

2014 New Building Canada Fund:
Provincial-Territorial Infrastructure Component, National / Regional Projects

**PROJECT BUSINESS CASE GUIDE FOR
PROPOSED PROJECTS IDENTIFIED BY PROVINCES/TERRITORIES**

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PURPOSE

The 2014 **New Building Canada Fund – Provincial-Territorial Infrastructure Component – National/Regional Projects (PTIC-NRP)** provides funding for projects of national and regional significance, with a focus on projects that support economic growth, a clean environment and stronger communities. Under the PTIC, Provinces and Territories are the Government of Canada's key interlocutors. Projects under PTIC-NRP will be jointly identified by provincial or territorial partners. Only projects identified by a Province or Territory will be assessed under the terms of the PTIC-NRP. As such, eligible recipients are encouraged to contact their respective Provincial or Territorial government if interested in being considered for funding under the PTIC. Provinces and territories are required to prioritize projects for all outstanding NBCF-PTIC funding allocations by April 1, 2018.

In order to ensure these program objectives are achieved, all projects under the PTIC-NRP must be deemed eligible under the PTIC-NRP program Terms and Conditions, must be supported by a project business case demonstrating how the project meets both the common project criteria, as well as category specific outcomes and project criteria.

The project business case forms the basis of a detailed federal review that will inform a departmental recommendation regarding approval-in-principle of the project. Should your project be approved-in-principle, you will receive a letter from the Minister of Infrastructure and Communities that outlines, among other details, the conditions of federal funding. Notably, eligible project costs can be incurred as of the date of the approval-in-principle letter. Reimbursement of eligible costs is subject to the signing of a project contribution agreement.

This guide has been prepared to assist you in providing Infrastructure Canada with the information required to complete and submit a project business case for departmental officials to undertake the detailed federal review of your project. Once the business case is submitted, Infrastructure Canada officials may seek clarification or additional information.

Please note that only those projects that have been deemed eligible, and for which a provincial or territorial partner has submitted a business case, will be reviewed and considered for funding under the PTIC-NRP.

BUSINESS CASE GUIDE: REQUIRED INFORMATION

Please provide detailed information about the project which includes the following:

PROJECT DESCRIPTION

- The name of your project and the eligible category and subcategory under which the proposed project falls. ***Please refer to Annex A for a full list of eligible investment categories and related subcategories;***
- A detailed description of the project design, all project components and the work to be carried out (new construction, renewal, rehabilitation or material enhancement), including maps and diagrams showing the location, and phases (if the project is part of a larger master plan or project);
- An indication if land has been or will be secured for the project; and,
- A project timeline, including the estimated start date and completion date, from design through to substantial completion and commissioning, and including timelines for contract tendering, where possible.

Dedicated funding for First Nations infrastructure on-reserve in the provinces will continue to be delivered through Aboriginal Affairs and Northern Development Canada. However, a Province may advance proposals under the \$10 billion 2014 New Building Canada Fund - Provincial-Territorial Infrastructure Component for projects located partially or entirely on reserve that are aligned with the parameters of the program, and with benefits extending beyond the reserve community.

MINIMUM FEDERAL REQUIREMENTS

- A description of how the project meets the category-specific minimum federal requirements as outlined in ***Annex A***.
- If your project involves newly constructed or materially rehabilitated infrastructure intended for use by the public, please confirm that the project provides appropriate access for persons with disabilities, including meeting the requirements of the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-12) in addition to applicable provincial or territorial codes (please describe any variances to this requirement and plans to achieve compliance).
- If your project involves a newly constructed or materially rehabilitated building, please confirm that the building meets or exceeds the energy efficiency requirements of the Model National Energy Code for Buildings, where applicable (please describe any variances to this requirement and plans to achieve compliance).

PROJECT OUTCOMES AND BENEFITS

- A description to demonstrate, and quantified where possible, that the project meets one or more of the category-specific outcomes and benefits as outlined in **Annex A**. This description must propose one or two performance indicators for each of the identified category-specific outcomes and benefits that will be used to report on results.

Tips for selecting performance indicators:

- Ensure that the indicator(s) can measure meaningful progress towards achieving the outcome(s) and benefit(s) of your project at substantial completion, as recipients will be required to report on the results at that time.
- If possible, leverage from existing performance indicators currently being used rather than create new ones.

ELIGIBLE RECIPIENT(S)

- Please provide information that clearly identifies the eligible recipient, including evidence substantiating the incorporation of their legal entity, where appropriate, and identify any partners involved in the project (such as a province, territory, municipal or regional government, band council, or public sector body). Please also confirm who will own, operate and maintain the infrastructure asset once completed. **Please refer to Annex B for information about eligible recipients.**

PROJECT GOVERNANCE

- A description of the governance and oversight structure for the project, including roles, responsibilities and accountabilities for project implementation from planning and design through to the construction phases of the project.

Encouraging Asset Management Planning and Life-Cycle Cost Assessments

Infrastructure Canada is interested in collecting information on whether projects submitted for consideration under NBCF-PTIC (NRP) are subject to a formal asset management planning process.

Please provide answers to the questions below as part of your Business Case. This information **will not** affect project eligibility and is being requested for information purposes only.

