



Federal Economic Development  
Agency for Southern Ontario

Innovation, Science and  
Economic Development Canada

Agence fédérale de développement  
économique pour le Sud de l'Ontario

Innovation, Sciences et  
Développement économique Canada

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# Canada 150 Community Infrastructure Program Intake Two

## PROGRAM GUIDELINES

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## TABLE OF CONTENTS

Background.....	3
Eligibility .....	3
Funding .....	6
Application Process .....	7
Assessment Process .....	7
Other Requirements .....	8

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## Background

In Budget 2016, the Government of Canada committed \$150 million over two years to renovate, expand or improve existing community and cultural infrastructure, including projects that support the Government's priorities to ensure a better future for Indigenous peoples and promote a clean growth economy. This funding, which starts in 2016-17, is in addition to the \$150 million already committed nationally under the Canada 150 Community Infrastructure Program (CIP 150) over this same period.

CIP 150 will make important investments in projects that renovate, expand and improve existing public infrastructure assets such as community centres, recreational facilities, cultural centres and other community infrastructure as part of the Government of Canada's approach to celebrating the 150<sup>th</sup> anniversary of Canada's Confederation.

FedDev Ontario is delivering the program in southern Ontario with a total allocation of up to \$88.8 million over two years.

Up to \$44.4 million is now available under Intake Two.

There was significant interest in the first intake of CIP 150 in southern Ontario. FedDev Ontario received more than 1,100 applications, requesting more than \$260 million in funding.

Communities across southern Ontario are benefitting from the more than 380 projects already approved through the program.

## Eligibility

### I. Eligible Recipients

Eligible recipients under the program include:

- a municipal or regional government established by or under provincial statute;
- a band council or an Aboriginal government authority established by a Self-Government Agreement or a Comprehensive Land Claim Agreement;
- an incorporated not-for-profit organization (supported by complete incorporation documentation);
- a provincial entity that provides municipal-type infrastructure services to communities, as defined by provincial statute; and
- a public-sector body that is established by or under provincial statute or by regulation or is wholly owned by a province, municipal or regional government which provides municipal-type infrastructure services to communities.

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## II. Eligible Projects

Funding is for the renovation, expansion and improvement of existing community infrastructure assets that are non-commercial in nature and located in southern Ontario. Please see the [Application Guide](#) for a list of eligible communities.

Ineligible projects include construction of new infrastructure, temporary installations, projects taking place in multiple locations, or facility expansions that would result in a significant increase of the asset (i.e., more than a 50 percent increase in square footage).

Eligible projects must:

- fall under an eligible category and be proposed by an eligible recipient;
- be for the renovation, expansion or improvement of existing community infrastructure assets;
- be open for use to the public and not limited to a private membership;
- leverage a minimum of 50 percent of funding from other sources. Priority may be given to projects that leverage 66.6 percent or more; and
- be substantially completed by March 31, 2018.

For the purposes of the program, "substantially completed" has the same meaning and shall be determined in accordance with how the term "substantially performed" is defined in subsection 2(1) of the *Construction Lien Act*, R.S.O. 1990, c. C.30, as amended, and "Substantial Completion" shall have a corresponding meaning.

Projects must fall within the following project categories to be eligible for funding under the program:

- community centres (including Legion Halls);
- cultural centres and museums;
- parks, recreational trails, including fitness trails, bike paths and other types of trails;
- libraries;
- recreational facilities including local arenas, gymnasias, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, golf courses, ski hills or other types of recreational facilities;
- tourism facilities;
- docks;
- cenotaphs; and
- other existing community infrastructure assets for public benefit that have a local community impact, such as but not limited to, local roads, connectivity and broadband, drinking water treatment and distribution systems, local airports, solid waste management and wastewater infrastructure.

Examples of eligible projects include:

- replacing windows and doors in a community centre to improve energy efficiency;

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- expansions such as new entrances and ramps to improve accessibility to a facility;
  - upgrading heating, cooling or electrical systems to meet safety standards;
  - adding a roof or lighting to an outdoor rink; and
  - extending a trail or bike path by no more than 50 percent of its existing length.

Examples of ineligible projects include:

- parking lot projects that do not form part of a larger project that fits within an eligible category;
- administrative, medical or social service projects or components thereof; and
- components of facilities where usage by the general public is limited.

