



# ON-LINE PROGRAM GUIDE

## BUILDING CANADA FUND - COMMUNITIES COMPONENT

**On-line Program Guide – Communities Component**  
**June 2008**

## **INTRODUCTION**

The purpose of this on-line program guide is to provide you with as much relevant program information as possible to assist you in completing your on-line application form. Here, you will find information on various topics such as; eligible project categories, mandatory criteria and other program documentation. It is important that you read through this on-line program guide carefully before submitting your application form.

The Communities Component (CC) of the Building Canada Fund (BCF) will assist those communities, across Canada, with a population of less than 100,000, as per the 2006 Census. Your project will respond to the broader federal objectives of economic growth, cleaner environment, strong and prosperous communities.

## **APPLICATION FORM GUIDELINES**

This section will provide you with an overview of the Communities Component of the BCF. It will provide you with all the information you need to know in order for you to fill out the application. Links and guides are also available to assist you in completing on-line application, such as: how to enter responses in the on-line application; what relevant information should be provided in response to application sections and the details required; how and what to upload, download, etc.; and when you can expect a notice of approval or non-approval.

## **PROJECT JUSTIFICATION GUIDELINES**

The intent of this section is to assist you in writing the justification for your proposal, very much like a business case for your project. Each section will explain and describe the relevant information that you should provide in your proposal. A checklist is also available to help you ensure that all the required information is captured prior to you uploading this document along with your on-line application.

## **PROVINCIAL REQUIREMENT GUIDELINES**

The intent of this section is to provide with you additional information which is specific to your province. The provincial requirements set out in this guide have been developed by the Province of Prince Edward Island.

## **ELIGIBLE CATEGORIES**

This section is to provide you with the list of eligible project categories under which you may apply. Additional sub-categories and criteria that will apply to your project are identified in the following section of this document.

## **CATEGORIES AND MANDATORY CRITERIA**

The intent of this section is to give you an overview of the mandatory criteria under the Communities Component of the BCF. For each eligible project category, individual program objectives, sub-categories and mandatory criteria have been provided. This information will assist you in understanding how your project falls under a given category, sub-category and the respective project outcomes that are identified for your project. The mandatory criteria listed is a sample of criteria that may be relevant to your project

and will be used in assessing, measuring and otherwise monitoring the progress of your project in order to achieve the project outcomes.

## **ELIGIBLE AND INELIGIBLE COSTS**

The intent of this section is to provide you with guidance in filling out the corresponding section of your on-line application. The list of eligible and ineligible costs is to be used as a guide and not to be used for decision-making purposes.

## **ENVIRONMENTAL ASSESSMENT GUIDELINES**

This section will assist in determining whether an environmental assessment (EA) of your project is required under the Canadian Environmental Assessment Act. Please indicate your responses with a check mark in the appropriate Yes or No column. You may then directly submit your responses to this section's checklist to the appropriate Environmental Assessment contact person by facsimile.

Please note that it may not be necessary to carry out an EA for your project. Should your project be considered for funding, you will be notified that your project is subject to requirements under the CEAA at that time: details of the EA will be provided at that time as well.

## **OTHER GUIDELINES**

The intent of this section is to provide you with any additional information that may become available at a later time. Please check the website periodically to ensure that you receive the most up-to-date information.

## **USEFUL LINKS**

This section provides you with links to websites that you may find helpful when completing you on-line application.

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**APPLICATION FORM  
GUIDELINES  
BUILDING CANADA FUND –  
COMMUNITIES COMPONENT**

**Application Form Guidelines – Communities Component**  
**June 2008**

# HOW TO COMPLETE THE ON-LINE APPLICATION FORM AND SCHEDULES

## On-line Application:

**The Building Canada Fund – Communities Component selects projects from funding via a competitive, on-line application-based process. In order to access the on-line application forms, you will need to** go to <https://bcfcc-fccvc.infrastructure.gc.ca/> and **login to the** Shared Information Management System for Infrastructure (SIMSI). SIMSI is a Government Online Initiative intended to make the application process more efficient.

You should have already received a User ID and Password by mail. If you have not, please refer to the contact information provided in the Provincial Requirements section of this Guide.

**PLEASE READ THROUGH THESE INSTRUCTIONS COMPLETELY before you begin the online registration process. If you have any questions or experience any system problems, please refer your comments to the contact(s) provided in the Provincial Requirements section of this Guide.**

### Basic Tips for Completing the Application Form

#### System Advice

- You are entering information in a **SECURE** interactive online environment.
- Response times may be a little slower than you are used to so please be patient.
- Clicking “continue” or “next” over and over will not speed up the system - in fact it will give you an error message saying “Transaction Already In Progress”.
- Because this site is secure, your browser should be at least Internet Explorer version 6.0. Either way, your browser **MUST** have at least 128-bit encryption to ensure the proper level of security.
- **For security reasons, after 60 minutes of inactivity (i.e. not actively entering information), the system will log you out and you will have to log in again. Information entered on all pages prior to the current page you were working on will be saved (the system will let you know each time you change pages that it has saved your work); however, information entered on the current page will not be saved when you are logged out. If you are leaving your computer for any length of time, it is highly recommended that you save the application first using the save button.**
- For applicants who do not have Internet access, please contact the joint secretariat in Section 2 for further assistance.

#### Helpful Hints

As the applicant, you are responsible for ensuring full and accurate information is submitted. Incomplete applications will not be considered until all the necessary information has been submitted. Please make sure all mandatory fields are completed in full to the best of your ability. Mandatory fields are marked by asterisk (\*).

A more complete application will speed up the assessment process.

The online application contains all of the basic mandatory business case information. At the end of the application process, you will have the opportunity to attach to your application (upload) any additional documents to help strengthen or clarify your application. The process is described later in this document.

## When You First Log On...

If you're logging in for the first time the system will ask you to create a new password after you enter the User ID and the Password you were issued. This is important for security reasons.

- Your Password should be at least 8 characters long and must end in a number.
- Passwords are case-sensitive.
- Please don't forget your Password and keep it private and protected at all times!
- If you do not remember your Password, please call the CGI help desk toll free at **1-866-721-2205** for a new one.



<a href="#">Français</a>	<a href="#">Contact Us</a>	<a href="#">Help</a>	<a href="#">Search</a>	<a href="#">Canada Site</a>
<a href="#">Home</a>	<a href="#">Prov / Terr Contacts</a>	<a href="#">Important Notices</a>	<a href="#">Federal Site</a>	<a href="#">Logout</a>

BCF-CC

Building Canada Fund - Communities Component

[Main Menu](#)

[Add New Application](#)  
[Update Existing Application](#)  
[View / Print Existing Application](#)  
[Change Password](#)  
[Withdraw Application](#)  
[FAQ](#)

## Change Password

1. Minimum password length is 8 characters and the maximum password length is 30 characters.
2. The first character of the password must be a letter.
3. A password history is kept for 1000 days. Passwords may not be reused within this 1000 day period.
4. Allowable characters within a password are: any letter (a-z, A-Z), any number (0-9), the following special characters \$ (dollar sign), # (pound sign), \_ (underscore).

<b>Family Name:</b>	Applicant
<b>Given Name:</b>	PEI
<b>User Id:</b>	APPLICANTP
<b>* Old Password:</b>	<input type="password"/>
<b>* Password (twice):</b>	<input type="password"/> <input type="password"/>
<b>Email (xxxx@xxx.com):</b>	<input type="text"/>

## Once You Have Logged On:

You will see two menus to help you navigate around the system – the Tool Bar and the SIMSI Menu.

## The Tool Bar (Top Of The Screen) – Important Parts

- **Français/English** – changes the language of the system when you click on this button
- **Contact Us** – who to contact for more information or personal assistance
- **Help** – a separate screen is displayed to assist you in completing the page you are on
- **Search** – allows you to search for an application
- **Canada Site** – [www.canada.gc.ca](http://www.canada.gc.ca)
- **Home** – takes you back to the home page
- **Prov / Terr Contacts** – provides a list of key provincial contacts
- **Federal Site** – [www.infrastructure.ca](http://www.infrastructure.ca)
- **Logout** – click this button whenever you leave SIMSI

### **The Main Menu (Left Side Of Screen)**

This menu will help you move around your application. You can always leave your application, log off and log back on again. You will need your User ID and Password as well as your **BCF-CC Project Number** (noted in red above the side navigation menu) **if you have already registered a project!** To avoid duplication, you should only **REGISTER** a project **ONCE**. After that, you will be **UPDATING an existing project**.

**HINT:** Once you have completed the information on a screen, you can press **CONTINUE** to move to the next screen. This will **SAVE** your information automatically. If you are just updating one screen, you can click the **SAVE** button to retain the information on that particular screen.

### **New Projects**

- **ONLY** if you are adding a **NEW** application, select Add New Application link from the Main Menu on the left side navigational Main Menu.
- The first page presented in the application will be the Project Category Selection page. Please select the project category that applied to you project. To proceed to the Project Sub-Category and Nature page click the Continue button.
- The first field to be entered will be the Project title and selection of the primary project sub-category applicable to your project category. Upon completion of entry of this page and the continue button is clicked the system will issue you a SIMSI generated Project Number for this project. (This is the number referenced above that you will need if you ever want to re-login to the system and update/modify your application.)



<a href="#">Français</a>	<a href="#">Contact Us</a>	<a href="#">Help</a>	<a href="#">Search</a>	<a href="#">Canada Site</a>
<a href="#">Home</a>	<a href="#">Prov / Terr Contacts</a>	<a href="#">Important Notices</a>	<a href="#">Federal Site</a>	<a href="#">Logout</a>

BCF-CC Building Canada Fund - Communities Component

**Main Menu**

- [Add New Application](#)
- [Update Existing Application](#)
- [View / Print Existing Application](#)
- [Change Password](#)
- [Withdraw Application](#)
- [FAQ](#)

Welcome to the

**CANADA - PRINCE EDWARD ISLAND  
Building Canada Fund - Communities Component  
(BCF-CC)  
Online Application and Business Case**

You are now logged on as: **PEI Applicant.**



*This database is the product of a collaborative effort between the federal government (Infrastructure Canada and Atlantic Canada Opportunities Agency) and the provincial government of Prince Edward Island.*

**Existing Projects**

- If you are updating an application you have already started, select the Update Existing Application from the Main menu on the LEFT and/or the Update Application button to continue, and then select your Project number from the Existing Application(s) menu list. If you only have one application in SIMSI the application will automatically default the Project Category Selection page. Please do not use "Add/Create New Application" again -- that is for new projects only.
- HINT: make a note of the name of the screen where you left off and you can go right back to that screen by using the menu on the left.
- You can always stop your application process if you need to find more information. Just make sure you log off on the upper right corner of the Tool Bar.

## Create Application Confirmation

**Note:** You have existing Application(s) as shown in the table below. You have the choice of updating an **incomplete** application, viewing details for an application that you have already submitted, or creating a new application.

### Existing Application(s)

Selecting the project number beside an application with status of "Application Incomplete" will allow you to **update** the application.

Selecting the project number beside an application with a status that is not "Application Incomplete" will allow you to **view** the Submitted details for the application.

Project Number	Project Title	Status	File Intake
<a href="#">9186</a>	WL-PEI BCF-CC Water Project	Application Incomplete	N/A

Page 1 of 1

1 results

### Create new Application

If you want to **create** a new Application/Project, please click on the "Create new Application" button below. To return to the homepage, click on the "Home" link.

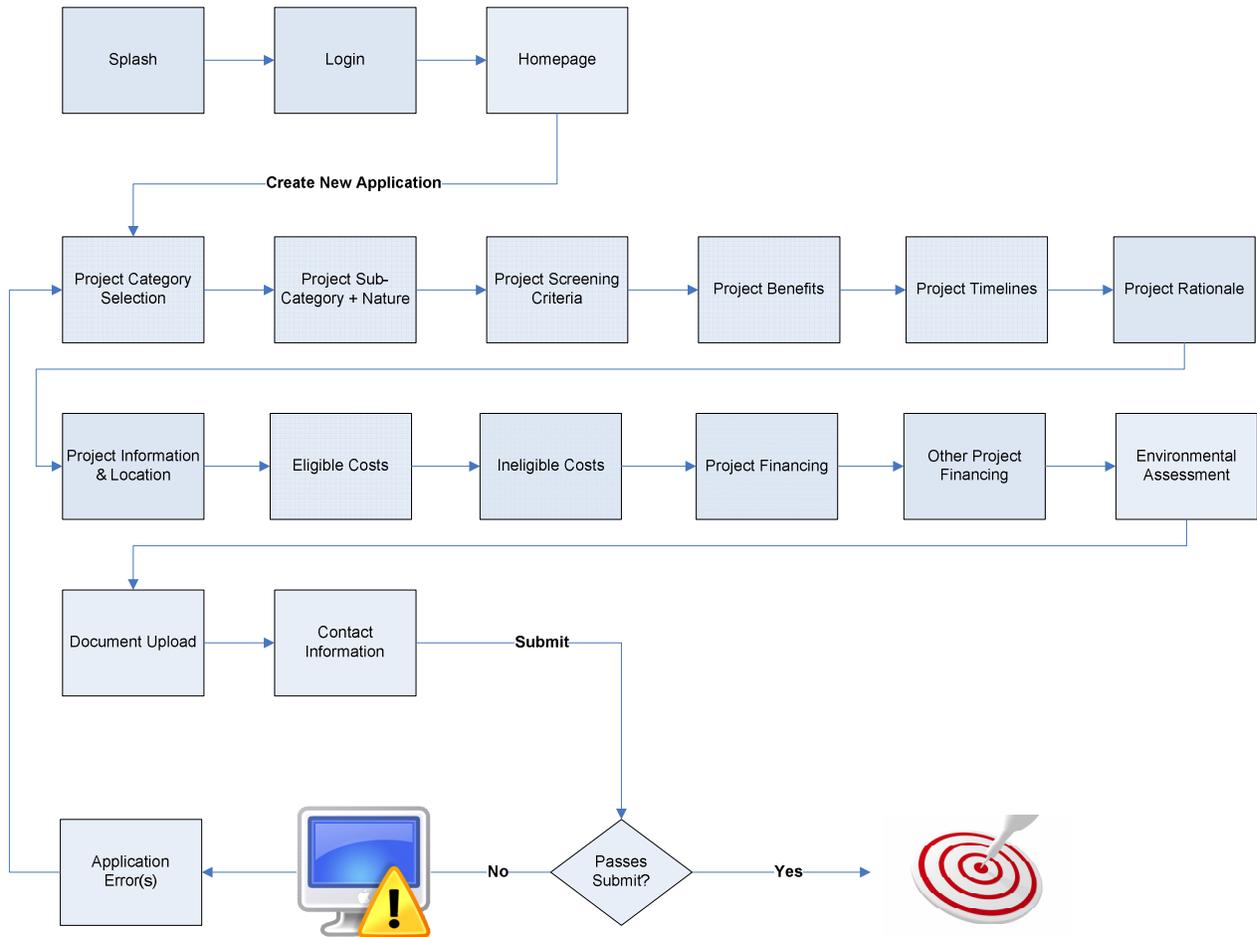
Create new Application

### Mandatory Fields

- Mandatory fields are just that – mandatory. They are marked by an \*
- Your application will not be processed accepted on submission if it is missing mandatory fields.
- If you see a field with an asterisk – it is a mandatory field! You must complete this in order to be able to submit your application.

## Overview Of The Navigational Page Flow From Start To Finish

The following flowchart demonstrates the page flow of the SIMSI on-line application. Although you can navigate directly to any particular page using the Main Menu (left side), if you use the “Continue” button at the bottom of the page, you will enter information in the following order:



## Step By Step Guide For Completing the Online Application

### SIMSI Splash page:

Go to

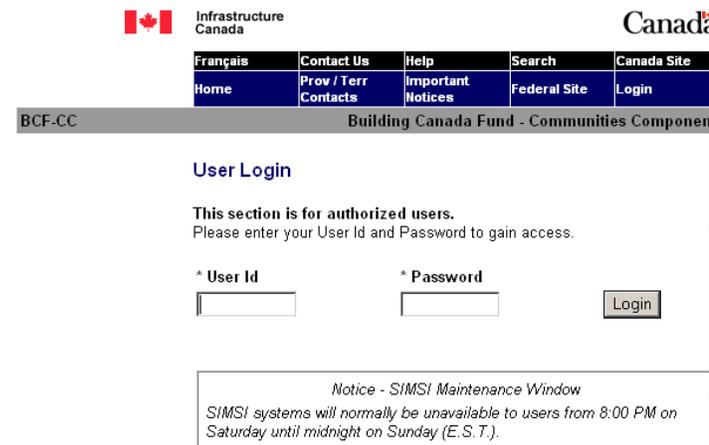
<https://bcfcc-fccvc.infrastructure.gc.ca/>

Select your language of choice



### BCF-CC User Login:

You will then be presented with a login page: please enter the user id and password that was provided to you by your regional office.



### **Change Password:**

If this is the first time you have logged on, for security reasons the system will expire the password provided to you and you will have to create a new one. **It must be at least 8 characters and end in a number.** Enter your old password once and your new password twice and click SAVE.

**Note:** Upon SAVE the application will return to the BCF-CC Home page.

### **Change Password**

1. Minimum password length is 8 characters and the maximum password length is 30 characters.
2. The first character of the password must be a letter.
3. A password history is kept for 1000 days. Passwords may not be reused within this 1000 day period.
4. Allowable characters within a password are: any letter (a-z, A-Z), any number (0-9), the following special characters \$ (dollar sign), # (pound sign), \_ (underscore).

Family Name:	Applicant
Given Name:	PEI
User Id:	APPLICANTP
* Old Password:	<input type="password"/>
* Password (twice):	<input type="password"/> <input type="password"/>
Email (xxxx@xxxx.com):	<input type="text"/>

### **BCF-CC Home page:**

The BCF-CC homepage is the starting point for all users. If you are creating a new application for the first time – click on the **Create New Application** button in the main body of the page.

### **Your other options include:**

**Update Application** – If you would like to continue working on an application that you have already started but have not yet submitted. (Note: you would use this button if you were logged out of SIMSI automatically.)

**View/Print Application:** If you would like to print out an application you are working on or have submitted. Information cannot be added or changed here.

**Change Password:** If you would like to change your SIMSI password.

**Withdraw Application:** If you would like to delete an application you are working on or have submitted. If you withdraw an application, it will not be acknowledged or reviewed by BCF Officers.