- 1) Has the proposed project been identified as a priority in a longer-term plan such as a municipal/regional, transportation, or strategic master plan? (Y/N, name of plan, year)
- 2) Will the ongoing management of the proposed project be subject to an asset management planning process? (Y/N, name of plan/process)

FINANCIAL REQUIREMENTS

Please provide project financial details including the following:

- An outline of all project components and their *total* estimated expenditures.
 - This should include a financial breakdown, by component, of capital and soft costs (i.e. planning and assessment costs), eligible and ineligible expenditures, and the contingency amount that has been planned. **Please refer to Annex C for a detailed list of eligible and ineligible expenditures, and Annex E for an example of a financial table.**
- An indication as to the level of confidence, degree of accuracy and appropriate level of contingency of the proposed cost estimates.
 - Project expenditure estimates should be current. Please specify when they were prepared, and by whom.
- An identification of all proposed funding sources as well as an assurance that funding to undertake and complete the project has been secured.
 - Funding assurance may include, but is not limited to a letter from a Chief Financial Officer/Chief Administrative Officer/Treasurer, a letter from a financial institution, or a Council Resolution of budget allocations.
- An estimated expenditure profile reflecting total eligible expenditures, by fiscal year and by funding source. **An example of an expenditure profile has been provided in Annex E.**

- Assurance of capacity to operate and maintain the service or investment on a sustainable, long-term basis when the recipient is a not-for-profit organization or from the private sector.

Cost-sharing, Stacking and Limits to Federal Contribution

For projects located in provinces, the maximum federal contribution from all federal sources will be one-third (33.33%) of the total eligible costs of a project, with the following exceptions:

- For the Highways and Roads and the Disaster Mitigation categories where the asset is provincially-owned, and for those in the Public Transit category, the maximum federal contribution from all federal sources will be up to fifty percent (50%) of the total eligible costs; and**
- For all projects the recipient is from the for-profit private sector, the maximum federal contribution from all federal sources will be up to twenty-five percent (25%) of the total eligible costs.**

For projects located in the territories, the maximum federal contribution from all federal sources will be up to three-quarters (75%) of the total eligible costs of a project, with the following exception:

- For all projects where the recipient is from the for-profit private sector, the maximum federal contribution from all federal sources will be up to twenty-five percent (25%) of the total eligible costs.**

Contributions to for-profit, private sector bodies through the PTIC will be considered only when these projects will be for public use or benefit. Recipients will be required to demonstrate the broader public benefits of the project.

For projects advanced by a First Nations recipient, with regard to financial support that the First Nation receives from Indigenous and Northern Affairs Canada (INAC) only funding received from the First Nations Infrastructure Fund would be counted towards the federal stacking limits for PTIC. All other sources of funds the First Nation receives from INAC would not count towards the stacking limits.

LEGAL REQUIREMENTS

The recipient is required to confirm the following legal requirements:

- That the project will adhere to all applicable legislation and that all necessary permits and authorizations required for the project will be obtained (please describe any delays or variances to this requirement and plans to achieve compliance);
- The status of and plan to complete an environmental assessment or review and Aboriginal consultation, where required. ***Please refer to Annex D for additional information and for the Environmental, Aboriginal Consultation and Project Location Questionnaire.***

- Assurance that the contract award process for eligible expenditures to be funded under the project is in accordance with the recipient's policies and procedures and will be transparent, competitive, fair, consistent with value for money principles, or in a manner otherwise acceptable to Canada, and if applicable, in accordance and consistent with the Agreement on Internal Trade and international trade agreements (please describe any variances to this requirement and plans to achieve compliance).

PROJECT RISKS AND MITIGATION MEASURES

- Please describe any key challenges or risks that you have identified associated with implementing the project, and describe any mitigating measures that you have considered or are implementing, including but not limited to:
 - Expenditure increases (e.g. the price of steel rises sharply);
 - Project delays;
 - Risk of scope change (due to, for example, results of environmental assessment);
 - Public sensitivity; and,
 - Risks related to natural hazards and/or climate change that could have an impact on the project during construction or once completed.

ANNEX A – OVERVIEW OF PTIC CATEGORY-SPECIFIC REQUIREMENTS

HIGHWAYS AND MAJOR ROADS

I. Subcategories:

New construction, additional capacity, rehabilitation, or safety-related improvements on highways and roads, including bridges and tunnels that are:

- Part of the National Highway System (including core, feeder and northern categories);
- Highways and roads that:
 - For the National and Regional Projects component –
 - carry, or, are projected to carry annual average daily traffic of at least 1,000 in freight and/or passenger traffic; For the Small Communities Fund component – carry freight and/or passenger traffic of any traffic volume;
- Road/rail grade separations on one of the above highways or roads;
- Intelligent transportation systems that are compliant with the National Intelligent Transportation Systems Architecture and the Border Information Flow Architecture, in support of highways and roads infrastructure.

Note:

- a. *Rehabilitation projects must meet the definition of ‘rehabilitation’ as agreed upon by the Council of Ministers.*
- b. *Projects under this category could include active transportation infrastructure (e.g. sidewalks, bicycle lanes, pedestrian/bike/multi-use pathways) components as part of the overall project.*

II. Outcomes and Benefits for Canadians

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Increasing efficiency and mobility by supporting efforts to reduce congestion, effectively manage traffic volume, and reduce travel time;
- Improving safety;
- Improving usability and accessibility of roads for all users and promoting livability;
- Improving access for remote areas affected by resource development-related activity, and/or improved social and economic outcomes in affected communities; Extending the life of the existing asset.

