



Major Road Network Investments

Major Road Network & Bike Cost Share (MRNB Program)

2023 Program Guidelines

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1. INTRODUCTION

1.1 MAJOR ROAD NETWORK

The Major Road Network (MRN) was established in 1998/99, as set out in the South Coast British Columbia Transportation Authority (SCBCTA) Act (formerly the Greater Vancouver Transportation Authority Act). The establishment, funding and operation of the MRN were initially guided by a set of 19 principles approved by the South Coast British Columbia Transportation Authority (formerly the Greater Vancouver Transportation Authority) or TransLink Board of Directors (the Board) in May 1999.

With the changes to the TransLink governance structure since 1999, many of the 19 MRN principles (Appendix A) are no longer applicable. TransLink initiated an MRN Sub-Regional Review process in 2010, and a new MRN and Bicycle Infrastructure management and funding structure was approved by RTAC and the TransLink Board in 2012. In 2018, an updated set of MRN objectives were developed as part of the development of the Regional Road Network Strategy.

Roads are included in the MRN only with the approval of TransLink and the Local Government as per the criteria described in Appendix B. The majority of roads in the MRN are owned by the Local Government.

1.2 BACKGROUND

As of 2017, TransLink administers five Municipal Funding Programs: the Major Road Network and Bike (MRNB) Upgrade Program, the Bicycle Infrastructure Capital Cost Sharing (BICCS) Program, the Walking Infrastructure to Transit (WITT) Program, the MRN Structures Program, and the Operations, Maintenance, and Rehabilitation (OMR) Program. The MRNB Upgrade Program, BICCS Program, WITT Program, and MRN Structures Program are administered on a 50% maximum cost-sharing basis with Local Governments. Under specific circumstances, the BICCS, WITT, and MRN Structures Programs allow up to 75% maximum cost-sharing basis with Local Governments. Proposed projects are submitted by Local Governments for evaluation of eligibility by TransLink and RTAC and its subcommittees (including the Planning Subcommittee and the OMR Subcommittee). The OMR Program provides funding using formulas based on the lane kilometre cost for: operating the MRN, maintaining the MRN to a level of State of Good Repair, and road infrastructure rehabilitation.

1.3 PURPOSE

The purpose of this document is to summarize the key elements of the Major Road Network and Bike Cost Share Program (MRNB). The MRNB Program will allow minor capital road improvement projects on MRN or bike infrastructure on/off MRN which TransLink will cost share to a maximum of 75% of the total eligible project costs.

This document may be modified and expanded as necessary to improve program administration in the longer term.

2. MAJOR ROAD NETWORK AND BIKE (MRNB) PROGRAM FUNDING FRAMEWORK

The MRNB Program can fund up to two type or projects:

- Road projects on the MRN; and
- Bike projects on or off the MRN.

2.1 FUNDING ALLOCATION

MRNB Upgrade funding is an annual allocation of TransLink capital funds dedicated to managing and improving the capacity, efficiency and safety of the MRN network as well as to encouraging the construction of more bicycle routes or related facilities to remove barriers to cyclists across the region. The MRNB Upgrade fund is intended to fund smaller scale projects that are ready for implementation, can be completed within a short time frame, and will forestall the need for larger capital investments in the network.

A block funding allocation formula is used to allocate MRNB Upgrade funding. The calculation is based on the average regional population and employment growth contribution ratio based on the most recent census data available. Land use data for future land use projections are based on the Metro Vancouver Regional Growth Strategy.

2.2 COST SHARING

TransLink will fund up to 50% of eligible costs for approved MRNB Upgrade projects and up to 75% for Class 1 facilities on the Major Bike Network (MBN) or within Urban Centres in accordance with eligibility criteria set out in the *BICCS Program Description and Guidelines*. There are no funding caps on the projects other than the allocated funds cannot contribute to more than 50% or 75% (as noted above) of the eligible project funds.

2.2.1 EXTERNAL / THIRD PARTY FUNDING

External / Third Party Funding is defined as secured funding by provincial or federal governments or external agencies (e.g., ICBC, Province's CIPP Grant, or Canada-BC Infrastructure Program). Funding contributions from local sources, such as development cost charges, development levies, agreements with private developers, for example, may be considered part of the Local Government share of project costs. **Table 1 and Table 2** outline funding distribution with respect to External /Third Party Contributions.

Table 1: Projects which qualify for 50% Cost Share

External Funding Contribution (% of Total Eligible Project Costs)	TransLink Contribution (% of Total Eligible Project Costs)	Local Government Contribution (% of Total Eligible Project Costs)
< 50%	Up to 50%	Minimum of 25%
≥ 50%	Equal to Municipal Contribution	Equal to TransLink Contribution

Table 2: Projects which qualify for 75% Cost Share

External Funding Contribution (% of Total Eligible Project Costs)	TransLink Contribution (% of Total Eligible Project Costs)	Local Government Contribution (% of Total Eligible Project Costs)
< 50%	Up to 75% of the remaining Eligible Project Costs	Minimum of 25%
≥ 50% ¹	Equal to Local Government Contribution	Equal to TransLink Contribution

¹ Subject to funding availability, TransLink may consider cost-sharing up to 75% of the remaining Eligible Project Costs.

