

Step-by-Step Online Application Guide

April 2006

Administered by:

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Foreword

This Program Guide and Online Application Kit for the Canada-Alberta Municipal Rural Infrastructure Fund (CAMRIF) contains an overview of the program and instructions for completing the online application process on SIMSI – the Shared Information Management System for Infrastructure.

If you do not have access to the Internet, you can submit a paper application. To obtain a copy of the paper application and business case please contact the Canada-Alberta Municipal Rural Infrastructure Fund Secretariat.

Please note that in some cases applicants may be asked to supply additional information.

Please note also that you will have to submit a hard copy.

PLEASE NOTE – SIMSI Maintenance Window

Until further notice, the SIMSI Online Application system will normally be unavailable to users on weekends from 8:00 PM Eastern Standard Time on Saturdays until Midnight EST on Sundays.

This is to allow time for regular maintenance.

The SIMSI Public Web Site will be available during these hours. Once approved projects are publicly announced by the ministers, they will be moved to the public website.

You can visit it at www.infrastructure.gc.ca

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Section 1: How to complete the application form and schedules

1.1 Online Application:

Please go to <https://www.infrastructureop.gc.ca/mrif> and log on.

You should have already received a User ID and Password by mail. If you have not, please call the Canada-Alberta Municipal Rural Infrastructure Fund Secretariat at: toll free 1-800-396-0214 or (780) 422-1151

Further Contact information is available in Section 2 of this guide.

PLEASE READ THROUGH THESE INSTRUCTIONS COMPLETELY before you begin the online registration process. If you have any questions or experience any system problems, please call one of the contact numbers in Section 2 of this guide.

Basic Tips for Completing the ONLINE APPLICATION

What Is SIMSI

- ▶ SIMSI stands for “Shared Information Management System for Infrastructure”
- ▶ An Online Application for funding under the Canada-Alberta Municipal Rural Infrastructure Fund
- ▶ A Government Online Initiative to make the application process more efficient

System Advice

- ▶ You are entering information in a **SECURE** interactive online environment.
- ▶ Response times may be a little slower than you are used to so please be patient.
- ▶ Clicking “continue” or “next” over and over will not speed up the system - in fact it will give you an error message saying “Transaction Already In Progress”.
- ▶ Because this site is secure, your browser should be at least Internet Explorer version 4.01 to 6.0 or Netscape version 4.7 only. Either way, your browser **MUST** have at least 128-bit encryption to ensure the proper level of security.
- ▶ For security reasons, if you do not actively enter information for 60 minutes, the system will log you out and you will have to log in again. **Information entered prior to being logged out will not be saved, so if you are leaving your computer for any length of time, save the application first.**
- ▶ For applicants who do not have Internet access, please contact the joint Secretariat in Section 2 for further assistance.

PLEASE NOTE – SIMSI Maintenance Window

Until further notice, the SIMSI Online Application system will normally be unavailable to users on weekends from 8:00 PM EST on Saturdays until Midnight EST on Sundays. This is to allow time for regular maintenance.

The SIMSI Public Web Site will be available during these hours. Once projects are publicly announced by the ministers, they will be moved to the public website. You can visit it at www.infrastructure.gc.ca.

Helpful Hints

Before you start, you should visit the following website and make yourself familiar with the information and guidelines for the Canada-Alberta Municipal Rural Infrastructure Fund (CAMRIF): www.camrif.ca

As the applicant, you are responsible for ensuring full and accurate information is submitted. Incomplete applications will not be considered until all the necessary information has been submitted. Please make sure all mandatory fields are completed in full to the best of your ability. Mandatory fields are marked by a *.

A more complete application will speed up the assessment process.

The online application is a combination of the basic application form and the business case information.

*Please note: you **are required** to send in a paper copy of your application and business case – the electronically submitted version is not sufficient. **You are also required to send in any supporting documentation, such as the council resolution.***

When You First Log On...

For security reasons, if you're logging in for the first time the system will ask you to create a new password after you enter the User ID and the Password you were issued.

- ➡ Your Password should be at least 8 characters long and must start with a letter.
- ➡ Please don't forget your Password and keep it private and protected at all times!
- ➡ If you do not remember your Password, please call the help desk toll free at 1-866-721-2205 for a new one.



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MRIF Home	Prov / Terr Contacts	Important Notices	Federal Site	Logout

MRIF

Municipal Rural Infrastructure Fund

MRIF Menu

- ▼ Admin
 - Reset Password
- ▶ Application / Project

Reset Password

1. Minimum password length is 8 characters and the maximum password length is 30 characters.
2. The first character of the password must be a letter.
3. A password history is kept for 1000 days. Passwords may not be reused within this 1000 day period.
4. Allowable characters within a password are: any letter (a-z, A-Z), any number (0-9), the following special characters \$ (dollar sign), # (pound sign), _ (underscore).

Family Name:	Applicant
Given Name:	Alberta
User Id:	applicanta
* Old Password:	<input type="password"/>
* Password (twice):	<input type="password"/> <input type="password"/>
Email (xxxx@xxxx.com):	<input type="text"/>

Back Save Reset

Once You Have Logged On...

You will see two menus to help you navigate around the system – the Tool Bar and the SIMSI Menu.

The Tool Bar (Top Of The Screen) – Important Parts

- ➡ **Français/English** – changes the language of the system when you click on this button
- ➡ **CONTACT US** – who to contact for more information or personal assistance
- ➡ **HELP** – a separate screen is displayed to assist you in completing the page you are on
- ➡ **Search** – Takes you to the find application page to Search for an application to View and/or Print.
- ➡ **Canada Site** – takes you to the Government of Canada home page.

