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Manitoba 

Program Guide

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Investing in Canada Infrastructure Program

Manitoba signed the **Investing in Canada Infrastructure Program** Integrated Bilateral Agreement on June 4, 2018.

Over the next 10 years, eligible projects will support sustainable and inclusive communities while driving economic growth in four key areas: public transit infrastructure; green infrastructure; community, culture and recreation infrastructure; and rural and northern communities infrastructure.

The ICIP program is divided into four funding streams with the following federal allocations for projects in Manitoba:

- 1. Public Transit Infrastructure Stream (PTIS) – \$546M**
- 2. Green Infrastructure Stream (GIS) – \$451M**
 - Sub-streams:
 - Climate Change Mitigation (GIS-CCM)
 - Adaptation, Resilience and Disaster Mitigation (GIS-ARDM)
 - Environmental Quality (GIS-EQ)
- 3. Community, Culture and Recreation Infrastructure Stream (CCRIS) – \$61M**
- 4. Rural and Northern Communities Infrastructure Stream (RNCIS) – \$112M**

Under ICIP, project eligibility is determined using an outcomes-based approach with a focus on delivering and reporting results using indicators to measure program targets and Outcomes.

Purpose of the Program Guide

The *Program Guide* provides an overview of ICIP, detailed program conditions, and eligibility requirements for submitting a project for consideration to the Province of Manitoba.

Once a thorough review of the *Program Guide* has been completed and it is determined the organization and proposed project meet eligibility criteria, it is advised that the pertinent *Project Submission Workbook(s)* be reviewed to assess the information required for the online submission. *Project Submission Workbooks* detail each of the questions that make up the online form. They are, in essence, a sample of the Project Submission Form.

Project Submission Workbooks have been created for each ICIP funding stream/sub-stream. Reviewing the stream specific *Project Submission Workbook* most suited to the proposed project will support proponents in gathering all of the required data and detailed information in advance of completing the submission. All projects are to be submitted through the online Project Submission Form(s).

SECTION 1. SUBMITTING A PROJECT TO ICIP

1.1 ICIP Round One

Under the program, there will be a continuous call for projects organized by rounds. Further rounds will be opened as required until ICIP funds are exhausted. With each new round, the *Program Guide* and website will be updated with a “What’s New” section.

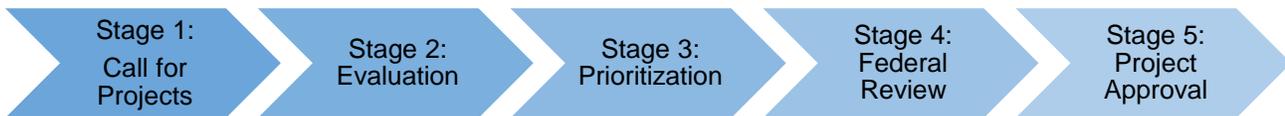
ICIP Round One, projects can be submitted under the following funding streams:

1. Public Transit Infrastructure Stream (PTIS)*
2. Green Infrastructure Stream (GIS)
 - Sub-stream:
 - Climate Change Mitigation (GIS-CCM)
 - Adaptation, Resilience and Disaster Mitigation (GIS-ARDM)
 - Environmental Quality (GIS-EQ)
3. Community, Culture and Recreation Infrastructure Stream (CCRIS)
4. Rural and Northern Communities Infrastructure Stream (RNCIS)

* The Public Transit Infrastructure Stream funding is allocated based on ridership for eligible proponents as set out in the ICIP bilateral agreement. The Manitoba Strategic Infrastructure Secretariat will contact and work directly with eligible proponents under this stream.

1.2 Project Submission and Approval Process

Stages of project submission and approval process:



Stage 1: Call for Projects

This is a competitive process. The quality and completeness of project submission will be a fundamental factor in reviewing and evaluating projects.

Project Submissions will be considered incomplete and not reviewed until all mandatory and identified optional supporting documents have been received.

Stage 2: Evaluation

All project submissions will be assessed based on merit. Eligible projects will be subject to technical evaluation and assessed according to the extent the proposed project meets eligibility criteria and supports Outcomes and targets of the program.

Stage 3: Prioritization

Once provincial due diligence and internal approval processes are completed, projects moving onto the next stage will be advanced to the federal government for consideration.

Stage 4: Federal Review

Federal government will undertake its own due diligence and review process.

Manitoba on its own or on behalf of Canada, reserves the right to request additional information during the review and approval process.

Stage 5: Project Approval

The approval process for projects could take several months.

Project Costs Incurred

Any costs incurred before project approval, and any and all expenditures related to contracts signed prior to project approval, except for expenditures associated with completing Climate Lens Assessments (where required), are ineligible (see Section 2).

Project Phasing and Funding

Proponents should consider whether phasing is an option for the project being submitted for consideration. Where a phase is submitted for funding consideration, the phase should independently result in Outcomes that align with ICIP program objectives. The approval of one phase of a project does not guarantee that subsequent phases will receive funding.

1.3 Project Submission Deadline

ICIP Round One closes in September 2019 with staggered closing dates according to funding streams. Project submission closing dates are as follows:

- *Green Infrastructure Stream (GIS)*
Sub-stream:
 - *Climate Change Mitigation (GIS-CCM)*
 - *Adaptation, Resilience and Disaster Mitigation (GIS-ARDM)*
 - *Environmental Quality (GIS-EQ)***GIS (all sub-streams) Closing Date: September 12, 2019 by 4:30 pm (CST)**

- *Community, Culture and Recreation Infrastructure Stream (CCRIS)*
CCRIS Closing Date: September 19, 2019 by 4:30 pm (CST)

- *Rural and Northern Communities Infrastructure Stream (RNCIS)*
RNCIS Closing date: September 26, 2019 by 4:30 pm (CST)

Proponents are required to submit their online submission(s) no later than the date(s) referenced above in order to be considered.