I. Additional Federal Requirements for NRP

- Proponents must demonstrate that their proposal is based on current demand (e.g., significant volumes of traffic and/or trucks), and if projects are intended to expand existing assets or build new assets, the intended results must be substantiated.

PUBLIC TRANSIT

I. Subcategories:

- Transit infrastructure and rolling stock, including but not limited to bus rapid transit (BRT), light rail transit (LRT), subways, buses, urban passenger ferries and regional commuter rail.
- Transit facilities and supporting 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.
- Intelligent Transportation Systems (ITS) in support of public transit services that is compliant with the ITS Architecture for Canada.
- Active transportation infrastructure (e.g. sidewalks, bicycle lanes, pedestrian/bike/multi-use pathways).

II. Outcomes and Benefits for Canadians:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Supporting efforts to reduce urban congestion;
- Increasing transit ridership;
- Improving safety;
- Improving mobility (e.g., improved access, reduced travel times).

III. Additional Federal Requirements for NRP:

- Projects must be part of an official, integrated land-use and transportation development plan or strategy. Where applicable, projects must be consistent with the approved plans of regional transportation bodies.
- Proponents must demonstrate that their proposal is based on current or projected demand and the intended results must be substantiated.

DISASTER MITIGATION INFRASTRUCTURE

I. Subcategories:

Construction, modification, reinforcement or relocation of public infrastructure that protects from, prevents, reduces the impact and/or likelihood of, or mitigates the potential damage resulting from natural hazards, including impacts or events related to climate change.

Note:

Construction, modification or reinforcement of public infrastructure excludes normal routine, maintenance and operational work (e.g., dredging of sediment, gravel removal, debris traps, etc.). The relocation of entire communities is also excluded.

II. Outcomes and Benefits for Canadians:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Reducing the social, physical and/or economic risks associated with natural hazards and/or adverse effects related to climate change;
- Improving the resiliency of public infrastructure to natural hazards and/or adverse effects related to climate change;
- Supporting an all-hazard risk assessment and related mitigation plan to address disaster risks.

III. Additional Federal Requirements for NRP:

- The project proponent must have conducted a risk assessment that supports the proposed mitigation project. The risk assessment shall include: the likelihood of a natural hazard occurring and the potential impacts of such an event (including social, economic and environmental impacts).
- The proponent must demonstrate that project design has taken into consideration the increasing magnitude of natural hazards and any “down-stream” negative consequences of the structural mitigation project.

CONNECTIVITY AND BROADBAND

I. Subcategories:

- High-speed backbone
- Point of presence and towers
- Local distribution within communities
- Microwave towers; and
- Satellite capacity

II. Outcomes and Benefits for Canadians:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Increasing in geographical area with access to broadband speeds of 1.5MBPS or higher, contributing to improved economic development in remote areas; or
- Increasing in number of Canadians with access to broadband speeds of 1.5MBPS or higher, contributing to improving the quality, accessibility and effectiveness of public services.

III. Additional Federal Requirements for NRP:

- The proponent must promote competitiveness by conducting a commercially and technologically neutral Request for Proposal.
- The project must provide for third party open access.
 - needs assessment and is scalable to realistically meet future needs.

INNOVATION

I. Subcategories

- Post-secondary research and development laboratories and centres, and related teaching facilities.
- Office space for the purpose of conducting research and development.
- Research libraries associated with the research laboratories and centres.

Note:

Eligible investments under each sub-category could include installation of underlying connective infrastructure as necessary (e.g. water/sewer connections, electricity connections, new technologies and implementation of approaches for improved energy efficiency in laboratories, telecommunications infrastructure).

II. Outcomes and Benefits for Canadians:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Enhancing capacity of post-secondary institutions to develop and transfer new knowledge through leading-edge basic and applied research and teaching;
- Increasing opportunities for collaboration between public institutions and the private sector supporting the transfer of innovative technologies and research to market;
- Developing a highly-skilled workforce driving innovation in sectors that support increased diversification or competitiveness of the national, regional, or local economy and contribute to sustained long-term growth.

III. Additional Federal Requirements for NRP:

- Proponent must demonstrate that there is an existing or new research or teaching program and committed funding associated with it.

WASTEWATER

I. Subcategories:

- Wastewater treatment facilities or systems.
- Wastewater collection systems.
- 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.

II. Outcomes and Benefits for Canadians:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Measurably and quantifiably reducing the volume and/or improvement in the level of treatment of wastewater effluent;
- Increasing the number of households, industries, commercial establishments, and institutions with untreated wastewater connected to sanitary wastewater systems;
- Reducing the volume and incidents of discharge of untreated wastewater effluent as a result of sanitary sewer and combined sewer overflow events;
- Improving quality of treated stormwater effluent;
- Improving the reliability or performance of the wastewater collection and/or treatment system;
- Supports economic growth and development;
- Improving wastewater sludge treatment and management.

III. Additional Federal Requirements for NRP:

- Projects for the construction of new or material rehabilitation or expansion of existing wastewater treatment facilities must result in wastewater effluent that meets the Wastewater Systems Effluent Regulations (WSER), where applicable.
 - In jurisdictions where the WSER does not yet apply, the afore-mentioned projects must meet provincial/territorial equivalency.

