



1.0 GENERAL

The Transit Minor Betterments (TMB) Program is administered by the Clean Transportation & Programs Branch (CTPB) at the B.C. Ministry of Transportation and Transit (MOTT). TMB aims to promote transit in communities across B.C. by providing up to \$100,000 towards eligible projects. Projects can include those that support services delivered by BC Transit, TransLink, and community passenger transportation entities (e.g., local/ regional governments, First Nations communities and organizations, not-for-profits, and other organizations at the discretion of CTPB).

2.0 PROGRAM GOAL

Public transit enables people to access jobs, education and participate in their communities. It also plays a social role in transporting people who may experience transportation challenges due to distance, medical, financial, or physical limitations.

The goal of the TMB Program is to fund minor transit-supportive projects that improve the transit experience, such as bus stop shelters and lighting, accessibility improvements, and signage or wayfinding support.

MOTT also offers the [Active Transportation Grant Program](#), which provides funding to active transportation projects such as walkways and bike lanes.

3.0 PROGRAM OBJECTIVES

The objectives of the TMB program are:

- **Safety:** improve the operational and personal safety of transit for riders, pedestrians, operators, and other road users.
- **Supporting Partners:** responsive to local requests for improvements on provincial highways or publicly supported transit and passenger transportation.
- **Ridership:** increase transit usage and improve the quality of the transit experience.
- **Accessibility:** enable access to transit for those with mobility challenges.
- **Integration:** enable smooth connections between transportation modes and service providers.
- **Equity and Reconciliation:** support access to public transit for equity-deserving and disadvantaged people, and First Nation communities.

All TMB projects must support one or more of these program objectives.

4.0 PROGRAM INTAKE

There is no intake period for TMB applications – they are accepted on a rolling basis, meaning that applications can be submitted at any time within the fiscal year, so long as projects can be completed during the fiscal year in which they are approved. **Projects that are not completed within the fiscal year of approval are not eligible for reimbursement.**

5.0 PROGRAM INFORMATION

Program Details:

- Funds do not carry over to the next fiscal year, and approved projects or project phases must be completed within the fiscal year of approval.
- Each project can receive a maximum of \$100,000 funding. Note that TMB does not cover GST.
 - Total project costs are permitted to exceed this amount.
 - Other financial contributions from partners are permitted.

Program Parameters

- Projects must be completed in the fiscal year in which they are approved.
 - This limitation does not preclude approval of multi-year projects that are applied for in discrete fiscal year components. Note that funding is not guaranteed across multiple years.
 - Projects for transit shelters on municipal land are encouraged to apply for the [BC Transit Shelter Program](#).
- Projects that support BC Transit, TransLink, or BC Ferries services require endorsement to ensure transportation agency support. This can be done through a letter of endorsement.
- Projects that support other passenger transportation services, such as community shuttles or long-distance ground transportation, are also eligible.



5.0 PROGRAM INFORMATION CONTINUED

- If projects are delivered by third parties (e.g., local governments or First Nation entities) on MOTT Right-of-Way (RoW), additional permits, licenses, confirmation of insurance, and agreements may be necessary.
- **Applicants are encouraged to connect with the MOTT Regional or District office responsible for the project location to discuss the needs of their application.**

Program Administration

- Recipients are required to submit adequate reporting documentation (refer to section 7), which must be reviewed and approved by CTPB to receive funding following project completion. Projects will not be reimbursed prior to completion, and required agreements and insurance must be in place and approved prior to work commencing.
- Ongoing staff costs are not eligible for reimbursement.

6.0 PROGRAM GUIDELINES

Eligible Applicants:

- MOTT District/Regional Offices;
- Local governments;
- First Nation communities or organizations;
- Organizations working in partnership with a local government or First Nation community (e.g., economic development corporations or not-for-profit organizations);
 - A letter confirming the partnership is required.
- TransLink or BC Ferries;
- Other Provincial ministries;
- Other organizations at the discretion of CTPB.

Eligible Projects:

- Transit shelters, benches, lighting, and other bus stop amenities;
- Signage and wayfinding support;
- Bus pullouts or other paving improvements;
- Accessibility enhancements such as sidewalk improvements, expanded concrete pads, and supports for sensory impaired riders;
- Park & Ride facility improvements;
- Engineering studies and designs relevant to transit;
- Other transit-supportive projects as approved by CTPB.

