

PROJECT BUSINESS CASE GUIDELINE

CANADA – PRINCE EDWARD ISLAND
MUNICIPAL RURAL INFRASTRUCTURE FUND



Introduction

The Business Case is an essential document for project approval. It provides justification for the procurement in terms of its alignment with the objectives of the organization; it also provides the basis for managing the delivery of the project on time, within budget and to the agreed quality standards and time frames.

This business case template is intended to help candidates develop a sound business case in order to obtain funding under the program: “Municipal Rural Infrastructure Fund (MRIF)” co-sponsored by Infrastructure Canada and the Province of Prince Edward Island.

Although it is not mandatory to use all of the sections of this guide, it would be to the applicants’ advantage to follow the format proposed here. Submitting the Business Case with the Application form is mandatory to submit a project for funding under MRIF.

GENERAL INFORMATION	
<i>PROJECT NAME:</i>	
<i>INITIATED BY:</i>	
<i>LOCATION:</i>	
<i>AUTHOR SIGNATURE:</i>	
<i>APPROVAL SIGNATURES:</i>	

1- Project Description - Abstract

This section should provide a concise summary of the key highlights of the Business Case. It is intended for decision makers so they can determine from the summary the overall efficiency and/or effectiveness of the project. Although it appears early in the Business Case documentation, it is usually written last in order to provide a high-level description with the most impact.

It should outline the scope, strategic alignment, business impact, finances and recommendations. It should also give the reader a clear understanding of the Who, What, Where, Why, When and How of the project and should be able to be extracted as a stand-alone description.

PROJECT DESCRIPTION - ABSTRACT

THE SUMMARY SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS.

2- Project Rationale

This section should provide a synopsis of what is happening currently within the municipality or region and what might happen if no action is taken at this time.

This should be an introduction to the business case. It should describe the history and the current state of affairs giving rise to the general business problem and thus the need for the project.

Make sure you define the business opportunity/problem in clear terms. If statistical information is available to support the business case then state what and where it can be found.

PROJECT RATIONALE

THE PROJECT RATIONALE SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS.

3- Detailed description of the Project

3.1- WHAT IS YOUR PROJECT?

This section should provide a clear definition of what the project will accomplish (objective), what the project will and will not include (scope), what are the expected results (outcomes) and who are the parties involved (stakeholders).

What is your project?

THE ANSWER SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS

3.2- HOW DOES IT ADDRESS THE PROBLEMS STATED IN SECTION 2. "PROJECT RATIONALE"?

This section should indicate how the project would improve or fix the problem stated in Section 2. It should explain why the project requires funding from Canada and Prince Edward Island to proceed, increase its scope (size) or allow it to proceed earlier than originally planned.

Include a brief explanation of a) how the project supports the development plan for the community and b) how the project will affect the social, economic and/or natural environment of the municipality.

How does it address the problems stated in section 2. "Project rationale"?

THE ANSWER SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS

3.3- DESCRIBE THE LOCATION WHERE THE PROJECT WILL TAKE PLACE?

This section should describe the main environment features of the area, such as terrain, and proximity to water bodies (rivers, lakes, streams) that could be affected by the project. Indicate current and past land use and whether the project site is in a residential, rural or urban area. Indicate if the site is proximal to important or designated environmental or cultural sites, such as national parks, heritage sites, historic canals, sensitive sites and other protected areas.

Describe the location where the project will take place?

THE ANSWER SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS

3.4- WHO WILL BENEFIT FROM THE PROJECT?

This section should indicate who will benefit from the project, for example, residents or businesses, and how they will benefit (i.e., improved health, safety, and/or economic benefits). The purpose of this section is to indicate how the project will benefit the community.

Who will benefit from the project?

THE ANSWER SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS

3.5- WHEN DO YOU ANTICIPATE A REALIZATION OF THESE BENEFITS?

This section should indicate whether these benefits will be short or long-term and whether these benefits will be realized during the project, at the completion of the project or shortly after the completion of the project. Note that you will be expected to measure and report on these benefits at that time.

When do you anticipate a realization of these benefits?

THE ANSWER SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS

3.6- DESCRIBE ANY INNOVATIVE TECHNOLOGY THAT WILL BE EMPLOYED DURING THE REALIZATION OF THE PROJECT?

This section should provide details on the technology to be incorporated into the proposed project.

Focus on new approaches, best practices, and whether the project uses the best available technologies (that are economically feasible) or innovation to address the problem.

Describe any innovative technology that will be employed during the realization of the project?

THE ANSWER SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS

3.7- WHAT ARE THE SIGNIFICANT PROJECT RISKS AND WHAT IS YOUR STRATEGY TO MITIGATE THOSE RISKS?

Risks are uncertainties or constraints that may prevent the project from completing on time, on budget, or in its original scope. Few projects are completely without risk, however, most successful projects manage or mitigate their risks through good planning and ongoing management.

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

What are the significant project risks and what is your strategy to mitigate those risks?

