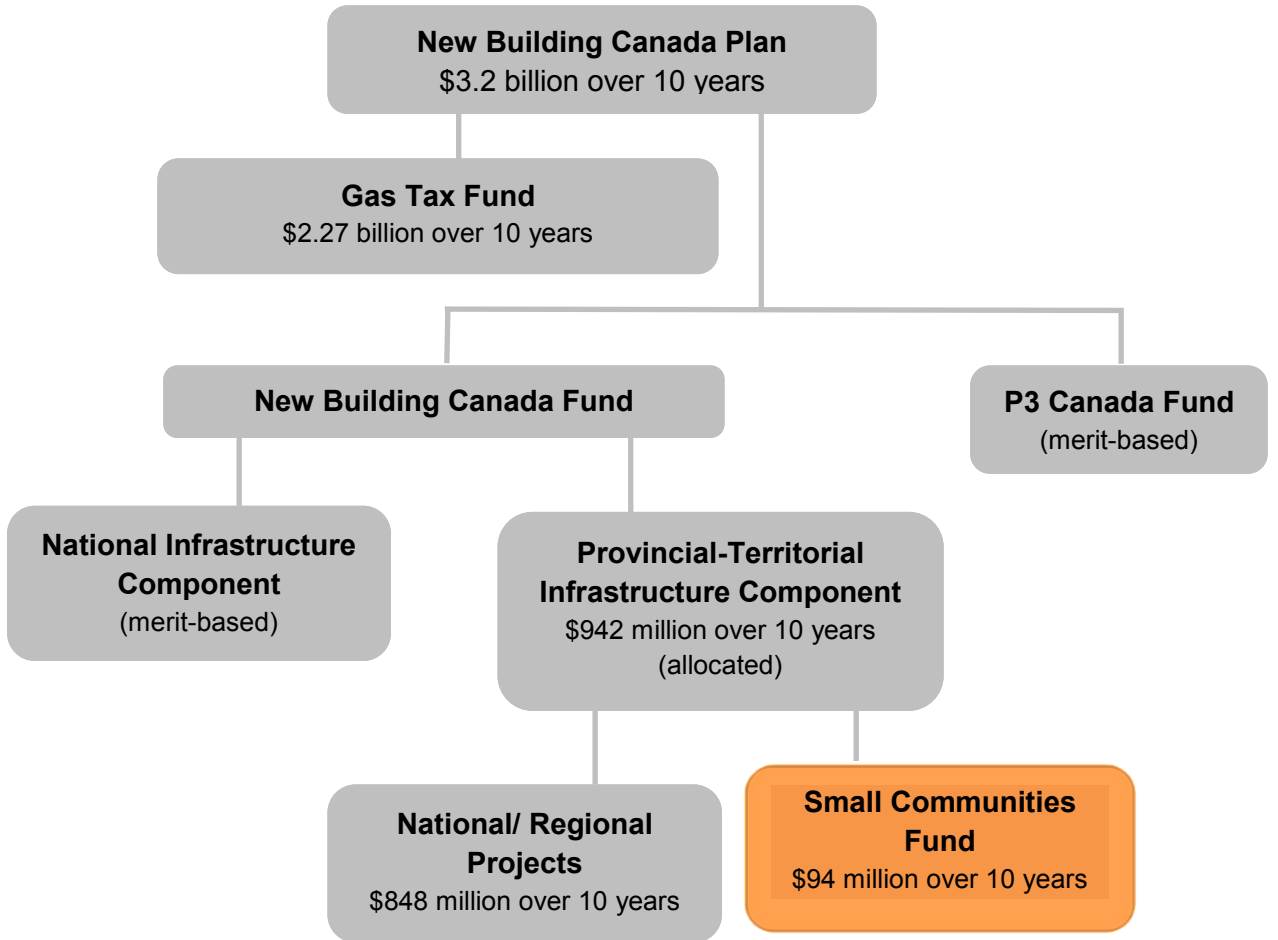
20. Do I need to hold a media event for my SCF project?

Municipalities may mark project milestones through media events or announcements or other communications activities related to their SCF funded projects. If your municipality chooses to initiate a communications event, please advise the Municipal Affairs Communications office of the proposed event a minimum of 20 working days prior to the campaign launch.