### III. Eligible Project Costs

Eligible costs are costs considered to be direct and necessary for the successful implementation of an eligible project and are paid by an eligible recipient under a contract for goods or services, excluding those explicitly identified in section IV below. Eligible project costs can only be reimbursed to the recipient if a contribution agreement is signed by FedDev Ontario and the recipient. Costs must first be incurred and paid by the recipient, and if deemed eligible, will then be reimbursed at the prescribed percentage of the federal contribution.

Eligible costs for support under the program are as follows:

- costs that are incurred between April 1, 2016, and March 31, 2018;
- costs to renovate, expand or improve fixed capital assets of community infrastructure;
- fees paid to professionals, technical personnel, consultants and contractors specifically engaged for the purpose of the renovation, expansion or improvement work;
- costs of environmental assessments, monitoring and follow-up activities as required by the *Canadian Environmental Assessment Act 2012* or equivalent legislation;
- costs associated with a public announcement and official ceremony or of required temporary or permanent signage that includes the cost of creation and posting of signage;
- other costs that are considered to be direct and necessary for the successful implementation of the project and that are approved in advance; and
- labour and other incremental costs (i.e., materials or equipment) of the recipient may be included in eligible costs under the following conditions:
  - the recipient is a local, regional or Aboriginal government;
  - the recipient confirms and substantiates that it is not economically feasible to tender a contract;
  - costs are employed directly in respect of the work that would have been the subject of the contract;
  - labour hired to work exclusively on the project (i.e., not existing employees of the recipient); and
  - all costs are approved in advance and are included in the contribution agreement.

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FedDev Ontario reserves the right to make the final determination on the value of contributions and to exclude expenditures deemed to be ineligible or outside the scope of the project.

## IV. Ineligible Project Costs

Costs related to the following items are **not** eligible costs under the program:

- project costs incurred prior to April 1, 2016, or after March 31, 2018;
- temporary installations and moveable equipment, including but not limited to, motorized vehicles, furniture, computers, artwork and sports equipment;
- services or work that is normally provided by the recipient or a related party;
- salaries and other employment benefits of any employees of the recipient except as outlined above in Eligible Project Costs;
- a recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the recipient's staff;
- in-kind contributions (goods or services);
- cost of feasibility and planning studies;
- taxes, such as GST and HST, for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- cost of land or any interest therein, and related costs;
- cost of leasing of equipment by the recipient except for as indicated in eligible costs, above;
- legal fees; and
- routine maintenance costs.

## Funding

Eligible recipients may receive a non-repayable contribution of up to 50 percent of total eligible project costs of an infrastructure project, with recipients providing the remaining balance. Priority may be given to those projects that require a federal contribution of only 33.3 percent.

Eligible recipients may receive contributions of up to a maximum of \$1 million. However, priority may be given to smaller-scoped projects to ensure projects can be completed within the required timeframes and to ensure that the program benefits are shared broadly.

The total funding from all federal sources (including CIP 150 and other sources such as the Gas Tax Fund) will not exceed 50 percent of total eligible project costs. The total funding from all government sources (municipal, provincial and federal) shall not exceed 100 percent of total project costs.

All projects are required to begin and have substantially completed construction prior to March 31, 2018. Should this condition of funding not be met, FedDev Ontario shall have the right to cancel funding in whole or in part, and to be repaid any funding advanced, in whole or in part, for any project that is not completed by the end of the program.

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## Application Process

Applications and supporting documentation must be submitted to FedDev Ontario no later than **5:00 p.m. EDT on June 24, 2016**.

An application form and supporting documentation must be submitted for each project.

**Incomplete and late applications will be deemed ineligible.**

Applicants are strongly encouraged to apply online at [www.FedDevOntario.gc.ca/CIP150](http://www.FedDevOntario.gc.ca/CIP150).

If you are unable to access, complete or submit your application online, please call the FedDev Ontario toll-free line at 1-866-593-5505.