- ➡ MRIF Home – takes you to the MRIF Home page, the first page that was displayed after you logged in.
- ➡ Provincial Contacts – Displays the provincial or territorial contact information for all regions that have launched their MRIF program.
- ➡ Important Notices – Contains important information about the use of this web site.
- ➡ Federal Site – Infrastructure Canada
- ➡ **LOGOUT** – please click this button whenever you leave SIMSI

The MRIF Menu (Left Side Of Screen)

This menu will help you move around your application. You can always save your application, log off and log back on again. Just don't forget your User ID and Password **OR YOUR CAMRIF PROJECT NUMBER** (noted in red above the side navigation menu) **IF YOU HAVE ALREADY REGISTERED A PROJECT!**

To avoid duplication, you should only **REGISTER** a project **ONCE**. After that, you will be **UPDATING** a project.

HINT: Once you have completed the information on a screen, you can press **CONTINUE** to move to the next screen. This will **SAVE** your information automatically. If you are just updating one screen, you can click the **SAVE** button to retain the information on that particular screen.

NEW Projects

- ➡ ONLY if you are adding a **NEW** application, select **APPLICATION/PROJECT** from the **PROJECT** menu on the **LEFT** and then **REGISTER**.
- ➡ Once you have entered the Project Title, the system will issue you a CAMRIF Project Number for this project.
- ➡ You should keep this number handy and quote it as reference on all correspondence with the program and when talking to program staff.



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MRIF Municipal Rural Infrastructure Fund

MRIF Menu

- ▶ Admin
- ▶ **Application / Project**

Register Application (MRIF)

* Project Title		
WL-MRIF Alberta Applicant		
Legal Name of Applicant/Sponsor		
City of Camrose		
Municipal Code/Band No.		Municipal Type
8600-CI-CAMR		City
* Street Address/P.O. Box No.		
City Hall		
5204 - 50 Avenue		
* Town/City	Province	* Postal Code
Camrose	Alberta	T4V 0S8

Continue >> Reset

Updating Existing Projects

▶ If you are updating an application you have already started, select **APPLICATION/PROJECT** from the PROJECT menu on the LEFT and then **UPDATE** to continue, then enter your CAMRIF number into the first box of the search screen and click search or hit enter.

Please do not use “REGISTER” AGAIN! That is for new projects only.

- ▶ HINT: make a note of the name of the screen where you left off and you can go right back to that screen by using the menu on the left.
- ▶ You can always stop your application process if you need to find more information. Just make sure you save first and **logout on the upper right corner of the Tool Bar.**



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MRIF **Municipal Rural Infrastructure Fund**

MRIF Menu

- ▶ [Admin](#)
- ▶ [Application / Project](#)
- [Register](#)
- [View / Print](#)
- [Update](#)

Find Application/Project (MRIF)


Project Number	Provincial Project Number
<input type="text"/>	<input type="text"/>
Applicant Keyword	* Region
<input type="text" value="City of Camrose"/>	<input type="text" value="Alberta"/>
Project Title Keyword	Status
<input type="text"/>	<input type="text"/>
Entry Date From (YYYY-MM-DD)	Entry Date To (YYYY-MM-DD)
<input type="text"/>	<input type="text"/>

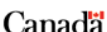
Mandatory Fields

- ▶ Mandatory fields are just that – mandatory. They are marked by an *
- ▶ Your application **will not be processed** if it is missing mandatory fields
- ▶ If you see a field with an asterisk – it is a mandatory field!

Submitting An Application

Once you have finished your online application and clicked the **SUBMIT** button, the system will check to see that you have completed all the mandatory fields. If you have not, you will be presented with an error page telling you the areas that need to be completed. Just click on the link in the message and it will take you to that screen where you can update the missing information then click SUBMIT again.


Alberta
GOVERNMENT OF ALBERTA


Canada

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MRIF Municipal Rural Infrastructure Fund

Project No: 4316 **Application Error(s)**

MRIF Menu

The following mandatory information was missing at the time of submitting your application. Please provide the information and click the submit button to submit your application again.

Project Menu

Project Title	WL-MRIF Alberta Applicant
Applicant	City of Camrose

Page name:	Description:
Project Rationale	Describe any innovative technology that will be employed during the realization of the project Cannot Be Empty
Project Rationale	What are the significant project risks and what is your strategy to mitigate those risks Cannot Be Empty
Project Rationale	When do you anticipate a realization of these benefits Cannot Be Empty
Project Rationale	Who will benefit from the project Cannot Be Empty
Environmental Assessment	Environmental Assessment Checklist (Section 1) incomplete

After you have corrected the errors noted above, please click the Submit button in order to Submit your application again.

Last Updated: 2006-03-20 [Important Notices](#)

[\[Français | MRIF Home | Help | Search | Canada Site \]](#)

If your application is successfully submitted, you will be presented with a screen of instructions for the following:

- ▶ **How to print off your application**
- ▶ **What documentation needs to accompany your application**
- ▶ **Where you should submit the package**
- ▶ **Information on the Federal and Provincial environmental assessment process in Alberta.**

SIMSI Submit Page

Thank you for submitting your application to the Canada-Alberta Municipal Rural Infrastructure Fund (CAMRIF). Now that you have completed the online application, it is necessary for you to **finalize** the process with the following steps:

1. We suggest that you **PRINT THIS PAGE FOR YOUR REFERENCE** by clicking the PRINT button on your Internet browser. You will not have access to this page once you print your application and it contains valuable information for future reference.
2. You must also print the completed Application Form, sign it and submit it to the Program Office. To do this, go to the left side of your screen, select **APPLICATION/PROJECT** and then select **VIEW/PRINT**. Enter your **SIMSI project number (example # 4316)** into the **PROJECT NUMBER** field at the top left of the data entry box and click the **SEARCH** button. A separate window will open with a copy of your completed application. You can now click the **print button** on your browser to print your application.
3. **Please quote your project number when sending in supporting documentation** to the following address:

CAMRIF Program
2nd, Floor, Twin Atria
4999 – 98 Avenue
Edmonton, Alberta T6B 2X3

Phone 1-800-396-0214 toll free or, (780) 422-1151
Fax: (780) 427-5505

Please send the Signed Application along with a supporting Municipal Council Resolution authorizing or endorsing the

Please note: once you have received the SUBMIT PAGE, you CANNOT go back into your application to update information. If you have any questions, you can contact the numbers on the **SUBMIT PAGE**. **You should print the SUBMIT PAGE immediately and keep it for future reference, as you will not have access to it again.** For reference, you can find a copy of it in Section 2.