Welcome to the

**CANADA - PRINCE EDWARD ISLAND**  
**Building Canada Fund - Communities Component**  
**(BCF-CC)**  
**Online Application and Business Case**

You are now logged on as: **PEI Applicant.**



*This database is the product of a collaborative effort between the federal government (Infrastructure Canada and Atlantic Canada Opportunities Agency) and the provincial government of Prince Edward Island.*

**FAQ:** This is a list of frequently asked questions and their answers. If you have a question, this is often the quickest way to find the answer.

**Project Category Selection:**

The first page to be presented in the application process is the **Project Category Selection** - you are now ready to **register** an application.

\* Please select the Primary Project Category that applies to your project.

The Project Category Selection (for an application) will determine the available Primary Project Sub-Category options, Project Screening Criteria and Project Benefit questions.

If a Secondary Component Category option is applicable to your project then click the 'Yes' option.

**Project Category Selection**

<b>Project Title</b>	WV-PEI BCF-CC Water Project
<b>Applicant</b>	Community Council of Brudenell
<b>Project Status</b>	Incomplete

**Please select the Primary Project Category that applies to your project.**

 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>
Water	Wastewater	Public Transit	National Highways	Green Energy	Solid Waste
 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>
Local Roads	Culture	Sports	Tourism	Connectivity	Disaster Mitigation
 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	
Brownfields	Shortline Rail	Short Sea Shipping	Regional Airports	Collaborative Projects	

**Does your project have a secondary component that is not represented by the Primary Project Category?**  Yes  No

Continue >> Submit Reset

**Secondary Component (Selection):**

If you selected "yes" to the Secondary Component question above, a second set of icons will appear below the first set.

Please select the Secondary Component Project Category that applies to your project.

**Does your project have a secondary component that is not represented by the Primary Project Category?**  Yes  No

 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>
Water	Wastewater	Public Transit	National Highways	Green Energy	Solid Waste
 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>
Local Roads	Culture	Sports	Tourism	Connectivity	Disaster Mitigation
 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	
Brownfields	Shortline Rail	Short Sea Shipping	Regional Airports	Collaborative Projects	

Continue >> Submit Reset

**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**

**Sub-Project Category & Nature page:**

The purpose of this page is to capture the project's title and Primary Project Type.

The Project Sub-Category(s) available for selection are based on the selected Project Category(s).

If an Applicant has already prepared a separate business case document, they will have the ability to attach the document to their application at the end of this process. Please note that the business case would be complementary to this application, and all of the mandatory fields must still be completed. Guidelines are available for preparing a project business case.

The screenshot shows the 'Project Sub-Category & Nature' page of the BCF-CC online application system. The page header includes the 'Prince-Edouard-Île' logo and the 'Canada' logo. A navigation menu at the top contains links for Français, Home, Contact Us, Prov / Terr Contacts, Help, Important Notices, Search, Federal Site, and Canada Site. The main content area displays the project details for Project No. 9186, which is titled 'WL-PEI BCF-CC Water Project' and is currently in an 'Incomplete' status. The form fields include:
 

- Project Title:** WL-PEI BCF-CC Water Project
- Applicant:** Community Council of Brudenell
- Project Status:** Incomplete
- Nature of the Project:** Expansion (selected from a dropdown menu)
- Public-Private Partnerships:** Please provide information on the F... (radio buttons for Yes/No)
- Joint Project:** Please provide information on the Joint Applicant(s). (radio buttons for Yes/No)
- Business Plan:** Do you intend to upload a business plan with your application? (radio buttons for Yes/No)
- Primary Project Sub-Category:** WVA-Drinking water treatment systems (selected from a dropdown menu)

 A warning message from Microsoft Internet Explorer is overlaid on the form, stating: 'Your Application Number is: 9186. Please keep it for future reference.' The page also features a sidebar menu with options like Main Menu, Project Menu, Read Access, and various project-related sections. At the bottom, there are navigation buttons: '<< Previous', 'Continue >>', 'Save', 'Submit', and 'Reset'.

* <b>Project Title:</b>	Enter a brief but descriptive name for your project.
* <b>Nature of the Project</b>	Select the appropriate menu item from the drop down box to indicate whether the project is an expansion (material enhancement), renewal (renovation, but not routine maintenance or repairs) or new construction.
* <b>Primary Project Type</b>	Select the Primary Project Type (i.e. sub-category) from the drop down menu applicable to your project category. The sub-categories available will be dependant on the category selected. For a full list of sub-categories, please see the Applicant Handbook.
* <b>Secondary Component Category</b>	If more than one project category was selected on the Project Category Selection page then your will be required to select a secondary component category from the drop down menu.

**Project Sub-Category & Nature**

<b>* Project Title</b>	WL-PEI BCF-CC Water Project
<b>Applicant</b>	Community Council of Brudenell
<b>Project Status</b>	Incomplete

<b>* Nature of the Project</b>	Expansion
<b>* Public/Private Partnerships</b>	Please provide information on the Private partner(s). <input type="radio"/> Yes (Complete Schedule A) <input checked="" type="radio"/> No
<b>* Joint Project</b>	Please provide information on the Joint Applicant(s). <input type="radio"/> Yes (Complete Joint Application) <input checked="" type="radio"/> No
<b>* Business Plan</b>	Do you intend to upload a business plan with your application? <input type="radio"/> Yes (You will have the opportunity to upload a document at the end of the application process) <input checked="" type="radio"/> No

<b>* Primary Project Sub-Category</b>	
WA-Drinking water treatment systems	
<b>% of Net Eligible Costs to this Project Sub-Category?</b>	Indicate the percentage of the Net Eligible Costs for this project, which is applied to the selected Project Sub-Category. 75 (### ##%)
<b>Secondary Project Sub-Category</b>	
WW-Wastewater collection systems and/or wastewater treatment facilities or systems	
<b>% of Net Eligible Costs to this Project Sub-Category?</b>	Indicate the percentage of the Net Eligible Costs for this project, which is applied to the selected Project Sub-Category. 25 (### ##%)

\* **% of Net Eligible Costs to this Project Type?**

If more than one project category was selected on the Project Category Selection page, please indicate the percentage of the Net Eligible Costs for each project type selected.

**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**

**AT THIS POINT, THE SYSTEM WILL ISSUE YOU A BCF-CC PROJECT NUMBER FOR YOUR APPLICATION. PLEASE MAKE NOTE OF THIS NUMBER FOR FUTURE REFERENCE.**

If you need to leave the online application process and return to it at a later time, you can use this number to easily find your application by clicking **“Update Existing Application”**, and then select your project number from the **“Existing Applications List”** window. **CLICKING “CONTINUE” WILL AUTOMATICALLY SAVE YOUR INFORMATION**

**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**

**Project Screening Criteria:**

The purpose of the Project Screening Criteria page is for the applicant to demonstrate how their project will meet or exceed the relevant Project Screening Criteria items.

**NOTE:** Further information on the Project Screening Criteria found in this portion of your application can be reviewed in the Categories and Mandatory Criteria section of the On-line Program Guide. You may reference the Categories and Mandatory Criteria section to assist you in understanding the criteria applicable to the assessment of your application.

Please also note that the application form does not distinguish between mandatory criteria and additional leveraging criteria. You may choose to elaborate on how your project meets or exceeds the specific criteria, both mandatory and additional, in your project justification and business case.

This page contains questions pertaining to the main policy objectives of the **regional secretariat specific to the category selected**. The responses provided will be used in the assessment of the application.

Please note that the Project Screening Criteria page will be different for each category.

**Project Screening Criteria**

<b>Project Title</b>	WL-PEI BCF-CC Water Project
<b>Applicant</b>	Community Council of Brudenell
<b>Project Status</b>	Incomplete

**Category: Water Infrastructure**

Building Canada promotes long-term funding for water infrastructure projects designed to: Improve the safety, management, reliability and efficiency of Canada's drinking water treatment and distribution systems; Increase the number of households with access to safe drinking water that meets or exceeds the Guidelines for Canadian Drinking Water Quality; Improve protection and management of drinking water sources; Improve conservation of water.

**\* If the project involves new construction or material rehabilitation of a drinking water treatment plant, will the drinking water quality, following completion of the project, meet or exceed provincial standards?**  
 Y  N  NA

**\* If the requested federal contribution is \$10,000,000 or more, please affirm that within two years of project approval you will have in place:**

**\* Full life cycle cost accounting in respect of water infrastructure assets.**  
 Y  N

**\* An integrated watershed management plan.**  
 Y  N

**\* Are user fees or metering for residential or commercial projects implemented?**  
 Y  N  NA

**\* Will full cost pricing be implemented?**  
 Y  N  NA

**\* If no, how will cost recovery be pursued and how will capital and operating and maintenance shortfalls be addressed?**  
 Y  N  NA

**\* Project Criteria**

For each item, indicate if and how your project meets or exceeds the specified criteria.

**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**

**PROJECT BENEFITS:**

The purpose of the Project Benefits page is to indicate how the proposed project will support the objectives and identify specific benefits and measures to be used in assessing results. Choose at least one and at most five benefits for your project. For a definition of benefits, click the link at the top of the screen "[Identifying and Measuring Benefits](#)".

For a complete list of benefits for all categories, please see the On-Line Program Guide.

**Project Benefits**

[Identifying and Measuring Benefits](#)

Choose at least one and at most five benefits

Please note that you will be required to report back on the benefits you indicate on this page, in progress and final reports, identifying the actual results achieved.

<b>Project Title</b>	WL-PEI BCF-CC Water Project
<b>Applicant</b>	Community Council of Brudenell
<b>Project Status</b>	Incomplete

<b>* Cost Benefit Report</b>	Do you intend to upload a Cost Benefit Analysis or other study with your application?
	<input checked="" type="radio"/> Yes (You will have the opportunity to upload a document at the end of the application process) <input type="radio"/> No

CLEANER ENVIRONMENT	
Improved Quality of Canada's Air, Water and Land	Applicable Benefit?
A measurable and quantifiable reduction in volume and/or improvement in the level of treatment of wastewater effluent;	<input checked="" type="checkbox"/>
Increased number of households, industries, commercial establishments, and institutions with untreated wastewater connected to sanitary sewer systems	<input checked="" type="checkbox"/>
Reduced volume and incidents of discharge of untreated wastewater effluent as a result of sanitary sewer and combined sewer overflow events	<input checked="" type="checkbox"/>
Improved stormwater effluent quality	<input checked="" type="checkbox"/>
Implementation of full life cycle cost accounting and full cost recovery (where possible) for wastewater infrastructure assets	<input type="checkbox"/>
Improvement to the reliability or performance of the wastewater collection and/or treatment system	<input type="checkbox"/>
Improved wastewater sludge treatment and management	<input type="checkbox"/>

**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**

**PROJECT TIMELINES:**

**Project START AND END dates**

The purpose of the Project Timelines page is to capture key project dates.

The Anticipated Start Date is the date that the first costs related to the project are expected to be incurred.

The Anticipated End Date is the date when the final costs for the project are expected to be incurred.

The Anticipated Tender Date is the date when the RFP is expected to be posted publicly.

**Project Timelines**

Project Title	WL-PEI BCF-CC Water Project
Applicant	Community Council of Brudenell
Project Status	Incomplete

Anticipated Start Date (YYYY-MM-DD)	Anticipated End Date (YYYY-MM-DD)
2008-07-08	2011-03-31

Anticipated Tender Date (YYYY-MM-DD)
2009-01-01

<< Previous    Continue >>    Save    Submit    Reset

**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**

**PROJECT RATIONALE:**

**Please ensure to provide as much detail as possible since the Project Rationale information will be the basis for the assessment of your application.**

Your answers should explain how federal and provincial governments' financial support is required to enable the project to be implemented, have its scope enhanced and/or its timing accelerated. It should be clear that the federal and provincial governments' contribution to the proposed project *supplements* rather than substitutes for planned spending by the other levels of government.

**Project Rationale**

<b>Project Title</b>	WL-PEI BCF-CC Water Project
<b>Applicant</b>	Community Council of Brudenell
<b>Project Status</b>	Incomplete

Please ensure to provide as much detail as possible since the Project Rationale information will be the basis for the assessment of your application.

**\* 1. What are the specific problems or objectives that this project will address?**

This section should provide a synopsis of what is happening currently within the municipality or region and what might happen if no action is taken at this time. Make sure that you define the business opportunity/problem in clear terms. If statistical information is available to support this business case then state what and where it can be found. It should describe the history and the current state of affairs giving rise to the general business problem and thus the need for the project.

WL-PEI BCF-CC Water Project

**\* 2. How would your project address these specific problems or objectives?**

This section should indicate how the project would improve or fix the problem stated in the "Project Rationale" section. It should explain why Federal - Provincial/Territorial funding is required to enable the project to proceed, increase its scope (size) or allow it to proceed earlier than originally planned. Include a brief explanation of a) how the project supports the local development plan for the community and b) how the project will affect the social, economic and/or natural environment of the municipality.

WL-PEI BCF-CC Water Project

\* **1. What are the specific problems or objectives that this project will address?**

This section should provide a synopsis of what is happening currently within the municipality or region and what might happen if no action is taken at this time. Make sure that you define the business opportunity/problem in clear terms. If statistical information is available to support this business case then state what and where it can be found. It should describe the history and the current state of affairs giving rise to the general business problem and thus the need for the project.

\* **2. How would your project address these specific problems or objectives?**

This section should indicate how the project would improve or fix the problem stated in the "Project Rationale" section. It should explain why Federal - Provincial/Territorial funding is required to enable the project to proceed, increase its scope (size) or allow it to proceed earlier than originally planned. Include a brief explanation of a) how the project supports the local development plan for the community and b) how the project will affect the social, economic and/or natural environment of the municipality.

\* **3. What alternatives to the proposed solution have been considered?**

Describe the alternatives considered.

* <b>4. Does this project contribute to a sustainable environment?</b>	Indicate how the project will contribute to a sustainable environment.
* <b>5. Describe any innovative technology that will be employed during the realization of the project.</b>	Provide details on the technology to be incorporated in to the proposed project. Focus on new approaches, best practices and whether the project uses the best available technologies (that are economically feasible) or innovation to address the problem.
* <b>6. What are the significant project risks and what is your strategy to mitigate those risks?</b>	Risks are uncertainties or constraints that may prevent the project from completing on time, on budget, or in its original scope. Few projects are completely without risk; however, most successful projects manage or mitigate their risks through good planning and on going management. Indicate any known risks (such as short construction season, possible uncertainties in building site that might influence cost, etc) and specify how those uncertainties may impact the performance of the project, either in duration, cost, or meeting the requirements. Then indicate what actions are possible in advance or during the project to reduce the effect of the risk (mitigation).

**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**

**Project Description and Location**

The project information and location page captures “tombstone” project information and location information.

You may also attach a copy of a local government resolution or a site plan/map to your application at the end of this process.

**Project Description and Location**

<b>Project Title</b>	WL-PEI BCF-CC Water Project
<b>Applicant</b>	Community Council of Brudenell
<b>Project Status</b>	Incomplete

<b>Provincial Project Number</b>	
<input type="text"/>	
<b>Local Government Resolution Number</b>	<b>Resolution Date (YYYY-MM-DD)</b>
<input type="text"/>	<input type="text"/>
<b>Resolution Location</b>	<b>* Municipal Priority</b>
<input type="text"/>	<input type="text"/>
<b>* Municipal Population</b>	<b>* Municipal Resolution Passed</b>
Is the municipal population less than or equal to 100,000 people?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>* Local Government Resolution</b>	
You will be required to provide a copy of a Local Government Resolution supporting this project. Do you intend to upload a copy with your application?	
<input checked="" type="radio"/> Yes (You will have the opportunity to upload a document at the end of the application process)	
<input type="radio"/> No	
<b>* Project Description/Abstract</b>	
The project description should outline the scope, the business impact, finances and the recommendations. It should also give the reader a clear understanding as to the Why, What, When, Who and How of the project and should be able to be extracted as a stand-alone description.	
<input type="text" value="WL-PEI BCF-CC Water Project"/>	

**Provincial Project Number**

**Municipal Band/Resolution**

Please leave this field blank. For administrative use only.

Number and date of the municipal resolution approving

<b>Number, Date and Location</b>	the construction, operation and ongoing maintenance cost of the project. Please mail in a copy of the resolution to the joint secretariat office.
<b>Municipal Priority</b>	Please indicate the priority level you place on each of your projects. (E.g. 1, 2, 3, etc.).
<b>Municipal Population</b>	Please indicate the population of the municipality.
<b>Municipal Resolution Passed</b>	Indicate if the municipality has passed a council resolution in support of the proposed project. If you indicate no then you will receive a message stating <i>“A Municipal Resolution must be passed before your project can be approved. You should ensure that this process is started.”</i>
* <b>Project Description/ abstract</b>	<p>Enter a detailed description of the project outlining the nature of the physical infrastructure to be constructed, renewed or enhanced. This description should summarize the main components of the infrastructure. The details should include the dimensions of the infrastructure (height, length, footprint); construction materials and techniques; brief description of the site (size, existing facilities, location, land ownership); the purpose of the infrastructure (what it will be used for, what sort of activities will be required to operate it, area that it directly serves, etc.).</p> <p>The need for an EA will be determined in part using information in the Project Description. Including the following information will help to ensure that a determination can be made quickly. The Project Description should clearly identify: the main components of the project and associated works and activities, the location of the project including land uses on the site and adjacent areas and environmental features that will likely be affected (e.g. terrain, water, vegetation and wildlife including migratory birds and Species at Risk). In particular, the Project Description should indicate if works or activities:</p> <ul style="list-style-type: none"> <li>i) will be undertaken in a water body or within 30 metres of a water body;</li> <li>ii) involve the likely release of polluting substances into a water body; or</li> <li>iii) require a permit, authorization or approval by a federal department other than Western Economic Diversification Canada.</li> </ul>

\* **Project location fields**

- a) project street address
- b) project town/city
- c) project postal code
- d) project province/territory (automatically populated given province/territory or applicant entering data)
- e) project nearest intersection (if no address), and
- f) project point of interest/placename (if no nearest intersection and no street address).
- g) Other Project Location Information
- h) Project Latitude
- i) Project Longitude

**Project Location**

[Help on defining location information](#)

<b>* Project Site Plan/Map</b>	
Do you intend to upload an electronic copy of the Project Site Map with your application?	
<input checked="" type="radio"/> Yes (You will have the opportunity to upload a document at the end of the application process) <input type="radio"/> No	
<b>* Project Civic Number</b>	<b>* Project Street Address Line 1</b>
<input type="text"/>	<input type="text"/>
<b>Project Street Address Line 2</b>	
<input type="text"/>	
<b>* Project Town/City</b>	
<input type="text"/>	
<b>* Project Province/Territory</b>	<b>* Project Postal Code</b>
Prince Edward Island <input type="text"/>	<input type="text"/>
<b>Project Nearest Intersection or Legal Land Location</b>	
<input type="text" value="WL-PEI BCF-CC Water Project"/>	
<b>Project Point of Interest/Placename</b>	
<input type="text"/>	
<b>Other Project Location Information</b>	
<input type="text"/>	
<b>Project Latitude (+## #####)</b>	<b>Project Longitude (-## #####)</b>
<input type="text"/>	<input type="text"/>

[Printable Version](#)

**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**

**ELIGIBLE COSTS**

The applicant must define the total project costs.