2.2.2 COST-SHARING FOR SMALL LOCAL GOVERNMENTS

Local Governments with population less than 15,000 are eligible for up to 75% cost share for any projects that meet basic program eligibility criteria or TransLink/Local Government collaborative project. This includes the opportunity to accumulate their allocated funds over several years towards a single project which can be cost shared up to 75%.

2.3 MAINTENANCE AND REHABILITATION COSTS

Through the OMR Program (referenced in the Operation, Maintenance, and Rehabilitation Program Description and Guidelines), TransLink provides Local Governments with an annual allowance for the operation, maintenance and rehabilitation of MRN roads within their jurisdiction, which is independent of the MRNB Upgrade, MRN Structures, BICCS, and WITT funds. However, to minimize both costs and traffic disruptions, Local Governments may choose to undertake maintenance or rehabilitation works on existing road infrastructure concurrently with construction of new infrastructure funded under the MRNB, BICCS, or WITT programs.

Components of a MRNB Upgrade, BICCS, or WITT project that comprise maintenance / rehabilitation of existing infrastructure must be identified as such in the application process. The costs for maintenance / rehabilitation components are covered by OMR and MRN Structure funds are not eligible for cost sharing under the MRNB Upgrade, BICCS, or WITT funds.

3. PROJECT ELIGIBILITY

The following discussion gives guidance on the types of projects that are eligible for MRNB Upgrade funding.

3.1 MRNB UPGRADE FUND – ROAD PROJECTS ON MRN

Road projects are eligible for the MRNB upgrade funding if the clear majority of the work is on the MRN¹ (e.g. within the right-of-way of an MRN segment) AND if the work will improve the functionality of the MRN by providing

- additional capacity for any mode on existing roads;
- additional safety features; or
- additional roadway infrastructure.

Examples include additional lanes or turning bays, geometric improvements, signalization for traffic control, cycling infrastructure on the MRN, and sidewalk widening projects.

Projects which are not located on the MRN, and projects which are located on the MRN but primarily benefit non-MRN segments, are not eligible for the MRNB upgrade funding. For example, improvements on the MRN directly serving a private development (such as a mid-block turning lane) are not eligible under this program.

Upgrades to existing MRN infrastructure or proposed new MRN infrastructure could be eligible if the project can demonstrate that it can improve the MRN for one or more of the different mode user groups.

Rehabilitation or replacement of existing MRN infrastructure (e.g. pavement, sidewalks, drainage facilities, signals) and “major” structures (e.g. vehicle bridges, railway overpasses) is covered by the OMR Program and the MRN Structures Program respectively. Therefore, these projects are not eligible under the MRNB Upgrade funds.

3.2 MRNB UPGRADE FUND– BICYCLE INFRASTRUCTURE ON OR OFF THE MRN

Local Governments build a variety of facilities for cyclists: recreational pathways through parks, unpaved trails along utility corridors and elsewhere, off street multi-use pathways parallel to arterials, on-street bike lanes, designated routes, and shared wide curb lanes. TransLink funding is focused on facilities that connect specific land uses to enable utilitarian trips by bicycle such as commuting to work or school, shopping, and personal errands. These projects can be on or off the MRN.

Each Local Government develops a network of bicycle routes, designated streets, connecting paths etc. In respect of this, TransLink has tied funding eligibility to a target market of utilitarian cycling rather than to a specific engineering solution such as bike lanes. Bike infrastructure projects on the MRN using the MRNB upgrade funding will be required to meet the same guideline as the BICCS funding program without restrictions on its location. Bike infrastructure off the MRN will be required to meet the same guideline as the BICCS funding program.

¹ TransLink and RTAC have in the past made occasional exceptions to the eligibility criteria described above by approving funding for projects on new road segments that were not part of the MRN at the time, but that both TransLink and the Local Government intended to add to the network once construction was completed.

3.3 PHASED PROJECTS

Project submissions are to be made for “complete” projects that demonstrate facility design. Phased projects can be considered so that it is possible to apply for funding for the same project for multiple consecutive years, so long as project completes within 4-year period of initial funding award. Project phasing is only eligible when considering different segments of roadway, not when phasing individual project activities (e.g. Phase 1: property acquisition, Phase 2: design, Phase 3: preloading, Phase 4: construction) or for individual project components (e.g. street lighting only, sidewalk only, emergency vehicle pre-emption systems only, right-of-way acquisition only). **Table 3** provides an example of how phasing can be achieved.