GREEN ENERGY

I. Subcategories:

- Reinforcement, expansion of existing and construction of new transmission grids to transmit clean electricity, including smart grid technologies.
- Renewable Electricity Generation facilities.
- Thermal heat/cooling delivery system using renewable or combined heat/power plants.
- Projects for new or material rehabilitation or expansion of carbon transmission and storage infrastructure;
- Electric vehicle infrastructure.
- Clean coal facilities.

II. Outcomes and Benefits for Canadians:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Increasing the security of Canada's clean electricity supply;
- Increasing installation of clean energy technologies that improve air quality and/or reduce greenhouse gases;
- Increasing the number of private sector and public sector installations and/or use of clean-energy technologies;
- Providing open-access to a large number of carbon capture facilities; or
- Increasing electricity trade connections between provinces/territories, and/or between Canada and the United States that facilitate the transfer of clean electricity.

III. Additional Federal Requirements for NRP::

- For carbon transmission and storage project, the project must address:
 - Pipeline networks, or parts thereof, for transporting CO₂ that has been captured from large industrial emitters; or
 - Centralized hubs for injecting, monitoring, and permanently storing CO₂ in a geological formation.
- For clean coal facilities, the proponent must deploy technology to reduce air pollutants and GHG emissions at least as low as natural gas combined cycle technology such that it will satisfy the Canadian regulations for the coal-fired electricity sector, set to come into force on July 1, 2015.

DRINKING WATER

I. Subcategories:

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

II. Outcomes and Benefits for Canadians:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Improving the quality of drinking water;
- Increasing the number of households, industries, commercial establishments, and institutions provided with access to safe drinking water;
- Improving the efficiency and service reliability of water treatment facilities and/or distribution systems, as demonstrated by outcomes such as: a reduction in water leakage or loss, use of treatment chemicals, energy use and/or number of boil water advisories; replacement of assets which have reached the end of serviceable life, etc.;
- Improving water conservation (i.e. increased number of households equipped with residential metering, and decreased daily per capita water use);
- Supports economic growth and development;
- Improving the protection and/or management of drinking water sources.

III. Additional Federal Requirements for NRP:

- 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 the Guidelines for Canadian Drinking Water Quality or provincial/territorial standards, whichever are higher.
- A multi-barrier approach to safe drinking water including, where possible, source water protection.

SOLID WASTE MANAGEMENT

I. Subcategories:

- Waste diversion infrastructure (e.g., recycling, composting, anaerobic digestion, eco-centers).
- Waste disposal infrastructure (e.g., thermal processes, landfill gas recovery).

II. Outcomes and Benefits for Canadians:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

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

BROWNFIELD REDEVELOPMENT

I. 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 PTIC;
- The construction of affordable housing.

II. Outcomes and Benefits for Canadians:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Removing or neutralizing the negative effects of brownfields on communities and the environment by remediating and redeveloping these properties in a sustainable manner;
- Reducing the environmental and health risks posed by contaminated sites within municipal boundaries;
- Increasing local or regional economic development and competitiveness;
- Increasing the supply of affordable housing;
- Increasing the sustainability of municipal development and encouragement of more efficient and the intensification of land use.

III. Minimum Federal Requirements for NRP

- The eligible costs in respect of the remediation/decontamination shall 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).
- Project must have a Remediation Action Plan, that describes how the cleanup of a contaminated site will occur.
- Proponent must identify potential regulatory or civil liability risks and provide a risk management plan (including confirmation of pollution legal liability insurance).

LOCAL AND REGIONAL AIRPORTS

I. Subcategories:

New construction, additional capacity, rehabilitation, or safety-related improvements to aeronautical and/or non-aeronautical infrastructure:

- Aeronautical infrastructure includes, but is not limited to: runways, taxiways, aprons, hangars, lighting, aids to navigation (Nav aids), maintenance sheds, airside mobile equipment and associated shelters, air terminal buildings, and airside safety-related infrastructure;
- Non-aeronautical infrastructure such as groundside access, and parking facilities, ; or
- Intelligent transportation systems in support of local and regional airports.

Notes:

- a. Local and regional airports are defined as those sites having scheduled passenger traffic, not located in the national capital or a provincial/territorial capital t, and*
- b. Not federally-owned airports or federal assets..*
- c. Safety and security projects that are eligible for funding under Transport Canada's Airports Capital Assistance Program (ACAP) are not eligible for funding unless they are part of a larger project.*

II. Outcomes and Benefits for Canadians:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Improving efficiency and capacity ;
- Increasing regional or local economic development (e.g., number of new carriers, new businesses operating at the airport, increased volume of interprovincial/territorial and international trade such as in the resource sector);
- Improving safety;
- Extending the life of the existing asset;
- Increasing accessibility of local and regional airports (e.g., to remote and northern communities, to larger population centres).

III. Additional Federal Requirements for NRP:

- Proponents must demonstrate that projects do not negatively impact other airports in their vicinity and the overall provision of airport and air transportation services in the region.