Figures in this column should represent the total costs associated with the project for each given cost category.

Taxes may be included in each line item, or may be added separately under "Other". Taxes for which you are eligible for reimbursement elsewhere should be indicated in the Tax Rebates field, which will automatically be subtracted from the Total Eligible Costs.

A complete description of the categories of eligible costs is detailed in the On-Line Program Guide.

**Eligible Costs**

<b>Project Title</b>	WL-PEI BCF-CC Water Project
<b>Applicant</b>	Community Council of Brudenell
<b>Project Status</b>	Incomplete

<b>* Cost Estimates</b>
You will be expected to provide detailed cost estimates with your application. Do you intend to upload detailed cost estimates with your application?
<input checked="" type="radio"/> Yes (You will have the opportunity to upload a document at the end of the application process)
<input type="radio"/> No

	<b>Amount:</b>
Environmental Assessment Costs	150,000.00
Design / Engineering Costs	0.00
Materials	0.00
Construction	0.00
Contingency Costs	0.00
<b>Other:</b>	<b>Amount:</b>
	0.00
	0.00
	0.00

<b>Sub Total:</b>	150,000.00
<b>Tax Rebate:</b>	0.00
<b>Net Eligible:</b>	150,000.00

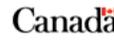
**Tax rebates**

Record applicable Goods and Services Tax (GST) and other rebate estimates here. For more information, contact the Canada Revenue Agency (CRA) at 1-800-959-5525 or visit their web site: <http://www.cra-arc.gc.ca/>

**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**

## INELIGIBLE COSTS

Any ineligible costs that you would like to account for may be captured on this page.

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**Building Canada Fund - Communities Component**

### Ineligible Costs

<b>Project Title</b>	WL-PEI BCF-CC Water Project
<b>Applicant</b>	Community Council of Brudenell
<b>Project Status</b>	Incomplete

	Amount:
Land Acquisition	0.00
Leasing Land, Buildings and Other Facilities	0.00
General Repairs and Maintenance	0.00
Financing Charges	0.00
Legal Fees	0.00
<b>Other:</b>	<b>Amount:</b>
<input type="text"/>	0.00
<input type="text"/>	0.00
<input type="text"/>	0.00

**Total Ineligible Costs:** 0.00

[Printable Version](#)

## SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

## PROJECT FINANCING:

The purpose of the Project Financing page is for the applicant to provide a total forecast for the sources of the funding.

The Total Eligible and Ineligible Costs will be automatically filled in from the previous page.

### Proposed Financing of Eligible Costs

Please enter any other Federal sources of funding for your project. This will be used to ensure the program's Federal Stacking requirements are met (i.e. a maximum of 50% of funding can come from Federal sources.)

The totals in the Proposed Financing of




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**Building Canada Fund - Communities Component**

### Project Financing

<b>Project Title</b>	WL-PEI BCF-CC Water Project
<b>Applicant</b>	Community Council of Brudenell
<b>Project Status</b>	Incomplete

Net Eligible:	Ineligible:	Total Net Project Cost:
150,000.00	0.00	150,000.00

### Proposed Financing of Eligible Costs

The totals in the Proposed Financing of Eligible Costs table must match (equal) the Net Eligible Cost in order for the system to balance and allow the project to be submitted.

Fiscal Year	Municipal Source(s)	Provincial (BCF-CC)	Federal (BCF-CC)	Other Federal	Other	Total
Total	50,000.00	50,000.00	50,000.00	0.00	0.00	150,000.00
% of Costs	33.33	33.33	33.33	0	0	100

Indicate the person who has verified that these project cost estimates are accurate, as well as the date that the estimates were verified.

* Name	Wendy Lovett
* Date (YYYY-MM-DD)	2008-07-08

Eligible Costs table must match (equal) the Net Eligible Cost in order for the system to balance and allow the project to be submitted.

**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**

**OTHER PROJECT FINANCING:**

The purpose of this page is for the applicant to provide additional details on the financing of the project.

**Other Project Financing**

<b>Project Title</b>	WL-PEI BCF-CC Water Project
<b>Applicant</b>	Community Council of Brudenell
<b>Project Status</b>	Incomplete

**\* Is this a multi-stage project? If so, please indicate which stage. Please note that each phase must be able to be considered a stand-alone project.**

Yes (describe current stage of project)  No

**\* Will the project require the borrowing of funds?**

Yes (enter name of lender(s))  No

**\* Will the project serve commercial operations?**

Yes (provide any relevant details)  No

**\* Does the applicant have a plan to fund, operate, and maintain the asset over its lifecycle?**

Yes (provide any relevant details)  No

**\* Please affirm that the contract award process will be competitive, fair, and transparent (e.g., no sole-source contracts, no union-only processes) and consistent with the Agreement on Internal Trade and Canada's international trade obligations.**

Yes  No

**\* Please state who will own the asset in which the infrastructure investment is being made.**

WL-PEI BCF-CC Water Project

\* **Funds being borrowed to finance this project?**

Indicate whether funds will be borrowed to finance this project. If yes, indicate the name and address of the financial institution(s) that will provide the loan.

\* **Funds from other Provincial Programs?**

Has an application been made to receive funding for this project from a separate provincial program? If so, indicate the amount of funding that was requested, the name of the program, and the status of the application.

\* **Funds from other Federal Programs?**

Has an application been made to receive funding for this project from a separate federal program? If so, indicate the amount of funding that was requested, the name of the program, and the status of the application.

\* **Other Funding?**

Are you receiving funds from any other sources not already named and described? If yes, indicate the source and the amount.

**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**

## Environmental Assessment:

The purpose of the Environmental Assessment page is to provide applicants with a link to a document that you may copy to your computer, fill out, and then attach to your application at the end of this process. This document will provide program officers with some basic information to help determine if an EA will be required.

The screenshot shows the 'Environmental Assessment' page for Project No. 9186. At the top, there are logos for 'Prince Edward Island' and 'Canada'. A navigation menu includes links for 'Français', 'Contact Us', 'Help', 'Search', 'Canada Site', 'Home', 'Prov / Terr Contacts', 'Important Notices', 'Federal Site', and 'Logout'. Below the menu, the page title is 'Building Canada Fund - Communities Component'. The main content area includes a 'Project No: 9186' and a table with project details: Project Title (WL-PEI BCF-CC Water Project), Applicant (Community Council of Brudenell), and Project Status (Incomplete). A section titled 'Environmental Assessment' explains that certain sub-categories of proposed projects must undergo an environmental assessment (EA) in accordance with the Canadian Environmental Assessment Act (CEAA). It provides instructions on how to determine if an EA is needed and offers a link to a document upload form: <http://www.buildingcanada-chantierscanada.gc.ca/alt-format/docs/bcf-cc-ea-eng.doc>. It also notes that if there are difficulties downloading, filling out, or attaching the form, applicants should contact their provincial BCF Communities Component secretariat. At the bottom, there are navigation buttons: '<< Previous', 'Continue >>', and 'Submit'. The page was last updated on 2008-06-13, and there is a link for 'Important Notices'.

## SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

## Document Upload:

The purpose of the Document Upload page is to allow the applicant the ability to provide additional project information in the form of electronic documents, in order to strengthen their business case.

Any documents for which you have indicated an intention to upload will be listed here as a reminder for you, but you may upload as many documents of any type as you want.

This is where you would also attach any additional mandatory documents included in the Provincial Requirements section of this Guide.

The screenshot shows the 'Document Upload Page' for Project No. 9186. It features a navigation menu with 'Main Menu' and 'Project Menu' options. The 'Project Menu' is expanded to show 'Read Access', 'Project Information', 'Project Benefits', 'Project Timelines and Rationale', 'Project Description and Location', 'Project Costs', 'Environment', 'Document Upload', 'Contact Information', 'View', 'Withdraw Application', and 'Application'. The main content area includes a table with project details: Project Title (WL-PEI BCF-CC Water Project), Applicant (Community Council of Brudenell), and Project Status (Incomplete). A section titled 'Document Upload Page' states: 'You have indicated an intention to upload the following document(s). Please ensure to upload a document of each type prior to submitting your application.' It lists the following document types: Cost Benefit Analysis, Local Government Resolution, Project Site Map, and Detailed Cost Estimates. Below this, there is a section 'Documents uploaded for this Project' with instructions: 'To download a document right-click the document Filename (Ctrl-click on a Mac) and choose "Save Target As"'. A table lists uploaded documents with columns: 'Descriptive Title', 'File Name', 'Date Uploaded', and 'Delete?'. The table currently shows 'There are no documents uploaded for this project!' and an 'Add' button. At the bottom, there are navigation buttons: '<< Previous', 'Continue >>', and 'Submit'. The page was last updated on 2008-06-13, and there is a link for 'Important Notices'.

## Guidelines for Uploading documents:

- Applicants may attach (upload) documents to any Un-Submitted applications.
- Applicants may delete documents that they have attached to any of their Un-Submitted applications
- Applicants and Project Officers can download (save on their own computer) any document that has been uploaded for a project.

- Applicants can only delete the document(s) that they have uploaded themselves, up until the Project that the document(s) are attached to has been Submitted.
- After the Project has been Submitted, Applicants will not be allowed to upload or delete any documents. All changes to documents will have to be done by the Project Officers.
- For your information, Project Officers may upload and/or delete documents for a project at anytime during a project's lifecycle (except when a project is closed or deleted).

**Technical Requirements:**

- There is no limit on the number or type of documents uploaded for a project.
- There is a maximum file size of **8 MB** for each individual attached file.
- There is no limit on the number of times a document may be downloaded for a project.

**Types of Documents to Strengthen your application:**

- Project Schedule
- Local Government Resolution
- Site Plan/Map
- Cost Benefit Analysis or Other Study
- Business Case / Project Justification

**Additional Documents Required for Specific Provinces:**

- Please refer to the Provincial Requirements specified in the On-Line Program Guide for additional required documents. These additional documents will be very important in the evaluation of your application.

**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**

**Contact Information**

The purpose of the Contact Information page is to allow applicants the opportunity to verify project contact information. People identified in this page should be the one who will be most able to provide additional information if required.

Note: This is the final page in the submission process.

BCF-CC		Building Canada Fund - Communities Component																													
Project No: 9186		Contact Information																													
<a href="#">Main Menu</a> <a href="#">Project Menu</a>		<table border="1"> <tr><td>Project Title</td><td colspan="3">WV-PEI BCF-CC Water Project</td></tr> <tr><td>Applicant</td><td colspan="3">Community Council of Brudenell</td></tr> <tr><td>Project Status</td><td colspan="3">Incomplete</td></tr> </table>		Project Title	WV-PEI BCF-CC Water Project			Applicant	Community Council of Brudenell			Project Status	Incomplete																		
Project Title	WV-PEI BCF-CC Water Project																														
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Montague		Prince Edward Island	C0A 1R0																												
		<p><b>Contact Information</b></p> <table border="1"> <tr><td colspan="2">Salutation</td></tr> <tr><td colspan="2">Mr.</td></tr> <tr><td>* Family Name</td><td>Given Name</td></tr> <tr><td>Smith</td><td>John</td></tr> <tr><td>* Contact Position</td><td>* Preferred Language</td></tr> <tr><td>Water Testing Consultant</td><td><input checked="" type="radio"/> English <input type="radio"/> French</td></tr> <tr><td colspan="2">Use the same address information as the Applicant address?</td></tr> <tr><td colspan="2"><input type="button" value="Get Applicant Address"/></td></tr> <tr><td colspan="2">* Street Address/P.O. Box No.</td></tr> <tr><td colspan="2">P.O. Box 1183</td></tr> </table>		Salutation		Mr.		* Family Name	Given Name	Smith	John	* Contact Position	* Preferred Language	Water Testing Consultant	<input checked="" type="radio"/> English <input type="radio"/> French	Use the same address information as the Applicant address?		<input type="button" value="Get Applicant Address"/>		* Street Address/P.O. Box No.		P.O. Box 1183									
Salutation																															
Mr.																															
* Family Name	Given Name																														
Smith	John																														
* Contact Position	* Preferred Language																														
Water Testing Consultant	<input checked="" type="radio"/> English <input type="radio"/> French																														
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<input type="button" value="Get Applicant Address"/>																															
* Street Address/P.O. Box No.																															
P.O. Box 1183																															

* Contact name and Contact position	Enter the Family Name and Given Name of the applicant's contact person(s) for this project and their position or title.
* Preferred Language	Select the applicant's preferred language for correspondence.

\* **Contact person's address, Telephone No., etc.**

Enter the contact person's mailing address, if different from the applicant.

Enter the telephone and fax numbers including extension numbers, etc that can be used to get in touch with the contact person.

\* **E-mail address**

Enter the contact person's e-mail address. Note: If this field is completed, the system will automatically send a confirmation message to the contact when the application has been successfully submitted.

**BEFORE YOU CLICK THE SUBMIT BUTTON, PLEASE ENSURE ALL INFORMATION IS CORRECT. ONCE YOU HAVE SUBMITTED AN APPLICATION AND THE SYSTEM HAS ACCEPTED IT, YOU CANNOT GO BACK IN AND MODIFY IT.**

Once you have completed this page, click the SUBMIT button at the bottom of the screen. The system will validate your application.

**SUBMITTING AN APPLICATION:**

Once you have finished your online application and clicked the **SUBMIT** button, the system will check to see that you have completed all the mandatory fields. If you have not, the application will present you with an Application Error(s) page with error message and show you what areas need to be completed. Just click on the link in the message and it will take you to that screen where you can update the missing information then click SUBMIT again.

**Project No: 9186**

**Application Error(s)**

The following mandatory information was missing at the time of submitting your application. Please provide the information and click the submit button to submit your application again.

<b>Project Title</b>	WL-PEI BCF-CC Water Project
<b>Applicant</b>	Community Council of Brudenell
<b>Project Status</b>	Incomplete

Page name:	Description:
<a href="#">Contact Information</a>	Form Is Empty
<a href="#">Project Description and Location</a>	Municipal Priority Cannot Be Empty

After you have corrected the errors noted above, please click the Submit button in order to Submit your application again.

Last Updated: 2008-06-14 [Important Notices](#)

[ [Français](#) | [Home](#) | [Help](#) | [Search](#) | [Canada Site](#) ]

If your application is successful, you will receive a page indicating your application was successfully submitted. This page will provide you with the instructions to complete the application process. You should **PRINT THIS PAGE IMMEDIATELY**. It contains valuable contact information and will not be displayed again.

**Once your application has been successfully submitted and accepted by the system, if an email address was provided, the system will automatically send a confirmation message to the contact.**



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BCF-CC Building Canada Fund - Communities Component

[Main Menu](#)

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- [Update Existing Application](#)
- [View / Print Existing Application](#)
- [Change Password](#)
- [Withdraw Application](#)
- [FAQ](#)

### BCF-CC Submit Page

Thank you for submitting your application to the Building Canada Fund - Communities Component (BCF-CC). Now that you have completed the online application, please **finalize** the process with the following steps:

1. We suggest that you **PRINT THIS PAGE FOR YOUR REFERENCE** by clicking the PRINT button on your Internet browser. You will not have access to this page once you print your application and it contains valuable information for future reference.
2. You may also print the completed application form for your file. To do this, go to the left side of your screen, select **View / Print Existing Application**, which then opens a separate window. If more than one project is available for selection the system will require you to first choose your project number (#9186) from the "List of Applications/Projects" page before being presented with your *Building Canada Fund - Communities Component* submitted application form. You can then click the **print button** on your browser to print your application (or choose "File" / "Print..." from the menu bar).
3. **Please send all supporting documentation** to your provincial/territorial secretariat. Address information can be found on the Provincial Contacts page in BCF-CC (select the Provincial Contacts link on the header menu from every page).
4. Prior to submitting your application package, please ensure that you have **included all the pertinent information**. Omission of required information will delay the evaluation process.

From: [sinsi.oiccc@igi.com](mailto:sinsi.oiccc@igi.com)  
 To: Lovett, Wendy Clare  
 Cc:  
 Subject: Thank-you, BCF-CC application # 9186

Application #: 9186  
 Applicant Name: Community Council of Brudenell

Project Title: WL-PEI BCF-CC Water Project

Project Sub-Category: WA02-Drinking water treatment systems

Date and Time Submitted: 2008-07-08 08:36 AM

Please note that although you may view and print your application, you will not be able to make any changes to it now that it has been submitted.

The timeline for assessing your proposed project will take approximately 60 days, depending on the number of applications received. Incomplete applications will be returned.

Thank you for your application to Building Canada Fund - Communities Component (BCF-CC).



**PROJECT  
JUSTIFICATION &  
BUSINESS CASE  
GUIDELINES**  
**BUILDING CANADA FUND –  
COMMUNITIES COMPONENT**



## INTRODUCTION

The business case is an essential document that complements your application for funding. Its purpose is to elaborate on elements contained in the application and to provide any further details or relevant information that was not captured on the application form. It is a requirement that applicants complete a business case and upload it along with their application form.

The information contained in this document is intended to help you develop a sound rationale which may help you in obtaining funding under the Communities Component (CC) of the Building Canada Fund (BCF) of Infrastructure Canada.

## OBJECTIVE

The objective of the CC is to address the local needs of smaller Canadian communities by contributing funding to projects that may otherwise be beyond the community's normal budgetary capacity. The CC will target Infrastructure projects of a smaller scope and will address the local priorities in communities of under 100,000, as per the 2006 census.