The following projects and costs are not eligible for funding:

- Vehicle purchases;
- Ongoing operating costs such as regular staff costs;
- Projects that are eligible to be funded through the BC Transit Shelter Program that are located on municipal right of way.



7.0 REPORTING REQUIREMENTS

- **By the end of Q1, Q2, and Q3 (June 30, September 30, December 31 respectively) the following must be submitted by project contacts to CTPB:**
 - Percentage of project completion to date;
 - Estimate of costs incurred to date;
 - Forecast of expenses to the end of the project;
 - Estimated completion date.
- **Before March 15 (approaching the end of Q4), the following must be submitted:**
 - Original invoices for work completed.
 - Project close-out report, which includes:
 - A description of work completed and objectives achieved;
 - Copies of deliverables (if applicable);
 - Before and after photos (if applicable);
 - A summary of expenditures incurred, consistent with invoices submitted.
 - An invoice from the recipient to MOTT for all expenses claimed, which references the Letter of Agreement identification code for the project.

8.0 APPLICATION INFORMATION

Application Evaluation

Project applications will be evaluated based on the following criteria. Note that preference is given to projects located on MOTT RoW that are supported by the appropriate MOTT Regional or District Office. Applications that meet these criteria are the most likely to be approved:

- The proposed project supports one or more of the Program Objectives (section 3).
- The application form is fully completed, and includes all relevant information, including supporting documents such as maps and design plans if applicable.
- The project has received the appropriate endorsements from transportation agencies (BC Transit, TransLink, or BC Ferries) and local governments or other partners.

Other ways to improve your application include:

- Establish a detailed description of work tasks to be completed and clear timelines for completion.
- If your project is located on MOTT RoW, connect with the MOTT Regional or District Office responsible for that area to discuss how to best move forward with your application. Refer to the [B.C. Government website](#) for the most up-to-date MOTT Regional and District Office contact information.

STEP-BY-STEP APPLICATION PROCESS

1. Applicant submits a TMB Application (form below) to: transitminorbetterments@gov.bc.ca
2. CTPB reviews the submitted materials and approves or rejects the application, then communicates the decision to the applicant.
3. For approved projects, CTPB will draft a Letter of Agreement, setting out terms and conditions, roles and responsibilities of the Ministry and the Recipient, and reporting requirements, to be signed by both parties, as well as a Certificate of Insurance form to be completed by the applicant's insurer.
 - For projects managed by a MOTT Regional or District Office, a document will be provided in place of a Letter of Agreement.



Date of Application:

Submit to: transitminorbetterments@gov.bc.ca

PROJECT MANAGER

FINANCIAL CONTACT (if different from left)

Name:

Name:

Title:

Phone:

Title:

Phone:

Email:

Email:

PROJECT INFORMATION

BCMoTT Region:

BCMoTT District:

Project Location:

Right-of-Way:

MoTT Contact Name & Email (if different from 'Project Manager' above):

Project Description: the proposed project deliverable(s), a description of invoiceable work tasks to be done, and estimated timelines

PROJECT OBJECTIVES ACHIEVED

Safety

Supporting Partners

Ridership

Accessibility

Integration

Equity & Reconciliation

Explain how the proposed project achieves each program objective:

COSTS, FUNDING & TIMELINE

Total Project Cost

Financial contribution from other partners or programs

Partner & Program Name

Amount of funding requested

Fiscal Year 1 (Phase 1):

Will the project need to be completed in the multiple phases over multiple fiscal years?

Yes

No

Note:

Phase 1 approval does not guarantee approval for subsequent Phases.

Fiscal Year 2 (Phase 2):

Fiscal Year 3 (Phase 3):

Transit Agency Rep:

Title:

Project Endorsed?

Yes

No

Date:

Partner Organization and Rep: Title:

Project Endorsed?

Yes

No

Date:

Party responsible for maintenance upon completion:

Ministry

Local Government

Transit Agency

Other

Outstanding issues/key risks:

Additional Information/context: