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(11/2002)



Urban Transportation Showcase Program

Applicant's Guide Stage 2: Detailed Proposal

November 2002

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Transport Canada
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Urban Transportation Showcase Program Applicant's Guide – Stage 2: Detailed Proposal

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INTRODUCTION

Purpose of this guide

The purpose of this document is to guide invited applicants through Phase 2 of the application process for the Urban Transportation Showcase Program. Applicants should read this guide carefully to maximize the quality of their detailed proposals.

In Stage 2 of the selection process, applicants will clarify, expand and refine the Expressions of Interest submitted in Stage 1. Their detailed proposals will give the Selection Committee and Transport Canada a clear and comprehensive picture of the proposed showcase.

Summary of contents

The “Overview” section of this guide provides readers with a general understanding of key issues pertaining to the Urban Transportation Showcase Program, including:

- the rationale and derivation of the program;
- a review of the program’s key elements and funding issues;
- the need for impact assessment, reporting and information sharing; and
- the process to be followed in evaluating proposals.

The “Application Information” section of this guide concisely summarizes the most relevant information pertaining to the documentation and submission of detailed proposals, including:

- when and how to submit proposals;
- required proposal structure and contents; and
- planning for potential environmental assessment processes.

OVERVIEW

Transportation and climate change

The Government of Canada's federal Action Plan 2000 on Climate Change recognizes that transportation is Canada's largest source of greenhouse gases. Greenhouse gas emissions from transportation are growing rapidly, and amount to one-quarter of our national total. Urban areas generate about two-thirds of our national greenhouse gas emissions from transportation, and are important to Canada's national climate change strategy.

The Transportation Climate Change Table was established by the federal, provincial and territorial ministers of transportation as part of the national climate change process. The table identified a number of promising strategies and technologies to reduce urban transportation emissions by reducing travel demand, shifting travel away from energy-intensive modes, and reducing emissions within each mode. However, many of these measures have not been implemented at a scale that would achieve and confirm significant greenhouse gas emission reductions, nor have the synergies among integrated measures been assessed. Further demonstration and assessment of many measures are needed as a precursor to their widespread implementation.

During consultations on the Transportation Climate Change Table's *Options Paper*, stakeholders across the country identified the need to:

- build upon existing municipal initiatives, by demonstrating and evaluating different strategies and technologies;
- develop integrated strategies that link transportation with land use planning, and incorporate a range of actions;
- assess the impacts that greenhouse gas emission reduction strategies can have on other urban challenges such as air quality, congestion and infrastructure costs;
- allow flexibility to pursue different approaches in different regions; and
- share information more broadly on sustainable transportation best practices.

The Urban Transportation Showcase Program has been developed in response to these needs. It was announced as one element of the Government of Canada's Action Plan 2000 on Climate Change. The Honourable David M. Collenette, Minister of Transport, formally launched the program on June 11, 2001.

Program description

Objectives

The key program objectives include:

- the demonstration and evaluation of integrated strategies, planning tools and implementation practices that can reduce greenhouse gas emissions from urban transportation;
- the assessment of other benefits of these measures, such as improved air quality, enhanced safety or reduced operating costs; and
- the establishment of a comprehensive national information network that will encourage and help other Canadian municipalities to replicate effective measures over the coming decade.

Application process

Through a nation-wide competitive application process, four or more showcases will be selected for implementation by municipalities and their partners, with the assistance of federal funding. While the program will have a sustained impact on transportation in those municipalities selected for showcase funding, a key objective is the development of effective tools that all Canadian municipalities can draw upon in response to their own challenges. To ensure that the showcases are relevant to as many Canadian urban areas as possible, the selection process will take into account the need for a regional balance and a range of sizes among showcase communities.

Showcase concept

Each showcase will be an integrated package of urban transportation measures, and will be implemented and evaluated over three years. Showcase measures may include transit and other transportation services, demand management initiatives, land use or economic strategies, public outreach efforts, advanced technologies or low-cost infrastructure elements. While showcases are expected to emphasize passenger transportation, they may address other urban transportation issues such as goods movement. Municipalities are encouraged to make an enhanced transportation and land use planning framework an integral part of their showcase.