## ASSESSMENT

The assessment of proposals is a criteria-based process for evaluating proposals submitted by applicants for funding. The assessment determines the merits of the proposal and informs the decision for recommending it to the appropriate decision-making bodies and parties.

Below are a few examples of factors that impact the assessment of your proposal and will be considered in determining if it is eligible for funding.

- How your project responds to an identified Infrastructure need within the community?
- How realistic are the objectives and are the expected results achievable? Will the activities identified be completed within your proposed timeframe?
- How does your proposed project fit with local, regional and national priorities?
- How you, as the applicant have the capacity to see the project through from beginning to end?
- How do you plan to mitigate the risks associated with your project?
- How realistic is the budget and breakdown of costs?
- How will you manage the asset over its life cycle? Do you have operating funds?

## ELEMENTS OF A GOOD BUSINESS CASE

A good business case should give the reader a clear understanding of the “Who, What, Where, Why, When and How” of the project. The business case should be able to be extracted as a stand-alone document for the purposes of describing the entire project. Additionally, it should not depend on future funding in order to achieve its desired project outcomes.

The business case should include, but not be limited to, the following:

- Problem statement
- Identification and analysis of options (relevance, feasibility)
- Rationale for chosen option
- Project objective
- Description of activities
- Timelines and milestones
- Expected benefits
- Performance and progress measures
- Project risks
- Rationale
- Budget

## WRITING THE BUSINESS CASE

Before you begin to write your business case, you are encouraged to visit Infrastructure Canada’s website at [www.buildingcanada.gc.ca](http://www.buildingcanada.gc.ca). This website will provide you with an understanding of the Communities Component of the Building Canada Fund and other relevant program information.

### 1. PROJECT OBJECTIVE

This is one of the most important sections of the business case. The objective should respond to your problem statement and be clear, concise and easy for you to achieve. The objective must also be measurable. A clear statement of your project objective makes the assessment easier, and will be reflected in the agreement.

## 2. PROPOSED ACTIVITIES

Provide a description of proposed activities that addresses:

- The scope of the project (local, regional, national)
- The location
- How the project responds to the goals, objectives and priorities of the program
- Who will most benefit and how.

## 3. PROJECT RATIONALE

This section should:

- Provide a synopsis of what is happening currently within the municipality or region and what might happen if no action is taken at this time, if your project is not approved. It should also give the reader a sense that your project is important and thus demonstrate the need for funding.
- Make sure you clearly define the project. If statistical information is available to support your project make sure you include the data and state where it can be found.

## 4. EXPECTED BENEFITS

Expected benefits must:

- Identify the project outcomes according to the program (sub)categories that apply to the project being proposed
- Indicate all the project benefits and how the benefits were obtained

## 5. TIMELINES AND MILESTONES

It is important to indicate the duration of your project, how long you expect it to take from start to finish. In addition, you should highlight how your project is broken down by project activities, phases and/or stages. This can be done on a quarterly basis. (i.e. 1st quarter - list of activities to be accomplished (planning, studies, etc.); 2nd quarter – additional activities (construction to commence).

## 6. PERFORMANCE AND PROGRESS MEASURES

In this section, you should clearly identify how the project will meet expected benefits; and, how these will be measured and monitored throughout the course of your project duration. (i.e. phase development, planning phase, regular site visits, construction start/end-dates, etc

## 7. PROJECT RISKS

What are the significant project risks and what is your strategy to mitigate those risks? Risks are uncertainties or constraints that may prevent the project from being completed on time, on budget, or in its original scope. Few projects are completely without risk; however, most successful projects manage or mitigate their risks through good planning and ongoing management.

This section should indicate any known risks (such as short construction season, possible uncertainties in building site that might influence cost, etc.) and specify how those uncertainties may impact the performance of the project (either in duration, cost, or meeting the requirements). Then, indicate what actions could possibly be taken in advance, or during the project lifecycle, to reduce the effect of the risk (mitigation).

## 8. PROJECT BUDGET

A comprehensive budget must include:

- An anticipated start and end date of expenditures (funding period). No expenditures can be incurred outside the start and end dates of the contribution agreement. For this reason INFC needs clear information included in the proposal, if there will be a start-up and closeout period with essential project-related expenditures;
- A detailed breakdown of expenses such as overhead operating costs, salaries, capital costs, phases of construction etc if applicable;
- A listing of other funding sources and those amounts;
- Cashflow projections throughout project lifecycle.

## PROJECT JUSTIFICATION/BUSINESS CASE CHECKLIST

To ensure that you have addressed all aspects of the Project justification/business case, the below checklist is meant to be use by you as a tool.

- Is there a Problem Statement
- Does your business case include a rationale for decision on chosen option
- Did you state your project's objective
- Is there a description of activities included
- Have timelines and milestones been addressed
- Did you list the expected benefits of your project
- Performance and progress measures
- Have you indicated the risks associated with the Project
- Is there a rationale on file
- Has the budget been included
- Is there a breakdown of expenses
- Location
- Who will benefit
- Any statistical information to include

Have you followed all the provincial instructions and provided the requested information.



**PROVINCIAL  
REQUIREMENT  
GUIDELINES  
BUILDING CANADA FUND –  
COMMUNITIES COMPONENT**



## PROVINCIAL REQUIREMENT GUIDELINES

This section will outline criteria related to applications from Prince Edward Island under the Building Canada Fund – Communities Component. Specific supplements on project categories will be available by mid-July. These supplements will contain project forms and relative criteria to assist proponents in submitting a comprehensive application.

The Applicant will abide by all labour, environmental, planning, human rights, and municipal legislation, including the Occupational Health and Safety Act and Regulations and all other legislation of the Province and of the Government of Canada (“Canada”).

### 1. DEFINITION

Local Government is defined as follows:

- a) A municipality as defined in paragraph 1(e) of the *Municipalities Act*, R.S.P.E.I. 1988, c. M-13 and referred to in the *Charlottetown Area Municipalities Act*, R.S.P.E.I. 1998, c. C- 4.1 and the *City of Summerside Act*, R.S.P.E.I. 1998, c. S-9.1;
- b) the Government of Prince Edward Island where it is providing services of a municipal nature to communities that are not municipalities as defined under Part (a) above.

### 2. APPLICATION INTAKE AND PROJECT CATEGORIES

The first round of application intakes will close August 11<sup>th</sup>, 2008. Future intakes will be announced at a later date. The intake is for the following categories:

Funding Category	Contact
DRINKING WATER	Can-PEI Infrastructure Secretariat 75 Fitzroy Street Tel: (902) 620-3380 Toll free: 1-888-240-4411 Fax: (902) 620-3383
WASTEWATER	
TOURISM	
LOCAL ROADS	
SHORT-SEA SHIPPING	
SHORTLINE RAILWAYS	
DISASTER MITIGATION	
PUBLIC TRANSIT	
NATIONAL HIGHWAYS	
GREEN ENERGY	
SOLID WASTE	
CULTURAL	
SPORT	
CONNECTIVITY	
BROWNFIELDS	
REGIONAL AIRPORTS	
COLLABORATIVE PROJECTS	

### 3. APPLICANTS

#### ELIGIBLE APPLICANTS:

A local government

- Local Government or its agent, including a corporation that is wholly-owned by a Local Government, that has applied for a contribution in support of a Project under this Agreement; or,
- private sector body, whose Application is supported by a resolution of the council of the Local Government where the Project is proposed to be located

#### INELIGIBLE APPLICANTS:

- Local Governments having a population in excess of 100,000, as determined by Statistics Canada's Final 2006 census;
- Departments, ministries and agencies of Canada or Prince Edward Island, and,
- Federal or provincial departmental corporations or Crown Corporations, except as expressly set out above.

### 4. PROJECTS

Projects will be selected through a competitive application-based process and will be evaluated on the extent to which they meet environmental, economic, social and cultural objectives. It is important that projects are sustainable in regards to how they are planned, designed, constructed, operated, maintained and managed. The provincial plans and strategies to consider are:

- The Energy Framework and Renewable Energy Strategy; and,
- Island Prosperity – A Focus for Change - <http://islandprosperity.com>

#### ELIGIBLE PROJECTS

To be eligible for funding, a Project must:

- a) Be submitted by an eligible Applicant who demonstrates that it will be able to operate and maintain the resulting Infrastructure over the long term;
- b) Fall within one of the applicable Project categories, be consistent with the objectives of the category and directly related to one of its subcategories, meet one or more of the Project outcomes of the category and meet the mandatory Project criteria of the category
- c) Be for the construction, renewal, expansion, upgrade, or material enhancement of Infrastructure, however excluding normal maintenance or operation;
- d) Be supported by a Project Justification & Business Case, to be part of the Application, that is comprehensive, credible and feasible ;
- e) Stipulate a construction completion date of no later than March 31, 2016;
- f) Be implemented in communities served by Local Governments with a population of less than 100,000 people, as set out in the Statistics Canada 2006 Census;
- g) Be duly authorized or endorsed by, as applicable

- i. in the case of a municipal Applicant, a resolution of its council; or
  - ii. in the case of a non-governmental, not-for-profit or private sector body Applicant, a resolution of its board of directors and also by a resolution of the municipal Council where the Infrastructure is proposed to be located.
- h) A signed and sealed resolution must be provided at the time of application.

## INELIGIBLE PROJECTS

Project will be deemed ineligible if:

- a) the tender has been awarded, or construction has already begun or is completed prior to approval
- b) the project will be completed after March 31, 2016
- c) the project deals with assets owned by the Government of Canada or the Province of Prince Edward Island. Exception may be made by the Oversight Committee where the assets are of a type normally owned or operated by local government for community use and benefit as determined by the Oversight Committee

## 5. COST

For more information, please refer to the Eligible and Ineligible Costs section of this program guide. Further information regarding specific eligible costs will be detailed in the project category supplements to be made available mid-July.

## 6. PROJECT JUSTIFICATION & BUSINESS CASE

Applications must ensure that the following are part of the submission:

- Project Drawings;
- Detailed project cost breakdown including quotes or cost estimates
- Measurable information on project benefits
- Letters of support, if available
- Land lease agreement, if applicable
- Current financial statement (for registered non-profit organizations)
- Society's certificate (for registered non-profit organizations)
- Board of Directors minutes of meeting approving the project ((for non-profit organizations);
- Applications for non-governmental organization must include uploaded letters of support from the general population in the community where the project is located, not only members of the organization which stands to benefit from the project;
- In the case where a project is required to hold a public meeting to approve a project, or expenditures, the meetings are required to be held prior to the submission of the application. Supporting meeting advertisements and minutes will need to be uploaded; and
- Confirmation of sources of project funds, i.e., bank statements, approved bank loan documentation, letters of commitment (or copies of cheques) from funding contributors, partners, approved referendum (or a council resolution to hold a referendum to borrow for the project).

- Approvals of land use required prior to construction proceeding, i.e. ALR, right of ways, fed and / or prov assets, etc.
- Drinking Water and Wastewater Utilities under legislative control of IRAC provide a letter stating the Utility has the ability to proceed with the project.

## 7. CONTACT INFORMATION

Can-PEI Infrastructure Secretariat  
75 Fitzroy Street  
PO Box 2000  
Location Address:  
Charlottetown, Prince Edward Island  
C1A 7N8  
Tel: 920-620-3380 Toll free # 1-888-240-4411  
Fax: 902-620-3383  
[cpei-infrastructure@gov.pe.ca](mailto:cpei-infrastructure@gov.pe.ca)

**ELIGIBLE  
CATEGORIES**  
**BUILDING CANADA FUND –  
COMMUNITIES COMPONENT**

**Eligible Categories – Communities Component**  
**June 2008**

## ELIGIBLE CATEGORIES

Eligible categories will include the following:

- Water Infrastructure
- Wastewater Infrastructure
- Public Transit Infrastructure
- National Highway System Infrastructure
- Green Energy Infrastructure
- Disaster Mitigation Infrastructure
- Solid Waste Management Infrastructure
- Brownfield Remediation and Redevelopment Infrastructure
- Culture Infrastructure
- Sport Infrastructure
- Connectivity Infrastructure
- Local Road Infrastructure
- Shortline Rail Infrastructure
- Short Sea Shipping Infrastructure
- Regional and Local Airports
- Tourism Infrastructure
- Collaborative Projects



**CATEGORIES AND  
MANDATORY CRITERIA**  
**BUILDING CANADA FUND –  
COMMUNITIES COMPONENT**

**Categories and Mandatory Criteria – Communities Component**  
**June 2008**

CATEGORIES AND MANDATORY CRITERIA FOR THE BUILDING CANADA FUND (BCF)  
CONTRIBUTION PROGRAM: COMMUNITIES COMPONENT (CC)

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## PURPOSE

One component of the Building Canada Fund is the Communities Component which focuses on projects in smaller communities. To ensure that smaller communities receive equitable access to funding, only those with a population of less than 100,000 (as per the 2006 Census) will be eligible to seek funding under the Communities Component.

This document will assist communities, and eligible recipients of funding, with an understanding of the eligible categories and respective mandatory requirements for projects selected under the Communities Component (CC) of the Building Canada Fund (BCF).

The BCF is designed to increase investment in public infrastructure and contribute to broad federal objectives: economic growth; a cleaner environment; and, strong and prosperous communities. The eligible categories and criteria set out in this document will ensure that infrastructure investments are consistent with these objectives.

For each eligible category, category specific objectives and outcomes, as well as any eligible subcategories of infrastructure, are given. Further, selection criteria under the Communities Components of the BCF are provided to maximize public benefits from infrastructure investments and help ensure value for money

## COMMON MANDATORY CRITERIA REQUIREMENTS FOR THE COMMUNITIES COMPONENT

Through your application, you must demonstrate the following:

- The project is supported by a comprehensive, credible and feasible business case that outlines the costs and benefits of the proposed project. *(Please note that the application form will set out information requirements regarding project costing, ongoing operation and maintenance, engineering, technology, project management and governance)*
- How the project is consistent with applicable provincial, regional, or municipal plans (e.g., land-use, integrated watershed management plan, municipal official plans, Integrated Community Sustainability Plans).
- The project will meet all applicable legislative or regulatory requirements, including the requirement for a federal Environmental Assessment process that meets the requirements of the *Canadian Environmental Assessment Act*, which may include specific requirements for aboriginal consultation.
- The contract award process will be competitive, fair and transparent (e.g., no sole-source contracts, no union-only processes).
- Major risks related to extreme natural events and/or climate change risks with a potential impact on the project during construction or once completed have been considered, and, where applicable, a mitigation plan developed.
- Infrastructure intended for use by the public ensures appropriate access for persons with disabilities.
- Opportunities regarding a regional service area or other cooperative arrangements, particularly with First Nations communities, have been considered, as appropriate, in respect of the project.

## COMMON ADDITIONAL LEVERAGING CRITERIA REQUIREMENTS FOR THE COMMUNITIES COMPONENT

Project applications will also be assessed on the basis of how they meet the following additional leveraging criteria - please also refer to the information provided in the Provincial Requirements section of this Guide:

- Newly constructed or materially rehabilitated buildings exceed the energy efficiency requirements of the Model National Energy Code for Buildings or, (preferred) will obtain a LEED certification.
- Newly constructed buildings meet the requirements of the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-04)
- How greenhouse gas emissions impacts through the construction and operation of the infrastructure have been considered and, where applicable, will be reduced.

# 1. WATER INFRASTRUCTURE

## Objectives

To construct or materially rehabilitate public infrastructure that contributes to one of the following objectives:

- Improved safety, management, reliability and efficiency of Canada's drinking water treatment and distribution systems;
- Increase the number of households with access to safe drinking water that meets or exceeds the Guidelines for Canadian Drinking Water Quality;
- Improved protection and/or management of drinking water sources; and
- Improved conservation of water.

## Subcategories

- Drinking water treatment infrastructure.
- Drinking water distribution systems (may include metering as part of a larger project).

## Project Outcomes

The project must achieve one or more of the following outcomes:

- Increased number of households provided with access to safe drinking water;
- Improved quality of drinking water;
- Increased number of households equipped with residential metering;
- Decreased daily per capita water use;
- Increased service reliability of water treatment and distribution facilities;
- Increased efficiency in the treatment plant operations and/or distribution system, as demonstrated by a reduction in water leakage or loss, use of treatment chemicals, energy use and/or number of boil water advisories; and
- Reduced impact on the environment due to lower volume of water extraction and watershed management.

## Mandatory Project Criteria

- Where the project involves the new construction of or material rehabilitation of a drinking water treatment plant, the drinking water quality following completion of the project must meet or exceed provincial standards.
- For projects where the federal contribution is \$10,000,000 or more, the project applicant must have in place, or commit to implementing within two years of project approval:
  - Full life cycle cost accounting in respect of its water infrastructure assets; and
  - An integrated watershed management plan that includes, at minimum, the following components:
    - A multi-barrier approach to safe drinking water including, where possible, source water protection;
    - A demand management plan (including education, pricing and, as appropriate, metering);

- Process optimization strategies, and energy management; and,
  - Operator training/certification requirements that meet or exceed provincial standards.
- For non-commercial ventures, the proponent must indicate whether full cost pricing supported by universal metering for water is in place, and if not, how cost recovery will be pursued and how capital and operating and maintenance shortfalls will be addressed.
- For commercial ventures, full cost pricing must be implemented, and if this is not possible, a justification for why it is not possible and how cost-recovery will be pursued and how capital and operating and maintenance shortfalls will be addressed.

### Additional Leveraging Criteria

- For projects where the federal contribution is less than \$10,000,000:
  - Implements user fees or metering for residential or commercial projects; and
  - Business plan includes aspects of demand management and water efficiency programs that are supported by public education, water metering and a sustainable approach to financing that ensures ongoing operation, maintenance and upgrading.
- Proponent has in place or commits to implementing full cost recovery

## 2. WASTEWATER INFRASTRUCTURE

### Objectives

To construct or materially rehabilitate public infrastructure that contributes to one of the following objectives:

- Reduces the negative impacts of wastewater effluent or stormwater effluent on human health and the environment;
- Improves the safety and management of wastewater sludge; and
- Improves the management and efficiency of wastewater infrastructure or stormwater infrastructure.

### Subcategories

- Wastewater collection systems and/or wastewater treatment facilities or systems (which may include grey water reuse).
- Separation of combined sewers and/or combined sewer overflow control, including real-time control and system optimization.
- Separate storm water collection systems and/or storm water treatment facilities or systems.
- Wastewater sludge treatment and management systems.

