

# CANADA-ALBERTA MUNICIPAL RURAL INFRASTRUCTURE FUND (CAMRIF)

## INFORMATION AND GUIDELINES

This communication is available in French upon request.  
Cette information est aussi disponible en français, sur demand.

### INTRODUCTION

These Guidelines have been developed to assist municipalities make application to the Canada-Alberta Municipal Rural Infrastructure Fund. The Agreement between the provincial and federal governments was signed on April 19, 2006 and will run for the next four years

The purpose of CAMRIF is to improve urban and rural municipal infrastructure. The CAMRIF objectives include improving Canadians' quality of life through investments that:

- Enhance the quality of Canada's environment
- Support long-term economic growth
- Improve community infrastructure
- Build 21<sup>st</sup> century infrastructure through best technologies, new approaches and best practices.

Funding priorities for CAMRIF are water and wastewater systems, solid waste systems, energy improvement, infrastructure supporting local transportation, specialized transit, recreational, cultural, tourism, and connectivity projects. Emphasis will be put on green infrastructure with 55% of funding committed to Green Projects. Also, in order to encourage the use of integrated asset management, 1% of CAMRIF funding is committed to municipal capacity building projects.

Canada and Alberta agree that local governments know the infrastructure needs that will contribute most to the quality of life of their communities. Working in co-operation with local governments and the private sector will maximize the use of resources and expertise to the benefit of Albertans.

CAMRIF will be administered by a Management Committee whose membership will include two federal, two provincial and two municipal representatives.

### DEFINITIONS

**INFRASTRUCTURE** - means fixed capital assets in Canada for public use or benefit.

**PROJECT** - means a proposed Infrastructure Project that receives approval for implementation under CAMRIF.

**ELIGIBLE APPLICANT** - is any local government proposing an Infrastructure Project. "Local government" is defined as any city, town, village, municipal district, county, improvement district, special area, or Métis Settlement in Alberta. Consortiums of local governments and non-governmental organisations whose application is submitted and signed jointly with a local government are also eligible applicants

**GREEN PROJECTS** – means local Infrastructure Projects that:

- a) in the opinion of Canada and Alberta, improve the quality of the environment and contribute to clean water, soil and air: and
- b) fall in to one of the following Schedule A categories: water and wastewater, solid waste, public transit or energy efficiency.

### **FUNDING FORMULA**

Funding Allocations			
	Canada	Alberta	Municipal
<b><u>Cities of Edmonton and Calgary (20%)</u></b>	<u>17,600,000</u>	<u>17,600,000</u>	<u>17,600,000</u>
<b>Segment Total</b>	<b>17,600,000</b>	<b>17,600,000</b>	<b>17,600,000</b>
<b><u>All Other Municipalities (78%)</u></b>			
<b>Water and Wastewater (26% Minimum)</b>	22,880,000	22,880,000	22,880,000
<b>Transportation (26% Minimum)</b>	22,880,000	22,880,000	22,880,000
<b>Other (26% Maximum)</b>	<u>22,880,000</u>	<u>22,880,000</u>	<u>22,880,000</u>
<b>Segment Total</b>	<b>68,640,000</b>	<b>68,640,000</b>	<b>68,640,000</b>
<b><u>Special Projects Funding (1%)</u></b>			
<b>Municipal Capacity Building (1%)</b>	<u>880,000</u>	<u>880,000</u>	<u>880,000</u>
<b>Segment Total</b>	<b>880,000</b>	<b>880,000</b>	<b>880,000</b>
<b>TOTAL INFRASTRUCTURE PROJECT ALLOCATION</b>			
	<b>87,120,000</b>	<b>87,120,000</b>	<b>87,120,000</b>
Administration (municipalities will not contribute to administrative costs)	<u>880,000</u>	<u>880,000</u>	
<b>TOTAL ALLOCATION</b>	<b>88,000,000</b>	<b>88,000,000</b>	<b>87,120,000</b>

## **FUNDING CATEGORIES**

### **Water and Wastewater**

- The construction, restoration, or improvement of water and wastewater systems and water management systems, including joint and regional systems.

### **Transportation**

- The construction, restoration, or improvement of local transportation infrastructure, such as urban transit, roads, bridges, tunnels, and intelligent transportation systems technology.
- The enhancement of public transit, which includes specialized transit.