1.2 Step by step guide for completing the online application

LOG ON

Go to <https://www.infrastructureop.gc.ca/mrif/>. Select your language of choice.

Infrastructure Canada

Shared Information Management System for Infrastructure (SIMSI)
Système partagé de gestion de l'information sur les infrastructures (SPGI)

Funding Program:
Programmes de financement:

Municipal Rural Infrastructure Fund
Fonds sur l'infrastructure municipale rurale

English Français

Important Notices Avis importants

You will then be presented with a login page: please enter the user id and password that was provided to you.

Infrastructure Canada

Canada

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MRIF Municipal Rural Infrastructure Fund

User Login (MRIF)

This section is for authorized users.
Please input your User Id and password to gain access.

* User Id * Password

Login

Notice - SIMSI Maintenance Window
SIMSI systems will normally be unavailable to users from 8:00 PM on Saturday until midnight on Sunday (E.S.T.). If special circumstances require access to the system during these hours, please notify the helpdesk in advance and the maintenance window will be re-scheduled.

Last Updated: 2005-11-02 [Important Notices](#)

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If this is the first time you have logged on, for security reasons the system will expire the password provided to you and you will have to create a new one. **It must be at least 8 characters.** Enter your old password once and your new password twice and click SAVE.

MRIF Menu

- ▼ Admin
- Reset Password
- ▶ Application / Project

Reset Password

1. Minimum password length is 8 characters and the maximum password length is 30 characters.
2. The first character of the password must be a letter.
3. A password history is kept for 1000 days. Passwords may not be reused within this 1000 day period.
4. Allowable characters within a password are: any letter (a-z, A-Z), any number (0-9), the following special characters \$ (dollar sign), # (pound sign), _ (underscore).

Family Name:	Applicant
Given Name:	Alberta
User Id:	applicanta
* Old Password:	<input type="password"/>
* Password (twice):	<input type="password"/> <input type="password"/>
Email (xxxx@xxxx.com):	<input type="text"/>

Back Save Reset

Now you can go to the **MRIF Menu** on the left side of the screen and click **“APPLICATION/PROJECT”**. You are ready to **register** an application.

REGISTER

Takes you to the **Register Application** page.

ONLY USE THIS SCREEN FOR NEW PROJECTS.

MRIF Menu

- ▶ Admin
- ▶ Application / Project

Welcome to the

**INFRASTRUCTURE CANADA ALBERTA
Municipal Rural Infrastructure Fund (MRIF)
Online Application and Business Case**

You are now logged on as **Alberta Applicant**

Notice - SIMSI Maintenance Window
 SIMSI systems will normally be unavailable to users from 8:00 PM on Saturday until midnight on Sunday (E.S.T.). If special circumstances require access to the system during these hours, please notify the helpdesk in advance and the maintenance window will be re-scheduled.

This database is the product of a collaborative effort between the federal government (Infrastructure Canada and Western Economic Diversification Canada (WD)) and the provincial government of Alberta.

Version: Release 2 (2.0.001)

Last Updated: 2006-03-20

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MRIF Municipal Rural Infrastructure Fund

MRIF Menu

- Admin
- Application / Project

Register Application (MRIF)

Project Title: WL-MRIF Alberta Applicant

Legal Name of Applicant/Sponsor: City of Camrose

Municipal Code/Band No.: 8600-CI-CAMR | Municipal Type: City

Street Address/P.O. Box No.: City Hall, 5204 - 50 Avenue

Town/City: Camrose | Province: Alberta | Postal Code: T4V 0S8

Continue >> | Reset

Last Updated: 2006-04-21 | [Important Notices](#)

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IF YOU ALREADY HAVE A MRIF NUMBER, YOU SHOULD SELECT THE “UPDATE” MENU OPTION.

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[MRIF Home](#) | [Prov / Terr Contacts](#) | [Important Notices](#) | [Federal Site](#) | [Logout](#)

MRIF Municipal Rural Infrastructure Fund

MRIF Menu

- Admin
- Application / Project
 - Register
 - View / Print
 - Update

Find Application/Project (MRIF)

Project Number: | Provincial Project Number: |

Applicant Keyword: City of Camrose | Region: Alberta

Project Title Keyword: | Status: |

Entry Date From (YYYY-MM-DD): | Entry Date To (YYYY-MM-DD): |

Search

Last Updated: 2006-03-10 | [Important Notices](#)

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*	Project Title	Enter a brief but descriptive name for your project.
	Legal name of the applicant	This field will already be completed for you.
*	Address, city, etc.	Update the applicant's mailing address and city/town, if incorrect as shown.
*	Postal Code	Update the Postal Code for the Applicant's address, if incorrect as shown.

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MRIF **Municipal Rural Infrastructure Fund**

MRIF Menu

- ▶ Admin
- ▶ Application / Project

Register Application (MRIF)

* Project Title		
WL-MRIF Alberta Applicant		
Legal Name of Applicant/Sponsor		
City of Camrose		
Municipal Code/Band No.		Municipal Type
8600-CI-CAMR		City
* Street Address/P.O. Box No.		
City Hall		
5204 - 50 Avenue		
* Town/City	Province	* Postal Code
Camrose	Alberta	T4V 0S8

Continue >> Reset

Last Updated: 2006-04-21

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[[Français](#) | [MRIF Home](#) | [Help](#) | [Search](#) | [Canada Site](#)]

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

AT THIS POINT, THE SYSTEM WILL ISSUE YOU A **CAMRIF** PROJECT NUMBER FOR YOUR APPLICATION. PLEASE MAKE NOTE OF THIS NUMBER FOR FUTURE REFERENCE.