### Project Outcomes

The project must achieve one or more of the following outcomes:

- A measurable and quantifiable reduction in volume and/or improvement in the level of treatment of wastewater effluent;
- Increased number of households, industries, commercial establishments, and institutions with untreated wastewater connected to sanitary sewer systems;
- Reduced volume and incidents of discharge of untreated wastewater effluent as a result of sanitary sewer and combined sewer overflow events;
- Improved quality of stormwater effluent;
- Implementation of full life cycle cost accounting and full cost recovery (where possible) for wastewater infrastructure assets;
- Improvement to the reliability or performance of the wastewater collection and/or treatment system; and
- Improved wastewater sludge treatment and management.

### Mandatory Project Criteria

- Projects for the construction of new or material rehabilitation or expansion of existing, municipal wastewater treatment facilities must result in municipal wastewater effluent that meets applicable provincial/federal regulations and licensing requirements.
- Projects for the construction of new, or material rehabilitation or expansion of existing municipal wastewater treatment facilities that include the use of chlorine disinfection processes, must also incorporate chlorine removal processes.

- Projects for the construction of new or material rehabilitation or expansion of existing wastewater sludge treatment and management facilities must meet applicable provincial/federal regulations and licensing requirements.
- For projects receiving federal funding of \$10,000,000 or more, the proponent must have in place, or commit to implementing within two years of project approval:
  - An integrated watershed management plan, that includes, at minimum, the following components: Sewer Use Control Program , supported by appropriate compliance and enforcement policies, including municipal sewer use by-laws, demand management (including metering and pricing, where appropriate), process optimization strategies, and energy management; and
  - Full life cycle cost accounting in respect of its wastewater infrastructure assets that takes into account resources required for ongoing operation, maintenance, upgrades and replacement.
- Municipality must demonstrate how cost recovery will be pursued and how capital and operating and maintenance shortfalls, if any, will be addressed.

### Additional Leveraging Criteria

- Projects for the construction of new or material rehabilitation or expansion of existing, wastewater treatment facilities resulting in wastewater effluent that meets standards equivalent to a secondary or tertiary level treatment.
- For projects receiving federal funding of less than \$10,000,000, municipality has implemented life-cycle accounting.
- For projects receiving federal funding of less than \$10,000,000, municipality has implemented full cost recovery in respect of its municipal wastewater infrastructure assets that ensures sufficient resources for ongoing operation, maintenance, upgrades and replacement.
- Municipality has appropriate water demand management measures in place, which may include education, opportunities for grey water systems, metering and full cost recovery.

### 3. PUBLIC TRANSIT INFRASTRUCTURE

#### Objectives

- To construct, improve or rehabilitate public transit infrastructure that contributes to economic, environmental and social sustainability in cities and communities.

#### Subcategories

- Transit infrastructure, including, but not limited to, rail and bus rapid transit systems, and related facilities.
- Buses, rail cars, ferries, para transit vehicles, and other rolling stock and associated infrastructure, for the expansion of services.
- Green buses for expansion services and for replacement capacity.
- Intelligent Transport Systems (ITS) including, but not limited to, fare collection, fleet management, transit priority signalling, and real-time traveller information systems at stations and stops.
- Related capital infrastructure including, but not limited to, transit queue-jump lanes, reserved bus lanes, turning lanes or other related enhancements in support of public transit, streetcar/trolley infrastructure, storage and maintenance facilities, security enhancements, and transit passenger terminals.
- When undertaken as part of above subcategory improvements, active transportation infrastructure, such as bicycle lanes that connect to transit facilities and bicycle storage and lockers at stations, is eligible.

#### Project Outcomes

The project must maximize outcomes in as many of the following areas as possible:

- Improved mobility and reduced congestion
- Improved access to transit
- Increased transit ridership
- Increased transit modal share
- Improved travel times
- Improved safety and security of passengers and other transportation users
- Improved operational efficiency
- Reduced emissions of air pollutants and greenhouse gases
- Increased implementation of transit-oriented development

#### Mandatory Project Criteria

- Projects must demonstrate how they are consistent with an official, integrated land-use and transportation development plan or strategy.
- Projects must be compatible with the implementation of the transit strategy developed under the Public Transit Fund.

- When security and emergency preparedness plans are in place that have been funded through Transit-Secure, operators must demonstrate that the project is consistent with these plans, and that future related training, public awareness and incident reporting needs are taken into consideration.
- Any rolling stock or ferries funded must be accessible for persons with disabilities.

### Additional Leveraging Criteria

- Projects incorporate appropriate Transportation Demand Management practices.
- Transit projects have been endorsed by regional co-ordination and planning bodies, where applicable.
- The project includes an ITS component or system. ITS components and systems must meet the requirements set out in the ITS Annex.
- Where integrated regional transportation and land-use plans do not exist, municipalities are encouraged to work collaboratively to develop such a plan.

### ANNEX – Transportation Demand Management Measures

*Transportation Demand Management (TDM) measures will be implemented as part of transit infrastructure projects to help build ridership and improve environmental outcomes.*

TDM projects should include at least one of the measures under a) and/or b) below:

a) Travel incentive and disincentive measures, including:

- services such as guaranteed ride home programs, and traveller information systems; or
- workplace or institution-based measures that make transit more convenient; or
- Road (e.g. turn restrictions, bus queue jumping), parking, motor vehicle or transit measures.

b) Education, promotion and outreach measures, including:

- branding and positioning measures that shape social and individual perceptions of different travel modes, and remove biases against more sustainable choices; or
- information and education measures that enhance people’s understanding of different travel choices, and the positive or negative effects of their decisions; or
- targeted community-based social marketing measures to help individuals or groups to fully understand their personal options, and offer them incentives to travel more sustainably; or
- special events that raise awareness of travel options and encourage people to try them; or
- recognition and rewards encourage continued TDM leadership and success by employers, institutions and interest groups.

### ANNEX – Intelligent Transportation System

Mandatory Requirements:

- Must be compliant with the ITS Architecture for Canada and the Border Information Flow Architecture, or expand in new areas of national interest.

For Projects Consisting Mainly of Stand-alone ITS:

- In addition to the above, the following mandatory requirements also apply:

- Must include an Evaluation Plan, setting out immediate, intermediate and long-term results, with method and timing of data collection and reporting.
- Must use the ITS Evaluation Benefit Framework.

## 4. NATIONAL HIGHWAY SYSTEM INFRASTRUCTURE

### Objectives

To construct, improve or rehabilitate segments of the Core National Highway System that contributes to one or more of the following objectives:

- Supporting trade and tourism flows inter-provincially and internationally;
- Improving transportation safety;
- Improving mobility; and
- Encouraging innovation.

### Subcategories

Construction projects on highways (or ferry services) that form part of the Core National Highway System (NHS), including:

- Additional capacity (e.g. turning lanes, truck lanes, grade separations, interchanges, roundabouts, rest areas, etc.) and new urban bypasses that connect to the Core NHS at both ends.
- Rehabilitation of highway and bridge assets. Projects must meet the definition of ‘rehabilitation’ as agreed upon by the Council of Ministers in 2005.
- Safety-related improvements.
- Intelligent Transportation Systems (ITS) projects.

### Project Outcomes

The project must achieve one or more of the following outcomes:

- Increased transportation system efficiency and capacity (e.g. reducing bottlenecks, additional physical/operational capacity);
- Improved safety (fewer accidents and deaths);
- Improved connections to major population and economic centres;
- Improved access to one or both of the following:
  - Canada-US land border crossings that are connected directly to the Core National Highway System; and
  - Multi-modal transportation corridors, and/or intermodal facilities.
- Maximize the efficiency of existing and/or new infrastructure through the use of innovative technology and/or other initiatives.

### Mandatory Project Criteria

- Projects must meet engineering standards that are recognized by the Transportation Association of Canada or approved, equivalent provincial/territorial or municipal/local standards.

### Additional Leveraging Criteria

- Minimize GHG emissions and other environmental and land-use impacts.

- Proponents demonstrate that the project aligns well with a corridor and/or border infrastructure project in the United States, or within another jurisdiction in Canada.
- The project incorporates Transportation Demand Management measures.
- The project includes an ITS component or system. ITS components and systems must meet the requirements set out in the ITS Annex
- The project is integrated in municipal plans and/or provincial plans.
- Proponent demonstrates that they have undertaken a road safety audit.
- Proponent demonstrates that they have utilized value engineering.
- The project includes features that support wildlife sustainability, where warranted (such as for highways through rural areas).

## ANNEX – Transportation Demand Management Measures

*Transportation Demand Management (TDM) projects will be implemented as part of new road capacity projects in large urban centers to help maximize investments in infrastructure, improve quality of life and environmental outcomes.*

TDM projects should include at least one of the measures under a) and/or b) below:

a) Travel incentive and disincentive measures, including:

- road or motor vehicle use pricing measures that increase or redistribute the costs of automobile or commercial vehicle use such as parking fees, road tolls, mileage-based car registration fees, pay-as-you-go insurance and other congestion pricing initiatives; or
- workplace-based measures that make commuting less costly and stressful, such as preferential carpool parking, flexible working hours or telework; or
- innovative travel services that add new choices to the menu of available travel options, such as car sharing clubs, station cars, or vanpooling services; or
- infrastructure changes that improve travel options, such as improving sidewalks and other pedestrian linkages, creating on-road or off-road cycling routes, or reserving roadway lanes for use by carpools in peak periods, or dedicated truck lanes.

b) Education, promotion and outreach measures, including:

- branding and positioning measures that shape social and individual perceptions of different travel modes, and remove biases against more sustainable choices; or
- information and education measures that enhance people’s understanding of different travel choices, and the positive or negative effects of their decisions; or
- targeted community-based social marketing measures to help individuals or groups to fully understand their personal options, and offer them incentives to travel more sustainably; or
- special events that raise awareness of travel options and encourage people to try them; or
- recognition and rewards encourage continued TDM leadership and success by employers, institutions and interest groups.

## ANNEX – Intelligent Transportation Systems

### Mandatory Requirements

For projects with ITS components:

- Must be compliant with the ITS Architecture for Canada and the Border Information Flow Architecture, or expand in new areas of national interest.

For projects consisting mainly of stand-alone ITS:

In addition to the above, the following mandatory requirements also apply:

- Must include an Evaluation Plan, setting out immediate, intermediate and long-term results, with method and timing of data collection and reporting.
- Must use the ITS Evaluation Benefit Framework.

## 5. GREEN ENERGY INFRASTRUCTURE

### Objectives

To construct or materially rehabilitate public infrastructure that contributes to one of the following objectives:

- Increase the availability and/or reliability of Canada's clean energy supply;
- Increase the availability of renewable energy;
- Improving air quality; and
- Reducing greenhouse gas emissions.

### Subcategories

- Reinforcement, expansion of existing and construction of new transmission grids to transmit clean electricity.
- Hydrogen infrastructure (generation, distribution and storage).
- Electric Vehicle Infrastructure (centralized refueling stations).
- Biofuels distribution/storage infrastructure.
- Thermal heat/cooling delivery system (i.e. district energy systems) using renewable or combined heat/power (CHP) plants.
- Clean coal facilities.
- Renewable Electricity Generation facilities for municipal consumption (e.g., wind energy, solar energy).
- Municipal building energy retrofits.

### Project Outcomes

The project must achieve one or more of the following outcomes:

- Increased electricity trade connections between provinces/territories, which facilitate the transfer of clean electricity;
- Increased the security of Canada's clean electricity supply;
- Increased installation of clean energy technologies, improving air quality and reducing greenhouse gas emissions;
- Increased availability of clean-energy technologies in Canada; and
- Increased number of private sector and public sector installations and/or use of clean-energy technologies.

### Mandatory Project Criteria

- Proponent must demonstrate need for the project (e.g., unmet electricity demand) and a market for the energy/electricity/heat, where relevant.

- For district energy systems based on geothermal or for hydrogen fuel cell related infrastructure, the proponent must account for source of electricity used in the operation of the geothermal infrastructure or for generation of the fuel cell energy.
- For thermal-based infrastructure, the proponent must demonstrate that the project uses the innovative technologies and methodologies and a pollution-control plan is developed and implemented.
- For transmission grid projects, the project must:
  - support the development or transfer of clean electricity, especially to displace more carbon-intensive electricity; and
  - support the security of electricity supplies, allowing for more efficient electricity markets/electricity use.
- For hydrogen infrastructure, project must demonstrate a local fleet demand that would support the hydrogen infrastructure.
- For clean coal facilities, the proponent must deploy technology to reduce air pollutants and GHG emission at least as low as natural gas combined cycle technology (e.g. Integrated gasification combined cycle, oxyfuel, post-combustion capture).
- For renewable electricity generation, projects will ordinarily be less than 1MW, but projects higher than 1MW will be considered on a case by case basis if justified by compelling rationale.

### Additional Leveraging Criteria

- Proponent should develop and implement an action plan to support energy conservation within the community or institution benefiting from the project, including energy audits and green building actions, where appropriate.
- Proponent should develop and implement a public awareness program related to energy use and the environmental effects.
- For transmission grid projects, the project should consider natural-disaster resilient infrastructure technologies and methods.
- For hydrogen infrastructure, the proponent should:
  - Indicate whether the hydrogen infrastructure is open to public consumption; and
  - The proponent should indicate who the infrastructure is available to and if public access is planned for the future and under what conditions.
  - The proponent should demonstrate that it can operate the infrastructure on a full-cost recovery basis.

## 6. DISASTER MITIGATION INFRASTRUCTURE

### Objectives

To construct or materially rehabilitate public infrastructure that reduces the vulnerability of a community or public infrastructure to the negative impacts of extreme natural events, including adverse events related to climate change.

### Subcategories

- Construction, modification or reinforcement of structures that protect from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change.
- Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme natural events and impacts or events related to climate change.<sup>1</sup>

Note: Construction, modification or reinforcement of structures exclude normal routine, maintenance and operational work (e.g., dredging of sediment, gravel removal, debris traps, etc.).

### Project Outcomes

The project must achieve one or more of the following outcomes:

- Reduce the social, physical and/or economic risks associated with an extreme natural event and/or adverse effects related to climate change; and
- Improve the resiliency of public infrastructure to extreme natural events and/or adverse effects related to climate change.

### Mandatory Project Criteria

- The project proponent must have conducted a risk assessment that supports the proposed mitigation project. The risk assessment shall include: the likelihood of a hazard, or combination of hazards occurring and the potential impact (including social, economic and environmental impacts).
- Where appropriate, the proponent must implement, or commit to implementing within two years of project completion, non-structural disaster mitigation measures that support the risk assessment. Elements may include: municipal zoning by-laws, planning and building codes that reduce disaster risk, and public awareness and education.

### Additional Leveraging Criteria

- The applicant develops an emergency operations/response plan based on the risk assessment that assigns responsibilities for specific actions.
- Projects must be consistent with the goals and principles of the National Disaster Mitigation Strategy, (once developed).

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<sup>1</sup> Excludes the relocation of whole communities.

## 7. SOLID WASTE MANAGEMENT INFRASTRUCTURE

### Objective

To construct or materially rehabilitate public infrastructure that reduces the environmental impacts resulting from solid waste management.

### Subcategories

- Solid waste diversion projects:
  - Recycling.
  - Composting.
  - Anaerobic digestion.
- Solid waste disposal projects:
  - Thermal processes, including gasification.
  - Landfill gas recovery.

### Project Outcomes

The project must achieve one or more of the following outcomes:

- Increase the quantity (kg/capita) of solid waste diverted from disposal;
- Reduced environmental impacts from landfills (e.g. greenhouse gas emissions, leaching of liquid waste, soil contamination); and
- Increased energy recovery from solid waste management activities.

### Mandatory Project Criteria

- Solid waste diversion projects must result in a measurable increase in the quantity (kg/capita) of material diverted from disposal as measured against a baseline using the Generally Accepted Principles (GAP) for Calculating Municipal Solid Waste System Flow.<sup>1</sup>
- For projects with a federal contribution of \$500,000 or more, the applicant must provide an appropriate waste management plan that is no more than five years old and that includes public education or outreach.
- Disposal projects with a federal contribution of \$500,000 or more must be complemented by the implementation of a solid waste diversion plan and must include a heat and energy recovery system and air pollution control and ash management plans, as appropriate.

### Additional Leveraging Criteria

- For projects where the federal contribution is \$500,000 or more, proponent has implemented or commits to implementing within two years of the project approval a user-pay system for solid waste management (i.e., Pay as you throw).
- For projects with a federal contribution of \$500,000 or less, the applicant has provided an appropriate waste management plan that is no more than five years old and that includes public education or outreach.

## 8. BROWNFIELD REMEDIATION AND REDEVELOPMENT INFRASTRUCTURE

### Objectives

To construct or materially rehabilitate public infrastructure that contributes to at least one of the following objectives:

- Removal or neutralization of the negative effects of brownfields on communities and environment by remediating and redeveloping these properties in a sustainable manner; and
- Support more intense land use within cities and communities.

### Subcategories

Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:

- The construction of public infrastructure as identified in the context of any category under the MIC and the CC; and/or
- The construction of municipal use public parks and publicly-owned social housing.

### Project Outcomes

The project must achieve one or more of the following outcomes:

- Reduction of the environmental and health risks posed by contaminated sites within municipal boundaries;
- Increased supply of social housing; and
- Increased sustainability of municipal development and encouragement of more efficient land use.

### Mandatory Project Criteria

- Project must always include a public infrastructure redevelopment component as described in the subcategories, and which must be included as part of the rationale for the project. The redevelopment can also include any mix of residential, commercial, public institution or industrial uses.
- The eligible costs in respect of the remediation/decontamination shall ordinarily be prorated based on the land use share of the eligible public infrastructure component (as described in the subcategories).
- Project must be undertaken on properties that are contaminated, as determined using remediation criteria as established by the relevant jurisdiction for the proposed redeveloped land uses, as confirmed by a Phase II Environmental Site Assessment (ESA), which shall include a detailed historical description of the site's previous uses and owners.
- Proponent must identify relationship, if any, to the originator/s of the pollution source, as identified in the Phase I or II ESA, if known.
- Project must have a remediation action plan, that includes the following:
  - description of contamination, including types of contaminants and potential for off-site contamination;

- mediums and extent of contamination to be addressed (soil, sediment, groundwater, surface water, air);
- remediation criteria to be used for addressing the contamination;
- whether in-situ or ex-situ treatment, or removal and disposal of contaminated soils or materials will be the method of remediation, and provide a remedial alternatives assessment to support the remedial action plan;
- if excavation of contaminated material will be undertaken, final disposal location must be identified; and
- method for addressing off-site contamination, where there is a potential risk, including implementation of monitoring systems.
- Proponent must identify potential regulatory or civil liability risks and provide a risk management plan (including confirmation of pollution legal liability insurance).
- Proponent must confirm that the federal government assumes no regulatory or civil liability as a result of funding; and that the federal government is not responsible for any cost overruns (Remediation Cost Cap Insurance is recommended but not required).
- Proponent must confirm that a third-party verification will be undertaken to ensure that the site has been remediated to appropriate levels for the proposed property use, at the end of the project.