Showcases may draw from strategies studied by the Transportation Climate Change Table, and may also include other strategies that reflect local priorities. **Annex A** presents a more detailed description of possible showcase components, and **Annex B** presents helpful ideas for developing showcase ideas.

A number of important climate change initiatives are already underway in Canadian urban areas, and municipalities are encouraged to build these initiatives into their showcase. By doing so, they can strengthen existing partnerships and broaden the reach of their showcase. There are restrictions, however, on the proportion of overall showcase costs that may be federally funded where existing initiatives involve partnerships with federal government programs such as Infrastructure Canada or the Intelligent Transportation System (ITS) Deployment

and Integration Plan. Transport Canada will be pleased to discuss related issues with applicants on a case-by-case basis.

Program schedule

Figure 1 presents the dates of key milestones in Urban Transportation Showcase Program.

Figure 1. Key program dates	
Application - Stage 2	Showcase implementation
<p><i>May 16, 2003</i> – Deadline for submission of detailed proposals</p> <p><i>May to June 2003</i> – Presentation of detailed proposals to Selection Committee at regional meetings</p> <p><i>June to August 2003</i> – Selection of four or more showcases to receive funding</p>	<p><i>August to December 2003</i> – Contribution agreements finalized and implementation begins</p> <p><i>March 31, 2006</i> – Completion of showcase implementation and evaluation</p>

Program funding and eligible costs

Available funding

The Urban Transportation Showcase Program offers up to \$35 million in showcase funding, with a maximum of \$10 million per showcase. The program will make a non-repayable contribution to cover one-third of eligible costs of each showcase. The remaining two-thirds represent the contributions of provincial, municipal and/or other partners.

Showcases may incorporate elements that are funded in part by other federal programs, as long as no more than 50 per cent of total eligible showcase costs are federally funded.

Each application for funding will be analyzed and evaluated on a case-by-case basis to determine the contribution amount.

Eligible costs

Eligible showcase costs must be directly attributable to showcase implementation, monitoring and reporting activities. These include but are not limited to:

- costs associated with planning processes, project design and implementation planning;
- infrastructure costs;
- acquisition of equipment, hardware, software and services;
- applications development;
- equipment adaptation and upgrades;
- network operations;
- materials and supplies;
- rental of office space and equipment;
- salaries and benefits, fees, remuneration paid to professionals, technical personnel, consultants and contractors specifically engaged to deliver the project; and
- public outreach and communications costs.

Eligible costs may also include in-kind contributions by the applicant or partners of the applicant. These are goods, services or works that would normally be purchased and paid for by the applicant, including but not limited to:

- equipment, materials and office space;
- expertise from consultants;
- discounts on purchased items;
- feasibility, planning or zoning studies; and
- volunteer time for project activities, coordination or professional services.

In-kind contributions proposed by the applicant must be approved by Transport Canada, and will be defined in the showcase contribution agreement.

Ineligible costs

Certain showcase expenditures are not eligible for funding by this program, including:

- services or works identified in an approved budget;
- purchase of land, real estate and other fees, financing charges and interest payments on loans;
- expenses incurred prior to the signing of a showcase contribution agreement;
- expenses incurred after the completion date of a showcase; and
- provincial Sales Tax and Goods and Services Tax for which the recipient is eligible to receive a tax rebate, and any other costs eligible for rebates.

Impact assessment and reporting

A key goal of the Urban Transportation Showcase Program is to demonstrate the effectiveness of individual showcase measures, and of entire showcases. Regular measurement, analysis and reporting are therefore fundamental to program success.

Detailed proposals must include a thorough and rigorous methodology for assessing showcase impacts, both direct and indirect. The measurement of showcase impacts on greenhouse gas emissions is a principal concern, but the assessment of important co-benefits like improved air quality, enhanced safety or reduced operating costs is also important. The specific co-benefits of interest may vary from one showcase to another, and proposals should give some consideration to identifying which would be most relevant to the proposal at hand.