Table 3: Eligible and Ineligible Approaches to Project Phasing

Sample Project: Cycling Improvements from 140 Street to 156 Street			
Program Year	Eligible Phasing (Example 1: Project Segments)	Eligible Phasing (Example 2: Multi-Year Funding)	Ineligible Phasing
Year 1 2023	Apply for funding for Phase 1: 140 St to 144 St (4 years to construct – 2023 to 2026)	Apply for funding for whole corridor from 140 St to 156 St Project application (4 years to construct - 2023 to 2026)	Apply for funding for Property Acquisition as Phase 1 of the project.
Year 2 2024	Apply for funding for Phase 2: 144 St to 148 St (4 years to construct – 2024 to 2027)	Same application as Year 1 to obtain additional funding needed (3 years to construct - 2024 to 2026)	Apply for funding for Functional Design as Phase 2 of the project.
Year 3 2025	Apply for funding for Phase 3: 148 St to 152 St (4 years to construct – 2025 to 2028)	Same application as year 1 to obtain additional funding needed (2 years to construct – 2025 to 2026)	Apply for funding for Detailed Design as Phase 3 of the project.
Year 4 2026	Apply for funding for Phase 4: 152 St to 156 St (4 years to construct – 2026 to 2029)	Same application as year 1 to obtain last of additional funding (1 year to construct – 2026 to 2026)	Apply for funding for Construction as Phase 4 of the project.

3.4 REGIONAL ROAD NETWORK PERFORMANCE MONITORING

On October 1, 2020, TransLink publicly launched the Regional Road Performance Monitoring report which is a multi-faceted review of the performance of regional roads throughout Metro Vancouver. It responds to the Region’s vision, goals and objectives for regional roads and will allow for a consistent and objective conversation on identifying and responding to issues on the Regional Road Network.

We have added questions with respect to two categories being measured on the Regional Road Network. The first is around Safety and the second is on Asset Condition. Answers to the questions on the Applications form can be easily determined via the Regional Road Network Dashboard via the link shown below.

<https://public.tableau.com/profile/translink#!/vizhome/RoadMonitoringDashboard/ProjectOverview>

4. EVALUATION FRAMEWORK

All project applications for MRNB Upgrade funding will be evaluated by TransLink Staff. The following sections outline TransLink's evaluation criteria:

4.1 ALIGNMENT WITH REGIONAL TRANSPORTATION STRATEGY (ALL PROJECTS)

<https://view.publitas.com/translink/transport-2050-regional-transportation-strategy/page/1>

One of the objectives of the MRNB program is to fund projects that align with *Transport 2050* (T2050), which was developed with inputs from regional and government stakeholders and Metro Vancouver residents, and was approved by the Mayors' Council on Regional Transportation and the TransLink Board of Directors. This long-range transportation strategy outlines over 100 actions or strategies to make transportation options more convenient, reliable, affordable, safe, comfortable, and environmentally sustainable.

4.2 ALIGNMENT WITH REGIONAL CYCLING STRATEGY (BIKE UPGRADE PROJECTS)

Regional Cycling Strategy - [Regional Cycling Strategy | TransLink](#)

For bike upgrade projects on or off the MRN, Local Governments are required to demonstrate how their project will contribute to the *Regional Cycling Strategy* based on the evaluation criteria set out in the *BICCS Program Description and Guidelines*.

4.3 PROJECT EVALUATION CRITERIA

TransLink staff will review all MRNB Upgrade project applications. Incomplete applications will be returned to the Local Government for completion. Additional information or clarification may be requested during the review process.

MRNB projects must meet basic criteria in Tier 1 evaluation demonstrating their Program Eligibility based the following categories:

- Project Eligibility
- Project Readiness
- Project Design
- Project Priority

Tier 1 is a pass-fail evaluation. All project applications will need to outline explicitly how the project meets the four criteria listed below. **Table 4** describes each category in detail.

Table 4: Tier 1 Evaluation

Criteria	Description	Scoring
Project Eligibility	Road work projects are eligible for funding if the project is located on the MRN. Bicycle infrastructure projects using the MRNB program funding are required to meet the evaluation criteria set out in the BICCS Program Guideline with the only exception that the location criteria in the BICCS Program Guideline is open to bicycle infrastructure projects on the MRN.	Pass / Fail
Project Readiness	The project is ready to move forward and can be completed within the 4-year timeframe. The project demonstrates that feasibility issues have been considered and there are no major obstacles to complete the project by the completion deadline.	Pass / Fail
Project Design	The project improves cycling safety and the design conforms to the latest TAC Bicycle Facility Design Guidelines or other recognized bicycle facility design guidelines (if not covered in TAC Guidelines).	Pass / Fail
Project Priority	The project demonstrates a high priority among the bicycle projects in the Local Government.	Pass / Fail

Tier 1 is a pass-fail evaluation with the understanding should a project fail in any of the above four criteria, the project will not receive allocated or competitive funding. Projects applying for competitive funding from the BICCS or WITT programs must also meet Tier 2 evaluation.

Once TransLink staff is satisfied that the project applications meet the appropriate Program Guidelines, projects requesting allocation funding will be reported to the RTAC Transportation Planning Subcommittee for endorsement. Subsequently, the projects are submitted to TransLink's Capital Management Committee (CMC) for funding approval. Once approved, TransLink will draft project specific contribution agreements and administer the funding.

5. COST ELIGIBILITY

Project components that are considered essential to the successful delivery of the project (e.g. planning, design, consultation, and construction) are generally eligible for cost share.

In general, the costs of project components acquired or completed prior to the approval of the MRNB Upgrade projects are not eligible for “retroactive” cost sharing under this program. In other words, only those costs incurred after the project is approved by CMC, or on such date the Local Governments are notified in writing by TransLink, will be eligible for cost sharing.

