

Section 6

Infrastructure

Introduction

6.1

Building Canada Fund – Communities Component 6.2

- 6.2.1 Overview
- 6.2.2 Project Description
- 6.2.3 Eligibility
- 6.2.4 Contact
- 6.2.5 Availability of Funds

Gas Tax (NDCC)

6.3

- 6.3.1 Overview
- 6.3.2 Project Description
- 6.3.3 Project Components
- 6.3.4 Eligibility

Components of Gas Tax (NDCC)

6.4

- 6.4.1 Capital Investment Plans
 - CIP Form
- 6.4.2 Capacity Building Fund
 - Guidelines and Criteria
 - Application
- 6.4.3 Small Communities Fund
 - Guidelines and Criteria
 - Application
- 6.4.4 Contact
- 6.4.5 Application

Island Community Fund

6.5

- 6.5.1 Overview
- 6.5.2 Project Description
 - Guidelines and Criteria
- 6.5.3 Application Form and Application Form Instructions
- 6.5.4 Contact

Infrastructure Q&A

6.6

Introduction 6.1

Welcome! Here you will find the latest information about the PEI Infrastructure Programs.

The goal of Infrastructure here on PEI is to improve the quality of life of all Islanders and build the foundation for sustained long-term economic growth in the 21st century.

Through our many programs, federal, provincial and municipal governments will be investing millions of dollars in infrastructure across Prince Edward Island.

Build Canada Fund – BCF-CC 6.2

Communities Component

In Budget 2007, the Government of Canada announced plans to offer a series of new infrastructure programs to replace the outgoing Municipal Rural Infrastructure Fund (MRIF), and the Strategic Infrastructure Fund (CSIF). The Building Canada Fund (BCF) is one component of the Building Canada Plan that was announced.

The Building Canada Fund - Communities Component (BCF-CC) will see the Federal Government, the Province of Prince Edward Island, and applicants each contribute \$24.1million, for total funding of \$72.3.2 million.

Through the Communities Component, the federal and provincial governments together are helping to meet the local infrastructure needs and priorities of Prince Edward Island communities. The projects under this program will respond to economic growth, cleaner environments, and strong and prosperous communities.

The Communities Component provides funding towards several categories of infrastructure projects, including water, wastewater, local roads and bridges, public transit, green energy, disaster mitigation, sports, culture and tourism. Projects will be selected by a federal-provincial committee through a competitive process.

Overview 6.2.1

On July 14th, 2008, federal and provincial governments signed the Communities Component of the Building Canada Fund and officially launched the new program. Through the Communities Component, the federal and provincial governments together will invest \$44 million through until 2014. With matching contributions from communities, the total funding made available under the Communities Component could increase to \$66 million over the life of the program. On September 16, 2009 an Amending and Restated Agreement was signed to include a Top-Up Fund of \$2.1 million from Federal with matching funds from the Province and the Recipient under the terms of the Agreement. The Federal government committed funding on the following notional basis:

	Canada (\$)	Prince Edward Island (\$)
2007-2008	\$2,000,000	\$2,000,000
2008-2009	\$4,000,000	\$4,000,000
2009-2010	\$5,000,000	\$5,000,000
2010-2011	\$5,100,000	\$5,100,000
2001-2012	\$4,000,000	\$4,000,000
2012-2013	\$4,000,000	\$4,000,000

Section 6 – Infrastructure

2013-2014	\$4,000,000	\$4,000,000
-----------	-------------	-------------

Program Description 6.2.2

The priority of the BCF-CC is to provide funding for local infrastructure plans that have been set forth by Prince Edward Island communities. The BCF-CC provides funding for several different categories of infrastructure projects including, water, wastewater, local roads and bridges, public transit, green energy, disaster mitigation, sports, culture and tourism.

Projects will be selected by a federal-provincial committee through a competitive process.

Eligibility 6.2.3

The following are eligible categories for BCF-CC:

- 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
- Cultural Infrastructure
- Sport Infrastructure
- Connectivity Infrastructure
- Local Road Infrastructure
- Shortline Rail Infrastructure
- Short Sea Shipping Infrastructure
- Regional and Local Airports
- Tourism Infrastructure
- Recreation Infrastructure
- Collaborative Projects

Projects will be selected through a federal-committee through a competitive process. All applications must be submitted online at <https://bcfcc-fccvc.infrastructure.gc.ca/>.

Contact 6.2.4

The Canada-Prince Edward Island Infrastructure Secretariat is responsible for administering infrastructure programs in Prince Edward Island.

Canada-PEI Infrastructure Secretariat
75 Fitzoy Street, Suite 301
PO Box 2000
Charlottetown, PE C1A 7N8
Toll Free: 1-888-240-4411
Fax: (902) 620-3383
e-mail: cpei-infrastructure@gov.pe.ca

Canada-PEI Infrastructure Secretariat

Marilyn Murphy, Federal Manager	(902) 368-0987
Pat MacAulay, Acting Federal Manager (*Acting until end of January)	(902) 626-2794
Darlene Rhodenizer, Provincial Manager	(902) 368-6213
Autumn Tremere, Provincial Communications Officer **Until November 30, 2009, Autumn can be reached at -	(902) 620-3631 (902) 368-5610
Kandace McEntee, Federal Project Officer	(902) 566-7097
John Arsenault, Provincial Project Officer	(902) 368-4882
Nicolle Gallant, Provincial Project Officer	(902) 620-3632
Stacey Ward, Federal Program Assistant	(902) 620-3380
Bea Campbell, Provincial Administrative Assistant	(902) 620-3381

Availability of Funds 6.2.5

The BCF-CC program has received an overwhelming response from the communities. Due to this response, all the funds for this program have been committed. If there are any funds remaining after all approved projects have been paid out, the Infrastructure Secretariat will advise on how it will be allocated.

Gas Tax (NDCC) 6.3

Working Together for Strong Communities

Budget 2005 delivered five year, stable and predictable funding as part of the Government of Canada's commitment to a Gas Tax (New Deal for Cities and Communities) (this funding does has an opportunity for extension). Under the Gas Tax, federal, provincial, territorial and municipal governments work together with other stakeholders to develop long-term strategies for improving our communities.

In combination with full rebate of the goods and services tax introduced in 2004, the measures announced in Budget 2005 is providing Canadian communities with more than \$9 billion in funding over the next five years.

Between 2005 and 2010, the Government of Canada will provide \$5 billion to municipalities to support environmentally sustainable infrastructure projects such as public transit, water and wastewater treatment, community energy systems and the handling of solid waste.

Effective in 2005–06, Canada's cities and communities will receive a share of federal gas tax revenues worth \$600 million. This funding will increase until it reaches \$2 billion annually, equivalent to 5 cents per litre of gas tax revenues, by 2009–10. Specifically:

- 2005–06: \$600 million
- 2006–07: \$600 million
- 2007–08: \$800 million
- 2008–09: \$1 billion
- 2009–10: \$2 billion

Funding is being distributed to provinces, territories and First Nations on a per capita basis. These agreements ensure that funds are received by municipalities promptly on a fair and transparent basis. Prince Edward Island is receiving \$37.5 million

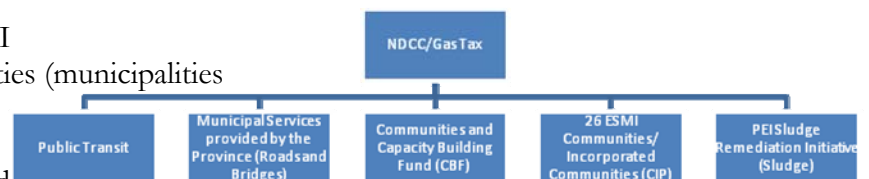
Overview 6.3.1

In February 2005, the Federal government announced that, over the next five years, \$5 billion in gas tax funds would be passed on to the provinces to fund eligible municipal projects, this is the New Deal for Cities & Communities (NDCC) Program. Local governments in PEI will receive a total of \$37.5 million over the first five years of the program. The funding levels will increase annually until the fifth year after which it will continue at that level. Under the terms of this Agreement, the Federal government committed funding on the following notional basis:

2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	TOTAL
\$4.5 million	\$4.5 million	\$6.0 million	\$7.5 million	\$15.0 million	\$37.5 million

Program Description 6.3.2

The New Deal/Gas Tax Funding is divided into five funding agreements: Public Transit, PEI Sludge Remediation Initiative (Sludge), Municipal Services provided by the Province (Roads and Bridges), Communities and Capacity Building Fund (CCBF) and the 26 ESMI Communities/ Incorporated Communities (municipalities with water and sewage).



The Public Transit Funding transformed into a Public Transit Trust in 2006, in which the Province is the sole administrator.