### **Other**

- The construction, restoration, or improvement of solid waste management and recycling facilities, and capital expenditures to retrofit or improve the energy efficiency of buildings and facilities owned by local governments.
- The construction, restoration or improvement of cultural and recreational and tourism facilities, such as local museums, designated local heritage sites, other cultural assets such as art galleries, performing arts facilities, fields, parks, fitness trails, playgrounds cultural/community centres, recreational and sports facilities, and libraries.
- Connectivity projects, such as high-speed access for local public institutions such as schools, museums, and libraries, community centres or municipal buildings.

## **SPECIAL PROJECTS FUNDING**

### **Municipal Capacity Building (MCB)**

The MCB component of CAMRIF is intended to improve the capacity of municipalities to implement modern and innovative life-cycle management plans for their infrastructure assets. Projects under MCB will fall into one the following three (3) general categories:

#### **Asset Management Approaches**

- The development of an inventory of infrastructure assets, including the location, book value, condition and expected lifespan.
- The determination of life-cycle costs of municipal infrastructure to assist the decision making process by factoring in maintenance, repairs, rehabilitation, and lease costs, etc.
- The implementation of innovative methodologies, and/or technologies, to support decision making processes, to reduce maintenance costs, and/or to extend lifespan of infrastructure assets.

### Demand Management Approaches or Strategies

- The implementation of demand management strategies to assist in the municipal decision making process, such as;
  - The establishment of benchmarks.
  - Recognition of trends and development of corrective measures.
  - The use of incentives, such as user fees.
  - Analysis to determine least cost or infrastructure optimization.
  - Provide alternatives to new capital investments.
- Assess municipal capacity for static or dynamic growth in terms of the operation or functionality of existing or proposed infrastructure.
- Establish a guideline for minimum levels of service to support the planning and decision making process.
- Develop a tool to determine the actual requirements for public infrastructure of growing communities to assist municipalities in avoiding over development.

### Training

- Training to ensure that the knowledge and the tools developed can be maintained on a long-term basis by the proponent.
- Training at various levels (technical, administrative, elected officials) on asset management processes, benefits, tools, etc.
- Training on the technologies that are appropriate to the size and geographical location of communities, and that support integrated asset management.

In order to ensure the implementation of an MCB project is cost effective, recipients of approved projects will be encouraged, where appropriate, to use existing commercially available tools.

### **FUNDING ALLOCATION**

Canada and Alberta will be distributing funding for this program as follows:

Fiscal Year	2006-2007	2007-2008	2008-2009	2009-2010	Total
Alberta	\$15 million	\$30 million	\$30 million	\$13 million	\$88 million
Canada	\$15 million	\$30 million	\$30 million	\$13 million	\$88 million

**TIME FRAME****Call for projects**

There will be a minimum of two calls for projects:

First Call	April 24 2006	Deadline for submission	July 31 2006
Second Call	April 15 2007	Deadline for submission	July 31 2007

***The following dates must be adhered to:***

Deadline for Project Construction	March 31, 2010
Deadline for Claim Submission	March 31, 2011

***NOTE:***

***Project must start within 6 months of official project approval.***

Claims should be submitted immediately after payment has been made to the contractor.

**PROJECT SELECTION CRITERIA**

This section applies to all projects submitted under this program.

Eligible Projects must be the construction, renewal, expansion, or material enhancement of a publicly or privately owned facility for public use or benefit.

On the Business Case you are required to demonstrate the following:

- How the proposed Project is situated within, and advances, the sponsoring Local Government's development plan(s);
- How the proposed Project contributes to environmental, economic, community and innovation objectives specified in this Agreement;
- How Canada's and Alberta's financial support is required to enable the implementation, enhance the scope, or accelerate the timing of the proposed Project;
- How the Applicant intends to comply with the applicable environmental assessment requirements of the Agreement;
- Confirm that the Project uses the best available, economically feasible, technology.

## **PROJECT RANKING CRITERIA**

How will my projects be ranked?

The submitted projects will be reviewed and ranked by the CAMRIF Secretariat against the mandatory screening criteria and the ranking criteria set out in Schedule A and A-1 in the CAMRIF Agreement. Applicants will be advised of any additional information that is required. Projects suitable for funding will be recommended to the Management Committee. The information presented in the required Business Case will influence the recommendation for each project, so it is important that a comprehensive and meaningful Business Case accompany your application.

Applicants that are successful will be advised by the CAMRIF Management Committee. It is anticipated that the first review will be completed by December 2006 and applicants will then be advised of the status of their projects.