THE ANSWER SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS

4- Environmental Impact

Please provide the following information, which is needed to determine whether the proposed project will require an environmental assessment (EA) in accordance with the *Canadian Environmental Assessment Act*. If required, an EA must be completed and a determination made that the project is not likely to cause significant adverse environmental effects taking into account the implementation of mitigation measures, before Canada - Prince Edward Island MRIF funds can be released.

Please note that it is not necessary to carry out an EA of the project unless you are notified that it is being considered for Canada - Prince Edward Island MRIF funding. Details of the requirement for an EA will be provided at that time. For general information on federal EA requirements, see http://www.ceaa.gc.ca/index_e.htm or http://www.ceaa.gc.ca/010/basics_e.htm#comp. For general information on Prince Edward Island EA requirements, see click this <http://www.gov.pe.ca/infopei/index.php3?number=14954>.

4.1- PROJECTS EXCLUDED FROM CONSIDERATION UNDER THE CANADIAN ENVIRONMENTAL ASSESSMENT ACT:

If the proposed project matches the definition of an excluded project, indicate the applicable Exclusion List Regulation reference number by selecting “Yes” for the applicable exclusion item.

ENVIRONMENTAL ASSESSMENT CHECKLIST		
<i>PLEASE ANSWER THE FOLLOWING QUESTIONS ABOUT THE PROPOSED PROJECT</i>	<i>YES</i>	<i>NO</i>
1) The proposed maintenance or repair of an existing physical work. (ELR#1)		
2) The proposed construction or installation of a building with a footprint of less than 100 m ² and a height of less than 5m that would not: a) Be carried out in or on or within 30 m of a water body; and b) Involve the likely release of a polluting substance into a water body. (ELR#3)		
3) The proposed construction, installation, expansion or modification of a physical work not otherwise referred to in this list, with a footprint of less than 25 m ² that would not: a) Be carried out in or on or within 30 m of a water body; and b) Involve the likely release of a polluting substance into a water body. (ELR#3.1)		
4) The proposed expansion or modification of an existing building, including its fixed structures, that would not a) increase the footprint or height of the building by more than 10 per cent; b) be carried out in or on or within 30 m of a water body; and c) involve the likely release of a polluting substance into a water body. (ELR#4)		
5) The proposed construction, installation, expansion or modification of a ramp, door or handrail to facilitate wheelchair access. (ELR#6)		
6) The proposed construction of a sidewalk or boardwalk, or a parking lot with a parking capacity of 10 automobiles or fewer, where the construction a) would be contiguous to an existing building; b) would not be carried out in or on or within 30 m of a water body; and c) would not involve the likely release of a polluting substance into a water body. (ELR#8)		
7) The proposed expansion or modification of an existing sidewalk, boardwalk or parking lot that would not a) increase the area of the sidewalk, boardwalk or parking lot by more than 10 per cent; b) be carried out in or on or within 30 m of a water body; and c) involve the likely release of a polluting substance into a water body. (ELR#9)		
8) The proposed expansion or modification of an existing fence that would not a) increase the length or height of the fence by more than 10 per cent; b) be carried out in or on or within 30 m of a water body; and c) involve the likely release of a polluting substance into a water body. (ELR#10)		
9) The proposed construction, installation, expansion or modification of a hydrant or hook-up, where a) the hydrant or hook-up would be or is part of an existing farm or municipal system of distribution; and b) the construction, installation, expansion or modification would not involve the crossing of a water body other than an aerial crossing by a telecommunication or electrical transmission line. (ELR#11)		
10) The proposed construction, installation, expansion or modification of a sign no surface of which would have or has an area of more than 25 m ² and which would be or is situated at a distance of less than 15 m from an existing building. (ELR#12)		