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MRIF **Municipal Rural Infrastructure Fund**

Project No: 4316

Contact Information

MRIF Menu

Project Menu

Read Access

Applicant Information

Applicant Information

Contact Information

Project Information

Project Benefits

Project

Timelines and Rationale


Project Costs

Environment

View

Project Title	WL-MRIF Alberta Applicant		
Applicant	City of Camrose		
* Family Name	<input type="text"/>		
Position	<input type="text"/>		
Street Address/P.O. Box No.	<input type="text"/>		
Town/City	<input type="text"/>		
Province	Alberta		
Postal Code	* Telephone No.	Fax No.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
* Email Address	If you wish the Contact to receive an email notification upon submission of your application, please enter a valid email address for the Contact.		
<input type="text"/>	<input type="text"/>		

Microsoft Internet Explorer



Your Application Number is: 4316
Please keep it for future reference.

OK

If you need to leave the online application process and return to it at a later time, you can use this number to easily find your application by clicking "Application/Project", and then "UPDATE". Enter the number in the "project number" field and click the SEARCH button to be returned to your application.

CLICKING "CONTINUE" WILL AUTOMATICALLY SAVE YOUR INFORMATION

CONTACT INFORMATION

*	Contact name and position	Enter the Family Name and Given Name of the applicant's contact person(s) for this project and their position or title.
*	Preferred Language	Select the applicant's preferred language.
	Contact person's address, Telephone No., etc.	Enter the contact person's mailing address, if different from the applicant. Enter the telephone and fax numbers including extension numbers, etc that can be used to get in touch with the contact person.

*

E-mail address

Enter the contact person's e-mail address. Note: If this field is completed, the system will automatically send a confirmation message to the contact when the application has been successfully submitted.

Project No: 4316

Contact Information

MRIF Menu

Project Menu

Read Access

Applicant Information

Applicant Information

Contact Information

Project Information

Project Benefits

Project

Timelines and Rationale

Project Costs

Environment

View

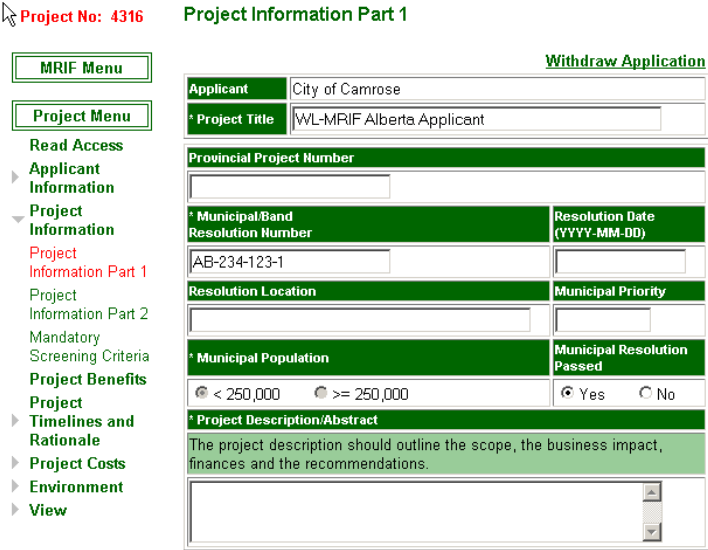
Project Title	WL-MRIF Alberta Applicant	
Applicant	City of Camrose	
* Family Name	<input type="text" value="Smith"/>	* Given Name
		<input type="text" value="John"/>
Position	<input type="text"/>	* Preferred Language
		<input checked="" type="radio"/> English <input type="radio"/> French
Street Address/P.O. Box No.		
<input type="text" value="1 Main Street"/>		
<input type="text" value="Unit 1940"/>		
Town/City		
<input type="text" value="Calgary"/>		
Province		
<input type="text" value="Alberta"/>		
Postal Code	* Telephone No.	Fax No.
<input type="text" value="T1T 1T1"/>	<input type="text" value="(123) 123-1234"/>	<input type="text" value="(123) 123-1234"/>
* Email Address		
If you wish the Contact to receive an email notification upon submission of your application, please enter a valid email address for the Contact.		
<input type="text" value="lovett.wendy@infoc.gc.ca"/>		

Prior to submitting your application/business case, please ensure that you have included all the pertinent information. Omission of required information will delay the evaluation process.

<< Previous >> Continue > Save > Submit > Reset

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

Project Information 1

	 <p>Project No: 4316 Project Information Part 1</p> <p>MRIF Menu Project Menu Withdraw Application</p> <p>Read Access</p> <ul style="list-style-type: none"> ▶ Applicant Information ▼ Project Information <ul style="list-style-type: none"> Project Information Part 1 Project Information Part 2 Mandatory Screening Criteria Project Benefits Project Timelines and Rationale Project Costs Environment View <p>Applicant: City of Camrose</p> <p>* Project Title: W/L-MRIF Alberta Applicant</p> <p>Provincial Project Number: []</p> <p>* Municipal/Band Resolution Number: AB-234-123-1 Resolution Date (YYYY-MM-DD): []</p> <p>Resolution Location: [] Municipal Priority: []</p> <p>* Municipal Population: <input checked="" type="radio"/> < 250,000 <input type="radio"/> >= 250,000 Municipal Resolution Passed: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* Project Description/Abstract: The project description should outline the scope, the business impact, finances and the recommendations.</p>
	<p>Provincial Project Number</p> <p>Please leave this field blank. For administrative use only.</p>
	<p>Municipal Band/Resolution Number, Date and Location</p> <p>Number and date of the municipal resolution approving the construction, operation and ongoing maintenance cost of the project. Please mail in a copy of the resolution to the joint secretariat office.</p>
*	<p>Municipal Priority</p> <p>Please indicate the priority level you place on each of your projects. (E.g. 1, 2, 3, etc.)</p>
*	<p>Municipal Population</p> <p>Please indicate the population of the municipality.</p>
*	<p>Municipal Resolution Passed</p> <p>Indicate if the municipality has passed a council resolution in support of the proposed project. If you indicate no then you will receive a message stating <i>"A Municipal Resolution must be passed before your project can be approved. You should ensure that this process is started."</i></p>
*	<p>Project description/ abstract</p> <p>Enter a detailed description of the project outlining the nature of the physical infrastructure to be constructed, renewed or enhanced. This description should summarize the main components of the infrastructure. The details should include the dimensions of the infrastructure (height, length, footprint); construction materials and techniques; brief description of the site (size, existing facilities, location, land ownership); the purpose of the infrastructure (what it will be used for, what sort of activities will be required to operate it, area that it directly serves, etc.).</p>