Program Components 6.3.3

This program requires no matching funds and is a straight pass through from the federal government to local governments, with the Province providing administration services. Four funding areas were agreed upon - Municipal Services provided by the Province (Roads and Bridges) - \$11 million dollars, P.E.I. Sludge Remediation Initiative (Sludge) (Summerside) - \$4.5 million, Communities and Capacity Building Fund \$ 4.8 million, and Incorporated Communities for \$17.1 million. Administrative costs are included in the CCB Funding.

Section 6 – Infrastructure

Eligibility 6.3.4

ESMI Projects include the following:

- a) *in the Public Transit Infrastructure Category:*
 - i) Rapid Transit: tangible capital assets and rolling stock (includes ferries, transit stations, park and ride facilities, and grade separated bus lanes);
 - ii) Transit Buses: bus rolling stock, transit bus stations;
 - iii) Intelligent Transport System (ITS) and Transit Priority Capital Investments;
 - ITS technologies to improve transit priority signalling, passenger and traffic information and transit operations;
 - Capital investments, such as transit queue-jumpers and High Occupancy Vehicle (HOV) lanes;
 - iv) Public transit facilities including garages, maintenance facilities, and terminals; and
 - v) Infrastructure and tangible assets associated with public transit for persons with disabilities.
- b) *in the Water Infrastructure Category:*
 - i) Drinking water supply, storage systems, drinking water treatment systems and drinking water distribution systems;
 - ii) Raw-water supply lines to storage facilities;
 - iii) Raw-water storage facilities;
 - iv) Raw-water supply lines from storage facilities to treatment facilities;
 - v) Water treatment facilities;
 - vi) Water pumping facilities;
 - vii) Treated-water supply lines;
 - viii) Treated-water supply lines;
 - ix) Distribution system upgrades and replacements, including individual services to the property line;
 - x) Implementation of Water Infrastructure Management Systems, including the purchase of software and collection of data to the limits outlined in the program guidelines;
 - xi) Regional systems relating to items mentioned above; and
 - xii) Infrastructure related to source water protection for municipal water supply systems.
- c) *in the Wastewater treatment systems Category:*
 - i) Outfall sewer from the collection system to the wastewater treatment facilities;
 - ii) Wastewater treatment facilities;
 - iii) Wastewater pumping facilities;

- iv) Outfall sewers from the wastewater treatment facilities to the point of discharge or disposal, and related works;
 - v) Sewage collection system upgrades and replacements, including service mains to the property line.
 - vi) Implementation of Wastewater Infrastructure Management Systems, including the purchase of software and collection data to the limits outlined in the program guidelines; and
 - vii) Flood Proofing Infrastructure.
- d) in the Wastewater (Storm sewer drainage systems and facilities) Category:
- i) Storm sewer line replacement or rehabilitation;
 - ii) Construction of new storm sewer treatment facilities;
 - iii) Replacement or rehabilitation of storm sewer collection lines including service lines, and catch basins;
 - iv) Outfall storm sewers to the point of discharge or disposal, and related works;
 - v) Implementation of Storm Sewer Infrastructure Management Systems, including the purchase of software and collection of data to the limits outlined in the program guidelines; and
 - vi) Flood Proofing Infrastructure.
- e) in the Community Energy Systems Category:
- i) Retrofits of local government-owned buildings;
 - ii) Energy systems such as renewable energy, including wind power, combined with heat and power (CHP), cogeneration and district energy;
 - iii) Street lighting.
- f) in the Solid Waste Management Category:
- i) Waste diversion – Material Recovery Facilities;
 - ii) Organics management;
 - iii) Collection depots;
 - iv) Waste disposal landfills;
 - v) Thermal treatment; and
 - vi) Regional Waste Management systems.
- g) in the Local Roads and Bridges Category:
- i) Reconstruction and rehabilitation of road structures;
 - ii) Construction, reconstruction and rehabilitation of railways other than grade separations;
 - iii) Construction, reconstruction and rehabilitation of bridges;
 - iv) Other ancillary works such as sidewalks, commuter bikeways, lighting, traffic control signals, pedestrian signals, storm drainage and utility relocations;
 - v) Construction or implementation of major transportation systems management projects such as major intersection improvements, major traffic signal coordination, etc.; and
 - vi) Construction of noise attenuation devices as a part of an Eligible Project, and rehabilitation of existing noise attenuation devices on an eligible roadway or transit-way,

Section 6 – Infrastructure

consistent with the municipality's approved noise attenuation policy.

The Capacity Building Fund can be used to undertake the following:

- develop and implement a Capital Investment Plan;
- collaboration: building partnerships and strategic alliances; participation; and consultation and outreach;
- knowledge: use of new technology; research; and monitoring and evaluation;
- municipality-wide or regional transportation planning studies and major systems planning reviews;
- transportation studies to address specific environmental and/or safety concerns including environmental impact assessments;
- integration: integrated sustainability planning, Infrastructure planning, policy development and implementation (e.g. environmental management system, life cycle assessment, area road and transportation planning including, water supply system planning, wastewater system planning, solid waste management planning, watershed planning, community energy planning and land use planning).

A GTA (NDCC) Management Committee appointed a GTA (NDCC) Project Selection Subcommittee to provide recommendations on projects under the Communities and Capacity Building Fund component, approval of Capital Investment Plans and monitoring of the Sludge, and Roads and Bridges Components. The Capacity component is funded up to \$1.0 million dollars. The remaining \$3.8 million is used for administration and the small communities fund.

New Deal Gas Tax funding will be allocated to incorporated communities that provide sewer and/or water services to their residents. Incorporated communities may use their allocation of New Deal Gas Tax funds for municipal infrastructure and capacity building projects in the following categories:

- Public Transit Infrastructure;
- Water Infrastructure;
- Wastewater Treatment Infrastructure;
- Wastewater Infrastructure;
- Community Energy Infrastructure;
- Solid Waste Management;
- Local Roads and Bridges Infrastructure; and
- Capacity Building Projects.

Overall objectives of the program are as follows:

Infrastructure projects funded by the New Deal Gas Tax funding are required to result in environmental benefits (i.e. cleaner air, cleaner water and reduced greenhouse gas emissions).

Components of Gas Tax (NDCC) 6.4

Capital Investment Plans (CIP) 6.4.1

The purpose of the Capital Investment Plans is:

- to enhance the quality of the environment.
- to support long-term economic growth.
- to improve community infrastructure.
- to increase innovation, and use of new approaches and best practices.
- to increase efficient use of existing Infrastructure

As per section 6.3.2 of the Canada-PEI Agreement gas tax agreement, the 26 Incorporated Communities that provide sewer and/or water services to their residents will submit to the Gas Tax Management Committee a Capital Investment Plan in order to receive funding under the Gas Tax program. This plan is limited to those capital investments that a community wishes to undertake with its allocation of gas tax funds.

Attached is a copy of the Capital Investment Plan form.

CANADA

Province of Prince Edward Island

**NEW DEAL FOR CITIES AND COMMUNITIES
CAPITAL INVESTMENT PLAN**

(Please prepare a separate plan for each project)

Municipality Information:

Name of Municipality: _____

Municipality Type: _____
(community, town, city)

Contact information:

Contact Name: _____

Position: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Proposed Project Information:

Project Title: _____

Eligible Infrastructure Category: _____

(For example: public Transit, water infrastructure, wastewater treatment, community energy systems, solid waste management, local roads and bridges)

1) Description of the proposed project, including the project location.

(If other municipalities are involved in this project, please indicate the names of the municipalities.)

Description:

Section 6 – Infrastructure

Location: (Provide the specific location of the project and a site map if available or drawing outlining location with respect to distance to/from buildings, roads, bodies of water, etc.)

2) Proposed Project Financing (for cash flow purposes)

Year	Estimated Project Cost*	Gas Tax Funding**	Municipal Funding	Other Funding (specify)	Total Funding
2005-06					
2006-07					
2007-08					
2008-09					
2009-2010					
5 Year Totals					

*This amount is the municipality's estimate of the total eligible project costs. If other municipalities are involved in this project; please indicate only the portion of the project that relates to your municipality.

** The Gas Tax Funding is the amount of the municipality's gas tax allocation that the municipality requests to be provided for this project.

What is the estimated start date of the proposed project? _____

What is the estimated completion date of the proposed project? _____

3) Environmental Outcomes - Refer to Schedule E (attached) for additional information regarding outcomes.

Describe the expected environmental outcomes (reduced greenhouse gas emissions, cleaner air, and cleaner water) as a result of this project:

Describe how this project will produce these environmental outcomes:

4) Describe the expected environmental benefits that will result from the project.

(Refer to Schedule E attached for additional information regarding benefits, for example, sustainability and future prosperity of municipalities, improved quality of environment, contribution to reduced greenhouse gas emissions, cleaner water or cleaner air, etc.).

Local Benefits

Regional Benefits

5) Describe the proposed method that will be used for measuring the outcomes, as identified above, which will result from the project.