The impact assessment methodology should explicitly consider the integrated nature of showcase measures, and must include the establishment of a baseline against which impacts will be measured. The methodology must also identify the performance indicators to be used in measuring the impacts of the showcase and its component initiatives, as well as the sources of data that will inform those indicators. While quantitative measurements are preferred, qualitative indicators are acceptable where alternatives are impractical.

Municipalities must develop and maintain an information bank related to showcase progress and impact assessment. They will

draw on this information bank in providing Transport Canada with regular progress reports, as well as detailed annual reports and a comprehensive final report upon showcase completion.

Transport Canada will work with successful applicants to ensure consistency of tools and processes for impact assessment, information management and reporting.

Information sharing

Successful applicants will become key members of a national information network. This network will promote dialogue and the sharing of best practices in sustainable transportation among municipal and provincial stakeholders across Canada.

Members of the network will be required to collaborate with Transport Canada and fellow members of the network as they implement their showcase, develop analytical tools and monitor impacts. Their participation in the network will also involve:

- advising Transport Canada on network structure, activities and content by reviewing plans and joining occasional conference calls;
- participating in conferences, seminars and workshops (approximately two per year) to share experiences in planning, implementation and monitoring; and
- providing insight into barriers and success factors related to sustainable transportation and land use practices, through online discussion groups or “mini-conferences”.

The network will also include provincial, regional and local authorities, transportation providers, consultants, academics and other transportation experts. Specifically, members will enjoy the benefits of:

- program newsletters and individual showcase progress reports;
- cross-Canada workshops, forums, seminars and conferences;
- an Internet-based information distribution centre and library of best practices; and
- a national awards program for sustainable transportation practices.

Showcase proposals must clearly indicate an allocation of resources to permit successful applicants to actively participate in the national information network.

Evaluation of proposals

Following the submission of detailed proposals, applicants will present their showcase proposals to the selection committee at a number of regional meetings. Final evaluation by the selection committee, using the evaluation criteria shown in **Figure 2**, will be followed by their report to the Minister. The final step in the selection process will be the announcement of the selected showcases by the Minister.

Figure 2. Evaluation criteria and factors

Showcase relevance	30 points
<p>The extent to which the showcase will:</p> <ul style="list-style-type: none"> ▪ reduce greenhouse gas emissions from urban transportation; ▪ apply an integrated strategy to achieve greenhouse gas emissions reductions; and ▪ have the potential for replication elsewhere in Canada. 	
Showcase content	40 points
<p>The extent to which the showcase will:</p> <ul style="list-style-type: none"> ▪ integrate a range of measures into an overall strategy; ▪ have a sound technical basis; ▪ measure synergies and cross-effects of measures; ▪ assess impacts of measures on other urban challenges; ▪ generate new information on strategy effectiveness and success factors; ▪ deliver incremental value for those measures that build on existing initiatives; ▪ be conducted within a clear transportation and land use planning framework; ▪ integrate public outreach and community education; ▪ demonstrate innovation and use of emerging technologies; and ▪ apply a clear and credible methodology to the measurement and analysis of results. 	
Showcase administration	30 points
<p>The extent to which the showcase will:</p> <ul style="list-style-type: none"> ▪ follow a detailed and realistic work program; ▪ ensure timely and meaningful monitoring, evaluation and reporting; ▪ be supported with adequate resources and financial planning; ▪ enjoy political and administrative commitment to a sustained effort toward program objectives; ▪ benefit from partnerships between different levels of government and/or sectors; and ▪ adhere to a clear governance and accountability structure. <p>The extent to which the proponent and partners demonstrate:</p> <ul style="list-style-type: none"> ▪ sufficient experience, qualifications and skills to plan and implement the showcase; and ▪ the integration of public input into the application. 	
Total	100 points
<p>The goals of the program require that a portfolio of showcases be drawn from among the best proposals, in order to achieve the following:</p> <ul style="list-style-type: none"> ▪ a balance among Canadian regions; ▪ a range of sizes among participating communities; ▪ a range of measures to be tested; and ▪ a balance between the enhancement of current initiatives and the creation of new initiatives. 	