1.4 Limit on Number of Project Submissions

Proponents may submit up to five (5) projects for consideration in ICIP Round One. Each project can only be submitted under one funding stream/sub-stream. Proponents are required to rank each project based on priority. A ranking of (1) indicates highest priority.

1.5 How to Submit a Project to ICIP

Completing the online ICIP Project Submission Form is required for all projects under the GIS, CCRIS and RNCIS (streams). The online project submission form is organized into the following sections:

- Eligibility
- Proponent Details
- Project Details
- Project Outcomes
- Project Finances
- Management and Planning
- Procurement

- Risk and Mitigation Strategies
- Supporting Documents
- Attestation

To support proponents in preparing to complete their online submission(s), *Project Submission Workbooks* have been created for each ICIP funding stream/sub-stream. Before starting an online submission, proponents should thoroughly review the Workbook(s) and gather relevant information and applicable supporting documents in order to be ready to complete their submission.

To download *Project Submission Workbooks* and to access online *Project Submission Forms*, visit: <http://manitoba.ca/icip>.

Step-by-Step Guide to Submitting a Project

- Step 1: Review the *Program Guide* to determine project eligibility according to each ICIP funding stream.
- Step 2: Download the applicable *Project Submission Workbook* by ICIP funding stream/sub-stream. Review the Workbook and compile all necessary data and supporting documentation before submitting your project online.
- Step 3: Select the appropriate *Project Submission Form*. Record your project submission number, found at the top of the online form, for future reference. Begin your submission. If your submission cannot be completed in one sitting, follow the detailed instructions within the online form on how to SAVE and resume your work. All sections of the form must be 100% complete before the project can be submitted.
- Step 4: Print and save a copy of the complete electronic submission prior to clicking "submit". Once submitted, you will not be able to print or save the form. A confirmation number will be provided, verifying the submission was received. Record this number for your records.
- Step 5: Email any outstanding documentation not submitted while in the online form to ICIP@gov.mb.ca. Total attachments in a single e-mail cannot exceed 10MB. You can send additional e-mails as needed if your attachments exceed this limit. Your project submission number must be included in the subject line of all supporting document emails. Proponents are encouraged to send their documents as soon as possible in order for the submission to be considered complete. Projects will not be accepted past the deadline.

1.6 Contact Information

Online project submissions will be sent to the Manitoba Strategic Infrastructure Secretariat. If you have any questions regarding ICIP or the project submission process, please contact:

Manitoba Strategic Infrastructure Secretariat
 Phone: 204-945-4074 or toll free: 1-800-268-4883
 Email: ICIP@gov.mb.ca
 Website: <http://manitoba.ca/icip>

SECTION 2. ELIGIBILITY REQUIREMENTS AND PROGRAM CONDITIONS

2.1 Eligible Proponents

The following recipients are eligible to submit projects under ICIP:

- A municipal or regional government established by or under provincial statute
- A public sector body that is established by or under provincial statute or by regulation and is wholly-owned by Manitoba
- A for-profit* public sector body that is established by or under provincial statute or by regulation and is wholly-owned by a municipal or regional government
- A not-for-profit public sector body that is established by or under provincial statute or by regulation and is wholly-owned by a municipal or regional government
- A public for-profit* institution (when working in collaboration with a municipality), that is directly or indirectly authorized, under the terms of provincial or federal statute, or royal charter, to deliver post-secondary courses or programs that lead to recognized and transferable post-secondary credentials
- A public not-for-profit institution (when working in collaboration with a municipality), that is directly or indirectly authorized, under the terms of provincial or federal statute, or royal charter, to deliver post-secondary courses or programs that lead to recognized and transferable post-secondary credentials
- A for-profit* organization working in collaboration with one or more of the entities referred to above or an Indigenous government listed below
- Not-for-profit organizations
- Province of Manitoba**
- An Indigenous proponent under one of the following groups:
 - A band council within the meaning of Section 2 of the Indian Act
 - A First Nation, Inuit or Metis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between Her Majesty the Queen in Right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislations
 - A First Nation, Inuit or Metis government that is established by or under legislations whether federal or provincial that incorporates a governance structure
 - A Not-for-profit organization whose central mandate is to improve Indigenous outcomes, working in collaboration with one or more of the Indigenous entities referred to above, a municipality, or Manitoba

** For-profit entities are not eligible under the Community, Culture and Recreation Infrastructure Stream.*

***Province of Manitoba proponents are required to contact the Manitoba Strategic Infrastructure Secretariat directly to submit a project.*

The following are ineligible to submit projects for consideration under ICIP:

- Proponents not defined above
- Federal entities, including federal Crown Corporations
- Proponents not operating within the Province of Manitoba

2.2 Cost-Shares and Federal Stacking Limits

Under the ICIP bilateral agreement, there are federal cost-share stipulations and federal stacking limits that apply. The federal cost-share varies depending on the ICIP funding stream and the eligible recipient.

Maximum federal funding shares toward total eligible project costs for an approved project under GIS, CCRIS, and RNCIS (streams) are as follows:

| Federal Share GIS | Federal Share CCRIS | Federal Share RNCIS | Eligible Proponents* |
|--|---------------------|---------------------|---|
| 40% | 40% | N/A | Municipal or regional government** |
| N/A | N/A | 50% | Municipal or regional government** (<i>population of 5,000 or more</i>) |
| | | 60% | Municipal or regional government** (<i>population of less than 5,000</i>) |
| 50% | 50% | 50% | Public sector body wholly owned by Manitoba |
| 25% | Not Eligible | 25% | For-profit public sector body wholly owned by a municipal or regional government |
| 40% | 40% | 50% | Not-for-profit public sector body wholly owned by a municipal or regional government |
| 25% | Not Eligible | 25% | Public for-profit institution (delivering post-secondary courses or programs that lead to recognized and transferable post-secondary credentials) |
| 40% | 40% | 50% | Public not-for-profit institution (delivering post-secondary courses or programs that lead to recognized and transferable post-secondary credentials) |
| 25% | Not Eligible | 25% | For-profit organization |
| 40% | 40% | 50% | Not-for-profit organization |
| 50% | 50% | 50% | Province of Manitoba |
| 75% | 75% | 75% | Indigenous proponents*** |
| <p>* See page 5 of <i>Program Guide</i> for full description of eligible proponents.</p> <p>** Provincial cost-shares for approved projects of municipal or regional government proponents are estimated at 33.33% of total eligible project costs.</p> <p>*** Indigenous proponents include: Band councils, First Nation, Inuit or Metis governments or authorities and not-for-profit organizations whose central mandate is to improve Indigenous outcomes.</p> | | | |