<p>11) The proposed construction, installation, expansion or modification of a radiocommunication antenna and its supporting structure that</p> <ul style="list-style-type: none"> a) would not be carried out in or on or within 30 m of a water body; b) would not involve the likely release of a polluting substance into a water body; c) would have one of the following characteristics: <ul style="list-style-type: none"> (i) the antenna and supporting structure are affixed to an existing building, (ii) the antenna and supporting structure are situated at a distance of less than 15 m from an existing building, and (iii) neither the antenna nor its supporting structure nor any of its supporting lines have a footprint of more than 25 m²; and d) in the case of subparagraph (c)(iii), would not require a permit under paragraph 25(1)(a) or 27(a) of the Territorial Land Use Regulations. (ELR#13) 		
<p>12) The proposed expansion or modification of an existing road that would be carried out on the existing road right of way and would not</p> <ul style="list-style-type: none"> a) lengthen the road; b) widen the road by more than 15 per cent; c) be carried out in or on or within 30 m of a water body; and d) involve the likely release of a polluting substance into a water body. (ELR#15) 		
<p>13) The proposed demolition of an existing building with a floor area of less than 1 000 m² that would not</p> <ul style="list-style-type: none"> a) be carried out in or on or within 30 m of a water body; b) involve the likely release of a polluting substance into a water body; and c) be carried out within 30 m of another building. (ELR#16) 		
<p>14) The proposed construction or installation of an electrical transmission line, other than an international electrical transmission line, with a voltage of not more than 130 kV, where the construction or installation would not</p> <ul style="list-style-type: none"> a) be carried out beyond an existing right of way; b) involve the likely release of a polluting substance into a water body; and c) involve the placement in or on a water body of the supporting structures for the electrical transmission line. (ELR#21) 		
<p>15) The proposed expansion or modification of an existing telecommunication or electrical transmission line, other than an international electrical transmission line, that would not</p> <ul style="list-style-type: none"> a) lengthen the line by more than 10 per cent; b) be carried out beyond an existing right of way; c) involve the likely release of a polluting substance into a water body; and d) involve the placement in or on a water body of the supporting structures for the telecommunication or electrical transmission line. (ELR#22) 		
<p>16) The proposed construction or installation of a switching station or the proposed expansion or modification of an existing switching station associated with a telecommunication or electrical transmission line with a voltage of not more than 130 kV, other than an international transmission line, where the construction or installation would not</p> <ul style="list-style-type: none"> a) be carried out beyond an existing right of way; b) be carried out in or on or within 30 m of a water body; and c) involve the likely release of a polluting substance into a water body. (EL#23, EL#24). 		
<p>17) The proposed modification of an existing wharf, other than a floating wharf, or of an existing breakwater that is accessible by land, where the modification would not</p> <ul style="list-style-type: none"> a) be carried out below the high-water mark of the breakwater or wharf; b) involve dredging; and c) involve the likely release of a polluting substance into a water body. (ELR#34) 		
<p>18) The proposed construction, installation, expansion or modification of an automatic warning structure at a railway level crossing. (ELR#39)</p>		
<p>19) The proposed construction, installation, expansion or modification of a railway traffic control signal structure on an existing railway right of way. (ELR#40)</p>		
<p>20) The proposed modification of that part of an existing culvert that</p> <ul style="list-style-type: none"> a) is not connected to a water body; b) crosses under a railway or road; and c) is within the existing railway or road right of way. (ELR#42) 		
<p>21) The proposed modification of an existing road crossing, as defined in subsection 4(1) of the Railway Safety Act, where the modification would</p> <ul style="list-style-type: none"> a) be carried out on an existing right of way; b) not be subject to an authorization under subsection 101(3) of the Canada Transportation Act; c) not be carried out in or on or within 30 m of a water body; and d) not involve the likely release of a polluting substance into a water body. (ELR#44) 		

4.2- PROJECTS REQUIRING COMPREHENSIVE STUDY UNDER THE ACT:

The Comprehensive Study List Regulations (CSLR) of the *Canadian Environmental Assessment Act* identifies the following as prescribed projects for which a comprehensive study level of EA is required.

Does the proposed project fit the descriptions below:	YES	NO
Water Projects CSLR Ref #9 The proposed construction, decommissioning or abandonment of a facility for the extraction of 200,000 m ³ /a or more of ground water or an expansion of such a facility that would result in an increase in production capacity of more than 35 percent.		
Waste Management CSLR Ref#32 The proposed construction, decommissioning or abandonment of a facility used exclusively for the treatment, incineration, disposal or recycling of hazardous waste, or an expansion of such a facility that would result in an increase in its production capacity of more than 35 percent.		

4.3- PROJECTS REQUIRING OTHER FEDERAL AUTHORIZATIONS OR APPROVAL

Some infrastructure projects may require the authorization of other federal departments such as an authorization or permit under the *Fisheries Act, the Navigable Waters Protection Act, Indian Act, National Parks Act, etc.*

Is the proposed project likely to:	YES	NO
Require the use of federal lands including lands reserved for Indians?		
Involve work in or near waters frequented by fish?		
Require any other federal authorizations, licences, permits or approvals?		
If yes to any of the above, please specify:		

4.4- OTHER ENVIRONMENTAL ASSESSMENT REQUIREMENTS

Certain infrastructure projects may also be subject to legislated EA requirements by another jurisdiction, such as a province, territory or First Nations. To reduce the risk of duplication and delays, the governments will coordinate or harmonized the EA processes to the extent possible.

Has the proposed project undergone or is it currently undergoing:	YES	NO
A provincial Environmental Assessment?		
A federal Environmental Assessment? If yes, please indicate:		
■ Project Name:		

- EA decision and date:

- Federal responsible authority:

5- Project Costs

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 Canada - Prince Edward Island MRIF funding can be found in Appendix B of the MRIF agreement.