Any project related property acquisitions in 2002 or later are eligible for cost share at its original purchase price (e.g. not current market value). Such costs are eligible only for property actually required to complete an approved MRNB project (e.g. property required for a proposed “ultimate” alignment is not eligible if the current project involves construction to an “interim” standard) and are only reimbursed when the approved project is completed.

Project components that are not eligible for cost sharing under the MRNB Program include:

- project components acquired or completed prior to approval of the MRNB project (with the exception of preliminary planning & design work and certain property costs);
- Local Government overhead (e.g. senior management time, general office support, or other non-direct staff costs);
- utility costs (including regular, long-distance or cellular phone charges);
- financing (e.g. internal or external costs of borrowing TransLink’s contribution, from the date of actual expenditure to the date of receipt of TransLink’s contribution following completion of the project);
- assets such as small tools that are normally charged against income;
- equipment, furnishings and fittings used for normal administrative purposes (e.g. office furniture, personal computers);
- vehicles;
- gifts in kind;
- auditing or accounting fees, incurred in the normal course of municipal operations;
- legal services;
- operations;
- maintenance; and
- repair, rehabilitation or replacement of existing infrastructure, except for rehabilitation of major MRN structures (e.g. bridges).

6. ADMINISTRATIVE PROCEDURES AND REQUIREMENTS

6.1 PROJECT APPLICATION

Local Governments are required to submit project applications to TransLink - by the deadline indicated on the application form - for proposed projects to be considered under the following calendar year's MRNB Program,

Local Governments may apply for multiple projects to use all their MRNB allocated funding. Projects applying for MRNB allocated funding may also be combined with other funding programs such as BICCS and WITT programs if the scope of their project is eligible for funding under the respective program guidelines. If this is the intention, then Local Governments should indicate this on the application form. Local Governments are to apply for one project per application form. Projects requested funding from multiple funding programs should be identified on the application form for that project.

Local Governments may also submit applications for multiple program year funding. In this case, the project must apply for the funding program each year and separate contribution agreements would be issued for each funding program year. Note that the subsequent applications will all have the same deadline for completion as the first approved application.

Applications shall include a summary of anticipated funding sources for the project. Any previously approved and anticipated amount of funds from each source shall be noted, with the total amount equaling the project cost estimate. Possible sources of funding may include (but are not limited to):

- Local Government sources (e.g. Local Government general revenues, development cost charges, development levies, work agreements with private developer);
- requested amount of TransLink funding (e.g. MRNB Upgrade funding from previous program years, BICCS funding, WITT funding, MRN Structures funding);
- federal government grants;
- ICBC grants; and
- other provincial government grants (e.g. CIPP Grant).

The application form will consist of all TransLink funding programs (e.g. MRNB Upgrade funding, BICCS funding, WITT funding, MRN Structures funding). When filling out the form, please check all the funding programs that the Local Government is applying for so the associated questions related to the program will appear in the form. Local Governments are requested to fill one application form per project.

The application form for the 2023 MRNB, BICCS and WITT funding Programs will be made available to Local Governments through RTAC Subcommittee representatives.

6.2 PROJECT PHOTOS

For all MRNB Upgrade project applications, "Before" and "After" photos of the project need to be submitted to TransLink to demonstrate the value of the project prior to funding disbursement. The "Before" photo will be requested at the project application stage, and the "After" project photo will be requested at the Payment Request stage after the project has been completed.

6.3 PROJECT PRESENTATIONS

For MRNB applications, Local Governments can meet with TransLink staff to present additional project details. These project presentations are optional. Please indicate on your application form if you would like to present your project to TransLink.

6.4 PROJECT EVALUATION AND APPROVAL

TransLink staff will review all MRNB project applications. Incomplete applications will be returned to the Local Government for completion. Additional information or clarification may be requested during the review process.

Projects requesting MRNB funding will be reviewed and scored by TransLink staff according to evaluation criteria previously described in **Section 4.0**. The approved projects and funding distribution will be reported to the RTAC Transportation Planning Subcommittee and RTAC. Subsequently, the endorsed projects are submitted to TransLink's CMC for funding approval. Once approved, TransLink will draft project specific contribution agreements and administer the funding.

6.5 PROJECTS ALONG THE MAJOR ROAD NETWORK (MRN) AND/OR TRUCK ROUTE NETWORK (TRN)

Local Governments must provide additional supporting documents for any project that impacts the people-moving capacity along the Major Road Network (MRN). All projects that impact the people-moving capacity along the MRN must include a Letter of Approval signed by the Director of Infrastructure Programs, per the SCBC Transportation Authority Act.

6.6 PROJECTS ON OR CROSSING JURISDICTIONAL BOUNDARIES

Local governments are required to submit letters of support from adjacent jurisdictions for any project on or crossing jurisdictional boundaries. The letter of support is required at the time of submitting a funding application.

6.7 PROJECT IMPLEMENTATION AND FUNDING DEADLINE

Local Governments are solely responsible for the implementation of approved MRNB projects in accordance with a project-specific contribution agreement. Local Government responsibilities include, for example, project management, permitting, design, construction and inspection. TransLink responsibility is limited to the provision of funding per the contribution agreement.