### Additional Leveraging Criteria

- Redevelopment project demonstrates environmentally preferred attributes, where feasible:
  - Buildings exhibit energy efficiency (passive and active), water efficiency, and green building design;
  - Reuse (preferred) or recycling of existing building materials, where appropriate; and
  - Incorporation, where appropriate, conservation/development of wildlife habitat and green space.

## 9. CULTURE INFRASTRUCTURE

### Objectives

To achieve significant economic and/or regional impacts through the construction or material rehabilitation of public infrastructure that results in at least one of the following:

- Supports arts and/or heritage facilities; and
- Helps communities express, preserve, develop and promote their culture and/or heritage within Canada.

### Subcategories

- Museums<sup>2</sup>.
- The preservation of designated heritage sites that are duly recognized by<sup>3</sup>:
  - UNESCO;
  - Canadian government as per the national federal register of historic places; or
  - Provincial or Local government.
- Provincial, territorial and local government-owned libraries and archives.
- Facilities for the creation, production and presentation of the arts.
- Infrastructure in support of the creation of a cultural precinct within an urban core.

### Project Outcomes

The project must represent a demonstrable increase in the number and/or quality of cultural opportunities for Canadians and have a significant economic and/or regional impact, as well as least one of the following additional outcomes:

- Increases community use of facilities or gives the facilities a multipurpose dimension;
- Enhances ability of communities to express, preserve, develop and promote their cultural heritage within Canada; and
- Generates economies of scale, spinoff activities, and supports the larger economic priorities of the community and of governments.

### Mandatory Project Criteria

- The project has a significant economic and / or regional impact.\* (See below).
- Proponent must include a plan for increased or expanded regional outreach.
- The project must result in one or more of the following:
  - increased seating or visitor capacity;
  - increased capacity to reach new audiences; and

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<sup>2</sup> A museum is a non-profit making, permanent institution in the service of society and of its development, and open to the public, which acquires, conserves, researches, communicates and exhibits, for purposes of study, education and enjoyment, artifacts related to people and their environment.

<sup>3</sup> Excludes private residences and religious sites.

- enhanced services in the promotion of culture.

### Additional Leveraging Criteria

- The project includes financial support or a resolution in support of the project from a local government council(s) in another community.
- The project will increase access/service availability to Aboriginal communities.
- The project contributes to the revitalization of neighbourhoods or communities.
- The project enables the proponent to enhance and diversify its program services and offerings.
- The project provides increased capacity to the facility through technological improvements that allow for the hosting of a greater number and/or more diverse types of performances; and/or gives the facility a “rental capacity” in order to expand its activities.
- Increases sustainable urban development, encourages a more efficient urban form.
- The project minimizes the negative impacts on the environment by reducing ongoing energy consumption and/or water consumption and/or waste compared to the existing infrastructure, or by encouraging recycling or by using recognized green materials in the construction/restoration or improvement of the infrastructure.
- The project contributes to long-term community building by promoting partnerships with other community organizations.
- The project improves/restores a public infrastructure in a community where there will be a national exhibition or a regional celebration such as the foundation of a City.
- The project is a multi-use facility or has a multi-use component.

\* This is defined as:

#### Significant economic impact:

- Having completed an economic impact study estimating the total economic effects of the project, including the direct, indirect and induced impacts:
  - Direct impacts include the jobs and income generated by the project;
  - Indirect impacts include the production, employment and income changes occurring in other businesses/industries in the community that supplies inputs to the project industry; and
  - Induced impacts include the effects of spending by the households in the local economy as the result of direct and indirect effects from the project.

Based on this, the proponent must estimate the multiplier effect of the project, that is how much additional economic activity will result from the project investment (indirect and induced impacts), taking into consideration displaced impacts (e.g. shifting spending and employment away from other local activities). The project would have to demonstrate a significant economic return and positive cost-benefit.

OR

#### Significant regional impact:

- Demonstrating that the project will benefit, and be used by, a significant number of people residing outside of the community (if the community has population of less than 100,000), or neighbourhood

(if the community is larger than 100,000) where the project is located as a result of a documented user needs analysis or market research.

- A financial contribution by the province demonstrating the project is of provincial significance. Federal funding would not exceed the direct provincial contribution.
- If there is another facility within a reasonable geographic proximity that serves the same or similar purpose, demonstration that the capacity of the existing facility is insufficient to service the needs of the region.

## 10. SPORT INFRASTRUCTURE

### Objectives

To achieve significant economic and/or regional impacts through the construction or material rehabilitation of sport infrastructure<sup>4</sup> that results in at least one of the following:

- Provides increased opportunities for sport activities that can improve the health of Canadians and strengthen Canadian communities; and
- Provides increased opportunities for the development of Canadian athletes and/or the hosting of major amateur athletic events.

### Subcategories

- Sport infrastructure for community public use (can include training facilities for high performance amateur athletes).
- Sport infrastructure in support of major amateur athletic events.

### Project Outcomes

The project must have a significant economic and/or regional impact and lead to at least one of the following additional outcomes:

- A higher proportion of Canadians from all segments of society participating in sport activities;
- Supports the development of Canadian athletes; and
- Designed to attract hosting opportunities for regional, national or international sporting events.

### Mandatory Project Criteria

- The proponent must demonstrate that the primary rationale for undertaking the project is to support organized, competitive, amateur athletic activities.
- The project must have a significant economic and / or regional impact.\* (See below).
- Public access (community and amateur athletic use) to the proposed facility must be at least 60% of the normal operational time of the facility.
- Proponent must also demonstrate that no more than 33% of the normal operational time will be utilized for physical recreational activities.
- Project must be multi-use and/or demonstrate a regional, national or international mandate – e.g. national or regional training centre, designed to host regional, national or international amateur athletic events.

### Additional Leveraging Criteria

- The project includes financial support or a resolution in support of the project from a local government council(s) in another community.
- Project increases public access to, and participation in, the facility and/or sports activities.

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<sup>4</sup> Sport infrastructure means organized, competitive amateur activities.

- Project provides increased opportunities for the development of current Canadian athletes.
- Increases sustainable urban development, encourages a more efficient urban form and is serviced by public transit.
- The project minimizes the negative impacts on the environment by reducing ongoing energy consumption and/or water consumption and/or waste compared to the existing infrastructure, or by encouraging recycling or by using recognized green materials in the construction/restoration or improvement of the infrastructure.
- The project increases access/service availability to Aboriginal communities, or contributes to neighbourhood/community revitalization.
- Facility user fees are tailored to accommodate Canadians of all income levels.

\* This is defined as:

Significant economic impact:

- Having completed an economic impact study estimating the total economic effects of the project, including the direct, indirect and induced impacts:
  - Direct impacts include the jobs and income generated by the project;
  - Indirect impacts include the production, employment and income changes occurring in other businesses/industries in the community that supplies inputs to the project industry; and
  - Induced impacts include the effects of spending by the households in the local economy as the result of direct and indirect effects from the project.

Based on this, the proponent must estimate the multiplier effect of the project, that is how much additional economic activity will result from the project investment (indirect and induced impacts), taking into consideration displaced impacts (e.g. shifting spending and employment away from other local activities). The project would have to demonstrate a significant economic return and positive cost-benefit.

OR

Significant regional impact:

- Demonstration that the project will benefit, and be used by, a significant number of people residing outside of the community where the project is located as a result of a documented user needs analysis or market research.
- A financial contribution by the province demonstrating the project is of provincial significance. Federal funding would not exceed the direct provincial contribution.
- If there is another facility within a reasonable geographic proximity that serves the same or similar purpose, demonstration that the capacity of the existing facility is insufficient to service the needs of the region.

## 11. CONNECTIVITY INFRASTRUCTURE

### Objectives

To construct or materially rehabilitate public infrastructure that results in at least one of the following:

- Improves the delivery of public services, such as government services, education, and health; and
- Improves quality of life, social development, reduces travel requirements, and increases the potential for innovation and economic development by connecting Canadians, particularly in rural and remote communities.

### Subcategories

- High-speed backbone.
- Point of presence.
- Local distribution within communities.
- Satellite capacity.

### Project Outcomes

- Provides broadband access to a greater number of residents, businesses, and/or institutions in Canadian communities that results in at least one of the following:
  - increases their ability to participate in economic development through online marketing and e-commerce;
  - improves their access to employment and learning opportunities;
  - furthers opportunities for civic engagement and social development, including promotion of culture and minority languages; and
  - allows governments to provide services more effectively and efficiently, including health services.

### Mandatory Project Criteria

- The project uses technological solutions that are appropriate, reasonable and available.
- The proponent must promote competitiveness by conducting a commercially and technologically neutral Request For Proposal, or provide an appropriate level of justification of why this is not feasible.
- The project must provide for third party open access.
- The project must be based on a practical needs assessment and is scalable to realistically meet future needs.

### Additional Leveraging Criteria

- Provides broadband connectivity to currently unserved communities.
- Increases access/service availability to aboriginal communities and/or collaboration between aboriginal and non-aboriginal communities.
- The project benefits the communities it connects by:

- providing points of presence in communities with reasonable rates for residents, businesses, and institutions;
- improving the delivery of public services; and
- improving the quality, accessibility and effectiveness of e-health.
- The project will help promote cultural diversity and/or minority languages.

## 12. LOCAL ROAD INFRASTRUCTURE

### Objectives

To construct, improve or rehabilitate local road infrastructure that contributes to one or more of the following objectives:

- Improving road safety;
- Improving mobility;
- Improving sustainability;
- Supporting economic and community development.

### Subcategories

- Additional capacity and rehabilitation of roads within a municipal boundary, and high-occupancy vehicle lanes, grade separations, interchange structures, bridges, tunnels, intersections, and roundabouts. Where provinces act as a local government, or where there is a governing entity that is established by a province, such projects are eligible.
- Infrastructure pursuant to compliance with accessibility, such as wheel chair let down.
- Intelligent Transportation Systems (ITS).
- Active transportation projects, including sidewalks, bicycle lanes, pedestrian/ bike/ multi-use pathways as a component of a larger project.
- Rehabilitation of bridges and major elevated or depressed structures (except those on the core National Highway System which are eligible for rehabilitation under the National Highway System Category).

Note: Rehabilitation projects must meet the definition of ‘rehabilitation’ as agreed upon by the Council of Ministers responsible for Transportation and Highway Safety in 2005.

### Project Outcomes

The project must achieve one or more of the following outcomes:

- Improved transportation system efficiency, optimizing the use of all modes, and decreasing the use of single-occupancy vehicles;
- Improved safety of the road network;
- Minimized environmental impacts (e.g., emissions, land use)
- Improved access to one or all of the following:
  - Multi-modal transportation corridors, and/or intermodal facilities
  - Business and employment centres (including commercial, industrial, natural resources and tourism sites)
- Support community development.

### Mandatory Project Criteria

- Projects must be compatible with official development and transportation plans or other strategies to promote the sustainable development of the municipality in which they take place.

- Engineering standards must be recognized by the Transportation Association of Canada or approved, equivalent provincial standards or municipal standards.
- Projects must demonstrably contribute to improved road and pedestrian safety.

### Additional Leveraging Criteria

- The rehabilitation of structures is given a priority.
- Minimize GHG emissions and other environmental and land-use impacts.
- Project includes innovation in transportation infrastructure solutions through best practices and new approaches and/or innovative technologies.
- The project includes an ITS component or system. ITS components and systems must meet the requirements set out in the ITS Annex.
- Projects incorporating appropriate Transportation Demand Management (TDM) practices, as per the attached TDM Annex.

### ANNEX – Transportation Demand Management Measures

*Transportation Demand Management (TDM) projects will be implemented as part of new road capacity projects in large urban centres to help maximize investments in infrastructure, improve quality of life maximize environmental outcomes.*

TDM projects should include at least one of the measures under a) and/or b) below:

a) Travel incentive and disincentive measures, including:

- road or motor vehicle use pricing measures that increase or redistribute the costs of automobile or commercial vehicle use such as parking fees, road tolls, mileage-based car registration fees, pay-as-you-go insurance and other congestion pricing initiatives; or
- workplace-based measures that make commuting less costly and stressful, such as preferential carpool parking, flexible working hours or telework; or
- innovative travel services that add new choices to the menu of available travel options, such as car sharing clubs, station cars, or vanpooling services; or
- infrastructure changes that improve travel options, such as improving sidewalks and other pedestrian linkages, creating on-road or off-road cycling routes, or reserving roadway lanes for use by carpools in peak periods, or dedicated truck lanes.

b) Education, promotion and outreach measures, including:

- branding and positioning measures that shape social and individual perceptions of different travel modes, and remove biases against more sustainable choices; or
- information and education measures that enhance people’s understanding of different travel choices, and the positive or negative effects of their decisions; or
- targeted community-based social marketing measures to help individuals or groups to fully understand their personal options, and offer them incentives to travel more sustainably; or
- special events that raise awareness of travel options and encourage people to try them; or
- recognition and rewards encouraging continued TDM leadership and success by employers, institutions and interest groups.

## ANNEX – Intelligent Transportation Systems

### Mandatory Requirements

For projects with ITS components:

- Must be compliant with the ITS Architecture for Canada and the Border Information Flow Architecture, or expand in new areas of national interest.

For projects consisting mainly of stand-alone ITS:

In addition to the above, the following mandatory requirements also apply:

- Must include an Evaluation Plan, setting out immediate, intermediate and long-term results, with method and timing of data collection and reporting.
- Must use the ITS Evaluation Benefit Framework.

## 13. SHORTLINE RAIL INFRASTRUCTURE

### Objectives

Promote Canada's competitiveness, trade, security and quality of life by optimizing the use of all transportation modes in order to maximize the efficiency, productivity, and sustainability of the national transportation system.

### Subcategories

- Construction of industrial branch lines to allow a railway to serve a group of companies (an industrial park), an intermodal yard, a port, or a marine terminal.
- Construction, rehabilitation and/or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel at speeds deemed acceptable for safe and efficient operations.
- Construction, development or improvement of facilities to improve the interchange of goods between modes.
- Procurement of technology and equipment used to improve the interchange of goods between modes.

Shortline operators must offer year-round services.

### Project Outcomes

The project must achieve one or more of the following outcomes:

- Improving the connectivity of intermodal interfaces;
- Reducing bottlenecks and slowing the growth of congestion to improve mobility, efficiency, and productivity of the transportation system;
- Improved efficiency of transfers between modes (freight and/or equipment);
- Reduced growth rate of commercial truck traffic on highways and roads;
- Increased freight capacity of shortline railways;
- Improving transportation safety and security;
- Maximizes use of existing infrastructure;
- Minimizing environmental impacts of transportation (e.g. air quality, negative land-use impacts);
- Promotes regional economic development;
- Improved access to one or all of the following:
  - Multi-modal transportation corridors, and/or intermodal transfer facilities.
  - Commercial and/or industrial sites.
  - Regions with significant natural resource potential.

### Mandatory Project Criteria

- Must minimize negative environmental and/or social impacts on communities (noise, access to local roads, land use).
- Must increase transportation system efficiency and capacity (e.g. reduce congestion, bottlenecks).

- The proponent must demonstrate the capacity to operate and maintain the service on a sustainable, long-term basis.
- Proponent must demonstrate:
  - The importance of the line for the region’s transportation system and economy.
  - The economic advantages for shippers.
  - The capacity to operate and maintain the project on a sustainable, long-term basis.

### Additional Leveraging Criteria

- The proponent leverages additional investment by business and community groups.
- The project is integrated with local/regional strategic transportation planning.
- The project includes an ITS component or system. ITS components and systems must meet the requirements set out in the ITS Annex.
- The project minimizes land-use impacts.
- The project maximizes opportunities to introduce or enhance security measures.

## ANNEX – Intelligent Transportation Systems

### Mandatory Requirements

For projects with ITS components:

- Must be compliant with the ITS Architecture for Canada and the Border Information Flow Architecture, or expand in new areas of national interest.

For projects consisting mainly of stand-alone ITS:

In addition to the above, the following mandatory requirements also apply:

- Must include an Evaluation Plan, setting out immediate, intermediate and long-term results, with method and timing of data collection and reporting.
- Must use the ITS Evaluation Benefit Framework.

## 14. SHORT SEA SHIPPING INFRASTRUCTURE

### Objectives

New or significantly expanded infrastructure supporting increased short sea shipping capacity and/or new routes, in order to promote Canada's competitiveness, trade, and quality of life by optimizing the use of all transportation modes in order to maximize the efficiency, productivity, and sustainability of the national transportation system.

### Subcategories

- Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities.
- Capitalized equipment for loading/unloading required for expansion of short sea shipping.
- Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS).

Note: For greater clarity, the purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding.

### Project Outcomes

The project must achieve one or more of the following outcomes:

- Improved efficiencies of freight movements;
- Improved efficiency of transfers between modes (freight and/or equipment);
- Reduced growth rate of commercial truck traffic on highways and roads;
- Reducing bottlenecks and slowing the growth of congestion to improve mobility, efficiency, and productivity;
- Improving transportation safety and security;
- Minimizing environmental impacts of transportation (e.g. GHG emissions, air quality, negative land-use impacts).
- Improved access to one or all of the following:
  - Multi-modal transportation corridors, and/or intermodal transfer facilities.
  - Commercial and/or industrial sites.
  - Regions with significant natural resource potential.

### Mandatory Project Criteria

- Must demonstrate how project will aid in improving efficiencies of freight movements.
- Must demonstrate how the project improves access to at least one of the following:
  - Multi-modal transportation corridors, and/or intermodal transfer facilities.
  - Commercial and/or industrial sites.
  - Regions with significant natural resource potential.