PROJECT COSTS		
<i>1. ELIGIBLE COSTS</i>	<i>ELIGIBLE COSTS</i>	<i>TOTAL COST</i>
Professional Fees		
Engineering and Design		
Communications		
Equipment Purchase, rental or lease		
Materials/Supplies		
Contractor		
a) Total Gross Eligible Costs (before taxes)		
b) Less Tax Rebates	()	
Total Net Costs (1a-1b):		
<i>2. INELIGIBLE COSTS BORNE BY APPLICANT</i>	<i>INELIGIBLE COSTS</i>	
Employee Salaries and Benefits		
Administrative		
Land		
Total ineligible costs		
3. TOTAL ESTIMATED GROSS PROJECT COSTS (TOTAL NET ELIGIBLE COSTS + TOTAL INELIGIBLE COSTS)		

6.- Proposed cash flow of eligible costs

Please indicate how the eligible costs will be shared between the three levels of government and any other funder. 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>
APPLICANT (PROPONENT) SHARE							
PRIVATE PARTNER SHARE (IF APPLICABLE)							
REQUESTED FEDERAL FUNDING							
REQUESTED PROVINCIAL FUNDING							
OTHER FEDERAL FUNDING							
TOTAL							

7.- Other project financing

Please indicate in the section below the details of how the project is being financed, such as the borrowing of funds, funding from other government programs and funding from other community groups or sources. Please provide the amounts.

OTHER PROJECT FINANCING	YES	NO
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		

8.- Milestones

Please indicate all key dates and major milestones associated with your project.

MILESTONES	
Expected Project Start Date	Expected Project Completion Date
<i>MILESTONE DESCRIPTION</i>	<i>DATE</i>

9.- Strategic Alignment

PROJECT SELECTION CRITERIA AND BENEFITS

Projects that apply for funding under the Canada - Prince Edward Island MRIF program will be evaluated as to how their Application (Business Case) meets the objectives set out for the applicable Project Category. Proposed projects must satisfy all mandatory conditions for the category in order to be eligible for funding. Projects that meet the mandatory requirements will then be measured against the Ranking criteria for the project category selected. Approvals of projects will be based on a project meeting the mandatory criteria as well as how and to what extent the project meets the applicable ranking criteria for the applicable project category. (A table of all ranking criteria is situated at the end of this document).

In this section, “public-private partnership” means an arrangement between public and private sector entities for the purpose of providing public infrastructure and related services that are characterized by the sharing of risk and reward between the partners.

Please fill out the appropriate section below and ensure that your proposed project meets the mandatory criteria and that your application (Business Case) clearly states how and to what extent your proposed project meets or exceeds the mandatory criteria.

Applicable Project Categories

CATEGORY 1: WATER

CATEGORY 2: WASTEWATER

CATEGORY 3: SOLID WASTE

CATEGORY 4: PUBLIC TRANSIT

CATEGORY 5: LOCAL ROADS

CATEGORY 6: CULTURAL

CATEGORY 7: RECREATION

CATEGORY 8: TOURISM

CATEGORY 9: ENVIRONMENTAL ENERGY IMPROVEMENTS

CATEGORY 10: CONNECTIVITY

CATEGORY 1: WATER

The objective of this category is to construct, restore or improve public Infrastructure that improves water quality and ensures the sustainable use and management of infrastructure and water resources.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Drinking water supply;
- Drinking water treatment systems;
- Drinking water distribution systems;
- Metering programs; and
- Water conservation.

MANDATORY SCREENING CRITERIA	
The drinking water quality expected as a result of the Project must meet the Guidelines for Canadian Drinking Quality or provincial standards, whichever are more stringent.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The business plan must include consideration of alternatives to the Project being proposed as well as the long-term operating costs of the Infrastructure.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
Construction should meet the <i>Atlantic Canada Guidelines for the Supply, Treatment, Storage, Distribution, and Operation of Drinking Water Supply Systems</i> .	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The components of the resulting Infrastructure, which will be in direct contact with drinking water, must all conform to ANSI/NSF 61.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
In the case of a Project where the resulting Infrastructure will serve commercial operations, the business plan must provide for full cost recovery. If full cost recovery is not possible, the plan must provide for alternative strategies for recovery.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
PROJECT BENEFITS	
<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Number of households to be connected to municipal water service (# of households)	
Number of households currently connected to municipal water service that will have improved potable water quality (# of households)	
Other measure of improved water quality: (250 character limit) _____	

CATEGORY 2: WASTEWATER

The objective of this category is to construct, restore or improve infrastructure that minimizes the potential impacts of effluent on sources of drinking water, aquatic ecosystems including fisheries resources and biodiversity, and that increases the efficiency of wastewater and stormwater collection and treatment systems.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Wastewater systems including sanitary and combined sewer systems;
- Separate storm water systems;
- Biosolids treatment systems.

MANDATORY SCREENING CRITERIA	
The Project will reduce effluent contaminants, including toxics, in wastewater treatment plant output.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
Construction should meet the <i>Atlantic Canada Standards and Guidelines Manual for the Collection, Treatment, and Disposal of Sanitary Sewage</i>.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
In the case of a Project where the resulting Infrastructure will serve a commercial operation, the business plan must provide for full cost recovery. If full cost recovery is not possible, the plan must provide for alternative strategies for recovery.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
PROJECT BENEFITS	
<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Number of households to be connected to municipal wastewater collection and treatment systems (# of households)	
Number of current households on municipal wastewater collection whose wastewater will be treated to a higher quality (# of households)	
Other measure of improved waste water quality: (250 character limit) _____	

CATEGORY 3: SOLID WASTE

The objective of this category is to construct, restore or improve infrastructure that improves solid waste management and increases the recovery and use of recycled and organic materials, reduces per capita tonnage of solid waste sent to landfill, reduces environmental impacts and enhances energy recovery.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Waste diversion - Material Recovery Facilities;
- Organics Management;
- Collection Depots;
- Waste disposal Landfills; and
- Thermal treatment.