6) Provide a general description of how the project will contribute to environmental and other sustainability efforts of your municipality. Note: Municipalities are responsible for obtaining all permits, licenses and approvals required to construct and operate their projects.

7) Please provide the “base amount” for municipal spending on infrastructure calculated as the average of total municipally funded capital spending by municipalities on Municipal Infrastructure for the five (5) years preceding the agreement (January 2000 – December 2004).

Please include only capital spending on projects which fit in the eligible infrastructure categories under the New Deal Gas Tax – **Public Transit Infrastructure, Water Infrastructure, Wastewater Infrastructure, Solid Waste Infrastructure, Community Energy Infrastructure and Local Roads and Bridges Infrastructure.** For projects which were cost-shared through programs such as the Canada-Prince Edward Island Infrastructure Program, only include the municipal share of project costs.

Do not include spending on maintaining or repairing infrastructure.

2000 Projects

Municipal Spending

_____	_____
_____	_____
Annual Total	\$ _____
2001 Projects	Municipal Spending
_____	_____
_____	_____
_____	_____
Annual Total	\$ _____
2002 Projects	Municipal Spending
_____	_____
_____	_____
_____	_____
Annual Total	\$ _____
2003 Projects	Municipal Spending
_____	_____
_____	_____
_____	_____
Annual Total	\$ _____
2004 Projects	Municipal Spending
_____	_____
_____	_____
_____	_____
Annual Total	\$ _____
Average per year (based on five years)	\$ _____

8) Capital Investment Plans may be directed to:

Infrastructure Secretariat

Department of Community & Cultural Affairs
 PO Box 2000, Charlottetown PE C1A 7N8
 Tel: (902) 368-3380
 Fax: (902) 620-3383
 Email: CPEI-INFRASTRUCTURE@gov.pe.ca

The council of _____ the hereby submits a Capital Investment Plan under the New Deal for Cities and Communities - Transfer of Federal Gas Tax Revenues as described above. In providing this submission, the council declares that the above is, to the best of its knowledge and belief to be true in substance and in fact.

Date

(Mayor/Commissioner/Administrator/Clerk

Signature

Capacity Building Fund (CBF) 6.4.2

On November 22, 2005, the Government of Canada and the Province of Prince Edward Island signed the Agreement on the Transfer of Federal Gas Tax Revenues, which allocated \$37.5 million to Prince Edward Island cities and communities. Of the \$37.5 million, \$4,857,097 was allocated to the Community and Capacity Building Fund.

Attached is a copy of the Guidelines and Criteria for the CBF, and an example of the application form.

**CANADA - PRINCE EDWARD ISLAND
AGREEMENT ON THE TRANSFER OF FEDERAL GAS TAX
REVENUES UNDER THE NEW DEAL FOR CITIES
AND COMMUNITIES 2005 - 2015**

**CAPACITY BUILDING FUND
GUIDELINES AND CRITERIA**

BACKGROUND

On November 22, 2005, the Government of Canada and the Province of Prince Edward Island signed the Agreement on the Transfer of Federal Gas Tax Revenues, which allocated \$37.5 million to Prince Edward Island cities and communities. Of the \$37.5 million, \$4,857,097 was allocated to the Community and Capacity Building Fund. The Agreement states that within this fund, a minimum of \$1 million will be invested in Capacity Building efforts. It should be noted that these guidelines and criteria only cover the capacity building portion of the Communities and Capacity Building Fund.

1. Statement of Objectives

The Agreement on the Transfer of Federal Gas Tax Revenues is targeted at “making a transformative difference in the sustainability and future prosperity of cities and communities in Prince Edward Island”. The Agreement seeks to foster sustainable cities and communities, which can achieve a higher quality of life and standard of living.

The vision of sustainability reflected in the Agreement integrates the four independent dimensions: economic, environmental, social and cultural.

Within this context the “Capacity Building Fund” has been established to assist communities to enhance their capacity to achieve and maintain long term sustainability.

2. Definition

“Agreement” means this Canada - Prince Edward Island agreement on the Transfer of Funds.

Canada - Prince Edward Island Infrastructure Secretariat” means the Secretariat created pursuant to the Municipal Rural Infrastructure Fund Agreement between Canada and PEI dated April 27, 2005.

“Capacity Building Projects” means projects and activities designed to assist Local Governments in building capacity by developing and implementing projects, such as integrated community sustainability plans and capital investment plans, as more particularly described in Schedule A of the Agreement.

“Capital Investment Plan” means a document created through a public process, with approval from locally elected officials, providing a detailed understanding of anticipated investments into tangible capital assets that are considered “priorities” along with a rationale for these priorities.

“Environmentally Sustainable Municipal Infrastructure (ESMI) Projects” means Municipal Infrastructure projects that:

- (i) Improve the quality of the environment and contribute to reduced greenhouse gas emissions, cleaner water or cleaner air and,
- (ii) Fall within the category of projects described in Schedule A of the Agreement.

“Integrated Community Sustainability Plans” means a long term plan, developed in consultation with community members that provides direction for the community to realize sustainability objectives it has for the environmental, cultural, social and economic dimensions of its identity, as more particularly described in Schedule G of the Agreement.

“Local Government” means a municipality, as defined in paragraph 1 (e) of the *Municipalities Act*, R.S.P.E.I. 1988, c. M13 and referred to in the *Charlottetown Area Municipalities Act*, R.S.P.E.I. 1988, c. C4.1 and the *City of Summerside Act*, R.S.P.E.I. 1988, c.S9.1. and the Government of Prince Edward Island where it is providing services of a municipal nature to communities.

“Unincorporated Areas” mean communities in Prince Edward Island that are not municipalities established under Prince Edward Island’s *Municipalities Act* and receive infrastructure services from Prince Edward Island.

3. **Eligible Projects for Capacity Building Fund**

Funds may be used to undertake the following:

- i) develop and implement a Capital Investment Plan;
- ii) collaboration; building partnerships and strategic alliances; participation; consultation and outreach;
- iii) knowledge: use of new technology; research; and monitoring and evaluation;

- iv) municipality-wide or regional transportation studies and major systems planning reviews;
- v) transportation studies to address specific environmental and/or safety concerns including environmental impact assessments;
- vi) integration: Integrated Sustainability Planning, Infrastructure planning, policy development and implementation (ie. environmental management system, life cycle assessment, area road and transportation planning, water supply system planning, waste water planning, solid waste management planning, watershed planning, community energy planning and land use planning).

4. **Eligibility**

“Eligible Recipient” means:

- i) A Local Government or its duly authorized agent (including a wholly owned corporation);
- ii) A non-municipal entity on the condition that the Local Government where the proposed Eligible Project would be targeted has indicated support for the Eligible Project through a formal resolution of Council. A non-municipal entity may include:
 - Non-governmental organizations;
 - Not-for-profit organizations; or
 - For-profit organizations where their activities will contribute to community objectives and long-term sustainability.
- iii) The Province of Prince Edward Island, on behalf of unincorporated areas of PEI.

5. **Fund Administration**

The Community and Capacity Building Fund will be managed by the Project Selection Sub-committee comprised of representatives from the Government of Prince Edward Island and from the Federation of PEI Municipalities.

6. **Guidelines for Project Selection**

The Project Section Sub-Committee will be guided by the following criteria in approving Eligible Projects under this Fund:

- i) Funding under this initiative should be used to assist Local Governments or their duly authorized agents to advance priorities respecting capacity building which will support long term sustainability;
- ii) Preference under the Fund will be given to those incorporated communities that do not provide sewer and/or water services to their residents and do not receive an allocation as compared to those communities outlined in Schedule H of the Agreement who do receive an allocation;
- iii) Projects from unincorporated areas may also be considered where they are reflective of and in keeping with the strategic planning priorities of the Infrastructure Program;
- iv) Priority will be given to projects which are regional or inter-municipal in scope and demonstrate collaboration to develop and support initiatives and plans that will build municipal capacity and/or benefit the region at large;
- v) Priority will be given to projects, which are innovative and promote the use of new technologies, which may have potential strategic or broad reaching benefits;
- vi) *All projects under this Fund must comply with the priorities as established under the Agreement, which is based on a long-term vision of sustainability and which integrates four interdependent dimensions: economic, environmental, social and cultural.*

7. Implementation Impact Assessment

All applications must include a statement by the Local Government indicating that any long term implementation impacts of the study or project have been considered and that the projected outcome is achievable and sustainable as follows:

- i) Proposals which result in the enhancement of the Municipality's personnel resources and involve the hiring of expertise on a full-time or part-time basis must include a Business Case which clearly demonstrates the Local Government's ability to sustain the position(s) after the funding has ceased.

