

# **SMALL COMMUNITIES FUND (SCF)**

under the

## **NEW BUILDING CANADA FUND (NBCF)**

**General Information and  
Application Reference Guide**

**MAY 2015**

## GENERAL PROGRAM INFORMATION

### ***About the Program***

The Small Communities Fund (SCF) is a federal-provincial cost-shared program. Nationally the program provides \$1B in infrastructure investments over the next ten years for municipalities with fewer than 100,000 residents.

In Manitoba there will be up to \$140M available to smaller communities for cost-sharing of infrastructure projects.

### ***How will the Program be managed?***

The Canada-Manitoba Infrastructure Secretariat will administer the program on behalf of the federal and provincial governments. The Province of Manitoba will enter into a contribution agreement with recipients to administer program funding.

A local consultative process has been established for review and recommendations on project funding and implementation to ensure a fair and equitable distribution of program funds amongst the various regions of the province. The Consultative Committee consists of representatives from the Association of Manitoba Municipalities, Northern Association of Community Councils and Manitoba Aboriginal and Northern Affairs.

### ***Who can apply?***

Local governments (as defined in relevant provincial legislation) can apply to have their projects funded. Local government can also sponsor projects proposed by public corporations, private corporations or non-profit organizations. Note that all completed funding applications must be accompanied by a supporting council resolution.

To facilitate funding approvals for projects that can start within this construction season, please indicate whether your project can begin this construction season. Additionally if your Municipality submits a funding application for more than one project, please prioritize the applications upon submission.

### ***Project Funding***

Funding for municipalities under the SCF will typically be approved on a 1/3, 1/3, 1/3 (federal, provincial, local) basis. Details on which costs are considered eligible are provided later in this document. Funding for approved projects will be reimbursed on a cost incurred and paid basis.

It should be noted that the maximum federal contribution towards a project is capped at one-third (33.3%) of total eligible project costs, with the exception of 25% towards recipients that are from for-profit private sector bodies. This federal funding cap limits or excludes a Municipality's use of Gas Tax Funds towards the local contribution of the project.

### ***Deadlines***

Project funding proposals will be accepted until **May 29, 2015**. Details on further intakes will be communicated at a later date. Projects with a completion date beyond November 30, 2023, will not be considered for funding. Funding proposals and supporting documents should be submitted via e-mail to [infra@gov.mb.ca](mailto:infra@gov.mb.ca)

## ***Additional Information***

For additional information on applying to the Small Communities Fund, please contact: Canada-Manitoba Infrastructure Secretariat toll-free at 1-800-268-4883.

## **APPLICATION INSTRUCTIONS**

The following provides a brief explanation of the information required in each section of the application.

---

### **SECTION I – APPLICANT/SPONSOR INFORMATION**

---

Legal name of applicant	The full legal name of the municipality that is applying for funding or is acting as a sponsor.
Contact person	Provide the name of a contact person, i.e., person who can answer questions concerning the project.
Telephone, fax and email address	Provide telephone, fax and email co-ordinates for the contact person.
Language preference	Indicate whether your preferred language of communication is English or French.

---

### **SECTION II – PROJECT INFORMATION**

---

Project title	Use a brief, yet descriptive title for the project, e.g., Increase in sewage treatment capacity at Plant XXX.
Project category	Indicate which one of the project categories best describes the project. (See Appendix A for Investment Categories)
Municipal Council Resolution	Attach a copy of the Resolution supporting your project.
Nature of project	Is the project primarily a new construction, or an expansion or renewal of a pre-existing infrastructure? The general/periodic repair or maintenance of an existing roadway, facility or equipment is not an eligible project.
Project location	Provide the specific location of the project. Include a project site map and GPS co-ordinates.

---

### **SECTION III – PROJECT DESCRIPTION**

---

Project description	Provide a brief description of the project and its objectives. This should include the main project components and structures with comments about project size where applicable and known, such as building square footage, length of road construction/upgrade, width of roads widened, capacity upgrades for water treatment.
---------------------	---

---

### **SECTION IV – PROJECT BENEFITS**

---

Project Benefits	Please refer to Appendix A to identify category specific project benefits.
------------------	--

---

**SECTION V – TIMELINES AND RATIONALE**

---

Project start and completion date	Provide the anticipated construction start and completion dates for the project.
Project Timelines and Rationale	Provide a brief explanation of the specific problems or objectives that the project will address within the municipality.