MANDATORY SCREENING CRITERIA	
The Project must be consistent with a sound strategy for local solid waste management.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, PLEASE EXPLAIN HOW	
In the case of a Project where the resulting Infrastructure will serve commercial operations, the business plan must provide for full cost recovery. If full cost recovery is not possible, the plan must provide for alternative strategies for recovery.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, PLEASE EXPLAIN HOW	
PROJECT BENEFITS	
<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Number of households with improved solid waste management practices	
Decrease in municipal solid waste produced (metric tonnes per annum)	
Increase in solid waste to be diverted through recycling and composting (metric tonnes per annum)	
Decrease in municipal waste incineration (metric tonnes annum)	
Increase in landfill gas recovered and used in producing "green" energy (metric tonnes per annum)	
Other measure of improved solid waste management: (250 character limit) _____	

CATEGORY 4: PUBLIC TRANSIT

The objective of this category is to construct, restore or improve public transportation Infrastructure that will result in the reduction of environmental impacts, congestion, energy use or GHG emissions, and improved safety, supports tourism and commerce, promotes social and economic development of local areas, and helps Canada lead in the use of innovative technologies for the operation and management of local transportation systems, including passenger and traffic information systems.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Rapid Transit: fixed capital assets and rolling stock (includes light rail, heavy rail additions, subways, ferries, transit stations, park and ride facilities, grade separated bus lanes and rail lines);
- Transit Buses: bus rolling stock, transit bus stations;
- Intelligent Transportation Systems (ITS) and Transit Priority Capital Investments:
 - ITS technologies to improve transit priority signalling, passenger and traffic information, transit operation, incident management and rescue systems;
 - capital investments, such as transit queue-jumpers and High Occupancy Vehicle (HOV) lanes; and
 - integration of two or more of these features for increasing efficiency of local transportation.

MANDATORY SCREENING CRITERIA

The Project must be consistent with applicable transportation and land use plans of Province, region or Local Governments.

Project meets or exceeds criteria: Yes No

IF YES, PLEASE EXPLAIN HOW

The Project must be consistent with Canada's objectives in respect of sustainable growth, competitiveness and climate change.

Project meets or exceeds criteria: Yes No

IF YES, PLEASE EXPLAIN HOW

The Project business case must include the following:

1. Submission of Project data, including GHG emissions, costs and Project design.

Project meets or exceeds criteria: Yes No

IF YES, PLEASE EXPLAIN HOW

2. Identification of near-term safety, efficiency, environmental and economic impacts of that Project, as well as potential impacts over a 5 to 10 year horizon.

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

3. Demonstration of Applicant's ability to operate and sustain the resulting Infrastructure.

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

4. Confirmation of the Applicant's adherence, where applicable, to engineering guidelines (e.g., Transportation Association of Canada)

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

5. Demonstration of Project's consistency with all applicable federal and provincial legislative and regulatory obligations.

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

6. Demonstration of the accessibility provisions for persons with disabilities where applicable.

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

PROJECT BENEFITS

<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Increase in public transit ridership (# of persons per annum)	
Increase in overall peak hour transit modal split (%)	
Increase in number of public transit vehicles with alternative energy sources (# of vehicles).	
Reduction in GHG emissions and other emissions (MT per annum)	
Confirmation that the project employs innovative technologies for the operation and management of a transportation system.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that the project contributes to transportation demand strategies to reduce the incidence of single-occupant vehicles on roadways	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that the project contributes to increasing transit efficiency through service integration (streamlining modal connections)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that the project supports the use of alternative transportation modes (integrates bicycle and public transit to improve mobility)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that the project increases access to transit for all users, including people with disabilities and other special needs.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that the project is consistent with regional/municipal land use decisions	Yes <input type="checkbox"/> No <input type="checkbox"/>

CATEGORY 5: LOCAL ROADS AND BRIDGES

The objective of this category is to construct, restore or improve public roads that will result in the reduction of environmental impacts, congestion, energy use or GHG emissions, and to improve safety, support tourism and commerce, promote social and economic development of local areas, and help Canada lead in the use of innovative technologies for the operation and management of local transportation systems, including passenger and traffic information systems.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Local Roads, Arterial Roads, Bridges and Tunnels within local boundaries;
- Intelligent Transportation Systems (ITS) and Transit Priority Capital Investments:
 - ITS technologies to improve transit priority signalling, passenger and traffic information, transit operation, incident management, and rescue systems;
 - capital investments to support public transit on the local road network, such as queue-jumpers and High Occupancy Vehicle (HOV) lanes; and
 - integration of two or more of these features for increasing efficiency of local transportation.