Maximum federal funding shares towards total eligible project costs for an approved project under the PTIS stream are as follows:

| PTIS | Based on Type of Project |
|--|---|
| 40% | New construction and expansion of public transit and active transportation that connects citizens to their public transit systems |
| 50% | Public transit rehabilitation projects |
| Provincial cost-shares for approved projects are estimated at 33.33% of total eligible project costs | |

These maximum federal funding shares also represent the federal stacking limits of the program (maximum funding that can come from any federal source), with the exception of projects approved for Indigenous proponents where the federal stacking limit could be up to 100%.

The use of **federal Gas Tax Funds (GTF)** toward ICIP project costs are restricted according to the federal stacking limits of ICIP. Therefore in most cases, GTF is not an eligible source of funding for projects approved under this program. Do not include the use of GTF as a contribution toward projects unless you have confirmed it is within the stacking limits of the federal funding requested under ICIP.

2.3 Project Eligibility

In order for projects to be eligible for funding under ICIP, a project must meet:

- general program eligibility requirements and conditions;
- funding stream specific eligibility requirements and conditions (see Section 3); and
- at least one Outcome within the applicable ICIP funding stream (see Section 3).

General program conditions and eligibility requirements are as follows:

- Projects must support public infrastructure, defined as tangible capital assets primarily for public use and/or benefit.
- If the project involves a public facing asset, the project must meet or exceed the requirement of the highest published accessibility standard in a jurisdiction in addition to applicable provincial building codes and relevant municipal by-laws.
- Projects that include investment in a building (investments include rehabilitation, new or expansion construction) must meet or exceed any applicable energy efficiency standards for buildings as outlined in the *Pan-Canadian Framework on Clean Growth and Climate Change* (www.canada.ca/en/services/environment/weather/climatechange/pan-canadian-framework) and may also be required to meet requirements under *Manitoba's Green Building Program* (www.gov.mb.ca/finance/greenbuilding).
- Projects that are investments in health or education facilities are not eligible for contribution funding under ICIP except under the Rural and Northern Communities Infrastructure Stream and the Community, Culture and Recreation Infrastructure Stream with specific stipulations (see Section 3).
- Projects are required to be substantially completed no later than October 31, 2027.

2.4 Additional Federal Program Requirements

2.4.1 Aboriginal Consultation and Environmental Assessment

Aboriginal consultation may be required for projects. If required, Canada must be satisfied that for the project, Indigenous groups have been notified and, if applicable, consulted. If consultation is necessary, a summary of the activities undertaken will be required.

Environmental assessment may also be required for a project. If required, Canada must be satisfied that the requirements under the *Canadian Environmental Assessment Act, 2012* (<https://laws-lois.justice.gc.ca/eng/acts/C-15.21/>), and/or other applicable federal environmental assessment legislation is met.

If project activities commence prior to Canada having determined whether Aboriginal Consultation and/or Environmental Assessment requirements have been met (if applicable), Manitoba and Canada have no obligation to pay for any component of the project.

A completed federal *Aboriginal Consultation and Environmental Assessment Form* is a mandatory supporting document for each project submission. The form is available at: <http://manitoba.ca/icip>.

2.4.2 Awarding of Contracts

For approved projects, contracts are required to be awarded in a way that is fair, transparent, competitive and consistent with value-for-money principles, and if applicable, in accordance with the *Canadian Free Trade Agreement* (<https://www.cfta-alec.ca/>) and international trade agreements.

Justification for directly awarding contracts (sole source contracting) is required and proponents are strongly cautioned that any costs associated with sole sourced contracts may not be deemed eligible project costs.

2.4.3 Community Employment Benefits Reporting

Reporting on Community Employment Benefits is a federal requirement under ICIP for projects that have total eligible project costs of \$10 million or more. For projects that meet the \$10 million threshold, proponents will be required to report on Community Employment Benefits for at least three federal target groups: apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, new Canadians, or small/medium-sized enterprises and social enterprises. In particular, in relation to target groups, what considerations will be taken during the procurement and construction portions of the project.

For more information, review Infrastructure Canada’s [Community Employment Benefits General Guidance Document](http://www.infrastructure.gc.ca/pub/other-autre/ceb-ace-eng) (www.infrastructure.gc.ca/pub/other-autre/ceb-ace-eng).

Additional details on this reporting will be provided to proponents as applicable. However, proponents of projects that will be required to address Community Employment Benefits associated with their project are advised to keep this reporting in mind.