*

Project location fields:

- a) project street address
- b) project town/city
- c) project postal code
- d) project province/territory (automatically populated given province/territory or applicant entering data)
- e) project nearest intersection (if no address), and
- f) project point of interest/placename (if no nearest intersection and no street address).

Project Location

[Help on defining location information](#)

* Project Street Address Line 1	
<input type="text"/>	
Project Street Address Line 2	
<input type="text"/>	
* Project Town/City	
<input type="text"/>	
* Project Province/Territory	* Project Postal Code
Alberta <input type="text"/>	<input type="text"/>
Project Nearest Intersection or Legal Land Location	
<input type="text" value="Main and Front Street"/>	
Project Point of Interest/Placename	
<input type="text"/>	
Project Latitude (+##. #####)	Project Longitude (-##. #####)
<input type="text"/>	<input type="text"/>

[Printable Version](#)

Prior to submitting your application/business case, please ensure that you have included all the pertinent information. Omission of required information will delay the evaluation process.

<< Previous	Continue >>	Save	Submit	Reset
-------------	-------------	------	--------	-------

The project location is a key piece of information that is used by the CAMRIF program. It will be used in reporting and to provide mapping related functionality of project sites.

Ideally, the Project Street address, town/city, and postal code are required.

If this information is not available, then the nearest intersection must be provided.

If the address and nearest intersection are not available, then a project point of interest or placename is required. A point of interest could be a shopping mall, a provincial or national park, university, hospital, etc.

A point of interest is a location (with a fixed position), typically identified by name rather than an address and characterized by type, which may be used as a reference point.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

PROJECT INFORMATION 2

Project No: 4316 **Project Information Part 2**

MRIF Menu	Project Title	WL-MRIF Alberta Applicant
Project Menu	Applicant	City of Camrose
Read Access	Nature of the Project	Expansion
Applicant Information	Public-Private Partnerships	A Public/Private Partnership Project involves a private corporation that is proposing to build infrastructure for public use or benefit. For these projects, please provide information on the Private partner who is involved in the project. <input checked="" type="radio"/> Yes (Complete Schedule A) <input type="radio"/> No
Project Information	Joint Project	A Joint Project directly involves another municipality, First Nation, or Not for Profit Organization contributing funds to the project, i.e., it is an 'inter-municipal' project. For these projects, please provide information on the Joint applicant. <input checked="" type="radio"/> Yes (Complete Joint Application) <input type="radio"/> No
Project Information Part 1	Primary Project Type	Wastewater treatment systems
Project Information Part 2	Description of Other Project Type	When an 'other' project type selection is made (for example, 'CU-Other cultural Infrastructure that meet the category objectives'), please describe this type more fully in the space provided. Wastewater Treatment system
Mandatory Screening Criteria	% of Net Eligible Costs to this Project Type?	100 (###.##%)
Project Benefits	Secondary Project Type 1	
Project		
Timelines and Rationale		
Project Costs		
Environment		
View		

*	Nature of project	Select the appropriate menu item from the drop down box to indicate whether the project is an expansion (material enhancement), renewal (renovation, but not routine maintenance or repairs) or new construction.
*	Public/Private Partnerships	<p>Indicate whether a private sector (non-government) organization is providing funding for the project. A Public/Private Partnership involves a private corporation that is proposing to build infrastructure for public use or benefit. For these projects, please provide information on the partner who is involved in the project.</p> <p>This section is used to capture partnerships. Your partnership may not meet the exact definition of an alternative funding arrangement, but should be captured here anyway. Regardless of the nature of the partnership, please complete all the necessary information to the best of your ability.</p> <p>If you select YES, you must click the link beside it to take you to the Public/Private Partnership screen and complete the details required on Schedule A.</p>

Public/Private Partnership

Alberta
GOVERNMENT OF ALBERTA

Canada

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MRIF Municipal Rural Infrastructure Fund

Project No: 4316 Schedule A

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Public/Private Partnerships

General Information

Project Title WL-MRIF Alberta Applicant
Applicant City of Camrose
* Legal Name of Private Sector Partner
Business Number
* Street Address/P.O. Box No.
Town/City
* Province * Postal Code
Contact Information
* Contact Family Name

*	Legal Name of Private Sector Partner	Provide the legal name of the partner.
	Business Number	Enter the Canada Customs and Revenue Agency Business Number
*	Address Information	Enter the address, city, province, postal code, contact person, phone, fax and e-mail address
*	Contact Name	Enter the family and given names of the contact person.
*	Contact Phone, Fax and Email Address	Enter the requested information
*	Ownership and status of corporation	Describe the ownership of the corporation (e.g., private, public) and its legal status.
*	Date corporation established	Provide the date the corporation commenced operations. YYYY/MM/DD format.
*	Current number of employees	Provide the number of employees currently employed directly by the corporation.
*	Main lines of business	Provide a description of the corporation's core business activities. Include their main geographic area(s) of operation.
*	Corporation history	Provide a brief description of the corporation's history, particularly as it relates to the proposed public-private partnership.
*	Management capabilities	Provide a brief description of the corporation's experience with managing public-private partnerships.
*	Rationale for Funding	Indicate why this funding is required and how it will advance the completion of the project.
CLICK THE "BACK" BUTTON TO SAVE AND RETURN TO THE PREVIOUS SCREEN (PROJECT INFORMATION 2)		
*	<u>JOINT PROJECT Applicant Information (If you clicked Yes to the Joint Project question)</u>	Indicate whether this project is being undertaken jointly with a Non-Governmental Organization, a Non-Profit Organization, another local government or a First Nations band. If the response is Yes, then you must click the link to

provide the joint organization's name, address, contact name, phone number and postal code.