- ii) Proposals to fund studies which could lead to a recommended plan of action involving capital expenditures must demonstrate the Local Government's capacity to fund the proposed capital expenditures or identify existing sources of funding (such as established programs) which are available to fund such capital expenditures. Terms of Reference for such studies must also require that long term operational costs be examined.

8. Incrementality

Funds under this program may not be used to substitute or replace expenditures which are currently covered in existing Local Government budgets, or to duplicate or replace funding available under established Federal or Provincial funding programs. Funds may not normally be used to "top up" or "piggyback" funding from other programs. Capacity Building funding may, however, be used to support the preparation of research which may be required in support of applications being made under other established programs.

9. Funding Levels

Funding will be allocated in a transparent and equitable manner and will be approved pursuant to the following established maximum funding levels:

- i) Incorporated Communities that do not provide sewer and/or water services to their residents and do not receive an allocation under the Agreement, or the Province of Prince Edward Island where it is endorsing unincorporated areas, may be eligible to receive up to a maximum of 100% of the cost of eligible projects under the Capacity Building Fund;
- ii) The twenty-six (26) incorporated Communities which provide sewer and/or water services to their residents and who received an allocation under the Agreement will be eligible to receive up to a maximum of 66.67% of the cost of projects under this Fund. In addition, they are permitted to utilize their Gas Tax allocation to fund the remaining costs of the project. This will not be considered to infringe on the "Incrementality" standard.
- iii) Where projects proposals result in the hiring of either full or part-time personnel, funding for salaries and direct incremental costs associated with the position, will be limited as follows: Year 1 - 90% of salary and 75% of direct costs; Year 2 - 70% of salary and 50% of direct costs; and Year 3 - 40% of salary and 25% of direct costs.

Eligible direct costs associated with the hiring of personnel must be directed related to the position and could include such costs as computer hardware and software, telephone, communications, travel, etc.) Costs must be incremental and funds will not be used to supplement existing operating costs.

- iv) As Official Plan and Bylaws are required by the Prince Edward Island Planning Act to be reviewed and updated on a regular basis, an exception to the above funding levels will be funding for the preparation and/or review of Official Plans and municipal Development (Land Use) Bylaws. In order to be eligible for funding under the Capacity Building Fund, Official Plans must be comprehensive in nature, addressing not only land use issues but also economic, environmental and servicing issues.

Prior to the Project commencement date of a review of an Official plan and/or bylaw, the Applicant must provide to the Canada/PEI Infrastructure Secretariat, the qualifications of the expertise to be engaged, and it is agreed that costs will not be eligible unless the Canada-PEI Infrastructure Secretariat is satisfied with the qualifications of the expertise to be engaged.

The maximum contribution available under this Fund for the preparation and/or reviews of Official Plans and Bylaws will be 90% to Communities which do not provide sewer and/or water services. For serviced Communities the maximum funding level will be 75% and Gas Tax funds may be used up to a maximum of 90%. All communities will be required to contribute 10% to demonstrate their commitment to the preparation of such reviews and plans.

- v) The total program contribution for projects described under Section 3 v) and Section 3 vi) of the Capacity Building Fund Guidelines, may be limited to the eligible share of either \$50,000.00; or the eligible share of the tendered amount of the project, whichever is the lesser.

NEW DEAL FOR CITIES AND COMMUNITIES
CAPACITY BUILDING FUND
APPLICATION FORM

Applicant's Project Title: _____

SECTION I -- APPLICANT			
Legal Name of Applicant		Local Government Code (if applicable)	
Legal Name of Local Government (if Applicant is an agent of the Local Government or non-governmental organization)			
Applicant Type <input type="checkbox"/> A Local Government <input type="checkbox"/> An Agency of a Local Government			
Local Government Population <input type="checkbox"/> <= 500 <input type="checkbox"/> >= 500- 3,999 <input type="checkbox"/> >= 4,000 If a regional project the population for that area _____			
Applicant Street Address (Civic #)	Town / City	Province	Postal Code
Contact Person			
Contact Person Name		Contact Person Language Preference: <input type="checkbox"/> English <input type="checkbox"/> French	
Contact Person Telephone Number	Contact Person Fax Number	Contact Person Email Address	
<i>* If different from Applicant/Sponsor Address</i>			
Contact Person Street Address	Town / City	Province	Postal Code
First Joint Project Applicant Information (if applicable)			
Legal Name of other Applicant		Contact Person	
Street Address		Phone number	Fax Number
Town/City	Province	Postal Code	Email Address
Second Joint Project Applicant Information (if applicable)			
Legal Name of other Applicant		Contact Person	

Street Address			Phone number	Fax Number
Town/City	Province	Postal Code	Email Address	

In the case of a project with more than two (2) Joint Project Applicants, please provide information on a separate document.

SECTION II – PROJECT INFORMATION			
Project Title			
Brief Project Description (200 words or less)			
<i>Project Street Address</i>	<i>Town/City</i>	Province	Postal Code
<i>Project Nearest Intersection (if no Project Address, above)</i>			
<i>Project point of interest/place name (if no nearest intersection and no street address)</i>			
<i>Project GPS coordinates (if available)</i>			
<i>Local Government Project Reference # (optional)</i>	<i>Local Government / Band Council Resolution Number</i>	<i>Date</i>	<i>Local Government Priority</i>

SECTION III – PROJECT RATIONALE
--

Describe what is happening currently within the community and what might happen if no action is taken at this time. Make sure that you define the business opportunity/problem in clear terms. (200 words or less)

How does the project address the problem stated above? (200 words or less)

SECTION IV - BENEFITS

Who will Benefit from the project? (200 words or less)

When do you anticipate a realization of these benefits? (200 words or less)

SECTION V – PROJECT COST

Please indicate **the eligible costs and ineligible costs**, broken out by cost category, as shown below. A list describing which costs are eligible and ineligible under the Gas Tax can be found in Schedule B of the NCDD agreement (see Appendix “B”).

1. Eligible Costs	<i>TOTAL COST</i>
a) Contractor	
b) Materials/Supplies	
c) Equipment Purchase, rental or lease	
d) Professional Fees	
e) Communications	
f) Other: Explain	
g) TOTAL GROSS ELIGIBLE COSTS (INCLUDING TAXES)	
h) LESS TAX REBATES	
NET ELIGIBLE COSTS (row g minus row h)	
2. INELIGIBLE COSTS	
a) Land	
b) Legal	
TOTAL NET COSTS:	

Note: Project cost should equal project financing

SECTION VI – INNOVATIVE TECHNOLOGY

What **technology** to be incorporated? Focus on new approaches, best practices, and whether the project uses the best available technologies or innovation to address the problem. (200 words or less)

SECTION VII – PROPOSED CASH FLOW OF ELIGIBLE COSTS

Please indicate **how the eligible costs will be cash flowed** and if there are **any other funding sources**. This is a fiscal-year-by-fiscal-year estimate of the financing required to bring the project to fruition. Please note that the fiscal year begins on April 1 and ends on March 31st.

Cash Flow							
	<i>2005-2006</i>	<i>2006-2007</i>	<i>2007-2008</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>TOTAL</i>
NDCC-GAS TAX CAPACITY BUILDING FUND							
APPLICANT (PROPONENT) SHARE							
PRIVATE PARTNER SHARE (IF APPLICABLE)							
OTHER FUNDING (EXPLAIN)							
TOTAL							

SECTION VIII – OTHER PROJECT FINANCING

Please indicate in this section **how the project will be financed**. In addition to NDCC-Gas Tax Funding please identify other sources including the borrowing of funds, funding from other government programs and funding from other community groups or sources.

PROJECT FINANCING	Amount of Funds	YES	NO
Gas Tax -Community Capacity Building Funds			
Are funds being borrowed to finance this project? If yes, provide name and address of financial institution and amount.			
Have you applied for funding from other provincial programs? If yes, provide amount requested and name of program Or documentation to confirm funding.			
Will or has this project received funds from other federal programs? If yes, provide amount requested and name of program Or documentation to confirm funding.			
Has funding been obtained from other sources (other than those already listed above)? If yes, indicate the source of funds and the amount.			

Note: Project cost should equal project financing

SECTION IX– MILESTONES

Please indicate all **key dates** and **major milestones** associated with your project. Such as progress reports, public consultations, draft plans, etc.