2.4.4 Federal Climate Lens Assessments

Federal Climate Lens Assessments consist of:

- Greenhouse Gas Mitigation (GHG) Assessment
- Climate Change Resilience Assessment

Depending on the project, federal Climate Lens Assessments may be required. These assessments must use the methodologies developed by the Government of Canada. The following table outlines where and when Climate Lens Assessments are required under ICIP:

| Funding Streams | GHG Mitigation Assessment | Climate Change Resilience Assessment |
|----------------------------------|---|--|
| GIS-CCM | For <u>all</u> projects under the GIS-CCM sub-stream, a Greenhouse Gas Mitigation Assessment is mandatory at the time of project submission due to the direct link to the Outcomes. | If total eligible project cost of a GIS-CCM project is \$10 million or more, a Climate Change Resilience Assessment is also required, however this assessment can be deferred until after project approval. The assessment must be completed and accepted by Canada prior to any payments toward the approved project. |
| GIS-ARDM | If total eligible project costs of a GIS-ARDM project are \$10 million or more, a Greenhouse Gas Mitigation Assessment is also required, however this assessment can be deferred until after project approval. The assessment must be completed and accepted by Canada prior to any payments toward the approved project. | For <u>all</u> projects under the GIS-ADRM sub-stream, a Climate Change Resilience Assessment is mandatory at the time of project submission due to the direct link to the Outcomes. |
| PTIS GIS-EQ CCRIS RNCIS | For projects with total eligible project costs of \$10 million or more, both of the federal Climate Lens Assessments are required. When not a mandatory requirement of the funding stream/sub-stream as noted above for the GIS-CCM and GIS-ARDM, the federal Climate Lens Assessments can be deferred until after project approval. The assessments must be completed and accepted by Canada prior to any payments toward the approved project. | |

For more information, please view Infrastructure Canada’s [Climate Lens General Guidance Document](http://www.infrastructure.gc.ca/pub/other-autre/cl-occ-eng.html) (www.infrastructure.gc.ca/pub/other-autre/cl-occ-eng.html).

2.4.5 Project Risk and Mitigation Strategies

Proponents will be required to answer federal risk and mitigation strategies related questions within the online Project Submission Form. These relate to the project’s complexity, readiness, public sensitivity and proponent experience. The information provided by the proponent will be reviewed and taken into consideration by Manitoba in its risk assessment of the project.

2.4.6 ICIP Program Targets

Ultimate Recipients are required to report on Outcomes as approved projects progress. Manitoba is responsible for reporting on ICIP Targets to Canada. All reported Outcomes relate directly or indirectly to a target. As outlined in the ICIP bilateral agreement, Manitoba will report on the following aspirational targets:

| Aspirational Targets | Related Streams |
|---|---|
| Increase by 25% the modal share for public transit and active transportation | PTIS |
| Ensure 98% of people in a municipality with a public transit system live within the service area of their transit system | PTIS |
| Contribute to a national ten mega-tonne (10 mT) reduction of greenhouse gas emissions | PTIS GIS-ARDM GIS-CCMS GIS- EQ CCRIS RNCIS |
| Reduce by 50% the number of long-term drinking water advisories in non-reserve communities | GIS-EQ |
| Increase the number of wastewater systems achieving compliance with federal effluent regulations: from 85% to 90% for medium-risk wastewater systems | GIS-EQ |
| Ensure 100% of federally-funded public infrastructure meets the highest published applicable accessibility standard in a respective jurisdiction | PTIS GIS-ARDM CCRIS RNCIS |
| Increase by at least 5% the number of Rural Households that have access to the highest broadband speed range available in Manitoba based on 2015 Canadian Radio-Television and Telecommunications Commission Data | RNCIS |

2.4.7 Eligible and Ineligible Costs

The following is a general overview of eligible and ineligible expenditures under ICIP.

Eligible Expenditures:

- All costs considered by Manitoba and Canada to be direct and necessary for the successful implementation of an eligible Project, excluding those explicitly identified below under *Ineligible Expenditures*, and which may include capital costs, design and planning, and costs related to meeting specific program requirements, including completing Climate Lens Assessments as per the ICIP bilateral agreement and creating Community Employment Benefit plans.
- The incremental costs for employees of the ultimate recipient receiving ICIP funding may be included as eligible expenditures for a project under the following conditions:
 - The ultimate recipient is able to demonstrate that it is not economically feasible to tender a Contract; and

- The arrangement is approved in advance and in writing by Manitoba and Canada. Approval must be sought prior to work being carried out.
- The costs directly associated with joint federal and provincial communications activities (example: translation, press conferences, press releases, etc.) and with federal and provincial project signage.
- Costs will only be eligible as of project approval by Manitoba and Canada, except for costs associated with completing Climate Lens Assessments which are eligible before project approval, but will only be reimbursed if and when a project is approved by Manitoba and Canada for contribution funding.

Ineligible Expenditures:

- Costs incurred before project approval, and any and all expenditures related to contracts signed prior to project approval, except for expenditures associated with completing Climate Lens Assessments as required under the ICIP bilateral agreement.
- Costs related to developing a funding submission and supporting documentation.
- All capital costs, including site preparation and construction costs, until Canada has confirmed that environmental assessment and Aboriginal consultation obligations as required have been met and continue to be met.
- Costs incurred for cancelled projects.
- Costs of relocating entire communities.
- Land acquisition.
- Leasing land, buildings and other facilities, leasing equipment other than equipment directly related to the construction of the project, real estate fees and related costs.
- Any overhead costs, including salaries and other employment benefits of any employees of the ultimate recipient, any direct or indirect operating or administrative costs of ultimate recipients, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the ultimate recipient's staff, except in accordance with conditions around eligible project costs.
- Financing charges, legal fees, and loan interest payments, including those related to easements (example: surveys, etc.).
- Any goods and services costs which are received through donations or in kind.
- Provincial sales tax, goods and services tax, or harmonized sales tax for which the ultimate recipient is eligible for a rebate, and any other costs eligible for rebates.
- Costs associated with operating expenses and regularly scheduled maintenance work.
- Cost related to furnishing and non-fixed assets which are not essential for the operation of the asset/project.

Please note, each funding stream/sub-stream has its own conditions and eligibility requirements. Review funding stream conditions and eligibility requirements carefully within Section 3 and within the stream specific *Project Submission Workbooks*.

Cost Overruns and Under-Expenditures:

ICIP will be fully allocated and oversubscribed. Recipients of funding will be responsible for managing project risks, including cost increases, as ICIP is not designed to deal with cost overruns. Any project cost increase will be the responsibility of the ultimate recipient. Cost overruns are NOT ELIGIBLE.

If a project sees cost savings (under-expenditures), the project scope can not be expanded from the approved original project scope for the already committed project.