---

**SECTION VI – PROJECT COSTS**

---

Total estimated project costs	Figures in this column should represent the total estimated costs associated with the project for a given cost category, i.e., eligible costs and ineligible costs borne by the applicant.
Total estimated eligible project costs	Figures in this column should only include eligible costs, as defined in Appendix B.
Total funding request	Indicate the total funding request for your project.
Total Funding From Other Sources	Please provide a breakdown of any funding received from other sources.
Funds from other federal sources	Note that maximum federal contribution is capped at one-third (33%) of total eligible project costs. This limits or excludes a Municipality's use of Gas Tax Funds towards projects.

---

**SECTION VII – ATTESTATIONS AND DOCUMENTATION**

---

Please review and complete the attestation section and ensure that all mandatory documentation is submitted with your application.

## **APPENDIX A**

### **PROJECT INVESTMENT CATEGORIES AND BENEFITS**

Proponents that apply for funding under the Small Communities Fund will be evaluated as to how their project meets the objectives set out for the applicable Project Category. Review the applicable section below to ensure that your proposed project meets eligibility criteria.

A list of potential benefits is provided below each category. Please ensure category specific project benefits are documented in your proposal.

#### **CATEGORY 1: DRINKING WATER**

##### **OBJECTIVE**

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.

##### **SUBCATEGORIES**

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

##### **BENEFITS**

- Number of households to be connected to municipal water services
- Number of households that will be equipped with residential metering
- Number of households connected that will receive improved potable water quality
- Number of households to be connected to new hydrants/improved fire protection

#### **CATEGORY 2: WASTEWATER**

##### **OBJECTIVE**

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.

##### **SUBCATEGORIES**

- a) Wastewater treatment facilities or systems
- b) Wastewater collection systems
- c) Separation of combined sewers and/or combined sewer overflow control, including realtime control and system optimization
- d) Separate storm water collection systems and/or storm water treatment facilities or systems
- e) Wastewater sludge treatment and management systems

##### **BENEFITS**

- Number of households to be connected to municipal wastewater service
- Number of current households connected that will receive improved service and reliability
- Number of commercial or industrial businesses that will be connected to the municipal system
- Increased capacity to treat wastewater per annum (m<sup>3</sup>)
- Number of communities/developments to be connected to municipal wastewater and collection system

### **CATEGORY 3: SOLID WASTE**

#### **OBJECTIVE**

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.

#### **SUBCATEGORIES**

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

#### **BENEFITS**

- Number of households with improved solid waste management practices
- Increase in solid waste to be diverted through recycling and composting (metric tonnes per annum)

### **CATEGORY 4: PUBLIC TRANSIT INFRASTRUCTURE**

#### **OBJECTIVE**

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.

#### **SUBCATEGORIES**

- a) Transit Infrastructure and rolling stock, including but not limited to, bus rapid transit, light rail transit, subways, buses, urban passenger ferries and regional commuter rail;
- b) Transit facilities and supporting infrastructure including but not limited to transit queue-jump lanes, reserved bus lanes, turning lanes or other related enhancements in support of public transit, streetcar/trolley infrastructure, storage and maintenance facilities, security enhancements, and transit passenger terminals; or
- c) Intelligent Transportation Systems (ITS), in support of public transit services.

#### **BENEFITS**

- Creation of a more sustainable, safer and more efficient movement of people
- 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)

### **CATEGORY 5: GREEN ENERGY**

#### **OBJECTIVE**

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.

#### **SUBCATEGORIES**

- a) Reinforcement, expansion of existing and construction of new transmission grids to transmit clean electricity; including smart grid technologies;
- b) Renewable Electricity Generation facilities (e.g., wind energy, solar energy, small scale hydro);

- c) Thermal heat/cooling delivery system (i.e. district energy systems) using renewable or combined heat/power plants;
- d) Projects for new or material rehabilitation or expansion of carbon transmission and storage infrastructure;
- e) Electric Vehicle Infrastructure; or
- f) Clean coal facilities

#### **BENEFITS**

- Decrease in electricity used by municipal buildings and facilities (kWh per m<sup>3</sup> per annum)
- Decrease in heating fuel used by municipal buildings (BTU equivalent per m<sup>3</sup> 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
- Confirmation that new building will be 25 per cent more efficient than the national building code

### **CATEGORY 6: CONNECTIVITY**

#### **OBJECTIVE**

The objective of the category is to construct, restore or improve public infrastructure that improves the delivery of public services such as government services, education and health; and to improve the quality of life, social development, reduces travel requirements, and increases the potential for innovation and economic development by connecting Canadians in rural and remote communities.