Projects generally must be completed within four years to be eligible for MRNB funding (the Program year from which the funding was first awarded is considered Year 1). For example, all 2023 MRNB Program projects are to be completed by December 31, 2026.

For all completed MRNB projects, Local Governments must submit a Request for Payment within 60 days after the project completion with proof of all costs expended by the deadline.

6.8 COMMUNICATION MATERIALS AND PROJECT SIGNAGE

Local Governments will notify TransLink when preparing any communication materials on TransLink funded projects (e.g. project signage, press releases, newsletters and brochures, public events), so that TransLink staff has an opportunity to provide input prior to the release of information. Specific requirements regarding project recognition signage are included under Section 3.5.6 of the project funding agreement. Refer to the project funding agreements for additional details.

6.9 PROJECT STATUS UPDATE

For the purposes of cash flow forecasting and budgeting, TransLink requires project updates four times a year for all active projects until the Project is completed. This will provide TransLink with an overview of the progress of the work in relation to the project milestones. Project updates must be submitted by the following deadlines in each year:

- End of February;
- End of May;
- End of August; and,
- End of November.

6.10 REQUEST FOR CHANGE TO APPROVED PROJECTS

6.10.1 SCOPE OF WORK CHANGES

If a Local Government plans to change the scope of work of an approved project, the Local Government can request the scope change in writing, along with supporting documentation, to TransLink for consideration. The request will be subject to approval by the Director of Infrastructure Programs. Approval of all changes must be confirmed in writing by TransLink.

6.10.2 EXTENSION OF COMPLETION DEADLINES

The project completion deadlines for approved MRNB Program projects may be extended for projects that have received documented commitments demonstrating any third-party funding which has allowed for additional time to complete the project. Projects may also be granted extension if they can demonstrate delays caused by third parties which are outside of the control of the project. Contractor retainment, staffing challenges, project priority, cost escalations or supply chain issues are not considered issues caused by third parties as it is expected that these risks have been considered prior to application submission.

The maximum extension that can be provided is one year.

6.10.3 FUNDING TRANSFERS (TRANSLINK CONTRIBUTION AMOUNT)

If a Local Government submits a Request for Payment showing the agreed-upon scope of work was completed under budget, the Local Government can request in writing at that time to transfer the remaining TransLink funding to one still-open² project within the same program year that is estimated to be over budget. Once funds are transferred into a project, no further funds can be transferred into or out of that project. Transferring funds from one program year to another year is not permitted.

Alternatively, remaining TransLink funding may potentially be transferred to one still-open project in a different funding program but in the same program year; however, this is dependent on the approval of the transfer.

Requests for funding transfer equal or less than \$100,000, the Director of Infrastructure Programs will be approving the transfer request. For all other amounts, TransLink's CMC will be approving the transfer request.

Under no circumstances shall the transferring of funds between projects result in the TransLink contribution to a project exceeding 50% or 75% of the eligible costs, net of contributions by provincial or federal governments or agencies.

6.11 MULTIPLE PROGRAM YEAR FUNDING

A local government may apply for funding in multiple program years for the same project. In this instance, funding approved to supplement a previously approved project will automatically obtain the same timeline as the original approved funding (e.g. A project approved in 2023 can receive funding in years 2024, 2025 and

² This is a project that is either still under construction or is complete but a request for payment of TransLink's contribution has not yet been submitted. Funding cannot be transferred to projects for which TransLink has already paid its contribution.

2026 but all funding must be used by December 31, 2026). This allows local governments to apply for up to four years' worth of funding to a single project; however, funds from a future year are provisional and subject to TransLink's annual budget review and approval process, and therefore cannot be guaranteed.

Under no circumstances shall the total funding from multiple Program years result in the TransLink contribution to a project exceeding 50% (or 75%) of the eligible costs. Should a project be granted an extension, this project is no longer eligible to request additional funding.

Under no circumstances shall the total funding from multiple Program years result in the TransLink contribution to a project exceeding 50% or 75% of the eligible costs, net of contributions by provincial or federal governments or agencies.

6.12 MULTIPLE PROGRAM FUNDING

A Local Government may apply for funding from multiple funding programs (e.g. BICCS, WITT, and MRN Structures) for the same project if the project meets each funding programs' eligibility criteria. In this instance, the project may apply for funding from both allocated and competitive portion of the funding programs; however, funds from the competitive portion are not guaranteed and will be dependent on the project evaluation score. Applicants must use all their allocated funding before qualifying for the competitive fund. For more details on the competitive portion of the funding programs, please refer to the respective program guidelines (BICCS, WITT).

If the project is eligible for multiple funding programs, the project may also apply for funding in multiple program years for the respective funding program (e.g. applying for BICCS funding for consecutive years). In this instance, funding approved to supplement a previously approved project will automatically obtain the same timeline as the original approved funding (e.g. A project approved in 2023 can receive funding in years 2023, 2024, 2025 and 2026 but all funding must be used by December 31, 2026). This allows Local Governments to apply for up to four years' worth of funding to a single project; however, funds from a future year are provisional and subject to TransLink's annual budget review and approval process, and therefore cannot be guaranteed.