## **INFRASTRUCTURE OWNERSHIP**

Unless otherwise agreed to by CAMRIF Management Committee, the recipient will retain title to, and ownership of, the infrastructure resulting from the project for the provision of municipal services and programs for at least ten (10) years after project completion. In the event that, at any time within ten (10) years from the date of completion of the project, the recipient sells, leases, encumbers in a manner that leads to the loss of title, or otherwise disposes of, directly or indirectly, any assets, constructed, rehabilitated or improved, in whole or in part, with funds contributed under the terms of the Contribution Agreement signed between Alberta and the applicant, other than to Canada, Alberta, a local government, or a crown corporation of Alberta, the recipient hereby undertakes to repay Alberta, on demand, a proportionate amount of the funds contributed as follows:

Where the Project asset is sold, leased, encumbered in a manner that leads to the loss of title or disposed of:	Return of contribution (in current dollars)
Within 2 Years after Project completion	100%
Between 2 and 5 Years of Project Completion	55%
Between 5 and 10 Years after Project Completion	10%

At any time during the ten (10) years following the date of completion of the Project, the Applicant agrees to notify CAMRIF Management Committee in writing immediately upon becoming aware of any transaction triggering the above-mentioned repayment.

## **PROJECT COSTS**

### **Eligible Costs**

Eligible Costs are all direct costs which:

- a) In Canada's opinion, are properly and reasonably incurred;
- b) Are paid by a Recipient and no other person; and
- c) Are paid under a Contract for goods or services necessary for the implementation of an Infrastructure Project.

Eligible Costs may only include:

- a) The costs incurred after the signing of the CAMRIF Agreement;
- b) The capital costs of acquiring, constructing or renovating a fixed capital asset;
- c) The fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a Project Infrastructure asset and related facilities and structures;
- d) The costs of environmental assessments and follow-up programs as required by the *Canadian Environmental Assessment Act* and Alberta's *Environmental Protection and Enhancement Act*, R.S.A. 2000, c. E-12;
- e) The costs of any public announcement and official ceremony, or of any temporary or permanent signage; and
- f) Other costs that are direct and necessary for the successful implementation of a Project and that have been approved in advance, and in writing, by the Management Committee.

### **MCB Eligible Costs**

In addition to the overall project eligible costs, MCB eligible costs are all direct costs which:

- a) In Canada's opinion, are properly and reasonably incurred;
- b) Are paid by a Recipient and no other person; and
- c) Are paid under a Contract for goods or services necessary for the implementation of an MCB Project.

MCB eligible costs may only include incremental costs of the MCB component including:

- a) The costs incurred after the signing of the CAMRIF Agreement;
- b) The costs of any public announcement and official ceremony, or of any temporary or permanent signage related to integrated asset management initiatives;

- c) The costs of software acquisition and implementation related to integrated asset management initiatives;
- d) The costs of planning, evaluation, development and feasibility studies related to integrated asset management initiatives;
- e) The costs of travel and training related to integrated asset management initiatives;
- f) The costs of salaries and other employee benefits of employees of the Recipient engaged in integrated asset management initiatives;
- g) The costs of adapting methodologies and technologies for the implementation of an integrated asset management system;
- h) The costs of surveying, developing and utilizing an inventory that promotes integrated asset management; and
- i) Any other costs that are direct and necessary for the successful implementation of a Project and that have been approved in advance, and in writing, by the Management Committee.

#### **Ineligible Costs (Including MCB)**

Costs related to the following are not eligible:

- a) Costs incurred before the signing of the CAMRIF Agreement;
- b) Services or works that, in the opinion of the Management Committee, are normally provided by the Recipient or a related party;
- c) Salaries and other employment benefits of any employees of the Recipient;
- d) 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;
- e) Costs of feasibility and planning studies, except the costs of planning, evaluation, development and feasibility studies related to integrated asset management initiatives funded under MCB;
- f) The Goods and Services Tax and all other costs eligible for rebates;
- g) Costs of land or any interest therein, and related costs;
- h) Financing charges and interest costs;
- i) Cost of leasing of equipment by the Recipient;
- j) Legal fees; and
- k) Routine repair and maintenance costs.

## **ENVIRONMENTAL REQUIREMENTS**

Prior to approval, every project is screened to assess potential adverse environmental impacts that may result from its construction and operation. If environmental mitigation steps are required prior to and/or during construction in order for the project to proceed, then the recipient is made aware of these requirements through an Environmental Screening Report that is attached to the formal letter advising of Project Approval. When a project is completed, the recipient is required to provide an environmental mitigation report describing the actual mitigation steps taken.