Contribution agreement

Applicants whose detailed proposals are selected for showcase funding will be required to enter into a showcase contribution agreement with Transport Canada. This agreement will specify the broad responsibilities of each party and identify the nature and scope of work to be performed, expected quantifiable results, milestones, performance indicators, cost allocations, reporting and other deliverables, and a payment schedule.

Showcase contribution agreements will be flexible enough to accommodate some evolution of the selected showcases over the implementation period to respond to unforeseen changes in circumstances.

APPLICATION INFORMATION

When and how to submit

Applicants must submit detailed proposals in electronic format (Microsoft Word or Adobe PDF) either by e-mail or on disk. Paper copies will be reproduced in black and white by Transport Canada.

The submission of printed proposals is not required, but applicants wishing to do so should provide 10 copies of their detailed

proposal (recto verso) by the submission deadline, in addition to the electronic version.

Electronic versions of detailed proposals must be submitted by May 16, 2003. Applicants wishing to submit hard copies must ensure that they are postmarked by May 16, 2003. Transport Canada will acknowledge receipt of proposals.

Figure 3. Submission deadline

Note that detailed proposals must be received by 5:00 p.m. local Ottawa time on Friday, May 16, 2003.

Submissions in electronic format must be sent by e-mail to:

utsp_pdtu@tc.gc.ca

Printed copies (if desired) must be delivered to the following address:

**Urban Transportation Showcase Program
Environmental Affairs
Transport Canada
c/o Mail Room, 330 Sparks Street
Place de Ville, Tower C
Ottawa, ON K1A 0N5**

Detailed proposal requirements

Detailed proposals must adhere to the structure and content requirements identified in this section. Any variation will make equitable evaluation of proposals more difficult, and must be approved in advance by Transport Canada.

Detailed proposals should be given a descriptive title, and may be submitted in either English or French. They should be formatted for letter-sized paper and should not exceed 50 pages in length (including a letter of transmittal and list of contents, but excluding appendices). The main text of proposals should be no smaller than 10 points in size.

SECTION 1: Summary

- Capture the essence of the proposed showcase in a clear one-page synopsis.

SECTION 2: Showcase overview

- Describe the showcase location, including any geographical limits.
- Identify the major showcase initiatives in a general manner.
- Describe the showcase governance and accountability structure, including the roles of showcase partners.
- Highlight the key elements of the showcase that will reduce greenhouse gas emissions resulting from urban transportation.
- Explain how these elements represent an innovative approach to green house gas reduction.
- Identify the showcase's other major benefits.

- Explore how the showcase relates to (i.e. meets, enhances or diverges from) the current local land use and transportation planning framework, including completed, ongoing or future plans or studies (e.g., growth management plans, corridor plans or environmental assessments), and how that framework would be altered (if needed) to accommodate the showcase.
- Explain the public outreach to be undertaken as part of the proposal development.
- Indicate how the showcase could help other municipalities, including replicable elements, lessons to be learned and any other transferable outcomes such as new analytical or planning tools.

SECTION 3: Detailed description

- Describe each of the showcase's proposed measures in detail.
- Demonstrate how the proposed showcase measures represent an integrated strategy.
- Describe how the measures incorporate or relate to existing initiatives.
- Indicate the nature and magnitude of expected showcase impacts in the following areas:
 - emission of greenhouse gases;
 - emission of other air pollutants;
 - traffic congestion and delay;
 - public safety;
 - public and private costs; and
 - other contributions to quality of life in the showcase community.
- Explain how public outreach will be undertaken during showcase implementation, including how public reaction to the showcase will be measured.

- Demonstrate the capacity to participate in the national information network.
- Confirm that the environmental assessment questionnaire in **Annex C** has been completed, and that consultation with the Transport Canada Environmental Assessment Advisor has occurred (for more background information, see “Environmental Assessment Considerations” later in this guide).