The screenshot shows the MRIF web application interface. At the top, there are logos for Alberta and Canada. Below the logos are navigation menus for Français, Contact Us, Help, Search, and Canada Site. A secondary menu includes MRIF Home, Prov / Terr Contacts, Important Notices, Federal Site, and Logout. The main header identifies the site as MRIF - Municipal Rural Infrastructure Fund. The page title is "Project No: 4316 Joint Project Applicant Information". On the left is a sidebar menu with options like MRIF Menu, Project Menu, Read Access, Applicant Information, Project Information, Project Information Part 1, Project Information Part 2, Schedule A, Joint Project Applicant, Mandatory Screening Criteria, Project Benefits, Project Timelines and Rationale, and Project Costs. The main content area contains a form with the following fields: Project Title (WL-MRIF Alberta Applicant), Applicant (City of Camrose), Address (Birch Hills County, City of Leduc), Applicant Name (with a search dropdown), Contact Family Name, Contact Given Name, Street Address/P.O. Box No., and Town/City. There are "Add" and "Delete" buttons below the address field.

* Applicant Name	Search for or Enter the legal name of the applicant or organization
Contact Name	Enter the contact person's given and family names
Address Information	Enter the address, city, province, and postal code, of the legal joint project applicant. Please note: TOWN/CITY is a mandatory field.
Contact Information	Enter the Contact person's phone, fax and e-mail address

CLICK THE "SAVE" BUTTON TO SAVE THE INFORMATION. IF YOU HAVE MORE THAN ONE JOINT PROJECT APPLICANT, YOU CAN ENTER ANOTHER ONE NOW BY REPEATING THE PREVIOUS STEPS AND CLICKING "SAVE" AGAIN.

ONCE YOU HAVE ENTERED ALL JOINT PARTNERS, CLICK THE "BACK" BUTTON TO SAVE AND RETURN TO THE PREVIOUS SCREEN TO COMPLETE THE REMAINING INFORMATION (PROJECT INFORMATION Part 2)

* Project type	Select the type of project from the drop down menu. Refer to Section IV of the Application Form Guidelines- Eligible Projects for a list of project types.
Description of Other Project Type	If you selected one of the "OTHER" project types, you must complete this box to describe the type of project

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

Mandatory Screening Criteria	This page contains questions pertaining to the main policy
------------------------------	--

objectives of the CAMRIF. The responses provided will be used in the assessment of the application.

Please note that the Mandatory Screening Criteria page will be different for each set of project types.

Project No: 4316 **Mandatory Screening Criteria**

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Project Menu	Applicant	City of Camrose

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 - Project Benefits**
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Category: Waste Water

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.

<p>* The Project will reduce effluent contaminants, including toxics, in wastewater treatment plant output.</p> <p>Project Meets or Exceeds: <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> C</p>
<p>* In the case of a Project where the resulting Infrastructure will serve a commercial operation, this business case must provide for full cost recovery. If full cost recovery is not possible, this case must provide for alternative strategies for recovery.</p> <p>Project Meets or Exceeds: <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> C</p>

* **Mandatory Screening Item**

For each item, indicate if your project meets or exceeds the screening item, and describe how it meets or exceeds the screening item.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

PROJECT BENEFITS

Indicate how the proposed project will support the objectives and identify specific benefits and the measures to be used in assessing results. Choose at least one and at most five benefits for your project. For a definition of benefits, click the link at the top of the screen "[Identifying and Measuring Benefits](#)".

You must enter the expected change in the appropriate numerical value indicated in brackets next to the benefit. Please note: you will be required to report on these benefits in your progress and final reports. For more information on this, click the link "[Selecting Benefits](#)" or scroll to the bottom of the page.

they are expected to be completed is required for projects that will take longer than one year to complete or are of a complex nature. Dates should be in YYYY/MM/DD format.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

PROJECT RATIONALE

* **Project Description - Abstract**

Note: This is the same description as on the Project Information Part 1 page, and will be carried over from that page.

The project description should outline the scope, the strategic alignment, business impact, finances and the recommendations.

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



* **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 players (stakeholders).

* **How does it address the problem stated in Section 2 of the CAMRIF Agreement - "Project Rationale"?**

This section should indicate how the project would improve or fix the problem stated in Section 2 of the CAMRIF Agreement. It should explain why Federal - Provincial/Territorial funding is required to enable the project 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

		local development plan for the community and b) how the project will affect the social, economic and/or natural environment of the municipality.
*	Describe the location where the project will take place.	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 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.
*	Who will benefit from the project?	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.
*	When do you anticipate a realization of these benefits?	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.
*	Describe any innovative technology that will be employed during the realization of the project.	Provide details on the technology to be incorporated in to 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.
*	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 on going management. 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).
SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN		
	<u>ELIGIBLE COSTS</u>	Figures in this column should represent the total costs associated with the project for each given cost category. A complete description of the categories of eligible costs is detailed in Section 6 of the online application.

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MRIF **Municipal Rural Infrastructure Fund**

Project No: 4316 **Eligible Costs**

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 - Other Project Financing
- ▶ Environment
- ▶ View

Project Title	WL-MRIF Alberta Applicant
Applicant	City of Camrose

	Amount:
Eligible Costs	125,000.00
Other:	Amount:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Net Eligible: 125,000.00



[Printable Version](#)

Prior to submitting your application/business case, please ensure that you have included all the pertinent information. Omission of required information will delay the evaluation process.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

INELIGIBLE COSTS

Ineligible costs (borne by applicant) - Enter any ineligible costs in this section. Refer to Section 7 - Ineligible Costs, for more information.