#### **SUBCATEGORIES**

- a) High-speed backbone (transport);
- b) Points of presence (access);
- c) Local distribution within communities;
- d) Satellite capacity.

#### **BENEFITS**

- 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)

### **CATEGORY 7: BROWNFIELD REMEDIATION AND REDEVELOPMENT INFRASTRUCTURE**

#### **OBJECTIVE**

The objective of this category is to construct or materially rehabilitate public infrastructure that contributes to at least one of the following objectives: removal or neutralization of the negative effects of brownfields on communities and environment by remediating and redeveloping these properties in a sustainable manner; and support more intense land use within cities and communities.

#### **SUBCATEGORIES**

- a) Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
  - The construction of public infrastructure as identified in the context of any category under the Smaller Communities Fund; and/or
  - The construction of municipal use public parks and publicly-owned social housing.

## **BENEFITS**

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

## **CATEGORY 8: DISASTER MITIGATION INFRASTRUCTURE**

### **OBJECTIVE**

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

### **SUBCATEGORIES**

- a) Public infrastructure that protects from, prevents, reduces the impact and/or likelihood of, or mitigates the potential damage resulting from natural hazards, including impacts or events related to climate change.

### **BENEFITS**

- Number of homes that will be protected from natural disasters (flooding)
- Number of farmlands that will be protected from natural disasters (flooding)
- Improved resiliency of public infrastructure
- Increased capacity of existing land drainage to deal with 40 year flood event
- Minimized environmental impacts

## **CATEGORY 9: LOCAL AND REGIONAL AIRPORT**

### **OBJECTIVE**

The objective of this category is to promote regional economic development by improving the efficiency of regional and local airports while maintaining high levels of safety and security.

### **SUBCATEGORIES**

- a) Aeronautical and/or non-aeronautical infrastructure in airports that are accessible all year-round:
  - Aeronautical infrastructure includes, but is not limited to: runways, taxiways, aprons, hangars, lighting, aids to navigation (Nav aids), maintenance sheds, airside mobile equipment and associated shelters, air terminal building, and groundside safety-related infrastructure; or
  - Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities.

National Airport System (NAS) and federally owned airports and federal assets are not eligible for funding.

### **BENEFITS**

- Number of increased scheduled service deliveries by Passenger Air Carriers
- Number of increased scheduled service deliveries by cargo/freight Air Carriers
- Number of increased annual aircraft movements as a result of military training, private pilot training and back up to Winnipeg International Airport
- Emergency Landing of Passenger jets
- Number of missed approaches for medical evacuation flights including Life Flight



## **CATEGORY 10: SHORTLINE RAIL INFRASTRUCTURE**

### **OBJECTIVE**

The objective of this category is to promote competitiveness, trade, security and quality of life by optimizing the use of all transportation modes in order to maximize the efficiency, productivity, and sustainability of the national transportation system.

### **SUBCATEGORIES**

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

- a) Industrial branch lines to allow a railway to serve a group of companies, an industrial park, a logistic park, an intermodal yard, a multimodal facility, a port, a transfer facility or a marine terminal;
- b) Tracks and structures, excluding regular or deferred maintenance, to ensure safe travel at speeds deemed acceptable for safe and efficient operations.
- c) Facilities to improve the interchange of goods between modes; or
- d) Procurement of equipment for loading/unloading required for expansion of shortline rail.

### **BENEFITS**

- Improved efficiency (e.g. increased traffic volumes, new shippers, increased speed);
- Increased freight capacity of short-line railways (e.g. heavier traffic loads and volume);
- Improved safety
- Minimizing environmental impacts (e.g. reduced emissions of air pollutants and greenhouse gases, negative land-use impacts).

## **CATEGORY 11: SHORT SEA SHIPPING**

### **OBJECTIVE**

The objective of this category is to construct new or significantly expand infrastructure supporting increased short sea shipping capacity and/or new routes, in order to promote competitiveness, trade, and quality of life by optimizing the use of all transportation modes in order to maximize the efficiency, productivity, and sustainability of national transportation systems.

### **SUBCATEGORIES**

- a) Wharves and associated infrastructure;
- b) Intermodal facilities, multi-modal or transfer facilities;
- c) Capitalized and fixed equipment for loading/unloading required for expansion of short sea shipping;

### **BENEFITS**

- Improved efficiencies of freight movements (e.g. higher traffic volumes, new shippers, increased speed);
- Minimizing environmental impacts of transportation (e.g. reduced emissions of air pollutants and greenhouse gases, negative land-use impacts)

## **CATEGORY 12: HIGHWAYS AND MAJOR ROADS**

### **OBJECTIVE**

The objective of this category is to maximize the efficiency, productivity, and sustainability of the national transportation system.