SHORT LINE RAIL INFRASTRUCTURE

I. Subcategories:

New construction, additional capacity or rehabilitation of rail infrastructure that services freight, including:

- Tracks, structures and grade separations;
- Facilities to improve the interchange of goods between modes;
- Safety-related improvements;
- Intelligent Transportation Systems in support of short line rail; or
- Capitalized equipment for loading/unloading required for expansion of short line rail.

Notes:

- a. Short line rail is typically defined as a railway that provides regional service to a small number of towns or industries and/or serves as a feeder line for one or more larger railroads.*
- b. Class I railways and their subsidiaries are not eligible recipients*

II. Outcomes and Benefits for Canadians:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Improving efficiency (e.g., increased traffic volumes, new shippers, increased speed, etc.);
- Increasing freight capacity;
- Improving integration between transportation modes;
- Extending the life of the existing asset;
- Improving safety.

III. Additional Federal Requirements for NRP

- Proponents must demonstrate that their proposal is based on current demand (e.g., significant volumes of rail traffic), and if projects are intended to expand existing assets or build new assets, the intended results must be substantiated.

SHORT SEA SHIPPING

I. Subcategories:

New construction, additional capacity, and rehabilitation of the following capitalized and fixed port infrastructure built on or adjacent to port lands that increases short sea shipping capacity, including:

- Wharves and associated infrastructure;
- Intermodal facilities, multi-modal, or transfer facilities;
- Intelligent Transportation Systems in support of short sea shipping;
- Access road infrastructure that provides the main vehicular land access to one of the above wharves, facilities, or associated infrastructure; or
- Capitalized and fixed equipment for loading/unloading required for expansion of short sea shipping.

Notes:

- a. Short sea shipping is defined as the movement of cargo by water , excluding trans-oceanic voyages.*
- b. Projects under this category could include capital dredging as a part of the overall project.*
- c. The purchase of vessels, , maintenance of existing facilities, as well as maintenance activities including dredging, are not eligible for funding.*

II. Outcomes and Benefits for Canadians:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Improving efficiency and capacity ;
- Improving safety;
- Providing environmental benefits such as air quality improvement;
- Extending the life of the existing asset;
- Improving integration between transportation modes.

III. Additional Federal Requirements for NRP

Demonstration that project justification is based on current demand, and if the project is intended to expand facilities/capacity or build new assets, the intended results must be substantiated.

NORTHERN INFRASTRUCTURE

I. Subcategories:

- Fixed capital assets of public benefit in the Northwest Territories, Yukon and Nunavut.

Notes:

- a. Investments in health infrastructure (hospitals, nursing stations, convalescent and senior centers) are not eligible.*
- b. Projects which would be considered eligible for funding under another category of investment will be required to meet the overview requirements for that category.*

II. Outcomes and Benefits:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Improving accessibility to and from remote, communities in the North;
- Improving access for Canadians in the north to basic public services, including emergency services;
- Improving the quality of life of Northern Canadians; or
- Supporting competitiveness, and sustainable economic and resource development in the North.

III. Additional Federal Requirements for NRP:

- For non-territorial assets, a local council resolution in support of the project must be submitted, or demonstrate compatibility with medium/long term development plans or other strategies.

PASSENGER FERRIES SERVICES INFRASTRUCTURE

I. Subcategories:

New construction, additional capacity, and rehabilitation of the following capitalized and fixed passenger ferry infrastructure, including:

- Wharves and associated infrastructure;
- Passenger terminals;
- Access road infrastructure that provides the main vehicular access to the passenger ferry terminal;
- Vessel purchase and/or conversion, including retrofitting vessels to other alternative fuels (e.g. vessel retrofit to dual-fuel propulsion systems); or
- Intelligent transportation systems in support of ferry services.

Notes:

- a. Maintenance and operating costs for regular fleet, and existing passenger ferry terminals, as well as maintenance activities including dredging, are not eligible for funding.*
- b. Projects under this category could include capital dredging as a part of the overall project.*

II. Outcomes and Benefits for Canadians:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Improving efficiency and mobility (e.g., reduces congestion, effectively manages traffic volumes, reduces travel time);
- Improving safety;
- Extending the life of the existing asset;
- Supports economic growth and development;
- Providing environmental benefits such as air quality improvement.

III. Additional Federal Requirements for NRP::

- Proponents must demonstrate that projects do not negatively impact other ferry operators that provide a competitive service in the same region, or community.

CULTURE

I. Subcategories:

- New construction, expansion, or rehabilitation of museums¹, libraries or archives.
- New construction, expansion, or rehabilitation of facilities for the creation, production and/or presentation of the arts.
- The preservation or rehabilitation of designated heritage sites that are recognized by²:
 - UNESCO;
 - The Canadian government as per the national federal register of historic places; or
 - A provincial, territorial or local government.
- Provincial, territorial or local government-owned infrastructure that supports the creation of a cultural precinct within a community.

II. Outcomes and Benefits for Canadians

The proponent must demonstrate how the project provides benefits to Canadians in support of one or more of the following outcomes:

- Increasing users of facilities or giving the facilities a multipurpose dimension.
- Enhancing the ability of communities to express, preserve, develop and promote their cultural heritage within Canada.
- Enhancing the vitality, recognition and development of French or English in official language minority communities.
- Extends the life of an existing asset.