Under no circumstances shall the total funding from multiple funding programs and in multiple program years result in the TransLink contribution to a project exceeding 50% or 75% of the eligible costs, net of contributions by provincial or federal governments or agencies.

6.13 TRADING OR COMBINING OF LOCAL GOVERNMENT ALLOCATIONS

Trading of MRNB allocations between Local Governments is not permitted. However, Local Governments may combine their funding allocations for projects that cross municipal boundaries or that otherwise benefit both Local Governments. Combining of allocations would only be done with the consent of each affected Local Government, as confirmed by an appropriate resolution of each Council or letter of agreement from senior Local Government staff, and approval of TransLink.

6.14 REQUESTS FOR PAYMENT

TransLink will reimburse a Local Government for up to 50% or 75% of the eligible costs for a MRNB Upgrade project, net of contributions by any provincial or federal governments or agencies, up to a maximum dollar amount as set out in the relevant contribution agreement.

TransLink will pay its share of costs directly to the Local Government once:

- the contribution agreement for the project has been properly executed by both TransLink and the Local Government; and
- the project is complete; or
- if the Project is not completed by the project deadline but construction is greater than 50% complete, TransLink will reimburse the Local Government for up to 50% or 75% of actual Eligible Costs incurred

by the project deadline, or the sum of the total approved TransLink contribution(s) for the project, whichever is less.

Otherwise, TransLink will not provide any reimbursement for the project. In addition, TransLink does not provide progress payments. For projects that have multiple TransLink contribution agreements, all funding from TransLink will be paid at the same time.

As defined in the contribution agreement, a project is deemed to be complete when:

- the work is ready for use, or is being used, for its intended purpose; and
- the total value of all incomplete, defective and/or deficient work does not exceed 3% of the maximum project budget set out in the contribution agreement.

Requests for payment of TransLink contributions shall be submitted to TransLink within 60 days after completion of the project. Requests which are submitted late may not be processed and funding may be forfeited.

Requests for payment of TransLink funds must be made in writing and accompanied by the following:

- 1) **Contribution Payment Request Form** containing:
 - description of the actual work completed and any scope change from the original application;
 - certification by the City Engineer (or equivalent) that the project is complete, as defined in the agreement, and that the project met or exceeded specifications and standards set out in the contribution agreement, if any, and those standards or specifications set by the Local Government;
 - certification by the Local Government's Chief Financial Officer (or equivalent) that the Eligible Costs as stated have been incurred by the Local Government, are attributable to this Project, are correct, and are net of any provincial or federal tax rebate.
- 2) **Project Cost Statement** which must include the total amount of eligible costs, and the total amount of provincial and federal contributions, if any; and the project cost statement must be sufficiently detailed to confirm that the project costs are:
 - actual expenditures (e.g. not commitments, forecasts or budget amounts) for the components identified as part of the MRNB application (e.g. separate cost for the MRNB component of a project that may consist work on the MRN, Ministry roads, and Local Government roads). If multiple funding programs are used for a project, actual expenditure for the components identified in the MRNB, BICCS, WITT, and MRN Structures application can be group together;
 - eligible for reimbursement under the MRNB program;
 - net of any HST or provincial or federal tax rebate; and
 - net of contributions made by provincial or federal governments or agencies.
- 3) All **proof of costs**³ (for cost items that exceed \$10,000) expended by the project deadline.
- 4) Photos of the completed project ("After" photo) to demonstrate the completed work.
- 5) For projects with added vehicle travel lane-km to the MRN, supporting information that clearly depicts the location of new/revised lanes is required. Such information can be any image or sketch with landmark reference points that show the new lanes. Examples are PDF maps of recent aerial photos or spatial data with as-built lane configurations.
- 6) **Request for Payment Checklist** to ensure that the submission package meets all requirements set out by TransLink.

³ This includes invoices from consultants, progress payments from contractors and accounting spreadsheets for internal work that show enough detail to identify that costs are eligible under the program guidelines.

A request for payment will not be processed until it is completed to TransLink's satisfaction. The Contribution Request form and checklist can be requested via ipme@translink.ca.

6.15 UNALLOCATED FUNDS

Allocated MRNB Upgrade funding that is not used by Local Governments could be potentially forfeited for the program year or potentially combined with the BICCS Competitive funding program but is dependent on the approval of the transfer. Requests for funding transfer equal or less than \$100,000, the Director of Infrastructure Programs will be approving the transfer request. For all other amounts, TransLink's CMC will be approving the transfer request.

In any year that the MRNB Upgrade funding program has forfeited funding, that portion will be retained by TransLink for other uses. At TransLink's discretion, these unused funds may be transferred to a TransLink initiated project with a Local Government. Forfeited funds may also be pooled or assigned in part or whole to another project on a cost shared basis provided that it is approved by RTAC and TransLink's CMC. It is also possible that forfeited funds may not be used and will be returned to TransLink's CMC.