Municipalities may also install permanent plaques for projects that are funded through SCF. If your municipality intends on marking the project with a plaque, please be aware that the plaque must recognize Canada's and Alberta's financial contribution and be approved in advance by Alberta Municipal Affairs.

To discuss project recognition options and communications requirements, please call Municipal Affairs Communications at 780-422-8816, toll free by first dialing 310-0000, or by email at magharita.reghelini-griffiths@gov.ab.ca .

Appendix: New Building Canada Plan – Alberta



Note: Amounts provided in the above chart reflect Alberta's funding only.



Eligibility and Funding Allocations

Eligible Entities

All municipalities in Alberta (i.e., city, town, village, summer village, specialized municipality, municipal district, improvement district, special area), Metis settlements and the Townsite of Redwood Meadows Administration Society are eligible for funding under the MSI based on the terms set out in their long-term funding agreement.

Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects. Municipalities may choose to contribute funds to other municipalities, regional services commissions, or non-profit organizations for use towards eligible MSI projects.

Eligible Projects

Eligible **capital** projects include municipal roads, bridges, public transit vehicles/facilities, emergency services facilities/equipment, water and wastewater systems, solid waste management facilities/equipment, regional and community airport facilities/equipment, and other municipal buildings such as recreation and sports facilities, libraries, public works buildings, and cultural and community centres.

Accepted Projects by Municipality

Capital	Operating
▪ 2014	▪ 2014
▪ 2013	▪ 2013
▪ 2012	▪ 2012
▪ 2011	▪ 2011
▪ 2010	▪ 2010
▪ 2009	▪ 2009
▪ 2008	▪ 2008
▪ 2007	▪ 2007

Eligible **operating** projects include capacity building activities that improve efficiency or effectiveness, municipal services, planning activities, and assistance to non-profit organizations. Repairs and maintenance of administration buildings, rehabilitation of capital assets, and a wider variety of small capital projects are also eligible. Refer to the 2015 capital and operating

guidelines for a detailed list of eligible projects, now available on the [Program Resources](#) page.

Funding Allocations

MSI funding is allocated annually and paid to municipalities following legislative approval of the provincial budget; submission of sufficient project applications; and submission and/or certification of Statement of Funding and Expenditures.

For 2015-16, \$876.9 million is estimated. Of this total, \$30 million is to be applied to operating priorities. The remainder is to be applied to qualifying capital projects. The capital funding includes \$349.8 million in funding previously provided under the Basic Municipal Transportation Grant (BMTG).

With the addition of the March 2015 allocations (available [here](#)), the total consolidated 2014 MSI funding is \$1.64 billion: \$1.61 billion in MSI Capital funding (\$871 million in previously provided MSI Capital funding and \$343 million in previously provided BMTG funding, plus \$398.9 million from the March 2015 allocations), and \$30 million in MSI Operating funding.

The 2015 MSI allocations (available [here](#)) continue to include both the former BMTG funding and MSI funding. Allocations are calculated using the current MSI formula for the MSI funds, while the amounts of the former BMTG are calculated using the current BMTG formula. Use of all funding follows the terms and conditions that will be outlined in the 2015 MSI capital and operating administrative guidelines.

- MSI funding is based on municipal populations, education property tax requisitions and kilometres of local roads and includes base funding for all municipalities and Sustainable Investment funding for municipalities with limited local assessment bases.
- BMTG funding is based on municipal status, with Calgary and Edmonton receiving funding based on litres of taxable road-use gasoline and diesel fuel sold in the province; the remaining cities and urban service areas receive funding based on a combination of population and length of primary highways. Towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and rural municipalities and Metis settlements receive funding based on a formula that takes into account kilometres of open road, population, equalized assessment, and terrain.
- Note: The March 2015 funding is allocated 48 percent on a per capita basis; 48 percent based on education property tax requisitions; and four per cent on kilometres of local roads, using the same data that will be used to calculate any additional allocations for 2015. The base funding and sustainable investment funding were provided under the initial 2014 MSI funding allocations and are not included in the March 2015 allocations.