¹ *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, their ideas and achievements, or the natural environment.*

² *Excludes private residences and religious sites.*

RECREATION

I. Subcategories:

New construction, additional capacity or rehabilitation of publicly-owned, multi-use:

- Amateur sport or recreational facilities (including training facilities for high performance amateur athletes);
- Parks, recreational trails, and paths;
- Community centres.

II. Outcomes and Benefits for Canadians:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Increases public access to, and participation in, physical activity or sports;
- Supports programs for the development of Canadian amateur athletes, including hosting opportunities for regional, national or international amateur sporting events;
- Supports community vitality by providing spaces for community activities, such as clubs, volunteer activities, social support, physical activity, and public meetings; or
- Extends the life of an existing asset.

TOURISM

I. Subcategories:

New construction, additional capacity or rehabilitation of:

- Zoos and aquaria.
- Visitor centres, tourism bureaus, and interpretive centres.
- Scenic parkways.
- Marinas and cruise ship terminals.
- Other public use facilities

Note:

For-profit private sector assets, private residences and religious sites are not eligible for funding.

II. Outcomes and Benefits for Canadians:

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Increases the number of visitors, their length of stay, or their quality of stay;
- Promotes Canada or the region as a leading destination for Canadian or international tourists;
- Supports economic growth and development; or
- Extends the life of an existing asset.

CIVIC ASSETS AND MUNICIPAL BUILDINGS

I. Subcategory:

Rehabilitation, expansion, or preservation of existing municipally or provincially owned buildings or public spaces³ in order to repurpose these facilities for public use or benefit.⁴

II. Outcomes and Benefits for Canadians:

The proponent must demonstrate how the project provides benefits to Canadians in support of one or more of the following outcomes:

- Giving facilities a multipurpose dimension;
- Improving the efficiency or functionality of facilities; or
- Improving the environmental sustainability of facilities.

3 Public spaces are defined as any public gathering area that has the primary objective of promoting social interaction or a sense of community.

4 Excluding medical facilities and schools and scholastic facilities).

ANNEX B – ELIGIBLE RECIPIENTS

Under the PTIC-NRP component the eligible recipients of funding are:

- a) A province or territory, or a municipal or regional government established by or under provincial or territorial statute;
- b) A band council within the meaning of section 2 of the Indian Act; or a government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between Her Majesty the Queen in right of Canada and an aboriginal people of Canada, that has been approved, given effect and declared valid by federal legislation;
- c) A public sector body that is established by or under provincial or territorial statute or by regulation or is wholly owned by a province, territory, municipal or regional government;
- d) A public or not-for-profit institution that is directly or indirectly authorized, under the terms of provincial, territorial or federal statute, or Royal Charter, to deliver post-secondary courses or programs that lead to recognized and transferable post-secondary credentials, or a public or not-for-profit Aboriginal-controlled post-secondary institution; and
- e) A private sector body, including for-profit organizations and not-for-profit organizations. In the case of for-profit organizations, they will need to be in partnership with one or more of the entities referred to above.

Please note:

- Federal entities, including federal Crown Corporations are not eligible recipients.
- A proposal for an on-reserve* project in a province under PTIC would be required to demonstrate project benefits extending beyond the reserve community.
 - *On-reserve means on-reserve lands, or on any Crown lands or lands set aside by the Crown that are designated to become reserve lands.
- All projects under PTIC would be considered for funding only if they are prioritized by a province or territory. Project proponents would accordingly be encouraged to communicate with provincial or territorial representatives to have their project considered for prioritization.
- Provinces and territories are required to prioritize projects for all outstanding NBCF-PTIC funding allocations by April 1, 2018.

ANNEX C - ELIGIBLE AND INELIGIBLE EXPENDITURES

Eligible expenditures will include only the following:

Eligible expenditures will be all direct and necessary expenditures incurred and paid by an eligible recipient or ultimate recipient towards an eligible project, associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP). This also specifically includes the following:

- a) Expenditures directly associated with joint federal communication activities and with federal project signage.
- b) The incremental costs of the eligible or ultimate recipient's employees or leasing of equipment may be included as eligible expenditures under the following conditions:
 - The recipient is able to demonstrate that it is not economically feasible to tender a contract;
 - The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
 - The arrangement is approved in advance and in writing by Canada.

For P3 projects specifically, the capital costs of acquiring, constructing or renovating a tangible capital asset, determined on the basis of cost data contained in the financial model supporting the project agreement. The following are also considered eligible costs:

- a) Bid costs, defined as costs incurred by an applicant for a project to compensate a private sector bidder for the development of a bid proposal; and
- b) Construction finance costs of the Project Consortium.

Note: while eligible expenditures become eligible as of the date of approval-in-principle, eligible expenditures can only be reimbursed to a recipient following the signing of a contribution agreement.