SECTION 3. FUNDING STREAM ELIGIBILITY REQUIREMENTS, CONDITIONS, OUTCOMES AND INDICATORS

In addition to meeting the overarching ICIP program conditions and eligibility requirements, projects must also meet the applicable funding stream specific requirements and at least one or more Outcome(s) within that stream. Proponents will be required to identify how they will achieve the Outcome(s) by providing data for affiliated Indicators. Approved projects will report on these Outcomes and Indicators as part of regular program reporting. Funding stream specific conditions, eligibility requirements, and Outcomes and Indicators are detailed below.

3.1 ICIP Outcomes

In order to be considered for funding, a project must align with at least one program Outcome within one of the funding streams. The project must also meet all applicable program and stream requirements as outlined in the ICIP bilateral agreement. The following table summarizes ICIP Outcomes by funding stream.

| Funding Streams | Outcomes |
|-----------------|--|
| PTIS | <ul style="list-style-type: none"> • Improved capacity of public transit infrastructure • Improved quality and safety of existing and future transit systems • Improved access to public transit systems |
| GIS-CCM | <ul style="list-style-type: none"> • Increased capacity to manage more renewable energy • Increased access to clean energy transportation • Increased energy efficiency of buildings • Increased generation of clean energy |
| GIS-ARDM | <ul style="list-style-type: none"> • Increased structural capacity to adapt to climate change impacts, natural disasters and extreme weather events • Increased natural capacity to adapt to climate change impacts, natural disasters and extreme weather events |
| GIS-EQ | <ul style="list-style-type: none"> • Increased capacity to treat and manage wastewater and stormwater • Increased access to potable water • Increased capacity to reduce or remediate soil and air pollutants |
| CCRIS | <ul style="list-style-type: none"> • Improved access to and increased quality of community, cultural and recreational infrastructure |
| RNCIS | <ul style="list-style-type: none"> • Improved food security • Improved and more reliable road, air and marine infrastructure • Improved broadband connectivity • More efficient and reliable energy • Improved education and health facilities (specific to the <i>Truth and Reconciliation Commission of Canada Calls to Action</i> – http://trc.ca/assets/pdf/Calls_to_Action_English2.pdf) |

3.2 Public Transit Infrastructure Stream (PTIS)

Funding under PTIS is allocated based on ridership for eligible proponents as set out in the ICIP bilateral agreement. The Manitoba Strategic Infrastructure Secretariat will contact and work directly with those eligible proponents on the project submission process for this stream.

PTIS funding will support rehabilitation projects and/or new construction projects that improve capacity, quality, access, and/or safety of existing and future transit systems. This funding cannot displace municipal spending on public transit.

Additional conditions and eligibility requirements under PTIS:

- Public transit projects and active transportation projects that connect citizens to public transit systems must be consistent with a land-use or transportation plan or strategy and, where applicable, be consistent with the approved plans of regional transportation bodies; and
- Projects are not eligible if they involve inter-city bus, rail, port or ferry infrastructure that is not part of a public transit system.

Projects must meet at least one of the following Outcomes and be measured by the applicable Indicators:

| Public Transit Infrastructure Stream (PTIS) | |
|--|---|
| Outcomes | Indicators |
| Improved capacity of public transit infrastructure | <ul style="list-style-type: none"> • Number and type of rolling stock assets requesting investment • Number and type of public transit fixed assets requesting investment • Number/length of public transit exclusive asset requesting investment • Number/length and type of active transportation infrastructure (connecting public transit) requesting investment |
| Improved quality and safety of existing and future transit systems | <ul style="list-style-type: none"> • Type of public transit safety related improvements, requesting investment • Type of intelligence transportation system improvement, requesting investment |
| Improved access to public transit systems | <ul style="list-style-type: none"> • Increase in number of people who live within 1,000 metres of a (new) rapid transit station or stop • Increase in number of people that are within service area of a transit service (example: bus stop, subway/train station/transit hub) • Increase percentage of transit fleet which are physically barrier-free • Increase percentage of passenger stations and terminals which are physically barrier-free |

3.3 Green Infrastructure Stream (GIS)

3.3.1 Climate Change Mitigation Sub-stream (CCM)

Additional conditions and eligibility requirements under GIS-CCM:

- Project can not involve inter-city bus, rail, port or ferry infrastructure that are not part of a public transit system.
- Energy retrofit projects are only eligible if they are on assets that are eligible for funding under ICIP or under the [National Housing Strategy](http://www.placetocallhome.ca/pdfs/Canada-National-Housing-Strategy.pdf) (www.placetocallhome.ca/pdfs/Canada-National-Housing-Strategy.pdf).
- Projects that involve higher order rapid transit, the adoption of vehicles that use a renewable fuel source in a public transit fleet, or active transportation, must be consistent with land-use or transportation plans or strategies, and where applicable are approved plans of regional transportation bodies.
- Project can not involve emergency services infrastructure.

- Projects submitted under GIS-CCM are required to complete and submit a Greenhouse Gas Mitigation Assessment (see Section 2.3.4).

Projects must meet at least one of the following Outcomes and be measured by the applicable Indicators:

| Green Infrastructure Stream: Climate Change Mitigation (GIS-CCM) | |
|---|--|
| Outcomes | Indicators |
| Increased capacity to manage more renewable energy | <ul style="list-style-type: none"> • Percentage of the province's electricity supply generated from the clean energy source (example: solar, wind, etc.) before investment and at project conclusion (based on Megawatts/year) |
| Increased access to clean energy transportation | <ul style="list-style-type: none"> • Number of alternative fuel stations requesting investment • Number of electric recharging stations (L1, L2, L3) requesting investment • Number and type of public transit fleet vehicles using clean fuel sources requesting investment (only applicable for PTIS eligible proponents) |
| Increased generation of clean energy | <ul style="list-style-type: none"> • Megawatts of energy generated from clean sources (example: solar, wind, etc.) before investment and at project conclusion |
| Increased energy efficient buildings | <ul style="list-style-type: none"> • Energy intensity (expressed in gigajoules of energy consumption per square metres of floor area) of the building before investment and at project conclusion and the energy efficiency certification type (example: LEED, Green Globes, etc.) |

3.3.2 Adaptation, Resilience and Disaster Mitigation Sub-stream (ARDM)

Additional conditions and eligibility requirements under GIS-ARDM:

- Projects can not involve emergency services infrastructure.
- Projects can not involve relocation of a whole community.
- Projects can not address seismic risks.
- Projects submitted under GIS-ARDM are required to complete and submit a Climate Change Resilience Assessment (see Section 2.3.4).