- Must demonstrate how project integrates sustainable development in transportation infrastructure investments such as minimizing environmental and/or social impacts (e.g. noise) and/or negative land use impacts.
- The proponent must demonstrate the capacity to operate and maintain the project on a sustainable, long-term basis.
- The proponent must demonstrate the capacity to operate and maintain the service on a sustainable, long-term basis.

### Additional Leveraging Criteria

- Project encourages innovation in transportation infrastructure solutions through best practices and new approaches or technologies.
- Project encourages the use of innovative public-private partnerships, leverage additional investment by business and community groups.
- Project is supported by local and/or regional governments /authorities.
- Project supports regional economic development plans.
- The project includes an ITS component or system. ITS components and systems must meet the requirements set out in the ITS Annex.
- Minimize GHG emissions and other environmental and land-use impacts.

### ANNEX – Intelligent Transportation Systems

#### Mandatory Requirements

For projects with ITS components:

- Must be compliant with the ITS Architecture for Canada and the Border Information Flow Architecture, or expand in new areas of national interest.

For projects consisting mainly of stand-alone ITS:

In addition to the above, the following mandatory requirements also apply:

- Must include an Evaluation Plan, setting out immediate, intermediate and long-term results, with method and timing of data collection and reporting.
- Must use the ITS Evaluation Benefit Framework.

## 15. REGIONAL AND LOCAL AIRPORTS

### Objectives

Promote Canada's regional economic development by improving the efficiency of regional and local airports while maintaining high levels of safety and security.

### Subcategories

- Construction projects that enhance airports that are accessible all year-round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure:
  - Aeronautical infrastructure includes, but is not limited to, runways, taxiways, aprons, hangars, lighting, Navaids, maintenance sheds, airside mobile equipment and associated shelters, air terminal building, and groundside safety-related.
  - Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities. Federally-owned airports and federal assets are not eligible for funding.
- Funding, on a project by project basis, will be allocated as follows:
  - For private sector assets, the maximum federal share, from all sources, of the total eligible costs for each project will be one-quarter (25 percent);
  - The Provincial Government contribution will be no less than the Federal Government contribution; and
  - For local and/or regional assets, local/regional government interests must furnish at least one-third (33.33 percent) of the total project costs.

Note: Safety and security projects that are eligible for funding under Priorities 1 and 2 categories of Transport Canada's Airports Capital Assistance Program (ACAP), as per the attached Annex, are funded under that program, and are not eligible for funding unless they are part of a larger project.

### Project Outcomes

The project must achieve one or more of the following outcomes, while maintaining safety and security:

- Promote regional economic development;
- Improve the efficiency and accessibility of regional and local airports.

### Mandatory Project Criteria

- A municipal council resolution in support of the project must be submitted.
- Projects must meet accepted engineering practices.
- The project must occur on airport or adjacent lands.
- The project is consistent with long-term regional and/or local development plans and provides significant economic benefits across the region.
- A project must have a sound business plan, demonstrating:
  - Project justification based on current demand, and if the project is intended to expand facilities/capacity, the proponent must substantiate the intended users.
  - Consideration of potential impacts for other airports in its vicinity and the overall provision of airport and air transportation services in the region.

- The capacity of the project interests to operate and maintain the project on a sustainable, long-term basis.

### Additional Leveraging Criteria

- The project features the use of best practices, including those in environmental sustainability or innovation in transportation infrastructure solutions through new approaches or technologies.
- The project demonstrates broad support in the community and/or region.

### ANNEX - Airport Capital Assistance Program (ACAP)

ACAP priorities 1 and 2 may be described as:

- 1st Priority: Safety-related airside projects required to accommodate the aircraft providing year-round, regularly scheduled passenger service such as rehabilitation of runways, taxiways, aprons, associated lighting, visual aids, sand storage sheds, utilities to service eligible items, related site preparation costs including directly associated environmental costs, aircraft firefighting equipment and equipments shelters which are necessary to maintain the airport's level of protection as required by regulation.
- 2nd Priority: Heavy airside mobile equipment (safety-related) such as runway snowblowers, runway snowplows, runway sweepers, spreaders, winter friction testing devices, and heavy airside mobile equipment shelters.

## 16. TOURISM INFRASTRUCTURE

### Objectives

To achieve significant economic and/or regional impacts through the construction or material rehabilitation of convention centres or exhibition hall-type facilities.

### Subcategories

- Convention centres.
- Exhibition hall-type facilities.

### Project Outcomes

- The project must have a significant economic and/or regional impact and lead to at least one of the following additional outcomes:
  - Increases the number of visitors and/or length of stay and/or quality of stay; and
  - Promotes Canada or the region as a leading destination for Canadian and international tourists.

### Mandatory Project Criteria

- The project has a significant economic and/or regional impact.\* (See below).
- Increases the number of visitors to the community and/or the length of stay and/or the quality of stay.
- Demonstrates that the community has the necessary infrastructure to support the facility.
- Will attract events to the region.

### Additional Leveraging Criteria

- The project includes financial support or a resolution in support of the project from a local government council(s) in another community.
- Makes the community new regional or national destination for this tourism sector.
- Will contribute to the rehabilitation of a neighbourhood or community.
- The project is for a multi-use or multi-component facility.
- Increases sustainable urban development, encourages a more efficient urban form.
- The project minimizes the negative impacts on the environment by reducing ongoing energy consumption and/or water consumption and/or waste compared to the existing infrastructure, or by encouraging recycling or by using recognized green materials in the construction/restoration or improvement of the infrastructure.
- Is part of a broader tourism strategy or plan for the province/territory, region or community.

\* This is defined as:

#### Significant economic impact:

- Having completed an economic impact study estimating the total economic effects of the project, including the direct, indirect and induced impacts:

- Direct impacts include the jobs and income generated by the project.
- Indirect impacts include the production, employment and income changes occurring in other businesses/industries in the community that supplies inputs to the project industry.
- Induced impacts include the effects of spending by the households in the local economy as the result of direct and indirect effects from the project.

Based on this, the proponent must estimate the multiplier effect of the project, that is how much additional economic activity will result from the project investment (indirect and induced impacts), taking into consideration displaced impacts (e.g. shifting spending and employment away from other local activities). The project would have to demonstrate a significant economic return and positive cost-benefit.

OR

Significant regional impact:

- Demonstrating that the project will benefit, and be used by, a significant number of people residing outside of the community where the project is located as a result of a documented user needs analysis or market research.
- A financial contribution by the province demonstrating the project is of provincial significance. Federal funding would not exceed the direct provincial contribution.
- If there is another facility within a reasonable geographic proximity that serves the same or similar purpose, demonstration that the capacity of the existing facility is insufficient to service the needs of the region. .

## 17. COLLABORATIVE PROJECTS

### Objectives

To achieve at least one of the following strategic objectives:

- promote the implementation of holistic approaches to public infrastructure planning and management, and sustainable community planning principles;
- encourage a culture of using integrated life cycle asset management as a decision-making approach;
- promote the integration of demand management in public infrastructure planning and management;
- encourage dissemination of project results to other municipalities; and
- support collaborative feasibility and planning studies on public infrastructure projects and issues.

### Subcategories

- Asset management approaches:
  - Knowledge of their infrastructure assets (e.g. inventory and location, book value, condition, expected residual life).
  - Determination and reduction of life cycle costs associated with infrastructure that is owned, leased and/or operated (e.g. maintenance, repairs, rehabilitation over the life cycle).
  - Improve collective understanding of the state and performance of Canada's infrastructure.
- Demand management approaches and strategies:
  - Assessment and implementation of demand management strategies and approaches to meet the needs of municipalities or groupings of municipalities, such as
    - benchmarking;
    - establishing trends and developing corrective measures;
    - incentives (e.g., user fees, regulation, public buy-in and involvement);
    - least cost and optimization analyses; and
    - alternatives to new capital investment.
  - Assessment of capacity and prevention of over-development in terms of management, operation and functionality of the existing or future infrastructure.
  - Establishment of minimum levels of service (e.g. considering health and safety, security, functionality, risk assessment, affordability, social expectations), which support planning and decision-making.
- Training:
  - Training to ensure that the knowledge and the tools developed can be maintained on a long-term basis by the proponent.
  - Training at various levels (technical, administrative, elected officials) on asset management processes, benefits, tools, etc.
- Feasibility Studies:
  - Studies that examine infrastructure issues as well as due diligence aspects of specific infrastructure projects, which at the time of the study are not being actively considered for funding under the BCF.

- Infrastructure Plans:
  - Provincial long-term infrastructure plans based on current knowledge of infrastructure needs and/or assets to identify priorities and guide BCF investments.

## Project Outcomes

The project must lead to at least one of the following outcomes:

- To improve the capacity of other levels of government to implement modern and innovative life-cycle management plans for their infrastructure assets.
- To assess the state and performance of the infrastructure assets.
- To support collaborative feasibility and planning studies on public infrastructure.



**ELIGIBLE AND  
INELIGIBLE COSTS  
BUILDING CANADA FUND –  
COMMUNITIES COMPONENT**

**Eligible and Ineligible Costs – Communities Component**  
**June 2008**

## ELIGIBLE COSTS

Eligible Costs will include the following:

- a) the capital costs of acquiring, constructing or renovating a tangible capital asset, as defined and determined according to generally accepted accounting principles in Canada;
- b) the costs of joint communication activities (press releases, press conferences, translation, etc.) and road signage recognition;
- c) all planning (including plans and specifications) and assessment costs such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services, to a maximum of 15% of total eligible costs;
- d) the costs of engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the Canadian Environmental Assessment Act and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment;
- e) the costs of Project-related signage, lighting, Project markings and utility adjustments;
- f) costs of aboriginal consultation;
- g) the costs of developing and implementing innovative techniques for carrying out the Project;
- h) recipient audit and evaluation costs;
- i) other costs that, in the opinion of Canada, are considered to be direct and necessary for the successful implementation of the Project and have been approved in writing prior to being incurred; and

## INELIGIBLE COSTS

The following costs are ineligible:

- a) costs incurred after the project completion date;
- b) the cost of developing a business case or proposal for funding;
- c) the cost of purchasing land and associated real estate and other fees;
- d) financing charges and interest payments on loans;
- e) leasing land, buildings, equipment and other facilities;
- f) general repairs and maintenance of a project work and related structures, unless they are part of a larger capital expansion project tied to capital expansion;
- g) services or works normally provided by the Recipient, incurred in the course of implementation of the Project, except those specified as eligible costs;
- h) the cost of any goods and services which are received through donations or in kind;
- i) employee wages and benefits, overhead costs as well as other direct or indirect operating, maintenance and administrative costs incurred by the Recipient, and more specifically costs relating to services delivered directly by permanent employees of the Recipient, or of a Crown corporation or

corporation owned and controlled by the Recipient or in cases where the Recipient can demonstrate value for money and that the costs are incremental;

- j) provincial sales tax and Goods and Services Tax, for which the recipient is eligible for a rebate, and any other costs eligible for rebates;
- k) legal fees.

**ENVIRONMENTAL  
ASSESSMENT  
GUIDELINES**  
**BUILDING CANADA FUND –  
COMMUNITIES COMPONENT**



## **ENVIRONMENTAL ASSESSMENT GUIDELINES**

This section will assist in determining whether an environmental assessment (EA) of your project is required under the Canadian Environmental Assessment Act. Please indicate your responses with a check mark in the appropriate Yes or No column. You may then directly submit your responses to this section's checklist to the appropriate Environmental Assessment contact person by facsimile.

Please note that it may not be necessary to carry out an EA for your project. Should your project be considered for funding, you will be notified that your project is subject to requirements under the CEAA at that time: details of the EA will be provided at that time as well.

<b>Project Category: Water</b>		
Project Name:		
	<b>Y</b>	<b>N</b>
Does your project involve:		
A physical work or activity that is		
less than 30 m from a water body (creek, river, lake, etc.)		
unlikely to cause the release of a polluting substance into a water body		
Constructing, expanding, modifying or decommissioning a physical work with a footprint of 25 m <sup>2</sup> or less		
Constructing, modifying or replacing a water/sewer pipeline along or underneath a railway or road		
A hydrant or water/sewer hook-up that is part of a municipal distribution system and does not cross a water body		
Does your project involve any of the following associated works:		
Buildings		
A building with a footprint less than 100 m <sup>2</sup> and a height less than 5 m		
Expansion of a building with a footprint of less than 100 m <sup>2</sup> or less than 10% its original footprint, and a height of less than 5 m or less than 10% its original height		
Decommissioning a building with a footprint less than 1000 m <sup>2</sup>		
Demolishing a building with a floor area less than 1000 m <sup>2</sup> if it is not within 30 m of another building		
Fences		
A fence allowing the passage of wild animals located less than 3 m from a water body		
Construction of a fence that will prevent the passage of wild animals and is located within 30 m of a non-linear physical work		
Expansion of a fence less than 35% its original length or height		
Parking lots		
A parking lot located on a serviced building lot		
A parking lot on unserviced land that has a footprint of less than 500 m <sup>2</sup>		
Expansion of a parking lot by less than 500 m <sup>2</sup>		
Expansion of a parking lot by an area less than 10 % of its original footprint		
Access road, sidewalk, boardwalk, path, pedestrian ramp		
Located on a serviced building lot		
If located on unserviced land, is 100 m long or less		
If located on unserviced land, is an expansion of less than 10% the original length		
If located on unserviced land, is a sidewalk, boardwalk, path or pedestrian ramp located along a building or road		
Applicant Name:	Applicant EA Contact:	
Applicant Signature:	Date:	

<b>Project Category: Wastewater</b>		
<b>Project Name:</b>		
	<b>Y</b>	<b>N</b>
Does your project involve:		
A physical work or activity that is		
less than 30 m from a water body (creek, river, lake, etc.)		
unlikely to cause the release of a polluting substance into a water body		
Constructing, expanding, modifying or decommissioning a physical work with a footprint of 25 m <sup>2</sup> or less		
Constructing, modifying or replacing a water/sewer pipeline along or underneath a railway or road		
A water/sewer hook-up that is part of a municipal distribution system and does not cross a water body		
Does your project involve any of the following associated works:		
Buildings		
A building with a footprint less than 100 m <sup>2</sup> and a height less than 5 m		
Expansion of a building with a footprint of less than 100 m <sup>2</sup> or less than 10% its original footprint, and a height of less than 5 m or less than 10% its original height		
Decommissioning a building with a footprint less than 1000 m <sup>2</sup>		
Demolishing a building with a floor area less than 1000 m <sup>2</sup> if it is not within 30 m of another building		
Fences		
A fence allowing the passage of wild animals located less than 3 m from a water body		
Construction of a fence that will prevent the passage of wild animals and is located within 30 m of a non-linear physical work		
Expansion of a fence less than 35% its original length or height		
Parking lots		
A parking lot located on a serviced building lot		
A parking lot on unserviced land that has a footprint of less than 500 m <sup>2</sup>		
Expansion of a parking lot by less than 500 m <sup>2</sup>		
Expansion of a parking lot by an area less than 10 % of its original footprint		
Access road, sidewalk, boardwalk, path, pedestrian ramp		
Located on a serviced building lot		
If located on unserviced land, is 100 m long or less		
If located on unserviced land, is an expansion of less than 10% the original length		
If located on unserviced land, is a sidewalk, boardwalk, path or pedestrian ramp located along a building or road		
Applicant Name:	Applicant EA Contact:	
Applicant Signature:	Date:	

**Project Category: Public Transportation \***

Project Name:

	Y	N
Does your project involve:		
A physical work or activity that is		
less than 30 m from a water body (creek, river, lake, etc.)		
unlikely to cause the release of a polluting substance into a water body		
Constructing, expanding, modifying or decommissioning a physical work with a footprint of 25 m <sup>2</sup> or less		
Constructing, modifying or replacing water pipe, sewer or drain alongside or underneath a road or railway		
Constructing, expanding or modifying:		
an automatic warning structure at a railway level crossing		
a railway traffic control signal structure for a project located next to a railway line		
Expanding or modifying a railway line that is located on existing railway property or located within 100 m of the centre line of the existing railway line and extends for a distance not exceeding 3 km		
Modifying or closing a road crossing located on property acquired for the existing railway or road that does not require an authorization under subsection 101(3) of the Canada Transportation Act		
Constructing a railway spur line less than 500 m long, including any culverts under the spur line that do not extend more than 10 m beyond the railway roadbed		
Constructing a culvert (that crosses under the railway spur line) that does not extend more than 10 m beyond the railway roadbed		
Does your project involve any of the following associated works:		
Buildings		
A building with a footprint less than 100 m <sup>2</sup> and a height less than 5 m		
Expansion of a building with a footprint of less than 100 m <sup>2</sup> or less than 10% its original footprint, and a height of less than 5 m or less than 10% its original height		
Decommissioning a building with a footprint less than 1000 m <sup>2</sup>		
Demolishing a building with a floor area less than 1000 m <sup>2</sup> if it is not within 30 m of another building		
Fences		
A fence allowing the passage of wild animals located less than 3 m from a water body		
Construction of a fence that will prevent the passage of wild animals and is located within 30 m of a non-linear physical work		
Expansion of a fence less than 35% its original length or height		
Parking lots		
A parking lot located on a serviced building lot		
A parking lot on unserviced land that has a footprint of less than 500 m <sup>2</sup>		
Expansion of a parking lot by less than 500 m <sup>2</sup>		
Expansion of a parking lot by an area less than 10 % of its original		

footprint		
Access road, sidewalk, boardwalk, path, pedestrian ramp		
Located on a serviced building lot		
If located on unserviced land, is 100 m long or less		
If located on unserviced land, is an expansion of less than 10% the original length		
If located on unserviced land, is a sidewalk, boardwalk, path or pedestrian ramp located along a building or road		
Applicant Name:	Applicant EA Contact:	
Applicant Signature:	Date:	

**\*Note:** The purchase, repair and maintenance of rolling stock (bus, rail cars) does not fall within the definition of a physical work, and therefore will not require an EA under CEAA.

**Project Category: National Highway System Infrastructure**

**Project Name:**

**Y N**

Does your project involve:

A physical work or activity that is

less than 30 m from a water body (creek, river, lake etc...)

unlikely to cause the release of a polluting substance into a water body

Constructing, modifying or replacing water pipe, sewer or drain alongside or underneath a road or railway

Widening a road by not more than one lane beyond its original width and not lengthening it

Installing a culvert under a road that does not extend 10 m beyond the roadbed

Construction of a single-span bridge less than 30 m long and 20 m wide without supporting structures in a water body

Does your project involve any of the following associated works:

Buildings

A building with a footprint less than 100 m<sup>2</sup> and a height less than 5 m

Expansion of a building with a footprint of less than 100 m<sup>2</sup> or less than 10% its original footprint, and a height of less than 5 m or less than 10% its original height.