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MRIF **Municipal Rural Infrastructure Fund**

Project No: 4316 **Ineligible Costs**

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Project Title	WL-MRIF Alberta Applicant
Applicant	City of Camrose

	Amount:
Ineligible Costs	150,000.00
Other:	Amount:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Total Ineligible Costs: 150,000.00

[Printable Version](#)

Prior to submitting your application/business case, please ensure that you have included all the pertinent information. Omission of required information will delay the evaluation process.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

COST BREAKDOWN

At the top of this page, indicate the Municipal, Provincial, Federal, Other Federal (eg. gas tax), Other (eg. AMIP), and

Ineligible Shares. The system will then populate the totals and the percentage of Total Project Costs fields

Project No: 4316

Cost Breakdown

MRIF Menu

Project Title	WL-MRIF Alberta Applicant		
Applicant	City of Camrose		
Net Eligible:	Ineligible:	Total Net Project Cost:	
125,000.00	150,000.00	275,000.00	

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 - Other Project Financing
 - ▶ Environment

Cost Breakdown	Costs(\$)	% of Total Project Costs
* Municipal Shares	25,000.00	9.09
* Provincial Shares	25,000.00	9.09
* Federal Shares	25,000.00	9.09
* Other Federal Shares	25,000.00	9.09
* Other Shares	25,000.00	9.09
* Ineligible Shares	150,000.00	54.55
Total Project Costs	275,000.00	100

Proposed Financing of Total Costs:

All estimated costs must be broken down by the provincial government fiscal year (April 1 - March 31).

Based on the estimate of total project costs in the previous screen, provide a fiscal year-by-fiscal year estimate of the financing required to complete the project. Fill in the total line, and the system will calculate the federal and provincial amounts, using the percentages calculated in the previous section of the page.

Other federal funding is funding received from another federal program, other than CAMRIF (eg. gas tax).

If the "other federal" is specified the source department or program must be specified in the **Specify Other Federal Funding Source** field

Proposed Financing of Total Costs:

Please enter the total project costs by fiscal year in order for the Provincial and Federal amounts to be calculated for each year. All estimated costs must be broken down by the fiscal year (April 1 - March 31) in which it is anticipated the costs will be incurred.

Share	2006-07	2007-08	2008-09	2009-10	Total
Total	68,750.00	68,750.00	68,750.00	68,750.00	275,000.00
Provincial share	6,250.00	6,250.00	6,250.00	6,250.00	25,000.00
Federal share	6,250.00	6,250.00	6,250.00	6,250.00	25,000.00

Specify Other Federal Funding Source: Private Funding from Oil Sands Project

Prior to submitting your application/business case, please ensure that you have included all the pertinent information. Omission of required information will delay the evaluation process.

<< Previous Continue >> Save Submit Reset

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

OTHER PROJECT FINANCING

Project No: 4316

Other Project Financing

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Project Title	WL-MRIF Alberta Applicant
Applicant	City of Camrose
* Funds Being Borrowed to Finance this Project?	
<input type="radio"/> Yes (provide name & address of financial institution)	<input checked="" type="radio"/> No
* Funds from other Provincial/Territorial Programs?	
<input type="radio"/> Yes (provide amount requested and name of program)	<input checked="" type="radio"/> No
* Funds from other Federal Programs?	
<input type="radio"/> Yes (provide amount requested and name of program)	<input checked="" type="radio"/> No
Other Funding?	
<input type="radio"/> Yes (describe)	<input checked="" type="radio"/> No
Source of Applicant Funding	
Albert Oil Sands	

*	Funds being borrowed to finance this project?	Indicate whether funds will be borrowed to finance this project. If yes, indicate the name and address of the financial institution(s) that will provide the loan.
*	Funds from other Provincial Programs?	Has an application been made to receive funding for this project from a separate provincial program? If so, indicate the amount of funding that was requested and the name of the program (eg. AMIP).
*	Funds from other Federal Programs?	Has an application been made to receive funding for this project from a separate federal program? If so, indicate the amount of funding that was requested and the name of the program
*	Other Funding?	Are you receiving funds from any other sources not already named and described? If yes, indicate the source and the amount.
*	Source of Applicant Funding	Indicate the source of the Applicant funding

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

FEDERAL ENVIRONMENTAL ASSESSMENT

See Section 1.3 of this document for complete details. This checklist must be completed in full. **Please answer every question.**

All approved projects must meet all applicable federal and provincial legislations and standards. Following approval of CAMRIF funding, you will be notified whether or not an environmental assessment is required for your project. In the event that an EA document is required, you will be provided with additional information regarding the structure, content and the number of copies you will need to submit.

Project No: 4316

Environmental Assessment

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- ▶ Project Costs
- ▶ Environment
 - Environmental Assessment
- ▶ View

The following information is needed to determine whether the proposed project will require an environmental assessment (EA) in accordance with the Canadian Environmental Assessment Act. If so, 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 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 your project is being considered for MRIF funding. Details of the requirement for an EA will be provided at that time.

Project Title	WL-MRIF Alberta Applicant
Applicant	City of Camrose

I. Projects Excluded From Consideration Under The Act

The following types of infrastructure projects are excluded from an environmental assessment. If the proposed project matches the definition of an excluded project, indicate the applicable Exclusion List Regulation by selecting 'Yes' for the applicable exclusion item below.

*1	The proposed maintenance or repair of an existing physical work. (ELR#1)	<input type="radio"/> Yes <input type="radio"/> No
*2	The proposed construction or installation of a building with a footprint of less than 100m ² and a height of less than 5m that would not: a) Be carried out in or on or within 30m of a water body; and b) Involve the likely release of a polluting substance into a water body. (ELR#3)	<input type="radio"/> Yes <input type="radio"/> No
*3	The proposed construction, installation, expansion or	<input type="radio"/> Yes <input type="radio"/> No

BEFORE YOU CLICK THE SUBMIT BUTTON, PLEASE ENSURE ALL INFORMATION IS CORRECT. ONCE YOU HAVE SUBMITTED AN APPLICATION AND THE SYSTEM HAS ACCEPTED IT, YOU CANNOT GO BACK IN AND MODIFY IT.