Milestones	
Expected Project Start Date:	Expected Project Completion Date:
<i>Milestone Description</i>	<i>Date</i>

SECTION X - PROJECT TYPES

Capacity Building Projects – Check one of the following

- ☐ Capital Investment Plan
- ☐ Integrated Sustainability Planning
- ☐ Infrastructure Planning
- ☐ Strategic Planning
- ☐ Public Participation programs for policy development
- ☐ Policy Development and implementation
- ☐ Environmental management systems
- ☐ Life cycle assessment
- ☐ Road and Transportation planning
- ☐ Water supply system planning
- ☐ Waste water system planning
- ☐ Watershed planning
- ☐ Community energy planning
- ☐ Land Use planning
- ☐ Well Head Protection plans
- ☐ Collaboration projects i.e.: joint planning offices, joint administration, etc...
- ☐ Studies to address specific environmental and/or safety concerns including environmental impact assessments.
- ☐ Participation and Leadership Programs
- ☐ Volunteerism (such as asset mapping, education programs, training, seminars)
- ☐ Regional studies (such as regional transportation. Regional planning, regional services such as water and/or sewer, etc.)
- ☐ Knowledge projects: For example – the use of new technology, research. Monitoring and evaluation
- ☐ Other: Explain; _____

Note: Project cost should equal project financing

Small Communities Fund (SCF) 6.4.3

On November 22, 2005, the Government of Canada and the Province of Prince Edward Island signed the Agreement on the Transfer of Federal Gas Tax Revenues, which allocated \$37.5 million to Prince Edward Island cities and communities. Of the \$37.5 million, \$4,857,097 will be allocated to the Communities and Capacity Building Fund (CCBF) that will give consideration to Incorporated Communities that do not provide sewer and/or water services to their residents; to projects that are regional in scope; to local Capacity Building efforts; to initiatives from unincorporated areas that are reflective of, and in keeping with, the strategic planning priorities of this infrastructure program. Within this initiative, at least \$1 million will be invested in Capacity Building efforts. Administration charges up to one percent will also be subtracted and the balance will be designated to the Communities Fund and administered under guidelines provided by the Project Selection Sub-Committee.

Attached is a copy of the Guidelines and Criteria for this program, and an example of the application.. (As of Feb 2007- Criteria and Guidelines have not yet been approved by the Management Committee.)

**Canada – Prince Edward Island Agreement
On the Transfer of Federal Gas Tax Revenues
Under The New Deal for Cities and Communities 2005 - 2015**

Community Fund Guidelines and Criteria

BACKGROUND

On November 22, 2005, the Government of Canada and the Province of Prince Edward Island signed the Agreement on the Transfer of Federal Gas Tax Revenues, which allocated \$37.5 million to Prince Edward Island cities and communities.

Of the \$37.5 million, \$4,857,097 is allocated to the Communities and Capacity Building Fund (CCBF) that gives consideration to local governments that do not receive a direct allocation under Schedule H of the agreement; to projects that are regional in scope; to local Capacity Building efforts; to initiatives from unincorporated areas that are reflective of, and in keeping with, the strategic planning priorities of this infrastructure program. Within this initiative, at least \$1 million will be invested in Capacity Building efforts. Separate funding guidelines and criteria were developed for the Capacity Building portion of the Fund.

1.0 STATEMENT OF OBJECTIVES

The Agreement on the Transfer of Federal Gas Tax Revenues is targeted at “making a transformative difference in the sustainability and future prosperity of cities and communities in Prince Edward Island”. The Agreement seeks to foster sustainable cities and communities, which can achieve a higher quality of life and standard of living.

The vision of sustainability reflected in the Agreement integrates the four independent dimensions: economic, environmental, social and cultural.

Within this content, the “Community Fund” has been established to primarily assist local governments that did not receive a direct gas tax allocation, by providing funding for environmentally sustainable municipal infrastructure projects, and assist them in becoming vibrant and prosperous communities.

2.0 DEFINITIONS

A capitalized term has the meaning given to it in this section unless the context clearly dictates otherwise.

“Agreement” or **“GTA”** means the Canada - Prince Edward Island agreement on the Transfer of Funds.

“Base Amount” means the average of provincially-funded capital spending by Prince Edward Island, and the average of municipally-funded capital spending by municipalities on Municipal Infrastructure for the five years preceding the agreement (March 2000 - April 2005 for the Province and January 1999 - December 2004 for municipalities).

“Canada – Prince Edward Island Infrastructure Secretariat” means the secretariat created pursuant to Section 4.5 of the Municipal Rural Infrastructure Fund Agreement between Canada and PEI dated April 27, 2005.

“Environmentally Sustainable Municipal Infrastructure (ESMI) Projects” means Municipal Infrastructure projects that:

- I. improve the quality of the environment and contribute to reduced greenhouse gas emissions, cleaner water or cleaner air; and,
- II. fall within the category of projects described in Schedule A of the Canada – Prince Edward Island Agreement on the Federal Gas Tax Revenues under the New Deal for Cities and Communities.

“Eligible Costs” means those costs described in Schedule B of the Canada – Prince Edward Island Agreement on the Federal Gas Tax Revenues under the New Deal for Cities and Communities incurred in respect of Eligible Projects.

“Eligible Projects” means ESMI projects within these Guidelines in section 3.

“Fiscal year” means the period beginning April 1 of a year and ending March 31 of the following year.

“Funding Agreement” means an agreement made between the Province of Prince Edward Island and an Eligible Recipient pursuant to which Funds are paid to the Eligible Recipient.

“Funds” means the funds made available pursuant to this Agreement and includes any interest earned on the said Funds.

“Local Government” means 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. 1988, c. C-4.1 and the *City of Summerside Act*, R.S.P.E.I. 1988, c.S-9.1., and the Government of Prince Edward Island where it is providing services of a municipal nature to communities.

“Renewable Energy Projects” means energy systems such as renewable energy, including wind power, combined with heat and power (CHP) cogeneration and district energy.

“Unincorporated Areas” mean communities in Prince Edward Island that are not municipalities established under Prince Edward Island's *Municipalities Act* and receive infrastructure services from Prince Edward Island.

3.0 PROJECT CATEGORIES ELIGIBLE FOR COMMUNITY FUNDS

1) ESMI Projects include the following:

a) in the Public Transit Infrastructure Category:

- i. Rapid Transit: tangible capital assets and rolling stock (includes ferries, transit stations, park and ride facilities, and grade separated bus lanes);
- ii. Transit Buses: bus rolling stock, transit bus stations;
- iii. Intelligent Transport System (ITS) and Transit Priority Capital Investments;
 - ITS technologies to improve transit priority signaling, passenger and traffic information and transit operations;
 - Capital investments, such as transit queue-jumpers and High Occupancy Vehicle (HOV) lanes;
- iv. Public transit facilities including garages, maintenance facilities, and terminals; and
- v. Infrastructure and tangible assets associated with public transit for persons with disabilities.

b) in the Water Infrastructure Category:

- i. Drinking water supply, storage systems, drinking water treatment systems and drinking water distribution systems;
- ii. Raw-water supply lines to storage facilities;
- iii. Raw-water storage facilities;
- iv. Raw-water supply lines from storage facilities to treatment facilities;
- v. Water treatment facilities;
- vi. Water pumping facilities;
- vii. Treated-water supply lines;
- viii. Treated-water supply lines;
- ix. Distribution system upgrades and replacements, including individual services to the property line;
- x. Implementation of Water Infrastructure Management Systems, including the purchase of

- software and collection of data to the limits outlined in the program guidelines;
- xi. Regional systems relating to items mentioned above; and
- xii. Infrastructure related to source water protection for municipal water supply systems.

c) in the Wastewater treatment systems Category:

- i. Outfall sewer from the collection system to the wastewater treatment facilities;
- ii. Wastewater treatment facilities;
- iii. Wastewater pumping facilities;
- iv. Outfall sewers from the wastewater treatment facilities to the point of discharge or disposal, and related works;
- v. Sewage collection system upgrades and replacements, including service mains to the property line.
- vi. Implementation of Wastewater Infrastructure Management Systems, including the purchase of software and collection data to the limits outlined in the program guidelines; and
- vii. Flood Proofing Infrastructure.

d) in the Wastewater (Storm sewer drainage systems and facilities) Category:

- i. Storm sewer line replacement or rehabilitation;
- ii. Construction of new storm sewer treatment facilities;
- iii. Replacement or rehabilitation of storm sewer collection lines including service lines, and catch basins;
- iv. Outfall storm sewers to the point of discharge or disposal, and related works;
- v. Implementation of Storm Sewer Infrastructure Management Systems, including the purchase of software and collection of data to the limits outlined in the program guidelines; and
- vi. Flood Proofing Infrastructure.

e) in the Community Energy Systems Category:

- i. Retrofits of local government-owned buildings;
- ii. Energy systems such as renewable energy, including wind power, combined with heat and power (CHP), cogeneration and district energy;
- iii. Street lighting.

f) in the Solid Waste Management Category:

- i. Waste diversion – Material Recovery Facilities;
- ii. Organics management;
- iii. Collection depots;

- iv. Waste disposal landfills;
- v. Thermal treatment; and
- vi. Regional Waste Management systems.

g) in the Local Roads and Bridges Category:

- i. Other ancillary works such as sidewalks, commuter bikeways, lighting, traffic control signals, pedestrian signals, storm drainage and utility relocations.