Decommissioning a building with a footprint less than 1000 m<sup>2</sup>

Demolishing a building with a floor area less than 1000 m<sup>2</sup> if it is not within 30 m of another building

Fences:

A fence allowing the passage of wild animals located less than 3 m from a water body

construction of a fence that will prevent the passage of wild animals and is located within 30 m of a non-linear physical work

Expansion of a fence less than 35% its original length or height

Parking lots:

A parking lot located on a serviced building lot

A parking lot on unserviced land that has a footprint of less than 500 m<sup>2</sup>

Expansion of a parking lot by, less than 500 m<sup>2</sup>

Expansion of a parking lot by, an area less than 10% of its original footprint

Access road, sidewalk, boardwalk, path, pedestrian ramp

located on a serviced building lot

if located on unserviced land,

is 100 m long or less

is an expansion of less than 10% the original length

is a sidewalk, boardwalk, path or pedestrian ramp located along a building or road

Applicant Name:

Applicant EA Contact:

Applicant Signature:

Date:

**Project Category: Green Energy**

Project Name:

**Y N**

Does your project involve:

A physical work or activity that is

less than 30 m from a water body (creek, river, lake, etc.)

unlikely to cause the release of a polluting substance into a water body

Constructing, expanding, modifying or decommissioning a physical work with a footprint of 25 m<sup>2</sup> or less

Construction or decommissioning of a single-span aerial cable without supporting structures or work in a water body

A hydrant or water/sewer hook-up that is part of a municipal distribution system and does not cross a water body

Construction/installation of a domestic (i.e., not international) electrical power line of less than 130 kV to be located alongside a linear physical work (e.g., road, railway line, electrical power line, a telecommunication line) without placement of supporting structures in a water body:

Does your project involve any of the following associated works:

**Buildings**

A building with a footprint less than 100 m<sup>2</sup> and a height less than 5 m

Expansion of a building with a footprint of less than 100 m<sup>2</sup> or less than 10% its original footprint, and a height of less than 5 m or less than 10% its original height

Decommissioning a building with a footprint less than 1000 m<sup>2</sup>

Demolishing a building with a floor area less than 1000 m<sup>2</sup> if it is not within 30 m of another building

**Fences**

A fence allowing the passage of wild animals located less than 3 m from a water body

Construction of a fence that will prevent the passage of wild animals and is located within 30 m of a non-linear physical work

Expansion of a fence less than 35% its original length or height

**Parking lots**

A parking lot located on a serviced building lot

A parking lot on unserviced land that has a footprint of less than 500 m<sup>2</sup>

Expansion of a parking lot by less than 500 m<sup>2</sup>

Expansion of a parking lot by an area less than 10 % of its original footprint

**Access road, sidewalk, boardwalk, path, pedestrian ramp**

Located on a serviced building lot

If located on unserviced land, is 100 m long or less

If located on unserviced land, is an expansion of less than 10% the original length

If located on unserviced land, is a sidewalk, boardwalk, path or pedestrian ramp located along a building or road

Applicant Name:

Applicant EA Contact:

Applicant Signature:

Date:

**Project Category: Disaster Mitigation**

Project Name:

Disaster mitigation projects are, in most cases, expected to require an EA. Proposals should be reviewed on a case-by-case basis.

Applicant Name:

Applicant EA Contact:

Applicant Signature:

Date:

**Project Category: Solid Waste Management**

**Project Name:**

Solid waste management projects are, in most cases, expected to require an EA. Proposals should be reviewed on a case-by-case basis.

**Applicant Name:**

**Applicant EA Contact:**

**Applicant Signature:**

**Date:**

**Project Category: Brownfield Remediation & Redevelopment**

Project Name:

Projects involving the remediation of contaminated land require an EA.

Applicant Name:

Applicant EA Contact:

Applicant Signature:

Date:

**Project Category: Cultural Infrastructure**

Project Name:

		Y	N
Does your project involve:			
A physical work or activity that is			
less than 30 m from a water body (creek, river, lake, etc.)			
unlikely to cause the release of a polluting substance into a water body			
Constructing, expanding or modifying a building:			
on a serviced building lot on which the building is to be connected to the lot's hook-ups to water and sewage mains			
on unserviced land where the building has a footprint less than 500m <sup>2</sup>			
Constructing, expanding, modifying or decommissioning a physical work with a footprint of 25 m <sup>2</sup> or less			
Demolishing a building with a floor area less than 1000 m <sup>2</sup> if it is not within 30 m of another building			
Constructing, expanding, modifying or decommissioning a physical work with a footprint of 25 m <sup>2</sup> or less			
Does your project involve any of the following associated works:			
Fences			
A fence allowing the passage of wild animals located less than 3 m from a water body			
Construction of a fence that will prevent the passage of wild animals and is located within 30 m of a non-linear physical work			
Expansion of a fence less than 35% its original length or height			
Parking lots			
A parking lot located on a serviced building lot			
A parking lot on unserviced land that has a footprint of less than 500 m <sup>2</sup>			
Expansion of a parking lot by less than 500 m <sup>2</sup>			
Expansion of a parking lot by an area less than 10 % of its original footprint			
Access road, sidewalk, boardwalk, path, pedestrian ramp			
Located on a serviced building lot			
If located on unserviced land, is 100 m long or less			
If located on unserviced land, is an expansion of less than 10% the original length			
If located on unserviced land, is a sidewalk, boardwalk, path or pedestrian ramp located along a building or road			
Applicant Name:	Applicant EA Contact:		
Applicant Signature:	Date:		

**Project Category: Sport Infrastructure**

Project Name:

		Y	N
Does your project involve:			
A physical work or activity that is			
less than 30 m from a water body (creek, river, lake, etc.)			
unlikely to cause the release of a polluting substance into a water body			
Constructing, expanding or modifying a building:			
on a serviced building lot on which the building is to be connected to the lot's hook-ups to water and sewage mains			
on unserviced land where the building has a footprint less than 500m2			
Constructing, expanding, modifying or decommissioning a physical work with a footprint of 25 m2 or less			
Decommissioning a building with a footprint less than 1000 m2			
Demolishing a building with a floor area less than 1000 m2 if it is not within 30 m of another building			
Does your project involve any of the following associated works:			
Fences			
A fence allowing the passage of wild animals located less than 3 m from a water body			
Construction of a fence that will prevent the passage of wild animals and is located within 30 m of a non-linear physical work			
Expansion of a fence less than 35% its original length or height			
Parking lots			
A parking lot located on a serviced building lot			
A parking lot on unserviced land that has a footprint of less than 500 m2			
Expansion of a parking lot by less than 500 m2			
Expansion of a parking lot by an area less than 10 % of its original footprint			
Access road, sidewalk, boardwalk, path, pedestrian ramp			
Located on a serviced building lot			
If located on unserviced land, is 100 m long or less			
If located on unserviced land, is an expansion of less than 10% the original length			
If located on unserviced land, is a sidewalk, boardwalk, path or pedestrian ramp located along a building or road			
Applicant Name:	Applicant EA Contact:		
Applicant Signature:			Date:

**Project Category: Connectivity**

Project Name:

**Y N**

Does your project involve:

A physical work or activity that is

less than 30 m from a water body (creek, river, lake, etc.)

unlikely to cause the release of a polluting substance into a water body

Constructing, expanding, modifying or decommissioning a physical work with a footprint of 25 m<sup>2</sup> or less

Construction, expansion or modification of a radio-communication antenna and its supporting structure that is affixed to a building or located entirely within 15 m. of a building

Construction or decommissioning of a single-span aerial cable without supporting structures or work in a water body

Expansion or modification of a domestic (i.e., not international) telecommunication line, where the expansion is less than 10% its original construction length and is to be located alongside a linear physical work (e.g., road, railway line, electrical power line, a telecommunication line) without placement of supporting structures in a water body

Does your project involve any of the following associated works:

**Buildings**

A building with a footprint less than 100 m<sup>2</sup> and a height less than 5 m

Expansion of a building with a footprint of less than 100 m<sup>2</sup> or less than 10% its original footprint, and a height of less than 5 m or less than 10% its original height

Decommissioning a building with a footprint less than 1000 m<sup>2</sup>

Demolishing a building with a floor area less than 1000 m<sup>2</sup> if it is not within 30 m of another building

**Fences**

A fence allowing the passage of wild animals located less than 3 m from a water body

Construction of a fence that will prevent the passage of wild animals and is located within 30 m of a non-linear physical work

Expansion of a fence less than 35% its original length or height

**Parking lots**

A parking lot located on a serviced building lot

A parking lot on unserviced land that has a footprint of less than 500 m<sup>2</sup>

Expansion of a parking lot by less than 500 m<sup>2</sup>

Expansion of a parking lot by an area less than 10 % of its original footprint

**Access road, sidewalk, boardwalk, path, pedestrian ramp**

Located on a serviced building lot

If located on unserviced land, is 100 m long or less

If located on unserviced land, is an expansion of less than 10% the original length

If located on unserviced land, is a sidewalk, boardwalk, path or

pedestrian ramp located along a building or road			
Applicant Name:		Applicant EA Contact:	
Applicant Signature:		Date:	

**Project Category: Local Roads**

Project Name:

**Y N**

Does your project involve:

A physical work or activity that is

less than 30 m from a water body (creek, river, lake, etc.)

unlikely to cause the release of a polluting substance into a water body

Constructing, expanding, modifying or decommissioning a physical work with a footprint of 25 m<sup>2</sup> or less

Constructing, modifying or replacing water pipe, sewer or drain alongside or underneath a road or railway

Widening a road by not more than one lane beyond its original width and not lengthening it

Installing a culvert under a road that does not extend 10 m beyond the roadbed

Construction of a single-span bridge less than 30 m long and 20 m wide without supporting structures in a water body

Does your project involve any of the following associated works:

**Buildings**

A building with a footprint less than 100 m<sup>2</sup> and a height less than 5 m

Expansion of a building with a footprint of less than 100 m<sup>2</sup> or less than 10% its original footprint, and a height of less than 5 m or less than 10% its original height

Decommissioning a building with a footprint less than 1000 m<sup>2</sup>

Demolishing a building with a floor area less than 1000 m<sup>2</sup> if it is not within 30 m of another building

**Fences**

A fence allowing the passage of wild animals located less than 3 m from a water body

Construction of a fence that will prevent the passage of wild animals and is located within 30 m of a non-linear physical work

Expansion of a fence less than 35% its original length or height

**Parking lots**

A parking lot located on a serviced building lot

A parking lot on unserviced land that has a footprint of less than 500 m<sup>2</sup>

Expansion of a parking lot by less than 500 m<sup>2</sup>

Expansion of a parking lot by an area less than 10 % of its original footprint

**Access road, sidewalk, boardwalk, path, pedestrian ramp**

Located on a serviced building lot

If located on unserviced land, is 100 m long or less

If located on unserviced land, is an expansion of less than 10% the original length

If located on unserviced land, is a sidewalk, boardwalk, path or pedestrian ramp located along a building or road

Applicant Name:

Applicant EA Contact:

Applicant Signature:

Date:

**Project Category: Shortline Rail**

Project Name:

**Y N**

Does your project involve:

A physical work or activity that is

less than 30 m from a water body (creek, river, lake, etc.)

unlikely to cause the release of a polluting substance into a water body

Constructing, expanding, modifying or decommissioning a physical work with a footprint of 25 m<sup>2</sup> or less

Constructing, modifying or replacing water pipe, sewer or drain alongside or underneath a road or railway

Constructing, expanding or modifying:

an automatic warning structure at a railway level crossing

a railway traffic control signal structure for a project located next to a railway line

Expanding or modifying a railway line that is located on existing railway property or located within 100 m of the centre line of the existing railway line and extends for a distance not exceeding 3 km

Modifying or closing a road crossing located on property acquired for the existing railway or road that does not require an authorization under subsection 101(3) of the Canada Transportation Act

Constructing a railway spur line less than 500 m long, including any culverts under the spur line that do not extend more than 10 m beyond the railway roadbed

Constructing a culvert (that crosses under the railway spur line) that does not extend more than 10 m beyond the railway roadbed

Does your project involve any of the following associated works:

Buildings

A building with a footprint less than 100 m<sup>2</sup> and a height less than 5 m

Expansion of a building with a footprint of less than 100 m<sup>2</sup> or less than 10% its original footprint, and a height of less than 5 m or less than 10% its original height

Decommissioning a building with a footprint less than 1000 m<sup>2</sup>

Demolishing a building with a floor area less than 1000 m<sup>2</sup> if it is not within 30 m of another building

Fences

A fence allowing the passage of wild animals located less than 3 m from a water body

Construction of a fence that will prevent the passage of wild animals and is located within 30 m of a non-linear physical work

Expansion of a fence less than 35% its original length or height

Parking lots

A parking lot located on a serviced building lot

A parking lot on unserviced land that has a footprint of less than 500 m<sup>2</sup>

Expansion of a parking lot by less than 500 m<sup>2</sup>

Expansion of a parking lot by an area less than 10 % of its original

footprint		
Access road, sidewalk, boardwalk, path, pedestrian ramp		
Located on a serviced building lot		
If located on unserviced land, is 100 m long or less		
If located on unserviced land, is an expansion of less than 10% the original length		
If located on unserviced land, is a sidewalk, boardwalk, path or pedestrian ramp located along a building or road		
Applicant Name:	Applicant EA Contact:	
Applicant Signature:	Date:	

**Project Category: Short Sea Shipping**

Project Name:

Due to the proximity to a water body, it is expected that most short sea shipping infrastructure projects will require an EA. Projects will be reviewed on a case-by-case basis.

Applicant Name:

Applicant EA Contact:

Applicant Signature:

Date:

<b>Project Category: Regional / Local Airport</b>		
<b>Project Name:</b>		
	<b>Y</b>	<b>N</b>
Does your project involve:		
A physical work or activity that is		
less than 30 m from a water body (creek, river, lake, etc.)		
unlikely to cause the release of a polluting substance into a water body		
Expanding or modifying a runway, taxiway, parking area or other paved or gravel area used by aircraft within the boundary of an airport		
Modifying aircraft manoeuvring lights or navigation aids		
Constructing, expanding or modifying a building that provides facilities and services to airline passengers that is located:		
on a serviced building lot		
on an unserviced where the building footprint is not more than 500 m <sup>2</sup>		
Does your project involve any of the following associated works:		
Buildings		
A building with a footprint less than 100 m <sup>2</sup> and a height less than 5 m		
Expansion of a building with a footprint of less than 100 m <sup>2</sup> or less than 10% its original footprint, and a height of less than 5 m or less than 10% its original height		
Decommissioning a building with a footprint less than 1000 m <sup>2</sup>		
Demolishing a building with a floor area less than 1000 m <sup>2</sup> if it is not within 30 m of another building		
Fences		
A fence allowing the passage of wild animals located less than 3 m from a water body		
Construction of a fence that will prevent the passage of wild animals and is located within 30 m of a non-linear physical work		
Expansion of a fence less than 35% its original length or height		
Parking lots		
A parking lot located on a serviced building lot		
A parking lot on unserviced land that has a footprint of less than 500 m <sup>2</sup>		
Expansion of a parking lot by less than 500 m <sup>2</sup>		
Expansion of a parking lot by an area less than 10 % of its original footprint		
Access road, sidewalk, boardwalk, path, pedestrian ramp		
Located on a serviced building lot		
If located on unserviced land, is 100 m long or less		
If located on unserviced land, is an expansion of less than 10% the original length		
If located on unserviced land, is a sidewalk, boardwalk, path or pedestrian ramp located along a building or road		
Applicant Name:	Applicant EA Contact:	
Applicant Signature:	Date:	

**Project Category: Tourism Infrastructure**

Project Name:

**Y N**

Does your project involve:

A physical work or activity that is

less than 30 m from a water body (creek, river, lake, etc.)

unlikely to cause the release of a polluting substance into a water body

Constructing, expanding or modifying a building:

on a serviced building lot on which the building is to be connected to the lot's hook-ups to water and sewage mains

on unserviced land where the building has a footprint less than 500 m<sup>2</sup>

Constructing, expanding, modifying or decommissioning a physical work with a footprint of 25 m<sup>2</sup> or less

Decommissioning a building with a footprint less than 1000 m<sup>2</sup>

Demolishing a building with a floor area less than 1000 m<sup>2</sup> if it is not within 30 m of another building

Does your project involve any of the following associated works:

Fences

A fence allowing the passage of wild animals located less than 3 m from a water body

Construction of a fence that will prevent the passage of wild animals and is located within 30 m of a non-linear physical work

Expansion of a fence less than 35% its original length or height

Parking lots

A parking lot located on a serviced building lot

A parking lot on unserviced land that has a footprint of less than 500 m<sup>2</sup>

Expansion of a parking lot by less than 500 m<sup>2</sup>

Expansion of a parking lot by an area less than 10 % of its original footprint

Access road, sidewalk, boardwalk, path, pedestrian ramp

Located on a serviced building lot

If located on unserviced land, is 100 m long or less

If located on unserviced land, is an expansion of less than 10% the original length

If located on unserviced land, is a sidewalk, boardwalk, path or pedestrian ramp located along a building or road

Applicant Name:

Applicant EA Contact:

Applicant Signature:

Date:

**Project Category: Collaborative Projects**

Project Name:

Collaborative projects do not involve physical works, or prescribed physical activities, to which CEAA applies. The EA of these projects is therefore not required.

Applicant Name:

Applicant EA Contact:

Applicant Signature:

Date:



**OTHER**  
**BUILDING CANADA FUND –**  
**COMMUNITIES COMPONENT**

**Other – Communities Component**  
**June 2008**

## **USEFUL LINKS**

### **BUILDING CANADA FUND – COMMUNITIES COMPONENT**

**Useful Links – Communities Component**  
**June 2008**

## USEFUL LINKS

[www.canada.gc.ca](http://www.canada.gc.ca)

[www.infrastructure.gc.ca](http://www.infrastructure.gc.ca)

<http://www.buildingcanada-chantierscanada.gc.ca/>

<http://www.acoa.gc.ca>

[www.gov.pe.ca/go/BCF](http://www.gov.pe.ca/go/BCF)