

MRTA MAINTENANCE PROGRAM GUIDELINES

Program Goal: To support the maintenance, management and refurbishment activities of Manitoba TCT associations in order to maintain the TCT in a manner that provides for a safe and enjoyable experience for TCT users.

Eligible Applicants

Local trail associations responsible for maintaining the TCT in Manitoba. Sub-groups (responsible for the maintenance of trail portions within TCT association sections) may apply for assistance within their applicable TCT association application. Approved funding may be directed towards these sub-groups through the appropriate TCT association.

- Must be a member of the MRTA
- Trail associations and/or sub-groups must provide proof of insurance to be eligible for funding.

Eligible Projects

Maintenance, or routine maintenance, consists of day-to-day or regular activities (undertaken to make the trail passable and enjoyable for users. Examples may include:

- Resurfacing/patching along deteriorated treadway
- Mowing, trimming, brushing
- Bridge, furniture, shelters and other structural maintenance/repair (ex. replacing rotten/damaged material; painting furniture and other structures, etc.)
- Signage replacement/repair

Non-Eligible Projects

The following will not be considered for either refurbishment or maintenance funding:

- Trail development (assistance may be available through the existing Trail Development Program)
- Refurbishment Projects
- Marketing
- Other uses that would not relate to the permitted uses outlined above

Eligible Maintenance Costs

- Materials for resurfacing or structural repair
- Fuel for maintenance equipment
- Plants (as related to trail repair and/or enhancement)
- Paint
- Equipment repair (for equipment owned by a trail association) and rental
- Other costs associated with routine maintenance that are deemed appropriate by the MRTA

Ineligible Maintenance Costs

- Purchase of land, tools and equipment (it is expected that individual trail associations will raise money to purchase their own equipment)
- Legal fees
- Consultant's fees
- Finance charges, meals and travel costs
- Expenses incurred prior to the formal approval of funding for the project
- Volunteer Labour costs

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How To Access Funding

1. Identify Maintenance leader for each TCT association

Maintenance leaders would be responsible for:

- Overseeing maintenance and monitoring/reporting of their trail section
- Applying for refurbishment grants and maintenance funding
- Contacting appropriate parties responsible for maintenance concerns when issues are identified outside of regularly monitored areas
- Assisting with trail audit / inventory

2. Develop a 3-year maintenance plan/budget (identifying foreseen maintenance activities and costs over this 3-year period)

a. Fill in form

- i. Identify maintenance activities
- ii. Identify location maintenance activities will occur
- iii. Approximate timing of work (season)

b. Identify areas on map

3. Submit to the MRTA along with proof of insurance

Payment of Maintenance Funding

The MRTA will fund Manitoba TCT associations' maintenance activities to no more than the maximum annual eligible amount per trail association provided that Manitoba TCT associations submit the following:

- To be eligible to continue to receive annual maintenance funding the TCT trail associations must annually submit
 - a brief maintenance report that includes:
 - A log of costs (supported by photocopied receipts);
 - Tasks completed over the course of the year;
 - Adjustments to the maintenance plan (if any)
 - a completed trail condition survey (of the whole length of trail within the association's jurisdiction)

Successful maintenance applications will be paid at 100% of the approved funding prior to the maintenance year.

Members of the Grants Committee may visit maintenance sections to review progress and verify that maintenance is being undertaken. Groups not complying with maintenance obligations may have subsequent applications withheld as determined by the Grants Committee.

The amount approved may be less than the amount requested by the applicant.

Application Deadlines

Maintenance applications will be assessed annually applications must be submitted by January 31st.