In order to apply to the program through FedDev Ontario, the project location must be located in southern Ontario within one of the following 37 Statistics Canada census divisions:

Stormont, Dundas and Glengarry; Prescott and Russell; Ottawa; Leeds and Grenville; Lanark; Frontenac; Lennox and Addington; Hastings; Prince Edward; Northumberland; Peterborough; Kawartha Lakes; Durham; York; Toronto; Peel; Dufferin; Wellington; Halton; Hamilton; Niagara; Haldimand-Norfolk; Brant; Waterloo; Perth; Oxford; Elgin; Chatham-Kent; Essex; Lambton; Middlesex; Huron; Bruce; Grey; Simcoe; Haliburton; and Renfrew.

A list of the communities that form each census division is available [online](#).

## Assessment Process

FedDev Ontario will review all applications following the application deadline. Applicants will be notified of the results of their application in writing.

Projects will be assessed on the eligibility requirements described above, as well as the following priority areas and selection criteria:

**Project Readiness:** Applicants are required to provide information necessary to determine if the project is construction-ready and will be substantially completed by March 31, 2018.

**Project Scope:** In order to ensure that projects can be completed within the program timeframes and that the program benefits are shared broadly, priority may be given to smaller-scoped projects.

**Extent to which Other Funding is Leveraged:** The ability for a given project to leverage 66.6 percent of project funding from other sources may be considered when making project decisions.

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**Extent to which Project Supports a Clean Growth Economy:** Applicants are asked to outline how their project advances a clean growth economy. For example, does the project include energy-efficiency improvements or retrofits, the installation of clean, green or sustainable technologies, or improve natural amenities such as parks, trails and other outdoor recreational assets.

**Link to Canada's 150<sup>th</sup> Anniversary:** Applicants are asked to outline how their infrastructure improvement project is linked to Canada's 150<sup>th</sup> anniversary. For example, does the project contribute to modernizing Canada's infrastructure, do the upgrades provide long-term benefits to a community, does it have historical significance related to Confederation, or will its improvement contribute to celebrating Canada's 150<sup>th</sup> anniversary.

**Incrementality:** Applicants are required to attest, in conjunction with their project application, that the work to be undertaken is an incremental construction activity that would not otherwise have been constructed or constructed as quickly, were it not for funding from CIP 150.

## Other Requirements

### Endorsement

In order to be considered for Canada 150 Community Infrastructure Program funding, projects must be duly authorized or endorsed by a resolution of Council, Band or Board of Directors, as applicable. The resolution may be attached to your application, but must be received before a contribution agreement can be executed.

In addition, not-for-profit organizations must provide the following documentation electronically with their application:

- Complete certified copy of their articles of incorporation; and
- List of current Board of Directors and contact information.

### Ownership of Asset

If an applicant does not own the asset for which CIP 150 Intake Two funding is requested, the applicant must complete an Applicant Declaration and Landlord Authorization form at the time of application.

If at any time within six (6) years from the date of completion of the project, the recipient sells, leases, encumbers or otherwise disposes of, directly or indirectly, any asset funded, in whole or in part, with the financial assistance contributed under the terms of the program, the recipient must repay the federal government, on demand, a proportionate amount of the financial assistance, as follows:

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## Repayment of Contribution Amounts

Where Project asset is sold, leased, encumbered or disposed of:	Repayment of contribution (in current dollars)
Within 2 Years after Project completion	100%
Between 2 and 6 Years after Project completion	55%
6 Years after Project completion	0%

## Environmental Assessment

Projects that are defined as "designated projects" under the *Canadian Environmental Assessment Act, 2012* and those located on "federal lands" may require an environmental assessment or review. "Designated projects" include major projects such as electrical generating stations and transmission lines, oil and gas mining and processing facilities, metal and mineral mines, major railway lines, and all season highways. Applicants should communicate with the [Canadian Environmental Assessment Agency](#) for more information on "designated projects". For projects carried out on "federal lands" (which are not "designated projects"), FedDev Ontario will have to determine if the project is likely to cause significant adverse environmental effects. Eligible project costs cannot be reimbursed until this review has been completed.

## Reporting

All approved recipients will be required to submit progress reports until project completion. The progress report should detail progress on the implementation of the project, and amounts received through the agreement, amounts expended on approved projects, and an overall update on the project status. Details of this reporting will be provided to recipients in their contribution agreements.

## Contact Us

For more information on CIP 150, please [email](#) or call the FedDev Ontario toll-free line at 1-866-593-5505.