Allocation Amounts by Municipality

- [2015](#)
 - [March 2015](#)
 - [2014](#)
 - [2013](#)
 - [2012](#)
- MSI funding allocations can only be confirmed for the current program year as updated municipal population, education tax requisition, and local road length information are required to calculate

future annual funding allocations. 2015 MSI program funding is subject to the Alberta Legislature approval of

- [2011](#)
- [2010](#)
- [2009](#)
- [2008](#)
- [2007](#)

the Government of Alberta Budget 2015. The 2015 funding and individual allocations are also subject to the Minister's authorization in accordance with the expressed guidelines of the program.

Unspent operating funds may be carried into the next calendar year if a municipality is unable to complete a project, but must be expended on an eligible MSI operating project by December 31 of the second year. Unspent capital funds may be carried forward a total of six years but must be

expended (on an accepted project) by December 31 of the sixth year.

© 1995 - 2016 Government of Alberta

- [Copyright and Disclaimer](#)
- [Using this Site](#)
- [Privacy Statement](#)

Alberta Community Partnership (ACP)

Announcement

- The 2015/16 Alberta Community Partnership (ACP) program is now accepting applications. It is important to review the updated ACP guidelines and application form for detailed information on program changes.
- Program changes will create more opportunity to encourage municipal collaboration, and include:
 - All municipalities can apply for grants under the Intermunicipal Collaboration (IC) component. The Metropolitan Funding component has been discontinued to accommodate the more inclusive IC component.
 - IC projects will be reviewed and ranked based on merit criteria. (**Note: IC applications are due by February 5, 2016**)
 - The removal of the mandatory cost-share for IC projects, however the IC ranking criteria will consider a partnership's commitment to the project through monetary and capital asset contributions.
 - The Viability Review Support component has been renamed the Municipal Restructuring component and includes funding for regional governance and amalgamation studies.

Program Description

The objective of the ACP is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives.

Key program outcomes include:

- new or enhanced regional municipal services;
- improved municipal capacity to respond to municipal and regional priorities; and
- effective intermunicipal relations through joint and collaborative activities.

Eligible Entities

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and special areas)
- Métis settlements
- Townsite of Redwood Meadows Administration Society
- Capital Region Board and Calgary Regional Partnership
- Municipally controlled planning service agencies (eligible only under the Municipal Internship component to host a Land Use Planner intern)

Eligible Projects/Components

Approved Projects

- [2014/15 Alberta Community Partnership](#)
- [2013/14 Regional Collaboration Program](#)
- [2012/13 Regional Collaboration Program](#)
- [2011/12 Regional Collaboration Program](#)
- [2010/11 Regional Collaboration Program](#)

Intermunicipal Collaboration

- Provides funding to partnerships of two or more municipalities to develop or expand regional municipal service delivery.

Metropolitan Restructuring

- Provides funding to municipalities involved with regional governance and municipal restructuring processes such as amalgamation, dissolution, or viability reviews.

Mediation and Cooperative Processes

- Provides funding to municipalities to help develop collaborative protocols and processes to proactively manage conflict, and to enable municipalities to rely on an agreed-upon process for collaboration.
- Provides funding to support municipalities in using mediation, facilitation, or other dispute resolution alternatives to resolve intermunicipal conflict.

Additional information regarding [Mediation and Cooperative Processes](#)

Municipal Internship

- Provides funding to municipalities or planning service agencies to recruit, train and retain competent municipal employees who may pursue careers in municipal administration, finance, or land use planning.

Additional information regarding [Municipal Internship](#)

Strategic Initiatives

- Provides funding to initiatives that align with provincial priorities and address intermunicipal needs of strategic significance.

Application and Reporting Deadlines

- Applications for the Intermunicipal Collaboration component are due by **February 5**,

2016. An IC application can be submitted if all council resolutions are not in place. **However, a follow-up email to acp.grants@gov.ab.ca that confirms that all council resolutions are in place must be received by February 29, 2016 in order for the grant application to be considered for funding.**

- Applications for Municipal Restructuring and Mediation and Cooperative Processes components are due by **February 16, 2016**.
- Applications for the Municipal Internship component are due by **October 1** (with the program to commence the following May).
- For all components, final reporting is due within 60 days after the project completion date and is to be completed using the **ACP Statement of Funding and Expenditures (SFE)**.