Once you have completed this page, click the **SUBMIT** button at the bottom of the screen. The system will validate your application.

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MRIF Municipal Rural Infrastructure Fund

Project No: 4316 **Application Error(s)**

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- Submission Errors**

The following mandatory information was missing at the time of submitting your application. Please provide the information and click the submit button to submit your application again.

Project Title	WL-MRIF Alberta Applicant
Applicant	City of Camrose

Page name:	Description:
Project Rationale	Describe any innovative technology that will be employed during the realization of the project Cannot Be Empty
Project Rationale	What are the significant project risks and what is your strategy to mitigate those risks Cannot Be Empty
Project Rationale	When do you anticipate a realization of these benefits Cannot Be Empty
Project Rationale	Who will benefit from the project Cannot Be Empty
Environmental Assessment	Environmental Assessment Checklist (Section 1) incomplete

After you have corrected the errors noted above, please click the Submit button in order to Submit your application again.

Submit

Last Updated: 2006-03-20

[Important Notices](#)

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If you have missed any mandatory fields, you will get an error message showing you what information needs to be completed. Click on the link in the message and it will take you to that screen. Once you have completed the information, you can click SUBMIT again.

SIMSI Submit Page

Thank you for submitting your application to the Canada-Alberta Municipal Rural Infrastructure Fund (CAMRIF). Now that you have completed the online application, it is necessary for you to **finalize** the process with the following steps:

1. We suggest that you **PRINT THIS PAGE FOR YOUR REFERENCE** by clicking the PRINT button on your Internet browser. You will not have access to this page once you print your application and it contains valuable information for future reference.
2. You must also print the completed Application Form, sign it and submit it to the Program Office. To do this, go to the left side of your screen, select **APPLICATION/PROJECT** and then select **VIEW/PRINT**. Enter your **SIMSI project number (example # 4316)** into the **PROJECT NUMBER** field at the top left of the data entry box and click the **SEARCH** button. A separate window will open with a copy of your completed application. You can now click the **print button** on your browser to print your application.
3. **Please quote your project number when sending in supporting documentation** to the following address:

CAMRIF Program
2nd, Floor, Twin Atria
4999 – 98 Avenue
Edmonton, Alberta T6B 2X3

Phone 1-800-396-0214 toll free or, (780) 422-1151
Fax: (780) 427-5505

Please send the Signed Application along with a supporting Municipal Council Resolution authorizing or endorsing the

If your application is successful, you will receive a page indicating your application was successfully submitted. This page will provide you with the instructions to complete the application process. You should **PRINT THIS PAGE IMMEDIATELY**. It contains valuable contact information and will not be displayed again.

1.3 The Federal and Provincial Environmental Assessment Processes in Alberta

Projects approved for funding under CAMRIF may fall under the Canadian Environmental Assessment Act (CEAA), and Alberta's Environment Act. As such, all project descriptions must be reviewed to ensure that the project or related physical activities do not result in unacceptable environmental effects.

Projects must meet all applicable federal and provincial environmental legislations and standards. It is the applicant's responsibility to ensure that all approvals and Permits are obtained.

Canadian Environmental Assessment Act (CEAA):

Purpose of the Federal Environmental Assessment Checklist

Completing the checklist will assist program staff in determining whether your project is excluded from the CEAA process or whether an environmental assessment document will be required. It is important to answer each question on the checklist either "yes" or "no".

In the event that further information is required, you will be required to provide this information.

Excluded & Non-Excluded Projects:

Certain types of projects that have an insignificant impact on the environment may be excluded from an environmental assessment under the Act. The CEAA Exclusion List Regulations specify certain types of projects that have insignificant environmental effects and do not require an environmental assessment. For more information on the Act, please refer to the website at www.ceaa-acee.gc.ca and the Exclusion List Regulations at <http://www.ceaa.gc.ca/013/0004/SOR94-639.txt>.

Examples of projects that may be excluded under certain circumstances include:

- Maintenance and repair of existing physical works such as buildings, roads, water and waste-water facilities;
- Minor modification of existing buildings;
- Construction of ramps, doors and handrails to facilitate wheelchair access, fences, sidewalks and small parking lots;
- Modifications of existing roads using the existing rights of way;
- Demolition of small buildings.

Projects that are not excluded under CEAA will require the development of an environmental assessment (EA) document that identifies environmental impacts associated with the proposed project and mitigation measures to address the impacts.

NOTE:

- Approval of CAMRIF funding is conditional upon completion of the Environmental Review Process.
- Successful applicants must agree to adhere to mitigation requirements as may be specified in the Environmental Assessment document.
- Commencement of construction prior to completion of the Environmental Review Process may result in the project being ineligible for funding under the Program.

If you have any questions regarding the Environmental Review Process and CAMRIF, please contact the Canada-Alberta Municipal Rural Infrastructure Fund Secretariat at: toll free 1-800-396-0214 or (780) 422-1151 or view the CAMRIF website.

Section 2 – Contact Information:

If you need help with the on-line application...

... Please contact the SIMSI help desk.

- You may call the toll free 1-866-721-2205 help line, open Monday to Friday from 6:00 am to 8:00 pm Eastern Standard Time
- Or you may send the help desk an e-mail at the following address: simsi.oiccc@cgi.ca
- They will be able to help you with technical questions regarding how to submit your electronic application.

If you need help determining the content of your CAMRIF application...

...Please contact the Canada-Alberta Municipal Rural Infrastructure Fund Secretariat at 1-800-396-0214 or (780) 422-1151

Please mail all copies of the signed application/Business Case form, Council Resolution and the supporting documents to:

**Canada-Alberta Municipal Rural Infrastructure Fund Secretariat
2nd Floor, Twin Atria 1
4999 - 98th Avenue
Edmonton, Alberta T6B 2X3**