APPENDIX A MAJOR ROAD NETWORK (MRN) PRINCIPLES

1. Role of SCBCTA in MRN

The role of the SCBCTA with respect to roads should primarily be limited to achieving overall coordination, planning and funding of the Major Road Network. SCBCTA funding to Local Governments is conditional on meeting certain criteria. However, the autonomy of the Local Government with respect to decisions concerning municipally owned roads within its boundaries should be absolute, excepting only the case where a Local Government wishes to decrease the person-trip capacity of an element of the Major Road Network

2. Advisory Committee(s)

The principal source of staff advice to the SCBCTA Board, with respect to the Major Road Network, should be the staff of local Local Governments gathered together in advisory committee(s). The role of SCBCTA staff, with respect to the Major Road Network, should largely be to support and complement such advisory committees, rather than be independent and apart from such committees. However, after consultation with advisory committee(s), SCBCTA staff may report to the SCBCTA Board on any matter with respect to which there is an unresolved difference of opinion with advisory committees.

3. Role of RTAC

The Regional Transportation Advisory Committee (RTAC), comprising staff appointees from each Local Government, will provide policy and technical advice to the SCBCTA Board together with SCBCTA staff. On matters of broad significance, the RTAC should report through RAAC; on other more specific, technical and day to day matters, such as the application of specific policies and service standards or guidelines, or the evaluation and funding of specific projects the RTAC and SCBCTA staff will report directly to the SCBCTA Board.

4. Declassified Provincial Roads

Any road declassified by way of the Agreement to establish the SCBCTA will be included in the Major Road Network at the sole discretion of the Local Government in which it is located.

5. Municipal MRN Elements

Any other road may be proposed for inclusion by the Local Government in which it is located; the SCBCTA will not consider a municipally owned road for inclusion in the Major Road Network unless that road has been so proposed by the Local Government;

6. Establishing the MRN

The SCBCTA Board, on advice from the RTAC and SCBCTA staff, will establish guidelines for evaluating proposals to include roads in the Major Road Network and consider proposals to include roads in the Major Road Network in accordance with those guidelines.

7. Removing Roads from the MRN

Once included in the Major Road Network, roads can only be removed in accordance with the provisions of the Greater Vancouver Transportation Authority Act. However, SCBCTA funding for roads in the Major Road Network is contingent on Local Governments abiding by the agreed upon standards to maintain the functionality of the network.

8. Funding of Declassified Roads

The SCBCTA will provide 100% of the funding necessary to operate, maintain and rehabilitate declassified roads retained within the Major Road Network to an agreed upon set of standards or guidelines.

9. Funding of Municipal MRN

The SCBCTA will initially provide seventy percent of the funding necessary to operate, maintain and rehabilitate the municipally owned roads in the Major Road Network. This percentage will be adjusted from year to year within SCBCTA budget limits, so that one hundred percent funding is provided after four years.

10. Block Funding Formula and Adjustments

Funding for the operation, maintenance and rehabilitation of the Major Road Network will be distributed directly to Local Governments on a block funding formula, based on the proportion of lane kilometres in a Local Government to the total lane kilometres in the Major Road Network. Adjustments will be made to account for:

- the initial difference in funding levels for declassified and uploaded roads,
- the need for the SCBCTA to fund the rehabilitation of declassified roads which do not meet the established standards or guidelines,
- the need to recognize the responsibility of Local Governments to fund the rehabilitation of uploaded roads which do not meet the established standards or guidelines,
- in the case of uploaded roads which do not meet the established standards or guidelines, the SCBCTA will withhold for those roads, or sections of roads, the portion of the Block Funding related to pavement rehabilitation, but will pay those funds which are to fund other road activities.

Operation, maintenance and rehabilitation funds provided by the SCBCTA can only be spent directly on the Major Road Network and the Local Governments shall keep a record of all expenditures for audit purposes. Where appropriate for effective program management, SCBCTA, on recommendation from RTAC, may pool and reserve funds for rehabilitation for allocation on a project basis.

11. Operations and Maintenance Standards and Guidelines

RTAC in conjunction with SCBCTA staff, will develop overall standards or guidelines for the operations and maintenance for roads in the Major Road Network, establish current average conditions of the Major Road Network, develop reliable per lane kilometre estimates of the costs to operate, maintain and rehabilitate roads of average condition to the proposed standards. For the purpose of establishing per lane kilometre costs, the SCBCTA, after advice from RTAC and SCBCTA staff, may establish criteria for the allocation of overhead and ancillary costs to road work.

12. Annual and Longer-Term Capital Plans for MRN

As part of its overall Strategic Transportation Plan process the SCBCTA Board, having fully consulted RAAC and the RTAC, will adopt annual and longer term capital plans for the Major Road Network, circulate them to Local Governments for review and comment, provide for input from the public and other levels of government as appropriate, and submit final draft plans to the GVRD Board for ratification.

13. Establishing Funding Sources

The capital plans will establish the appropriate funding sources for the projects in the plan, including any cost sharing agreements.

14. Minimum Capital Budget Allocation

To ensure a reasonable base level of funding for ongoing capital improvement to the Major Road Network, the SCBCTA shall include in its budget submission a capital budget allocation for ongoing capital improvement of the Major Road Network.

15. Local Government Council Approval of Capital Projects

The approval of the Local Government council is required for a capital project to proceed within its jurisdiction.