Materials and Resources

Current Program Materials

- [2015/16 ACP Guidelines](#)
- [2015/16 ACP Application Form](#)
- [ACP Intermunicipal Collaboration Ranking Criteria](#)

Compliance Program Materials

- [ACP Statement of Funding and Expenditures \(SFE\)](#)
- [ACP Project Amendment and/or Time Extension Request Form](#)

For Projects Funded Under the Former Regional Collaboration Program (RCP)

- [RCP Guidelines](#)
- [RCP Reporting Package](#)
- [RCP Project Amendment and/or Time Extension Request Form](#)

For more information, please contact a Grant Advisor or a Grant Compliance Advisor at the following:

Grants and Education Property Tax Branch

Alberta Municipal Affairs

17th Floor, Commerce Place

10155 - 102 Street

Edmonton, Alberta T5J 4L4

Phone: [780-427-2225](tel:780-427-2225)

Dial 310-0000 for toll-free connection in Alberta

Fax: 780-422-9133

E-mail: acp.grants@gov.ab.ca

- [Copyright and Disclaimer](#)
- [Using this Site](#)
- [Privacy Statement](#)

Federal Gas Tax Fund

Overview

The federal Gas Tax Fund (GTF) was confirmed as part of the federal Budget 2014, and will run from 2014 to 2024. As part of the New Building Canada Plan, the renewed federal GTF provides predictable, long-term, stable funding for Canadian municipalities to help them build and revitalize their local public infrastructure while creating jobs and long term prosperity. Under the GTF, Alberta will receive \$208.65 million in 2015/16, and \$1.08 billion from 2014/15 to 2018/19.

GTF funding is provided to provinces and territories which in turn flow this funding to municipalities. Municipalities can pool, bank and borrow against this funding, providing significant financial flexibility.

Under the program municipalities determine projects and activities to be funded by the GTF based on local priorities, within the general qualification criteria set out in the administrative guidelines. The funding provided under this program is in addition to other provincial grant funding, such as the Municipal Sustainability Initiative, and non-grant funding of municipal infrastructure. It is intended to cover capital costs only and may not be used for maintenance costs, operating costs, debt reduction, or replacement of existing municipal infrastructure expenditures.

What's New

An update on Alberta's approach to Asset Management is available on the [Materials and Resources](#) page.

Key changes to the GTF for 2015 include:

- GTF allocations have been recalculated to reflect the *Municipal Affairs 2014 Population List*.
- All Statements of Funding and Expenditures should now be sent to Municipal Affairs, rather than Alberta Transportation. Applications will continue to be submitted through MGMA, Alberta Transportation's Municipal Grants Management Application, with support from Transportation regional staff.
- Under the terms of the Gas Tax Fund Agreement, Municipal Affairs is required to prepare an Annual Expenditure Report (AER). The AER includes a [narrative](#) summarizing the results of the past year, a detailed [project listing](#) of all projects funded in 2015 and a [summary of expended and unexpended funding](#) provided to municipalities. The AER is approved by an auditor and submitted to Infrastructure Canada.

For More Information

If you have questions about the GTF program, we'd like to hear from you. You can contact us in the following ways:

- Phone: 780-427-2225, toll-free in Alberta by first dialing 310-0000
- Email: ma.gtfgrants@gov.ab.ca

© 1995 - 2016 Government of Alberta

- [Copyright and Disclaimer](#)
- [Using this Site](#)
- [Privacy Statement](#)



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

BMTG Guidelines - Table of Contents

1. Program Objectives	3
2. Municipal Eligibility	3
3. Program Components	3
4. Project Eligibility	4
5. Funding Conditions	4
6. Application Process	5
7. Reporting Requirements	5
Appendix 1 – BMTG – City Transportation component	6
Appendix 2 – BMTG – Basic Capital component	14
Appendix 3 – BMTG – Provincial Highway Maintenance component	24
Appendix 4 – BMTG – Streets Improvement component	26
Appendix 5 – BMTG – Rural Transportation component	32

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.
- Gravelling.
- 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.