MANDATORY SCREENING CRITERIA	
The Project must be consistent with applicable transportation and land use plans of Province, region or Local Governments.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The Project must be consistent with Canada's objectives in respect of sustainable growth, competitiveness and climate change.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The Project business case must include the following:	
1. Submission of Project data, including GHG emissions, costs and Project design.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
2. Identification of near-term safety, efficiency, environmental and economic impacts of that Project, as well as potential impacts over a 5 to 10 year horizon.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
3. Demonstration of Applicant's ability to operate and sustain the resulting Infrastructure.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW

4. Confirmation of the Applicant's adherence, where applicable, to engineering guidelines (e.g., Transportation Association of Canada).

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

5. Demonstration of Project's consistency with all applicable federal and provincial legislative and regulatory obligations.

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

6. Demonstration of the accessibility provisions for persons with disabilities where applicable.

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

PROJECT BENEFITS

<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Decrease in traffic accidents following improvements to the local road (# of accidents per annum)	
Confirmation that the local road improvement will increase the efficiency of traffic	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that the local road improvement will decrease the response time for emergency vehicle.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other measure of the safe and efficient movement of people and goods: (250 character limit) _____	

CATEGORY 6: CULTURAL

The objective of this category is to construct, restore or improve public arts and heritage Infrastructure to assist communities in the expression, preservation, development and promotion of their culture and heritage.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Museums (including arts museum);
- Designated local heritage sites;
- Facilities for the performing arts;
- Cultural or community centers;
- Municipal libraries;
- Other cultural Infrastructure that meet the category objectives.

MANDATORY SCREENING CRITERIA	
The Business case must demonstrate the Applicant's ability to operate and sustain the resulting Infrastructure.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The resulting Infrastructure must be accessible to persons with disabilities.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
All new buildings must exceed the energy efficiency requirements of the Model National Energy Code for Buildings by at least 25%.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
PROJECT BENEFITS	
<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Number of visits to be made to heritage/cultural facility (# of visitors per annum)	
Number of designated heritage sites to be preserved or renovated (# of sites)	
Confirmation that construction will bring existing heritage or cultural infrastructure up to building code/safety standards	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other measure of improved access to arts and heritage: (250 character limit) _____	

CATEGORY 7: RECREATION

The objective of this category is to construct, restore or improve recreation, physical activity and sports public Infrastructure to encourage a higher proportion of Canadians, from all segments of society to integrate sports and physical activities in their daily life.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Sports facilities excluding facilities used primarily by professional athletes;
- Community recreation spaces;
- Fields and parks, fitness trails, bike paths and lanes, playgrounds, and other facilities; and
- Other recreational Infrastructure that meets the category objectives.

MANDATORY SCREENING CRITERIA	
The Business case must demonstrate the Applicant's ability to operate and sustain the resulting Infrastructure.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The functionality requirements of the Project must be a product of consultation with key users of the proposed facility.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The resulting Infrastructure must be accessible to persons with disabilities.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
All new buildings must exceed the energy efficiency requirements of the Model National Energy Code for Buildings by at least 25%.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
In the case of a Project where the resulting Infrastructure will serve a combined commercial and community operation, the business plan must provide for public funding in direct proportion to the level of public use of the facility for community activities and amateur sports (e.g., if 20% of the proposed facility is available for public use, then 20% of the Project costs will be eligible for funding).	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
PROJECT BENEFITS	
<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Number of users who will use recreational facility (# of users per annum)	
Confirmation that construction will bring existing recreation infrastructure up to building code/safety standards	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other measure of increased access to local recreational facilities: (250 character limit)	

CATEGORY 8: TOURISM

The objective of this category is to construct, restore or improve tourism Infrastructure that is economically and environmentally sustainable to improve the quality of the tourism experience and thereby increase the number of visitors to Canada.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Basic local Infrastructure to support or provide access to tourist facilities;
- Community public attractions;
- Convention or trade centers;
- Exhibition buildings; and
- Other tourism Infrastructure that meets the category objectives.

MANDATORY SCREENING CRITERIA	
The Business case must demonstrate the Applicant's ability to operate and sustain the resulting Infrastructure.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The resulting Infrastructure must be accessible to persons with disabilities.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
All new buildings must exceed the energy efficiency requirements of the Model National Energy Code for Buildings by at least 25%.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
PROJECT BENEFITS	
<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Number of tourists that will visit the community as a result of the project (# of tourists per annum)	
Increase in average length of stay of tourists visiting community as a result of the project (# of days)	
Number of permanent jobs that will be created directly by the project (# of permanent jobs)	
Confirmation that construction will bring existing infrastructure up to building code/safety standard.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other measure of increased/improved tourism: (250 character limit) _____	

CATEGORY 9: ENVIRONMENTAL ENERGY IMPROVEMENTS

The objective of this category is to construct, restore or improve Local Government-owned Infrastructure that optimizes the use of energy sources (e.g. in buildings and other installations) and reduces GHG emissions and air contaminants arising from local sources.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Retrofits of Local Government-owned buildings;
- Energy Systems such as renewable energy, combined heat and power (CHP), cogeneration and district energy; and
- Street Lighting.