4.0 ELIGIBILITY

- (i) A Local Government or its duly authorized agent (including its wholly-owned corporation);
- (ii) *A non-municipal entity, on the condition that the Local Government where the proposed Eligible Project would be housed has indicated support for the Eligible Project through a formal resolution of the Local Government's council. A non-municipal entity includes:*
 - For-profit organizations (such as P3), or
 - Non-governmental organizations, or
 - Not-for-profit organizations;
- (iii) Prince Edward Island, on behalf of unincorporated areas of PEI.

5.0 FUND ADMINISTRATION

The Community Fund will be managed by the Project Selection Sub-committee comprised of representatives from the Government of Prince Edward Island and from the Federation of Prince Edward Island Municipalities.

6.0 GUIDELINES FOR PROJECT SELECTION

The Project Selection Sub-Committee will be guided by the following criteria in approving Eligible Projects under this Fund:

- i) Funding under this initiative is intended to assist Local Governments or their duly authorized agents to advance priorities respecting environmentally sustainable municipal infrastructure projects, to ensure they become vibrant and prosperous communities.
- ii) This fund will assist those local governments as well as unincorporated areas that do not receive an allocation and are not identified in Schedule H of the Agreement, however, projects must be in keeping with the strategic priorities of the Infrastructure Program.

Section 6 – Infrastructure

- iii) Priority will be given to projects, which are innovative and promote the use of new technologies, which may have potential strategic or broad reaching benefits.
- iv) This Fund will also give priority to projects that are regional in scope.
- v) All projects under this Fund must comply with the priorities as established under the Agreement, which are based on a long-term vision of sustainability and which integrate four interdependent dimensions: economic, environmental, social and cultural; and,
- vi) The twenty-six (26) incorporated municipalities that receive a direct allocation under the agreement are only eligible for funding for renewable energy projects.

7. IMPLEMENTATION IMPACT ASSESSMENT

All applications must include a statement by the Local Government indicating that any long-term implementation impacts of the project have been considered and that the projected outcome is achievable and sustainable as follows:

- i. Projects which involved the installation and/or construction of municipal services and/or buildings which will have on-going operational and maintenance costs must demonstrate the Local Government's capacity to fund the proposed operational and future capital maintenance expenditures or identify existing sources of funding (such as established programs) which are available to fund such expenditures.

8. INCREMENTALITY

Funds under this program may not be used to substitute or replace expenditures, which are currently covered in existing Local Government budgets, or to duplicate or replace funding available under established Federal or Provincial funding programs.

9. FUNDING LEVELS

Funding will be allocated in a transparent and equitable manner and will be approved pursuant to the following established maximum funding levels:

- i) Incorporated Communities that do not provide sewer and/or water services to their residents, and do not receive an allocation under the Agreement; or the Province of Prince Edward Island where it is endorsing unincorporated areas, may be eligible to receive up to a maximum of 100% of the cost of eligible projects under the Communities Fund, normally up to a maximum of \$100,000.
- ii) An exception to the above guidelines will be for Renewable Energy Projects (REP) under the Community Energy Systems Project Category. Where Non-ESMI municipalities commit to fund the REP, the Non-ESMI community may be eligible up to receive up to a maximum of 80% of the eligible cost of the project.
- iii) The twenty-six (26) incorporated municipalities that received a direct allocation under the Agreement may receive up to 50% of the cost of Renewable Energy Projects.

Contact 6.4.4

The Canada-Prince Edward Island Infrastructure Secretariat is responsible for administering infrastructure programs in Prince Edward Island.

Canada-PEI Infrastructure Secretariat
75 Fitzoy Street, Suite 301
PO Box 2000
Charlottetown, PE C1A 7N8
Toll Free: 1-888-240-4411
Fax: (902) 620-3383
e-mail: cpei-infrastructure@gov.pe.ca

Canada-PEI Infrastructure Secretariat

Marilyn Murphy, Federal Manager	(902) 368-0987
Pat MacAulay, Acting Federal Manager (*Acting until the end of January)	(902) 626-2794
Darlene Rhodenizer, Provincial Manager	(902) 368-6213
Autumn Tremere, Provincial Communications Office	(902) 620-3613
**Until November 30, 2009, Autumn can be reached at -	(902) 368-5610
Kandace McEntee, Federal Project Officer	(902) 566-7097
John Arsenault, Provincial Project Officer	(902) 368-4882
Nicolle Gallant, Provincial Project Officer	(902) 620-3632
Stacy Ward, Federal Program Assistant	(902) 620-3380
Bea Campbell, Provincial Administrative Assistant	(902) 620-3381

Application 6.4.5

To apply for any of these programs, visit the Government of PEI Infrastructure website, or contact the Canada-Prince Edward Island Secretariat.

Section 6 – Infrastructure

Island Community Fund (ICF) 6.5

Overview 6.5.1

In the 2008 Budget Address, the Prince Edward Island Government announced a six-year Island Community Fund (ICF) program to address the infrastructure gap currently found under the parameters of traditional federal/provincial programs. The new program will address community needs which are not eligible for funding under current infrastructure programming.

The Province will be investing a total of \$27.5 million into this new program for Island Communities.

Project Description 6.5.2

ICF was established to enable municipal governments and non-governmental organizations access to funds for projects not eligible under the current suite of Infrastructure programs. ICF is funded solely by the Province of PEI for a total investment of \$27.5 million. The ICF fund consists of two components; Small Projects Components, and a component available to projects identified as being of strategic interest to the Province.

Small Project Component

Eligible project categories under the Small Projects Component include:

- Community Safety and Security
- Recreation; and
- Cultural Infrastructure, gap areas

This component will provide up to 75% funding for eligible projects, to a maximum contribution of \$150,000.

Provincial Strategic Component

Eligible projects under this component would include projects identified as promoting the strategic interest of the Province of Prince Edward Island. This component will provide up to 50% funding for eligible projects, to a maximum contribution of \$1,500,000.

Attached are the Guidelines and Criteria for the program, an example of the application, and instructions on how to properly complete it.

Island Community Fund

Guidelines and Criteria

INTRODUCTION

The Prince Edward Island Government announced a six-year program to address the infrastructure gap currently found under the parameters of traditional federal/provincial programs.

The *Island Community Fund* represents a provincial investment of \$27.5 million towards the infrastructure needs of the Prince Edward Island community. The Fund consists of two components – a small projects component, and a component available to projects identified as being of strategic interest to the Province.

1.0 STATEMENT OF OBJECTIVES

The *Island Community Fund* has been established to enable municipal governments and non-governmental organizations to access funds for projects not eligible under the current suite of Infrastructure programs, and to support provincially strategic infrastructure projects.

2.0 FINANCIAL PROVISIONS

2.1 The *Island Community Fund* consists of:

- The Small Project Component which will provide up to 75% funding for eligible projects, to a maximum contribution of \$150,000. The maximum contribution level for the categories within the Small Projects Component may be less than the \$150,000 Small Project Component maximum.
- The Strategic Project Component, provides funding to projects that promote the strategic interests of the Province. This component will provide up to 50% funding for eligible projects, to a maximum contribution of \$1,500,000.

2.2 The target percentage split of funding between the Small Projects Component and the Strategic Projects Component is 60% - 40% respectively.

3.0 PROGRAM MANAGEMENT

- 3.1 The program will be managed and administered by the Department of Communities, Cultural Affairs and Labour through the Department's Infrastructure Secretariat. Projects of up to \$500,000 contribution require the approval of the Minister of Communities, Cultural Affairs and Labour. All projects exceeding \$500,000 require Executive Council approval.

Small projects are recommended to the Minister by the Deputy Minister, following evaluation of the project by the Infrastructure Secretariat. Strategic Projects are recommended to the Minister collaboratively by the Deputy Minister of Communities, Cultural Affairs and Labour and the Deputy Minister of Strategic Initiatives, following project evaluation by the Infrastructure Secretariat.

4.0 APPLICATION REQUIREMENTS

- 4.1 Application to the Island Community Fund must be submitted to the Department of Communities, Cultural Affairs and Labour, Infrastructure Secretariat in the form approved by the Minister.
- 4.2 Application must be supported by a business case which includes the expected operating and maintenance costs and identifies the source, or sources, of revenue to sustain the identified costs.
- 4.3 Application must be supported by the proponent's statement verifying its responsibility for all ongoing costs related to the project.

5.0 GUIDELINES FOR PROJECT SELECTION

- 5.1 Funding under this initiative is intended to assist local governments and organizations to advance provincial, municipal and community infrastructure priorities.
- 5.2 Applicant Eligibility
- i) Eligible Applicants include:
- A Local Government, or its' agent, including a corporation that is wholly owned by the Applicant;
 - A non-governmental organization

- ii) A Local Government means 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. 1988, c. C-4.1 and the City of Summerside Act, R.S.P.E.I. 1988, c. S-9.1; or

The Government of Prince Edward Island where it is providing services of a municipal nature to communities that are not municipalities as defined by the Municipalities Act.