Projects must meet at least one of the following Outcomes and be measured by the applicable Indicators:

| Green Infrastructure Stream: Adaptation, Resilience and Disaster Mitigation (GIS-ARDM) | |
|---|---|
| Outcomes | Indicators |
| Increased <u>structural</u> capacity to adapt to climate change impacts, natural disasters and extreme weather events | <ul style="list-style-type: none"> • Number and type of structural assets that address identified climate and other natural disaster risks*, and their physical condition rating before investment and at project conclusion |
| Increased <u>natural</u> capacity to adapt climate related impacts, natural disasters and extreme weather events | <ul style="list-style-type: none"> • Number and type of natural assets**, that address identified climate and other natural disaster risks, and their physical condition rating before investment and at project conclusion |
| <p>* Types of climate and natural disaster risks include drought, ice storms, increased overland flooding, windstorms, etc.</p> <p>**Types of natural assets include <u>natural occurring assets</u> such as aquifer, wetland, forest and shoreline vegetation, as well as <u>engineered use of natural resources</u> such as green roofs, rain gardens, etc.</p> | |

3.3.3 Environmental Quality Sub-stream (EQ)

Additional conditions and eligibility requirements under GIS-EQ:

- Wastewater projects must result in effluent that meets the Wastewater Systems Effluent Regulations, or provincial regulations where there is a federal equivalency agreement in place, where applicable.
- Drinking water projects are expected to meet or exceed drinking water quality provincial standards, following the completion of the project.
- Solid waste diversion projects are expected to result in measurable increases in the quantity of material diverted from disposal as measured against a baseline using the generally accepted principles for calculation municipal solid waste system flow.
- Project intended to reduce or remediate soil pollutants must be undertaken on properties that are contaminated, as confirmed by a Phase II Environmental Site Assessments (a copy of the assessment is to be submitted with the project).

Projects must meet at least one of the following Outcomes and be measured by the applicable Indicators:

| Green Infrastructure Stream: Environmental Quality (GIS-EQ) | |
|--|---|
| Outcomes | Indicators |
| Increased capacity to treat and manage wastewater and stormwater | <ul style="list-style-type: none"> • Number/length and type of wastewater assets (example: treatment plants, lagoon systems, wastewater pump stations, etc.) and their physical condition rating before investment and at project conclusion • Number/length and type of stormwater assets (example: drainage pump stations, management facilities – ponds and water wetlands, etc.) and their physical condition rating before investment and at project conclusion • Increased number of wastewater systems achieving compliance with federal effluent regulations • Increased volume of materials diverted (cubic metres per day) • Increased capacity to treat wastewater and/or stormwater (cubic metres per day) |
| Increased access to potable water | <ul style="list-style-type: none"> • Number/length of drinking water assets (example: water treatment facilities, reservoir, pump stations, local water pipes) and their physical condition rating before investment and at project conclusion • Long-term drinking water advisory(ies) resolved as a result of this project |
| Increased capacity to reduce or remediate soil and air pollutants | <ul style="list-style-type: none"> • Increased volume of materials diverted (tonnes per year) • Increased capacity to dispose of materials • Remediation of land (contamination confirmed by Phase II Environmental Site Assessment) |

3.4 Community, Culture and Recreation Infrastructure Stream (CCRIS)

Additional conditions and eligibility requirements under CCRIS:

- Projects must be community-oriented, non-commercial in nature and open for use to the public and not limited to a private membership.
- Project can not involve a stand-alone daycare facility, for-profit daycare facility associated with a schoolboard, or a daycare facility funded under Canada's Early Learning and Child Care Initiative. Example of eligible project involving a daycare: community hub project that includes a daycare and is run by a not-for-profit group.

- Project can not involve a religious site that serves as a place of assembly for religious purposes, which includes among other, a site, church, mosque, synagogue, temple, chapel (example: within a convent or seminary), shrine, or meeting house.
- Project can not involve a professional or semi-professional sports facility that is primarily a commercial operation, such as those that serve major junior hockey leagues.
- Project can not involve elements for tourism purposes. Elements of projects that are deemed for tourism purposes will be ineligible for funding.
- Project can not involve the delivery of provincial services.
- Project can not involve the delivery of municipal services.
- Education facility projects are ineligible except when they are of benefit to Indigenous peoples by advancing the Truth and Reconciliation Commission of Canada Calls to Action.
- Health facility projects are ineligible except when they are of benefit to Indigenous peoples by advancing the Truth and Reconciliation Commission of Canada Calls to Action.