The following are deemed Ineligible expenditures:

- a) Expenditures incurred prior to the date of approval-in-principle as indicated in a letter to the recipient, as well as any and all expenditures related to contracts signed prior to the approval-in-principle date;

- b) Expenditures incurred after the project completion date with the exception of expenditures related to audit and evaluation requirements pursuant to the agreement;
- c) The expenditures related to developing a business case or proposal for funding;
- d) The expenditures related to purchasing land, buildings and associated real estate and other fees;
- e) Financing charges and interest payments on loans, except in accordance with the list of eligible expenditures above;
- f) Leasing land, buildings, equipment and other facilities except for equipment directly relating to the construction of the project;
- g) Furnishings and non-fixed assets which are not essential for the operation of the asset/project.
- h) General repairs and maintenance of a project and related structures, unless they are part of a larger capital expansion project;
- i) Services or works normally provided by the recipient, incurred in the course of implementation of the project, except those specified as eligible expenditures;
- j) The expenditures related to any goods and services which are received through donations or in kind;
- k) Any overhead costs, including salaries and other employment benefits of any employees of the recipient, its direct or indirect operating or administrative costs of ultimate recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with the list of eligible expenditures above;
- l) Taxes for which the ultimate recipient is eligible for a tax rebate and all other costs eligible for rebates; and
- m) Legal fees.

ANNEX D – FEDERAL ENVIRONMENTAL REVIEW AND ABORIGINAL CONSULTATION REQUIREMENTS

As part of the overall analysis of your project proposal, Infrastructure Canada (INFC) is required to obtain some key project information to determine its requirements for Aboriginal consultation and environmental review.

In order to complete our analysis, Infrastructure Canada has developed an Environmental, Aboriginal Consultation and Project Location questionnaire to be completed by each prospective project proponent and it is attached below. INFC is available to answer any questions and will provide further support and guidance to assist proponents in completing the questionnaire.

Should you have any questions or require further information, please send your enquiry to: +INFCERA/EEA@infc.gc.ca

Environmental, Aboriginal Consultation and Project Location Questionnaire

Please note that if you are completing this questionnaire due to a proposed project amendment for a project already submitted to Infrastructure Canada (INFC), please only include the amended project information.

Part A.1: General information

Project Name:

Project Proponent:

Contact person and their contact information for any question Infrastructure Canada could have regarding the environmental assessment and/or aboriginal consultation:

Name:

Address:

Phone:

Email:

Part A.2: Project and existing environment description

Project Description:

Description of the existing environment:

Part B: Environmental Assessment Questionnaire

Instructions to respondent: For **Parts B and C of the Environmental Assessment Questionnaire**, select only “Yes” if applicable to the proposed project. When “Yes” is not selected, “No” will be assumed.

Part B.1: Projects identified on the *Regulations Designating Physical Activities* - Does any part of your project involve the construction, operation, decommissioning or abandonment of the following infrastructure?

Yes <input type="checkbox"/>	Electrical transmission lines
Yes <input type="checkbox"/>	Electrical generating facility
Yes <input type="checkbox"/>	Structure for the diversion of water including dam, dyke or reservoir
Yes <input type="checkbox"/>	Canal, lock or structure to control water level
Yes <input type="checkbox"/>	Oil and gas pipeline
Yes <input type="checkbox"/>	Marine terminal
Yes <input type="checkbox"/>	Railway line and / or Railway yard
Yes <input type="checkbox"/>	All season public highway
Yes <input type="checkbox"/>	Aerodrome, airport or all-season runway
Yes <input type="checkbox"/>	Hazardous waste facility
Yes <input type="checkbox"/>	Waste management facility
Yes <input type="checkbox"/>	Industrial facility
Yes <input type="checkbox"/>	Offshore exploratory wells
Yes <input type="checkbox"/>	Off-shore floating or fixed platform, vessel or artificial island
Yes <input type="checkbox"/>	International or interprovincial bridge or tunnel
Yes <input type="checkbox"/>	Bridge over the St. Lawrence Seaway

Part B.2: Are any part of the project or activities proposed to be located within:

Yes <input type="checkbox"/>	A wildlife area
Yes <input type="checkbox"/>	A migratory birds sanctuary

Part B.3: Is the project a designated project according to the *Regulations Designating Physical Activities*?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>
If “Yes” to the question above, have you provided the Canadian Environmental Assessment Agency with a project description as per Section 8(1) of the <i>Canadian Environmental Assessment Act</i> ?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Comments (if any):

Part B.4: Federal Lands

Would any part of the project or activities be located on:

Yes <input type="checkbox"/>	Federal land
Yes <input type="checkbox"/>	Indian Reserve land

Part B.5: Would any part of the project or activities be located in:

Yes <input type="checkbox"/>	Internal waters of Canada, in any area of the sea not within a province
Yes <input type="checkbox"/>	The territorial sea of Canada, in any area of the sea not within a province
Yes <input type="checkbox"/>	The exclusive economic zone of Canada
Yes <input type="checkbox"/>	The continental shelf of Canada

If you answered “yes” to any of the above (B.4 and B.5), please provide the information regarding the federal land administrator and a description of federal lands (a map should be included if available).

Also indicate if the entire project footprint is located on federal lands. If not, please indicate the portions that will take place on federal lands.

Are important environmental issues expected as a result of this project? If “yes”, please elaborate.

Are important public concerns expected as a result of this project? If “yes”, please elaborate.

Part B.6: Is any part of the project located in whole or in part on land potentially contaminated by previous activities:

Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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Comments (if any):

Part B.7: Is an environmental site assessment available for this project regarding contaminated site(s):

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Phase I
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Phase II
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Phase III

If you answered “yes” to any of the above, please provide any report(s) that are related to the project if not already done. If the report(s) is/are at the development stage, please, provide the following information: which phase(s), when it/they will be completed and when it/they will be sent to INFC.