5.3 Project Eligibility / Evaluation

The following factors will be considered in determining eligibility, and in the evaluation of the project:

- i. The eligibility of the project under other traditional infrastructure programs;
- ii. The project's demonstrated value to the municipal / community / organization;
- iii. The project's value with regard to the strategic interest of the province;
- iv. The proponent's ability to demonstrate the financial sustainability of the project, with particular regard to operating and maintenance costs;
- v. The proponent's ability to confirm its share of the project costs;
- vi. The cost of the project;
- vii. The completeness of the project application; and
- viii. The project's demonstrated value to the "Island Community"

5.4 Eligible Project Categories are:

1. Small Project Component:
 - a. Community Safety & Security;
 - b. Recreation; and
 - c. Cultural infrastructure, gap areas.

All projects within the above stated categories will be considered, provided that they are not eligible for funding under existing or planned Infrastructure programs, or other programs that may become available.

2. Provincial Strategic Initiatives.

Projects identified as promoting the strategic interest of the Province of Prince Edward Island.

6.0 CLAIMS PROCESS

- 6.1 Funds expended on an approved project can be claimed monthly by completing the Claims Form provided. Recipients must provide copies of each invoice, and a copy of the cancelled cheque (both sides) showing payment has been made.
- 6.2 The Province will issue a reimbursement to the applicant within 30 days of verifying the claim.
- 6.3 Final Claims must be submitted by March 31 of the year following the year in which the project was completed.

7.0 Other

- 7.1 All recipients will be required to sign a standard funding agreement.
- 7.2 A maximum of two applications will be accepted per municipality or non-governmental organization per fiscal year.
- 7.3 Construction or renovations to religious buildings (churches, mosques, synagogues, etc.) are not eligible.

8.0 Project Calls

- 8.1 Approvals under the Small Projects Component will be announced twice a year - once in December and again in July. Projects may be submitted anytime during the two six month periods.
- 8.2 The Strategic Projects Component will accept projects on an ongoing basis, and will assess each proposal on case by case basis.
- 8.3 Any questions should be directed to the Infrastructure Office at 902-620-3381 or toll-free at 1-888-240-4411

Application Form and Application Form Instructions 7.5.3

Island Community Fund
Application Form

CONTACT INFORMATION	
1. Legal Name of Applicant:	
2. Contact Name:	
3. Mailing Address:	
4. Postal Code:	5. Phone Number:
6. Email Address:	7. Fax Number:

JOINT APPLICANT (If Applicable) (If more than one Joint Applicant enter information on an additional sheet)	
8. Legal Name of Joint Applicant:	
9. Contact Name:	
10. Mailing Address:	
11. Postal Code:	12. Phone Number:
13. Email Address:	14. Fax Number:

PROJECT INFORMATION		
15. Expected Start Date:	16. Expected Completion Date:	17. Priority Number:
18. Project Category: <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> <input type="checkbox"/> Community Safety & Security <input type="checkbox"/> (Select One) <input type="checkbox"/> Provincial Strategic Project </div> <div> <input type="checkbox"/> Recreational <input type="checkbox"/> Cultural </div> </div>		
19. Project Title:		
20. Project Description: (Describe the project including the actual physical components of the project.)		

21. Project Rationale: (Describe the problem or objectives you have, and how this project will resolve them.)
22. Project Benefits: (Describe the actual expected measurable benefits that will result from this project.)

23.	<p align="center">ELIGIBLE PROJECT COSTS (Proposed Project Financing- Round to the nearest \$100)</p>
Provincial Share Requested: _____ Applicant Share: _____	
Other Contributor(s) Share: _____ Total Eligible Cost: _____	
24. List sources and amounts of any “Other Contributor(s)” funding:	
25. Please provide verification that Applicant’s Share of funding is in place. If funds are being borrowed, it is necessary to provide a signed letter from the lending institution confirming that the funds will be made available if the project is approved. Also provide written confirmation from the “Other Contributor(s)” that they also have their funding in place. This must include the source, program name, and amount of funding for this project.	

26.	<p align="center">*ANTICIPATED CASHFLOW REQUIRED EACH YEAR (Round to the nearest \$100)</p>
-----	--

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	TOTAL
Province							
Applicant							
Other							
Other							
TOTAL							

*Totals in “Anticipated Cashflow” chart must equal totals in “Eligible Costs” box.

APPLICANT CHECKLIST	
<p>26. All applications will be reviewed for completeness. Please review the checklist below to ensure that consideration of your application is not delayed by missing information.</p> <p>All applications and contracts are subject to program guidelines. Please refer to the online program guidelines at www.gov.pe.ca/go/infrastructure for further information, or call the Infrastructure Secretariat office at the number below.</p>	
<p>27. The following items must form part of the application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An accurate description of what the project entails; <input type="checkbox"/> A Signed and sealed resolution(s) from the applicant and partnering municipalities; <input type="checkbox"/> A Priority number for the project; <input type="checkbox"/> A Corporate Board of Directors Resolution if a non-governmental applicant; <input type="checkbox"/> Non-governmental applicants must provide letters of support from the surrounding community; <input type="checkbox"/> Evidence that the project’s costs are accurate; <input type="checkbox"/> A 3-year projected business plan showing the ability to support operating & maintenance costs upon project completion; <input type="checkbox"/> A verification of funding for the applicant’s share of project costs. 	
	<p>I hereby declare that all information contained in and/or attached to this</p>

<p>Please return completed application and supporting documents to:</p> <p>Island Community Fund Infrastructure Secretariat P.O. Box 2000 75 Fitzroy Street, Suite 303 C1A 7N8</p> <p>Tel: 902-620-3381 Fax: 902-620-3383 Toll Free: 1-888-240-4411</p> <p>Email: cpei-infrastructure@gov.pe.ca</p>	<p>application is true and accurate to the best of my knowledge.</p> <p>_____</p> <p>Administrator/Treasurer</p> <p>_____</p> <p>Mayor/Chairperson/President</p> <p>_____</p> <p>Date</p> <p>Please note: Signatures must be sealed with the Municipal or Corporate seal.</p>
--	--

These instructions are meant to assist applicants in filing for funding under the Island Community Fund. Please also refer to the “*Island Community Fund Guidelines and Criteria*” document on the website located at: www.gov.pe.ca/go/infrastructure.

The following information is arranged to correspond to the numbered boxes on your application form.

1. *Legal Name of Applicant*- Provide the full legal name of your municipality, or organization;
2. *Contact Name*- Provide a name of the person responsible for the application, and for the project implementation, if approved;
3. *Mailing Address*- Provide the full mailing address to which all correspondence about the project can be mailed;
4. *Postal Code*- Provide the postal code for the mailing address;
5. *Phone number*- Provide a phone number where the contact person can be reached during regular business hours;
6. *Email Address*- Provide an email address where the contact person can be contacted when necessary;
7. *Fax Number*- Provide a fax number if possible where documents can be sent if required;
8. *Legal Name of Joint Applicant*- If this is a joint application with another organization or municipality please provide the full legal name. If more than one joint applicant please provide that information on a separate page;
9. *Contact Name for Joint Applicant*- Provide a name of the person who represents the Joint Applicant, and is responsible for the application, and for the project implementation, if approved;
10. *Mailing Address*- Provide the full mailing address of the Joint Applicant to which all correspondence about the project can be mailed if required;
11. *Postal Code*- Provide the postal code for the Joint Applicant’s mailing address;
12. *Phone number*- Provide a phone number where the contact person who represents the Joint Applicant can be reached during regular business hours;
13. *Email Address*- Provide an email address where the contact person who represents the Joint Applicant can be contacted when necessary;
14. *Fax Number*- Provide a fax number if possible for the Joint Applicant where documents can be sent if required;
15. *Expected Start Date*- Provide the date upon which either engineering or construction is planned to begin;
16. *Expected Completion Date*- Provide a date when it is expected substantial completion will occur;
17. *Priority Number*- Assign a priority number even if this is the only application being filed at this time;
18. *Project Category*- Chose one of the eligible categories by checking the box;