Projects must meet the following Outcome and be measured by the applicable Indicators:

| Community, Culture and Recreation Infrastructure Stream (CCRIS) | |
|---|--|
| Outcome | Indicators |
| Improved access to and increased quality of community, culture and recreation infrastructure for Canadians, including Indigenous peoples and vulnerable populations | <ul style="list-style-type: none"> • Number and type of cultural, recreational and community assets and their physical condition rating before investment and at project conclusion • Participation levels (improved access): <ul style="list-style-type: none"> ▪ Increase in average monthly visitors to spaces ▪ Increase in participation of Indigenous Peoples ▪ Increase in participation of official language minority communities ▪ Increase in participation of vulnerable populations • Increase percentage of public facing built assets that incorporate universal design • Gender issues taken into consideration during the design and/or construction phases |

3.5 Rural and Northern Communities Infrastructure Stream (RNCIS)

Additional conditions and eligibility requirements under RNCIS:

- Projects are restricted to those situated within, and that are for the direct benefit of, rural and northern communities with a population of one hundred thousand (100,000) or less based on 2016 Statistics Canada Census data.
- Project can not involve housing.
- Project is not an early learning and/or childcare facility.
- Education facility projects are ineligible except when they are of benefit to Indigenous peoples by advancing the Truth and Reconciliation Commission of Canada Calls to Action.
- Health facility projects are ineligible except when they are of benefit to Indigenous peoples by advancing the Truth and Reconciliation Commission of Canada Calls to Action.
- The project is not a highway or trade corridor infrastructure project, except in the case of connecting communities that do not already have year-round road access. Within Manitoba, the following highways/trade corridors are not eligible: Highway 1, Highway 6, Highway 10, Highway 16, and Highway 75 (see Appendix A for link to Transport Canada Highway/Trade Corridor map).
- The project is not resource development infrastructure, notably industrial resource development access roads.

Projects must meet at least one of the following Outcomes and be measured by the applicable Indicators:

| Rural and Northern Communities Infrastructure Stream | |
|--|--|
| Outcome | Indicators |
| Improved food security | <ul style="list-style-type: none"> Number and type of food security assets and their physical condition rating before investment and at project conclusion (food security assets include transportation, storage, production and preparation assets) |
| Improved and more reliable road, air and marine infrastructure | <ul style="list-style-type: none"> Number (and kilometres for road assets) and type of transportation assets and their physical condition rating before investment and at project conclusion |
| Improved broadband connectivity | <ul style="list-style-type: none"> Type of project (example: internet backbone, last mile) and the increase in the number of households that have access to broadband and/or the highest broadband speed range (25+ mbps or higher) |
| More efficient and reliable energy | <ul style="list-style-type: none"> Increase efficiency of electricity generation (fuel efficiency measured in kilowatt-hours per litre or kilowatt-hours per cubic metre) Megawatts of energy generated from clean sources (example: solar, wind, etc.) Number/length, description of the type of logistics infrastructure assets (i.e. roads, auxiliary buildings) and their physical condition rating before investment and at project conclusion |
| Improved education and health facilities <i>(specific to the Truth and Reconciliation Commission of Canada Calls to Action)</i> | <ul style="list-style-type: none"> Number and type of health and education facilities (specific to the Truth and Reconciliation Commission of Canada Calls to Action) and their physical condition rating before investment and at project conclusion |

SECTION 4. MANDATORY AND OPTIONAL SUPPORTING DOCUMENTS

Each project submission will require additional supporting documents to be considered complete. The online form creates a list of mandatory supporting documents required for each project based on the information entered in the form.

To ensure all documents are received, proponents are required to provide the date that the documents will be emailed. If supporting documents are being submitted at time of project submission, the date the project is submitted is used. If documents will be sent at a later date, a future date can be recorded.

Project Submissions will be considered incomplete and not reviewed until all mandatory and identified optional supporting documents have been received.

Technical Details:

Unique project submission numbers are generated by the online form. The project submission number must be included in the subject line of all supporting document emails. Total attachments included in a single email can not exceed 10MB. If attachments exceed this limit, additional emails will be required. Supporting documents are to be emailed to: ICIP@gov.mb.ca. Proponents will be sent a confirmation email once all mandatory and optional supporting documents have been received.

Mandatory documents for **all** project submissions include:

- Council/Board/Band Council or other appropriate governing body resolution authorizing the project to proceed and committing proponent's contribution share of project funding. A sample resolution can be found at: <http://manitoba.ca/icip>.

- Project Location .KML File. This file is a federal requirement. Detailed instructions for creating this file can be found at: <http://manitoba.ca/icip>.
- *Detailed Project Cost Estimates Worksheet*. This MS Excel template can be found at <http://manitoba.ca/icip> and is intended to capture details pertaining to the estimated eligible and ineligible costs of the project.
- A completed federal *Aboriginal Consultation and Environmental Assessment Form*. This is a Government of Canada requirement. A link to the form can be found at: <http://manitoba.ca/icip>.

Mandatory documents for **some** project submissions include (depending on proponent/project):

- Not-for-profit proponents must provide evidence of their not-for-profit status.
- Documentation acknowledging support from the municipality and/or organization you are working in collaboration with, as noted in the Eligibility Section of the Project Submission Form (example: letter of support).
- For partnerships identified for the project, documentation such as letter of support from the partner(s).
- Asset(s) not owned by proponent, evidence of authorization to undertake the project must be provided from the asset owner(s) (example: land title document, corporation papers, etc.).
- If the project is part of an approved documented financial plan, a copy of the plan showing where the project is included.
- If borrowing will make up any part of the proponent contribution toward the project, and proper authorization is in place to borrow the funds, a copy of the approved borrowing bylaw or authorizing borrowing resolution as identified in the Project Finances Section of the Project Submission Form.
- If applicable, evidence of internal secured funds (example: bank statements, staff reports or resolutions of board/council directing the use of reserve funds).
- If applicable, evidence of external secured funds (example: bank statements, staff reports or resolutions of board/council directing the use of reserve funds).

Further mandatory documents may include stream specific requirements such as Climate Lens Assessments (see Section 2.3.4).

Examples of optional supporting documents proponents may wish to submit include: feasibility studies, partnership/memorandum of understanding agreements, community letters of support, photos, etc.

SECTION 5. APPROVED PROJECT REQUIREMENTS

For approved ICIP projects, requirements will be clearly outlined in Ultimate Recipient Contribution Agreements. Some important requirements to consider are listed below.