SECTION 4: Impact assessment and reporting

- Present a thorough approach to identifying and measuring the showcase’s direct and indirect impacts against an established baseline.
- Indicate and describe the performance indicators that will be used to assess impacts, and how those indicators will be measured.
- Demonstrate how the impact assessment process will enable an understanding of the synergies among measures.
- Demonstrate the capacity to maintain an information bank, to provide showcase reports to Transport Canada, and to share information with the national information network.

SECTION 5: Financial plan

- Provide a detailed year-by-year financial plan.
- Identify proposed funding sources including financial and in-kind support from partners.
- Highlight the sources from the municipality’s budget that will be used to contribute to showcase implementation.
- Attach tangible proof of support for the showcase proposal from senior

representatives and/or elected officials of the applicant organization (e.g. a municipal council resolution supporting showcase funding and implementation).

SECTION 6: Showcase schedule

- Provide a detailed showcase schedule, indicating major implementation and reporting milestones from September 2003 to March 2006.

SECTION 7: Showcase staffing

- Describe, as far as possible, the composition of the showcase staff team (e.g. project manager and other lead staff), including their relevant experience, roles and time commitments.

SECTION 8: Partner roles and responsibilities

- Identify the roles, responsibilities and contributions of proposed showcase partners.
- Provide confirmation of partner support.

SECTION 9: Contact information

- Identify position titles, telephone and fax numbers and e-mail addresses for two people whom Transport Canada can contact for clarification or further information on the proposal.

ANNEXES: Additional information

- Attach any maps, diagrams or other relevant material.
- Attach all letters of support.
- Complete the questionnaire in **Annex D** on conflict of interest and post-employment code for former public office holders.

Environmental assessment considerations

Applicants are responsible for ensuring that their detailed showcase proposals incorporate any environmental assessment activities that are required under provincial or federal legislation.

Applicants should also be aware that finalization of contribution agreements may be delayed until any required environmental assessment processes are completed.

In order to comply with the *Canadian Environmental Assessment Act (CEAA)*, federal government departments must ensure that an environmental assessment is completed when they propose certain initiatives, or provide funding, land, and particular permits or authorizations to certain projects. As the funding provider for the Urban Transportation Showcase Program, Transport Canada will ensure that an environmental assessment is completed for any initiative that qualifies as a “project” under the CEAA, and that is selected for funding. The conduct of the environmental assessment, and the associated costs, will be the responsibility of the applicant.

Transport Canada will help applicants to identify whether any proposed showcase initiative might be considered a “project”¹

for the purposes of the CEAA. Transport Canada will also help applicants to understand and plan for the financial and time requirements of any required federal environmental assessment. Staff will be available to provide advice throughout the development of detailed proposals.

Applicants must complete the questionnaire in Annex C and submit it to Transport Canada as early as possible during the development of detailed proposals.

The questionnaire allows applicants to identify their key showcase components and associated activities in enough detail for Transport Canada to advise the applicant whether an environmental assessment will likely be required under CEAA. Applicants should note the list is not exhaustive, and they should explicitly add any showcase components that are not already on the list (attaching extra sheets if necessary).

Where a showcase would involve construction or installation activities, including expansions, the completed questionnaire should identify the dimensions of proposed structures (e.g. buildings or parking lots). Where roadway construction or expansion is

pursuant to regulations made under paragraph 59(b).

“Physical works” are things that are constructed or installed, and have a fixed location. Examples would include the construction of a building or structure, such as a maintenance facility, bridge or parking lot. It may also include the construction or expansion of roadways, sidewalks or fences, or the decommissioning of buildings and structures, such as fuel storage tanks. The Inclusion List Regulations list certain other activities that also require an assessment, such as the remediation of contaminated land.

¹ A “project” is defined under CEAA as either:

- In relation to a physical work, any proposed construction, operation, modification, decommissioning, abandonment or other undertaking in relation to that physical work, or
- Any proposed physical activity not relating to a physical work that is prescribed or is within a class of physical activities that is prescribed

proposed, the completed questionnaire should indicate the nature of the work (e.g. the extent of roadway widening or lengthening) and whether the project would take place in a new or existing right-of-way.