19. *Project Title*- Give your project a short descriptive name to identify it;
20. *Project Description*- This is a very important question. Provide a detailed description of the problem, what the goal is that you are trying to accomplish, and how you intend to achieve the desired result. Include a step-by-step plan showing precisely how the funding will be used.
21. *Project Rationale*- Describe why the project is necessary, demonstrating why funding is required from this program to address the problem. Show that other possible solutions been considered, and relate how the decision was made that this is the best solution. Provide strong evidence that the surrounding communities have been consulted, and that they support the project that is proposed.
22. *Project Benefits*- What are the benefits of completing this project? Is there a measurable way to determine if the project is successful once it is completed? Will more residents be served, distances shortened, accidents avoided, time lessened, etc? Is there anything measurable that can be counted, or compared to the situation prior to the project having been undertaken?
23. *Eligible Costs*- Enter the amount of funding you propose for each party's share of the total cost of the project, including funding from other sources. Totals in "Eligible Costs" must equal totals on "Anticipated Cashflow" box.
24. *List Sources and Amounts from Other Contributors*- If you have obtained funding from other government programs, or private sources please provide a list of those. Please include name of the source, program name, and amount of funding received.
25. *Verification*- You must indicate and verify the source of your share of funding, and if that includes a bank loan, provide a letter from your lending institution confirming that they have agreed to provide the loan. If you indicated that there are "Other Contributors" involved in the project, you should also provide written verification from them that the funds are in place if the project is approved.
26. *Anticipated Cashflow*- If the project is approved for funding, we will attempt to provide your project funding to coincide with your needs. Indicate on the table the timing of your project, and when each party is expected to contribute their share. Keep in mind that this program is claim based. That means that you will have to pay invoices and provide copies of invoices and cancelled cheques to verify your expenses. Claims may be filed once a month, and your payment from the Province will take up to 30 days. Totals in "Anticipated Cashflow" must equal totals in the "Eligible Costs" box.
27. *Website information*- All projects will receive a contract if approved. The offer of funding will require that the applicant agree to all terms and conditions of the contract, and of the program guidelines. The Island Community Fund Guidelines and Criteria are available on the Province's website at www.gov.pe.ca/go/infrastructure. Please familiarize yourself with them.
28. *Applicant Checklist*- Besides the application itself, a number of other documents are required prior to a project being eligible for consideration. These are listed in the checklist in Box 28. For orderly and efficient assessment of your project, please ensure that all information is included when you file your application. Missing items will only delay consideration of your project until such time as they are provided.

Finally, please ensure that the proper signatures are obtained, and that the Municipal or corporate seal is applied to the application over the signatures. Applications will not be considered without the signatures and seal.

For further information please contact the Infrastructure Secretariat. The contact information is located on the final page of your application form.

Contact 6.5.4

The Canada-Prince Edward Island Infrastructure Secretariat is responsible for administering infrastructure programs in Prince Edward Island.

Canada-PEI Infrastructure Secretariat
75 Fitzoy Street, Suite 301
PO Box 2000
Charlottetown, PE C1A 7N8
Toll Free: 1-888-240-4411
Fax: (902) 620-3383
e-mail: cpei-infrastructure@gov.pe.ca

Canada-PEI Infrastructure Secretariat

Darlene Rhodenizer, Provincial Manager	(902) 368-6213
Autumn Tremere, Provincial Communications Office	(902) 620-3613
**Until November 30, 2009, Autumn can be reached at -	(902) 368-5610
John Arsenault, Provincial Project Officer	(902) 368-4882
Nicolle Gallant, Provincial Project Officer	(902) 620-3632
Bea Campbell, Provincial Administrative Assistant	(902) 620-3381

Infrastructure Q&A 6.6

Who is the Canada-PEI Infrastructure Secretariat?

In fall 2005, the Canada PEI Infrastructure Division underwent a reorganization and expansion. Due to the increased number of infrastructure programs coming on stream, it was acknowledged that additional staff was necessary to properly administer these new programs.

In November 2005, an agreement was struck to create a CAN-P.E.I. Infrastructure Secretariat. This Secretariat began operations from 75 Fitzroy Street with a total of eight staff; four of which are employed by the Province of PEI. The four new provincial positions created were, a Provincial Manager of Infrastructure, a Provincial Communications Officer, another Project Officer and an Administration Assistant. These positions joined the current Project Officer and three staff from the Federal government to make up the new Infrastructure Secretariat.

Canada-PEI Infrastructure Secretariat

Marilyn Murphy, Federal Manager	(902) 368-0987
Pat MacAulay, Acting Federal Manager (*Acting until the end of January)	(902) 626-2794
Darlene Rhodenizer, Provincial Manager	(902) 368-6213
Autumn Tremere, Provincial Communications Office	(902) 620-3613
**Until November 30, 2009, Autumn can be reached at -	(902) 368-5610
Kandace McEntee, Federal Project Officer	(902) 566-7097
John Arsenault, Provincial Project Officer	(902) 368-4882
Nicolle Gallant, Provincial Project Officer	(902) 620-3632
Stacy Ward, Federal Program Assistant	(902) 620-3380
Bea Campbell, Provincial Administrative Assistant	(902) 620-3381

What are the overall objectives of the program and how do our projects fit in?

Every funding agreement has its objective, but broadly speaking, project applications will be assessed according to how well they advance the following objectives of the program:

- Enhancement of the environment, (e.g., water and wastewater management, solid waste management, more efficient energy use);
- Support of long-term economic growth, (e.g., increasing economic opportunity in communities, increasing access to the new economy through improved telecommunications, increasing tourism opportunities);
- Improvement of community infrastructure, (e.g., constructing or rehabilitating traditional transportation infrastructure, increasing community safety, supporting Canadian heritage and culture, increasing access to local recreational facilities, etc.);
- Building 21st century infrastructure, (e.g., encouraging innovation, increasing partnerships, encouraging use of new approaches and best practices, more efficient use of existing infrastructure)

What is "green" infrastructure?

Green infrastructure improves the quality of our environment and contributes to our national goals of clean air and water. Examples of green municipal infrastructure include water and wastewater systems, water treatment, solid waste management and recycling, and capital expenditures to retrofit or improve the energy efficiency of buildings and facilities owned by local governments, among others.

How does a municipality apply for project funding under Infrastructure Canada-PEI?

A joint federal-provincial Program Secretariat is responsible for administering the program. For further information concerning Infrastructure programs please contact the Secretariat at 1-888-240-4411 or search Infrastructure programs on the Provincial website at www.gov.pe.ca/go/infrastructure.

Who decides which projects are approved?

Most infrastructure funding agreements require that all projects be reviewed by a Management Committee consisting of representatives from the federal, provincial and municipal governments represented by the Federation of PEI Municipalities.

Will there be any limit on completion dates for projects?

Yes. However completion dates vary between funding agreements.

What is the role of municipalities in the Infrastructure Canada-PEI program?

Municipal governments, according to their own priorities, submit projects to be funded through the program, and thus play a pivotal role in the implementation of the Infrastructure Canada-PEI program.

Representatives of FPEIM were involved in the development of some of the new programs. A representative of FPEIM is a member of the Management Committee to ensure municipal input continues through the life of the program.

Infrastructure Canada-PEI is designed to work from the bottom up. No one knows the needs of a community better than the people who live and work in that community.

How will individual projects be funded?

In most cases, the federal and provincial governments will each provide up to one-third of the eligible cost of a municipal infrastructure project, and the municipality itself will provide the rest of the funds. Private sector participation is considered in lieu of or in conjunction with a municipal contribution.

Are there any provisions for First Nations in this program?

There are provisions for the First Nations. Infrastructure priorities for First Nations communities will be funded through a separate allocation of funds, to be administered by Indian and Northern Affairs Canada. The Government of Canada has set aside about \$31 million for First Nations infrastructure across Canada.

How do I find out the status of my application?

Notification letters will be sent out to all proponents whose projects have been approved for funding. An applicant can contact The Secretariat Office toll free at 1-888-240-4411 for an update at any time.

What if we have already started the project?

Costs for projects already underway are not eligible for funding under the guidelines of the program. There is also a risk that the entire project may also be deemed ineligible if the work completed is not consistent with any environmental mitigation measures that would have been imposed as a condition of funding.

If a project can logically be broken into phases, then funding could be requested for a phase of the project that has not yet begun.

Can we tender the project while we await approval?

Written approval is required prior to tendering any project not yet approved. Contact the office and they will advise on how to proceed.

Do I need an environmental assessment?

The Environmental Assessment Checklist provided in the application needs to be completed as all projects funded are subject to the Canadian Environmental Assessment Act.

When do we receive the funding?

Each agreement has its own process for receiving funds.

The MRIF program works on a reimbursement basis. Project proponents will incur and pay project costs, and then submit a claim to the Infrastructure Canada-PEI office. Claims can be submitted monthly as expenses are incurred and paid.

The Gas Tax program works on a one time lump sum payment. Participants are then responsible for filling out appropriate auditing materials.

Where can I find more information?

For more information you can contact the Infrastructure Secretariat

Canada-PEI Infrastructure Secretariat

75 Fitzoy Street, Suite 301

PO Box 2000

Charlottetown, PE C1A 7N8

Toll Free: 1-888-240-4411

Fax: (902) 620-3383

e-mail: cpei-infrastructure@gov.pe.ca

Or visit the Infrastructure website: www.gov.pe.ca/go/infrastructure