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June 28, 2022

Ms. Trudy Payne
Chief Administrative Officer
Municipality of the District of Shelburne
P.O. Box 280
Shelburne, NS B0T 1W0

Dear Ms. Payne:

RE: COST SHARE AGREEMENT 2020-019

The Department of Public Works expects to fund, subject to budget approval, the paving, repaving and double chipping of Subdivision streets during the 2023-24 construction season.

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

As per section 3.1 and 3.2 of the agreement, **“if the Municipality uses a petitioning process to determine which Village and Subdivision Streets will be cost shared the petition must be completed prior to submitting the list on or before October 17, 2022”.**

Attached, you will find a Road Submission List to be filled out electronically and returned to me electronically by October 17, 2022.

Examples on how to fill out the form is provided. Due to funding limitations, please limit your priorities to a maximum of ten candidates **and please put these in order of priority**. If any of the columns are not filled in, the list will be rejected by the Province and you will be asked to re-submit.

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

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

Please consider your Municipality's fiscal funding limitations when preparing your list and limit the list to only the projects the Municipality intends to fund in fiscal 2023-24.

Sincerely,

Laura Cunningham

Laura Cunningham
Capital Program Administration Officer

c: Craig Smith – Construction Manager, Western

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

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

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

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

* Upgrading Options		
Current Road Status	Upgrade to Double Chip Seal	Upgrade to Pavement
Gravel / RAC	Yes	Yes
Sand Seal / Chip Seal	No	Yes
Pavement	No	Yes