Applicants should include in their detailed proposal a note confirming that the questionnaire has been completed, and that consultation with the Transport Canada Environmental Assessment Advisor has occurred. It is the applicant's responsibility to ensure that their proposal complies with all relevant federal, provincial/territorial and municipal laws.

Please submit your environmental assessment questionnaire by mail, fax or e-mail to Transport Canada's Environmental Advisor, who will contact you shortly thereafter to discuss:

Kaarina Stiff
Senior Environmental Assessment Advisor
Transport Canada
330 Sparks Street
Place de Ville, Tower C
Ottawa ON K1A 0N5
Tel: (613) 990-2861
Fax: (613) 957-4260
E-mail: stiffk@tc.gc.ca

How to reach us

For clarification or additional information, please contact us.

By mail:

Urban Transportation Showcase Program
Environmental Affairs
Transport Canada
330 Sparks Street, 18th Floor
Place de Ville, Tower C
Ottawa, ON K1A 0N5

By e-mail:

utsp_pdtu@tc.gc.ca

By phone:

(613) 991-5867

By fax:

(613) 993-8674

Web site:

www.tc.gc.ca/programs/environment/urbantransportation/menu.htm

ANNEX A

What is a showcase?

“Urban transportation showcases” are multi-year initiatives that demonstrate and evaluate a set of mutually reinforcing measures to reduce greenhouse gas emissions. A showcase cannot be a single “pilot project” – it must include several measures that are coordinated within a transportation and land use planning framework. The keys to a successful showcase will be *innovative approaches*, *integrated measures* and *value-added information*.

Showcases will differ in response to varying local priorities, existing initiatives and transportation plans. Municipalities will decide whether to emphasize operations or infrastructure, technology or education, motorized travel or active transportation, economic instruments or land use tactics. In designing a showcase, municipalities may draw from (but are not limited to) the strategies and technologies examined by the Transportation Climate Change Table. They may also include initiatives to develop supporting analytical tools and planning processes. While the emphasis of the showcase program is on passenger transportation, measures targeting goods movement may also be included in a proposal.

The following are possible showcase components:

- *Transportation demand management (TDM) measures* such as commuter trip reduction projects in partnership with local employers that promote improved employee awareness and use of walking, cycling, transit, carpooling, vanpooling or telecommuting.
- *Transit measures* such as increased frequency on targeted routes, alternative service delivery in low-density areas, targeted marketing programs, or station and park-and-ride development.
- *Innovative land use and economic measures* that provide trip-end facilities for pedestrians and cyclists at workplaces, encourage mixed-use or higher-density land uses, or test road pricing or parking management strategies.
- *Community outreach measures* that engage the public, such as projects that improve understanding of travel impacts on our social and natural environments, or projects that identify and eliminate individual barriers to more appropriate travel choices.
- *Advanced transportation technologies* such as real-time information systems, transit priority measures at traffic signals, electronic fare collection systems, incident management tools or alternative fuel and vehicle technologies.

- *Low-cost infrastructure measures* such as improved walking and cycling facilities, or the designation of high-occupancy vehicle (HOV) lanes in commuting corridors.
- *Vehicle use measures* such as driver education, vehicle inspection and maintenance programs, or accelerated vehicle retirement incentives.

Municipalities are encouraged to make enhanced transportation and land use plans an integral element of their showcase. They are also expected to include a core component that will improve municipal measuring and modelling capabilities, and/or develop other tools to better integrate demand management, land use, infrastructure and technology considerations within a single planning framework.

ANNEX B

Developing showcase ideas

The Urban Transportation Showcase Program is taking an innovative approach to reducing greenhouse gas emissions from transportation. Showcases must integrate a range of strategies, produce measurable results, and help other urban areas to learn valuable lessons. As they reduce greenhouse gas emissions from transportation, they should also offer other benefits like improved air quality or safety, and/or reduced operating costs.