Part B.8: Does the project (either in full or in part) require a provincial environmental assessment or an environmental assessment under a northern regime or other regime?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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If you answered “yes”, please provide any report(s) that are related to the project if not already done. If the report(s) is/are at the development stage, please, provide the following information: when it/they will be completed and when it/they will be sent to INFC.

Part C: Aboriginal Consultation Questionnaire

Part C.1: Involvement of the Crown - Other Federal or Provincial Departments or Agencies who may have a duty to consult Aboriginal peoples due to their involvement in the project (e.g.: permit and/or authorization), such as, but not limited to:

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>	Fisheries and Oceans Canada (e.g. <i>Fisheries Act</i>)
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>	Transport Canada (e.g. <i>Navigable Waters Protection Act</i>)
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>	Environment Canada (e.g. <i>Species at Risk Act, Migratory Birds Convention Act, Canadian Environmental Protection Act</i>)
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>	Natural Resources Canada (e.g. <i>Explosives Act</i>)
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>	Canadian Environmental Assessment Agency
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>	Parks Canada Agency
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>	Health Canada
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>	Other departments (e.g. federal department, provincial department, funding department, ...) If applicable, please identify the federal department or agency and approval required _____)

If you answered “yes” to any of the above, please describe the involvement of the identified department(s)/agency(s) in detail.

Part C.2: Activities Related to the Project		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does the project involve works or activities on, under, over, through or across a water body such as a wetland, stream, river or lake?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are there any land use changes that may affect traditional activities such as, but not limited to, deforestation or clearing of vegetation?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is any component of the proposed project located outside the existing project footprint?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will ownership of land change as a result of the project?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the project occurring on land that has yet to be developed / disturbed? ⁵
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are there any relevant project activities that might affect other aspects of the environment (e.g. sound and/or noise level increased, barrier limiting the access for harvesting, runoff in a watercourse excavating activity)?

⁵ If you answered yes, please, provide details regarding how much land will be affected by the project in the description below.

If you answered “yes” to any of the above, please provide a description of the activities described in part C.2.

Have you been in contact or do you plan to contact any Aboriginal groups regarding this project? If “yes”, please provide some details regarding the nature of your communication and include in an attachment any information that may be useful (e.g. contact information, letters, emails, public notices, and any other types of communications).

Are any potential issues expected as a result of this project? If “yes”, please elaborate.

Part D: Project Location Questionnaire

In order to facilitate and accelerate the assessment of your request for funding, Infrastructure Canada needs to geographically locate your project accurately. The information provided will ensure the proper location of the project for future reference. You are therefore asked to complete this questionnaire to the best of your knowledge and with as much precision as possible.

Part D.1: Project Location			
Project with fixed address	Address of the project		Location 1
	Civic Number:	_____	_____
	Unit/Suite/Apt:	_____	_____
	Street Name:	_____	_____
	Municipality:	_____	_____
	County:	_____	_____
	Province:	_____	_____
	Postal Code:	_____	_____
	Project Longitude:	_____	
	Project Latitude:	_____	
Project with no fixed address or multiple components	Additional Project Location Details:		
	<i>Please indicate, for each project component, any points of interest, intersections, major highways or streets, or other physical characteristics located in the vicinity of the project (i.e. near airport, adjacent to Lions Gate Bridge, 3 km east from Centennial Park, at intersection of Fifth and Queen, etc.)</i>		
	Component A:		
	Component B:		
	Component C:		
	Component D:		
Project Location Documents:			
As a minimum, please include in an attachment (hard copy or electronic file) a project location map. If available, please include any further project location documents that may be useful in locating the project, such as: a site plan, hand drawings on a printed map, print of maps from Google Maps/Google Earth/MapQuest/Yahoo Maps etc., location plan, aerial photo, legal or written description of project location, survey plan, engineering plan, or any other plans or drawings from reports, studies or analysis.			

Part E: Declaration of Information

Part E.1: Declaration of Information:

I certify that the information provided is accurate to my knowledge and understand that inaccurate information may result in the requirement for additional environmental and/or aboriginal review.

Questionnaire completed by: _____

Signature: _____

Date: _____

ANNEX E - EXAMPLE OF PROJECT FINANCIAL TABLES

Note: All figures should be rounded to the dollar (no decimals).

Example – Detailed Project Cost Table (in dollars)

	Description of Activities	Eligible Costs	Ineligible Costs	Total Project Costs
Component 1		\$XXX	\$XXX	\$XXX
Component 2				
Component 3				
Subtotals		\$XXX	\$XXX	\$XXX
Contingency Amount (X%)		\$XXX	\$XXX	\$XXX
Total Estimated Costs		\$XXX	\$XXX	\$XXX

*add more columns as necessary

Example - Sources of Funding (in dollars)

Funding Source	Funding Request
Government of Canada	\$XXX
Proponent X	
Province/Territory	
Municipality	
Other – Please specify	
Total Eligible Project Costs	\$XXX
Total Project Costs	\$XXX

Example – Estimated Project Cash Flow (Based on Total Eligible Costs, in dollars)

Funding Source	20XX-20XX	20XX-20XX	20XX-20XX	20XX-20XX	Total
Government of Canada	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX
Proponent X					
Other – Please Specify					
TOTALS					