## **SUBCATEGORIES**

a) Highways and major roads, including bridges and tunnels that are:

- Part of the National Highway System;
- High capacity roads such as freeways, expressways or major arterials with an Annual Average Daily Traffic count greater than 3000 vehicles;
- Highways and roads related to natural resource development opportunities; or
- Road/rail grade separations on one of the above highways or major roads.

Note: "Significant volumes" will be defined as an average annual daily traffic (AADT) value of at least 3,000.

## **BENEFITS**

- Reduced vehicle operating costs
- Increased efficiencies (e.g. increased speeds, level of service improvements); and
- Improved safety (e.g. few collisions and fatalities)

## **CATEGORY 13: INNOVATION**

### **OBJECTIVE**

The objective of this category is to construct new or significantly expand infrastructure at post-secondary institutions that contributes to economic growth a clean environment and stronger communities.

### **SUBCATEGORIES**

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

### **BENEFITS**

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

## **APPENDIX B ELIGIBLE AND INELIGIBLE COSTS**

### ***Eligible Costs***

Eligible Costs are all direct costs which are in Manitoba's opinion properly and reasonably incurred and paid by the Recipient under a contract for goods or services necessary to implement the Project, and includes

- (a) the capital costs of acquiring, constructing, renewing, rehabilitating, materially enhancing or renovating an Asset, as defined and determined according to generally accepted accounting principles in Canada;
- (b) the costs of communication activities (press releases, press conferences, translation, etc.) undertaken jointly by Manitoba and the Recipient, and Project signage required to be provided by the Recipient under this agreement;
- (c) the costs of architectural and engineering services (including the costs of preparing plans and specifications) and assessment expenditures specified in the Agreement such as the expenditures for environmental planning, surveying, engineering, architectural supervision, testing and management consulting services. Canada will contribute no more than 15% of its funding to these expenditures;
- (d) the costs of engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the *Canadian Environmental Assessment Act 2012* and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment, or similar costs in respect of applications for environmental licenses, hearings, remedial activities, mitigation measures and follow-up identified in any environmental licensing proceeding required under The Environment Act (Manitoba);
- (e) the costs of signage not included in clause (b) above, lighting, markings and utility adjustments;
- (f) the costs of aboriginal consultation processes;
- (g) the costs of recipient audits and evaluations specified in this agreement;
- (h) the incremental expenditures of the Recipients' employees or leasing of equipment may be included as eligible expenditures under the following conditions:
  - i) The Recipient is able to demonstrate that it is not economically feasible to tender a contract;
  - ii) The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
  - iii) The arrangement is approved in advance and in writing by the Recipient.
- (i) leasing of equipment related to the construction of the Project; and,
- (j) other costs that, in the opinion of Manitoba, are considered to be direct and necessary for the successful implementation of the Project and that have been approved in writing before being incurred.

### ***Ineligible Costs***

The following costs are ineligible and will not be funded by the Contribution:

- (a) costs incurred before the project receives approval;
- (b) any costs incurred after the Project Completion Date;
- (c) the costs of developing a business case or for preparing an application for funding;

- (d) the costs of purchasing real property, including commissions and legal fees, and property taxes and property insurance costs;
- (e) financing charges and interest payments on loans;
- (f) the costs of leasing real property, furniture, or equipment;
- (g) furnishings and moveable assets which are not essential for the operation of the Project;
- (h) the costs of general repairs to and maintenance of a structure that is part of the Project, unless the structure is part of a capital expansion project and such repairs and maintenance are necessary because of the expansion;
- (i) the Recipient's labour, materials and equipment costs, for work carried out with its own forces, materials and equipment, other than those costs that qualify as Eligible Costs;
- (j) the expenditures related to any goods and services which are received through donations or in kind;
- (k) the costs of employee benefits, other overhead costs and other direct or indirect operating, maintenance and administrative costs related to work carried out with the Recipient's own forces, materials and equipment, other than those costs that qualify as Eligible Costs;
- (l) retail sales tax and goods and services tax, for which the recipient has received or is eligible for a refund or tax credit, and any other costs for which the Recipient has been or is entitled to be reimbursed;
- (m) legal fees and disbursements.