Showcase applications should also reflect an innovative approach. Applicants should think broadly about the challenges they face, and potential solutions to them. Challenges can be found in newly-arisen transportation problems, as well as in older problems that have defied conventional solutions. Showcase measures may themselves be innovative,

or innovation may be evident in the way that conventional measures are packaged to increase and measure their joint effectiveness. Solutions might build on elements that are already in place or take completely new directions.

Consultation with community stakeholders is a good way to develop showcase ideas. Applications that show evidence of such consultation will be viewed favorably. Municipalities might hold brainstorming workshops for interested community members, create a roundtable with representatives from different sectors, or place articles in local newspapers to solicit creative ideas. Other good local resources include:

- professional planning and engineering associations;
- community and interest groups;
- business associations, major employers and developers; and
- institutions such as schools and hospitals.

ANNEX C

Environmental assessment questionnaire

ENVIRONMENTAL ASSESSMENT BACKGROUND
Has a federal, provincial or other environmental assessment been conducted for any part of your showcase proposal, or is one in progress? If yes, please identify the EA contact person. Please attach a copy of any completed environmental assessment report.
Showcase component:
Contact name:
Department or organization:
Telephone number:
In order to avoid duplication of the federal environmental assessment process, please indicate if you will be applying, or have applied, to any other federal department or agency for funding, permits or authorizations, or for the lease or sale of land related to this project.
Department:
Nature of request (e.g. funding):
Contact name:
Telephone number:
PROJECT INFORMATION
Please provide a brief description (not more than 50 words) of the primary components of your showcase proposal, e.g. outreach programs, park & ride lots, rapid transit bus lanes.

Does your proposal involve:	Yes ✓	Estimated size
Construction of new facilities:		
Road		
Bridge		
Building		
Sidewalk or boardwalk		
Bicycle path or lane		
Parking lot		
Fence		
Sign		
Other (please describe)		
Maintenance or repair of existing facilities:		
Road		
Bridge		
Building		
Sidewalk or boardwalk		
Bicycle path or lane		
Parking lot		
Fence		
Sign		
Other (please describe)		
Expansion or modification of existing facilities:		
Road		
Bridge		
Building		
Sidewalk or boardwalk		
Bicycle path or lane		
Parking lot		
Fence		
Sign		
Other (please describe)		
Decommissioning, abandonment or demolition of a facility:		
Bridge		
Building		
Freight operations on a railway line		
Fuel storage tanks		
Other (please describe)		

Is your proposal likely to involve:	Yes ✓	Estimated size
Remediation or clean up of contaminated land		
Destruction of fish, or the harmful alteration, disruption or destruction of fish habitat		
Release of a polluting or deleterious substance into a water body		
Would the work associated with your proposal take place:		
In a national park or protected area		N/A
In, on or within 30 meters of a water body		N/A
Are there other components in your showcase proposal that are not described here, but may still be considered a “project”? If yes, please identify and describe them.		
APPLICANT DECLARATION		
<i>I certify that the above information correct, complete and represents my understanding of our showcase proposal.</i>		
Signature:		
Name and title (please print):		
Telephone number:		
Date:		
<i>I understand that finalization of contribution agreements may be delayed until any required environmental assessment processes are completed. I further understand that it is the applicant's responsibility to ensure that their proposal complies with all relevant federal, provincial/territorial and municipal laws.</i>		
Signature:		
Name and title (please print):		
Telephone number:		
Date:		

ANNEX D

Conflict of interest and post-employment code for former public office holders: Questionnaire

1. Do you presently employ, in your business or establishment, a former public office holder who left the Government of Canada in the last 12 months?
2. Does your business have, as a major shareholder, a former public office holder who left the Government of Canada in the last 12 months?
3. If you have answered yes to question 1 or 2 above, was this person at an EX (Executive) level or above while in public office?
4. If you have answered yes to question 3, please ask that the employee/ shareholder contact his/her former department to obtain written confirmation that he/she is in compliance with the post-employment provision of the Conflict of Interest and Post-Employment Code. Such confirmation must be provided to the Minister prior to the signing of any contribution agreement by Transport Canada officials.