16. Local Government Procurement of Projects

Local Governments will be responsible for carrying out the projects contained within the approved capital plan except for facilities which are wholly owned by the SCBCTA.

17. Municipal MRN Projects

Local Governments may carry out other capital projects on the Major Road Network, not provided for in the approved SCBCTA capital plan(s), without financial support from the Authority, subject to the dispute resolution procedure concerning projects which would reduce the people carrying capacity of the Major Road Network.

18. Disputes

A dispute is defined as a disagreement between the SCBCTA and a Local Government regarding issues such as the inclusion of roads in or removal of roads from the Major Road Network; definition and application of standards and guidelines; audited statement of expenses claimed by a Local Government to operate, maintain and rehabilitate Major Roads; capital project(s) proposed by a Local Government which reduces the capacity of an element of the network; or any other matter brought forward by the SCBCTA and a Local Government voluntarily for dispute resolution.

Where necessary to achieve resolution, disputes will be referred to a third-party dispute resolution mechanism.

19. Consultation

The SCBCTA will consult with Local Government councils, consult with the public or participate in Local Government sponsored public consultation processes, and consult with and seek the cooperation of Local Government staff, through RTAC, on all matters of Local Government or public interest.

NB. These 19 “Major Road Network Principles” were approved by the Board on May 31, 1999.

APPENDIX B MAJOR ROAD NETWORK CRITERIA

During development of the road network, the following original eligibility requirements were used – “A road is included in the Major Road Network if it:

- provides intra-regional access to predefined regional activity centre(s); AND
- carries:
 - minimum of 70% trips longer than 10 km in the peak hour and peak direction and total peak hour, peak direction traffic volume greater than 800 vehicles per hour; OR
 - minimum of 10 through buses in the peak hour and peak direction; OR
 - minimum of 800 trucks per day; AND
- meets an overall check for reasonableness and completeness.”⁴

Updated MRN objectives were identified in 2018 as part of the development of the Regional Road Network Strategy:

1. Facilitates intra-regional travel of people and transportation of goods.
2. Connects regionally significant destinations.
3. Forms an interconnected and complete network.
4. Moves high volumes of general-purpose vehicles, transit passengers and/or trucks.
5. Maximizes safety of travel.
6. Maintains road and bridge structure conditions in a state of good repair to support all modes.
7. Minimizes adverse impacts to adjacent neighbourhoods.
8. Expands over time to meet the needs of a growing population and economy.

⁴ Approved by the Board on December 9, 1998 as part of the report titled, “**Establishment of the Major Road Network: Recommended Guidelines and Network**”.

APPENDIX C MRNB PROGRAM DESCRIPTION AND GUIDELINES UPDATE LIST

The following table summarizes key updates to the Guidelines. It does not include minor or editorial changes.

Version	Section or Appendix	Description	Approved by (Date)
Oct 2017	All	New MRN Upgrade Program	RTAC (Sept 21, 2017)
Jul 2012	All	New MRN Management Framework	TransLink Board (July 13, 2012)
Dec 2009	All	Revised document to reflect Program Administration Efficiencies approved by RTAC in December 2009	TransLink Board (Dec. 2009)
	Appendix F	Updated Project Cost Statement	TransLink staff (June 2004)
	Appendix B	Updated Major Road Network	TransLink Board (March 23, 2004)
Feb. 2003	Section 1.1 Appendix B	Updated description of the MRN, based on Greater Vancouver Transportation Authority (TransLink) Bylaw No. 2002-26	TransLink Board (Dec. 11, 2002)
Feb. 2003	Section 3.1 Section 3.4	Clarification of the eligibility of emergency vehicle pre-emption systems	RTAC (Dec. 5, 2002)
Feb. 2003	Section 4.6 Appendix F	Addition of a "Project Cost Statement" form	RTAC (Dec. 5, 2002)
Feb. 2003	Section 3.4	Discussion of eligible costs for engineering and project administration	RTAC (Dec. 5, 2002)
Feb. 2003	Section 1.2 Section 3.1	Addition of structural rehabilitation and seismic upgrading as an eligible project type	TransLink Board (June 27, 2002)
Feb. 2003	Section 3.4	Clarification of the eligibility of property acquisition costs	RTAC (June 13, 2002)
Feb. 2003	Section 3.1	Clarification of project location ("on" the MRN) as criterion for MRN Minor Capital project eligibility	RTAC (May 2, 2002)
Feb. 2003	Section 3.1	Clarification of the requirement that a project benefit the MRN to be eligible for funding	RTAC (May 2, 2002)
Feb. 2003	Appendix F	Clarification of the procedure for combining funding from more than one TransLink program	RTAC (May 2, 2002)
Feb. 21 2002	All	Original version	TransLink Board (Feb. 21, 2002) RTAC (Dec. 20, 2001)

APPENDIX D LIST OF PROGRAM FORMS

The following program forms can be requested from TransLink via email (ipme@translink.ca).

MRNB Program

- MRNB, BICCS, WITT Project Application Forms
- Project Status Report
- Contribution Payment Request Form
- Project Change Request Form

OMR Program

- OMR Expenditure Report
- MRN Structures Application Forms