**\* Always ensure that the person responsible for overseeing the construction activity has a copy of the Environmental Screening Report, and that they understand that they must provide an environmental report at project completion.**

\* For additional information regarding the environmental requirements of projects approved under CAMRIF, please visit [www.camrif.ca](http://www.camrif.ca) and choose the Environmental Assessment link.

## **AUDIT**

The applicant must ensure that proper and accurate accounts and records, including invoices, statements, receipts and vouchers, are kept for at least three (3) years after termination of the CAMRIF Agreement and will, upon reasonable notice, make them available to Alberta or Canada for inspection or audit.

The objective of the audit is to provide reasonable assurance that funds were expended in accordance with the CAMRIF Agreement. The audit is to include a review of the nature and extent of supporting documentation, assessment of accuracy of claim information, verification of proper authorizations and such other due diligence reviews as appropriate.

## **PROJECT TENDERING**

All Contracts for the implementation of Projects will be tendered publicly and awarded in a way that is transparent, competitive, and consistent with value for money principles.

If a public tender is not feasible, then permission from the Director, CAMRIF Secretariat to go to invitational tender is required and at least three bids must be solicited.

At some point you may be required to provide sufficient evidence that a fair and competitive bidding process was undertaken for the construction of your project.

## **APPLICATION PROCESS**

### **Application and Business Case Forms**

The application process under CAMRIF is comprised of two components: the application and the business case. The project application form provides general information about the applicant and the proposed project required to determine eligibility for funding under CAMRIF. The business case describes the scope of the project in greater detail and how the proposed project meets program mandatory and ranking criteria.

### **When do I apply?**

CAMRIF will be issuing a minimum of two calls for project applications. The first call for projects will take place from April 24, 2006 to July 31, 2006. The second call for projects will be initiated April 15, 2007 and will conclude July 31, 2007.

There will be only one call for projects that fall into the Municipal Capacity Building category, and that will run from April 24, 2006 to July 31, 2006.

### **How do I apply?**

The primary method of application with CAMRIF is via the on-line application interface accessible from the CAMRIF website. Please go to [www.camrif.ca](http://www.camrif.ca) and use the link to the application page. Your User ID and Password required to log on to the application page were included in the CAMRIF information package that was mailed to you. If you did not receive the User ID and Password, please call the Canada-Alberta Municipal Rural Infrastructure Fund Secretariat at: **Toll free 1-800-396-0214** or **(780) 422-1151**.

***Please remember to submit a signed copy of the application/business case and your council resolution to the Program Secretariat in addition to the online application.***

If you are unable to apply online, you may also print the application forms from the website, or if internet access is not available you may request the forms from the CAMRIF Secretariat by calling **Toll free 1-800-396-0214** or **(780) 422-1151**.

### **Where do I apply to?**

Applications and supporting documentation can to be mailed to:

**Canada-Alberta Municipal Rural Infrastructure Fund  
2<sup>nd</sup> Floor, Twin Atria  
4999-98 Avenue  
Edmonton, Alberta T6B 2X3**

## **COMMUNICATIONS**

In the spirit of cooperation and partnership, CAMRIF recipients are required to coordinate key communications events with Alberta and Canada. Events undertaken jointly with Canada, Alberta, and the applicant provide greater opportunities for open, effective and proactive communications. Applicants are required to request the approval from the Management Committee of any communications events at least 28 days prior to the event, and the event should take place on a date and at a location agreed to by all parties. Sufficient advance notice of events is also required so that Canada and Alberta can designate representatives to participate in the event.

If an appropriate location adjacent to the project is available, the CAMRIF Secretariat will provide temporary signage for the recipient to install indicating that the project is being funded under CAMRIF.

## **PROGRAM MANAGEMENT**

A Management Committee comprised of Federal, Provincial, and Local Government members from Alberta Urban Municipalities Association and Alberta Association of Municipal Districts & Counties will review each project.

Appointments are as follows:

Provincial Co-Chair	Rob Penny	Assistant Deputy Minister Transportation and Civil Engineering Alberta Infrastructure & Transportation
Provincial Member	Winnie Yiu-Young	Assistant Deputy Minister Policy & Corporate Services Alberta Infrastructure & Transportation
Federal Co-Chair	Doug Maley	Assistant Deputy Minister Alberta Region Western Economic Diversification
Federal Member	Gary Webster	Assistant Deputy Minister Regional Integration Transport, Infrastructure and Communities
Municipal Representative	Dorothy Moore	Mayor, Town of Didsbury Alberta Urban Municipalities Association (AUMA)
Municipal Representative	Eugene Wauters	Director, District 1, Alberta Association of Municipal Districts & Counties