MANDATORY SCREENING CRITERIA	
For retrofits, the Project must meet standards comparable to Natural Resources Canada's residential and commercial retrofit initiatives.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
Existing devices (e.g. ventilation, windows, heating, toilets) must be replaced by more energy efficient devices (e.g. Energystar), taking into account local context in Aboriginal and remote communities.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
Consideration will be given to the use of alternative sources of electricity, heat and cooling.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
All new buildings must exceed the energy efficiency requirement of the Model National Energy Code for Buildings by at least 25%.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
PROJECT BENEFITS	
BENEFIT DESCRIPTION	EXPECTED CHANGE
Decrease in electricity used by municipal buildings and facilities (kwh per m3 per annum)	
Decrease in heating fuel used by municipal buildings (BTU equivalent per m3 per annum)	
Reduction in GHGs and air contaminants (MT per annum)	
Confirmation that building retrofit will be comparable to NRCan standards for residential/commercial retrofits	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that new building will be 25 % more efficient than the national building code	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other measure of improved energy efficiency. (250 character limit)	

CATEGORY 10: CONNECTIVITY

OBJECTIVE

The objective of the category is to construct, restore or improve Infrastructure that supports Canada's objective to make broadband access widely available to all communities, to improve the delivery of public services such as e-government, e-health and e-education, and to improve the quality of life, and to promote social development, innovation and economic development in Canada's communities.

To fall within this category, a Project must be directly related to one of the following subcategories:

- High-speed backbone (transport);
- Points of presence (access);
- Local distribution within communities.

MANDATORY SCREENING CRITERIA	
The Business case must demonstrate the Applicant's ability to operate and sustain the resulting Infrastructure.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
To promote competitiveness, a commercially and technologically neutral and competitive tendering and contracting process will be conducted for the Project.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The Project's proposed solution provides for Third Party open access.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The publicly-accessible portions of the resulting Infrastructure of the Project must ensure accessibility for persons with disabilities.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
PROJECT BENEFITS	
<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Number of remote or rural communities to be served by higher capacity/more affordable telecommunication links (# of communities).	
Number of users in remote and rural areas to be served by higher capacity/more affordable telecommunication links (# of users).	
Number of local public institutions in remote and rural areas to be served by higher capacity/more affordable telecommunication links (# of local public institutions).	
Other measure of improved telecommunications: (250 character limit)	

RANKING CRITERIAS TABLE

RANKING CRITERIAS PER CATEGORY OF PROJECTS		Water	Wastewater	Solid Waste	Public Transit	Local Roads	Cultural	Recreation	Tourism	Energy Improvement	Connectivity
Shared criteria	1. Has broad support in the community;	•	•	•	•	•	•	•	•	•	•
	2. Addresses its impact on the various climate parameters and adapts to the potential risks posed by future climate change;	•	•	•	•	•	•	•	•	•	•
	3. Minimizes impact on climate change by: <ul style="list-style-type: none"> mitigating or reducing GHGs by using renewable energy sources, innovative technologies and practices that increase energy efficiency, or by other mitigation strategies; and cost-effectively minimizing GHG emissions attributable to the Project in both construction and operation; 	•	•	•	•	•	•	•	•	•	•
	4. Fosters alliances between public and private sector, and encourages a P3;	•	•	•	•	•	•	•	•		•
	5. Uses best practices for technologies and construction;	•	•	•		•					
	6. Improves energy usage and efficiency;	•	•	•							
	7. Features closed-loop resource management (wastewater, biosolids and waste re-use and recycling, power generation derived from treatment process or solid waste, and passive energy sources);	•	•	•							
	8. Reduces or eliminates potential health risks;	•	•								
	9. Is based on a strategy for local water and wastewater management providing for long-term sustainability including appropriate metering and pricing;	•	•								
	10. Is supported by a business case that addresses: <ul style="list-style-type: none"> demand- management including water metering and public education; and a sustainable approach to financing that ensures ongoing operation, maintenance and upgrading; 	•	•								
	11. Reduces or eliminates potential impacts or risks associated with disasters;			•	•	•	•	•	•	•	•
	12. Improves transportation system efficiency (e.g., cost per passenger-km, capacity for passenger throughput in corridors);				•	•					
	13. Gives consideration to alternatives to the Project being proposed;				•	•					
	14. Improves transportation and public safety and security;				•	•					
	15. Minimizes other air contaminants from transportation;				•	•					
	16. Improves access to business, employment and educational opportunities for local citizens, including Aboriginal peoples;				•	•					
	17. Promotes the use of innovative technology or processes in transportation, urban or rural, including the use of ITS technologies, where applicable;				•	•					
	18. Is a multi-use or multi-component facility.							•	•		
Water	19. Provides a multi-jurisdictional, multi-sectoral and integrated approach to drinking water that: <ul style="list-style-type: none"> addresses long-term sustainability; includes pricing and integrated watershed management; and includes the concept of Source to Tap. 	•									
Wastewater	20. Addresses the management of storm water by, for example, separating wastewater systems from storm water systems;		•								
	21. Diminishes the frequency of sanitary and combined sewer overflows during rainfall;		•								
	22. Proposes a wastewater system that is equivalent in performance to secondary treatment with additional treatment if appropriate.		•								

RANKING CRITERIAS PER CATEGORY OF PROJECTS		Water	Wastewater	Solid Waste	Public Transit	Local Roads	Cultural	Recreation	Tourism	Energy Improvement	Connectivity
Solid waste	23. Reduces waste to disposal and increases waste recycled or composted per capita;			•							
	24. Is based on full cost accounting.			•							
Public transit	25. Increases public transit mode share and ridership;				•						
	26. Implements transportation demand strategies to increase transit ridership or technologies to encourage system efficiency through transferability and integration between modes (e.g., fare and service integration);				•						
	27. Increases efficiency of access to major transportation facilities (e.g., ports, airports, railway stations);				•						
	28. Has been the subject of a cost-benefit analysis, particularly for larger Projects.				•						
Local Road	29. Considers the impact of the road investment on public transit within the same municipal and rural boundaries, and identifies mitigation strategies as appropriate;					•					
Cultural	30. Is coherent with a sound local cultural strategy						•				
	31. Contributes to overall community sustainability						•				
	32. Increases the Applicant's capacity to reach new audiences, and to enhance and diversify its program offerings						•				
	33. Will have a positive overall impact on the availability of spaces for artistic creation, presentation or innovation, for the preservation and presentation of heritage collections, in a multi-use or multi-component environment						•				
	34. Complements the local, provincial or national network of cultural Infrastructure for arts and heritage activities						•				
	35. Benefits other artistic and heritage organizations locally, regionally, provincially, or nationally, and where applicable, internationally							•			
	36. Contributes to the designation, preservation and renovation of heritage sites							•			
	37. Is endorsed by arts and heritage communities							•			
38. Meets all applicable federal/provincial/municipal standards for the use of First Nations residents and Inuit							•				
Recreation	39. Targets disadvantaged neighbourhoods							•			
	40. Proposes an Infrastructure for safe and accessible physical activities, sports and recreation that will contribute to the social, personal and economic development of the community							•			
	41. Ensures that the facility will be used for the broad-based delivery of sports, physical and recreational programs							•			
	42. Increases public access and participation to the facility or recreational activities							•			
	43. Provides safe and equitable access to the Project's indoor, outdoor and natural facilities							•			
	44. Fosters community partnerships to maximize benefits from the Project							•			
	45. Designs, if possible, the proposed Infrastructure facility to meet international competitive standards approved by national sport organizations							•			
	46. Encourages active living and active transportation (bicycle and recreational trails) based on official community plans							•			
	47. Encourages, supports and increases opportunities for all, and disadvantaged groups in particular to engage in physical activity							•			
1	48. Increases the number of tourists visiting the community								•		

RANKING CRITERIAS PER CATEGORY OF PROJECTS		Water	Wastewater	Solid Waste	Public Transit	Local Roads	Cultural	Recreation	Tourism	Energy Improvement	Connectivity
	49. Increases the average length of stay of tourists visiting the community								•		
	50. Demonstrates a growth-generating impact on the region (in terms of economic spinoffs, complementarity of Infrastructure, attraction of a new clientele, etc								•		
	51. Proposes tourism facilities that are environmentally sustainable								•		
	52. Increases the appreciation of the environment through tourism								•		
	53. Is part of a broader tourism strategy for the local community								•		
Energy Improvement	54. Reduces GHG, with greater consideration for Projects with larger reductions, and taking into account the cost-effectiveness of the reductions per federal dollar provided									•	
	55. Increases comfort for occupants of building									•	
	56. Is supported by the presence of local climate change plan									•	
	57. Reduces air pollution									•	
	58. Increases energy efficiency, diversity and security									•	
	59. In the case of cogeneration and district energy systems: <ul style="list-style-type: none"> displaces high-GHG energy sources; and features the cost-competitive use of energy; 									•	
60. In the case of a building, addresses the use of heating and cooling systems using renewable sources, such as ground-source heat pumps, high-efficiency/low-emission biomass combustion systems, solarwalls (solar pre-heat of fresh ventilation air) and solar hot water systems									•		
Connectivity	61. Benefits the communities it connects and improves the delivery of public services										•
	62. Provides points of presence connections to communities that allow for reasonable subscriber rates for their residents and businesses										•
	63. Improves the quality, accessibility and effectiveness of e-health										•
	64. Ensures that technological solutions are appropriate, available, and scaleable for future needs										•
	65. Will benefit from private-sector investment and involvement in managing and operating the network										•
	66. Meets the needs of minority and indigenous cultures and languages										•
	67. Encourages the involvement of Aboriginal businesses										•