5.1 Insurance

Manitoba's Office of Risk Management has strict insurance requirements for projects funded or administered by the Province of Manitoba. All Ultimate Recipients must ensure that the Government of Manitoba and its ministers, officers, employees and agents shall be added to all project insurance policies as an "Additional Insureds". This not only applies to the Ultimate Recipient's policies, but also applies to all contractors working on the project. No claims will be reimbursed until current insurance documentation has been submitted to Manitoba and has met Manitoba's satisfaction.

Outlined below are some of the insurance requirements that may apply to approved projects. Please note, this is not a comprehensive list and represents a sample only. Detailed insurance requirements will be outlined in Ultimate Recipient Contribution Agreements and will vary based on project specifications and cost. Insurance requirements will include:

- Builder's Risk Insurance
- Commercial General or Wrap up Liability Insurance with minimum of 24 months completed operations coverage and minimum of \$5 million per occurrence
- Professional Liability Insurance
- Performance Bond minimum of 50%
- Worker's Compensation Insurance
- Licensed vehicles operated on the project site to be insured

It is recommended that Ultimate Recipients include the insurance requirements, as outlined in their project Contribution Agreement, as part of their procurement documents and process when tendering for contractors, suppliers and professional services.

Note for Municipal Proponents

Municipalities have an option to purchase the following:

- Up to \$15 million for Course of Construction (Builders Risk), or \$10 million for Wrap-Up liability (24 months completed operations coverage is included in the policy, as is sudden and accidental environmental impairment liability coverage at a limit of \$1 million (incident must be reported within 120 hours of loss). However, municipalities must contact Western Financial Group Insurance Solutions to put coverage in place prior to the commencement of any municipal project.

5.2 Project Reporting and Claims

For Ultimate Recipients of approved ICIP projects, requirements under the program will be outlined in the Contribution Agreement for the project. Under ICIP, reporting requirements include but are not limited to:

- Status updates (progress reporting)
- Community Employment Benefits reporting (if applicable)
- Insurance and procurement reporting
- Financial claim submission
- Cashflow reporting

Proponents are encouraged to familiarize themselves with the program conditions and requirements outlined and described in this guide.

5.3 Communications

Communications related to approved ICIP projects are governed by the Communications Protocol outlined in the ICIP bilateral agreement.

The Manitoba Strategic Infrastructure Secretariat will coordinate all communication activities for approved projects under ICIP such as news releases, public announcements, official ceremonies, advertising and signage. Funded ICIP recipients are required to notify the Manitoba Strategic Infrastructure Secretariat if communications events or announcements are being planned. Joint communications should not occur without prior knowledge and agreement of Manitoba, Canada and the Ultimate Recipient. The Ultimate Recipient is responsible for operational communications such as calls for tender or construction/public safety notices.

Ultimate Recipients are required to provide and install temporary signage in a prominent location where there are visible activities relating to the project one month prior to construction start and removed one month following project completion. Project sign requirements, including design, wording and specifications of cost-sharing must follow federal signage guidelines and reflect the participation of Canada and Manitoba. All signs must be approved by the Manitoba Strategic Infrastructure Secretariat prior to printing. Further details on communications requirements will be outlined in Ultimate Recipient Contribution Agreements for approved projects.

APPENDIX A: RESOURCES AND TEMPLATES

Canada-Manitoba Integrated Bilateral Agreement for ICIP

The Canada-Manitoba bilateral agreement for long-term infrastructure projects will provide more than \$1.1 billion over the next decade in federal funding under Canada's *Investing in Canada Plan*.
www.infrastructure.gc.ca/pt-sp/mb

Detailed Project Cost Estimates Worksheet

The *Detailed Project Cost Estimates Worksheet* has been developed as a template for proponents to use when submitting a project. Proponents are required to submit detailed project cost estimates with supporting documents. <http://manitoba.ca/icip>

Federal Community Employment Benefits General Guidance Document

The *Community Employment Benefits General Guidance Document* provides guidance for the reporting of the community employment benefits achieved by infrastructure projects receiving funding under ICIP.
www.infrastructure.gc.ca/pub/other-autre/ceb

Federal Climate Lens Assessment Guidance Document

The federal *Climate Lens Assessment Guidance Document* provides guidance to proponents who may need to undertake Climate Lens Assessments. The document is evergreen and will be updated periodically. Consult the Infrastructure Canada website to ensure you have the most recent version of this guidance document before undertaking Climate Lens Assessments.
www.infrastructure.gc.ca/pub/other-autre/cl

Federal Aboriginal Consultation and Environmental Assessment Form

A completed federal *Aboriginal Consultation and Environmental Assessment Form* is a mandatory supporting document for each project submission.
<http://manitoba.ca/icip>

How to Create a .KML File Instructions

The *How to Create a .KML File Instructions* have been developed by Infrastructure Canada to provide guidance to proponents. A .KML file is required as part of supporting documents. <http://manitoba.ca/icip>

Made-in Manitoba Climate and Green Plan: Hearing from Manitobans

The Made-in Manitoba Climate and Green Plan is Manitoba's proposed climate and green plan framework, building upon early, strategic investments in clean hydroelectricity.
www.gov.mb.ca/climateandgreenplan

Manitoba's Green Building Program

The Manitoba Green Building Program describes sustainable criteria for planning, design, construction, operation and demolition of buildings in Manitoba. The criteria reflect the government's commitment to create cost-effective buildings that respect the environment and contribute to healthier, more sustainable communities.
www.gov.mb.ca/finance/greenbuilding

Pan-Canadian Framework on Clean Growth and Climate Change

The Pan-Canadian Framework on Clean Growth and Climate Change is the Government of Canada's plan to meet emissions reduction targets, grow the economy, and build resilience to a changing climate.
www.canada.ca/en/services/environment/weather/climatechange/pan-canadian-framework

Sample Resolution to Support an ICIP Project Submission

The *Sample Resolution* has been developed as a template for proponents to use when submitting a project. Proponents are required to submit the appropriate governing body resolution with supporting documents.
<http://manitoba.ca/icip>

Truth and Reconciliation Commission of Canada Calls to Action

In 2015, the Truth and Reconciliation Commission of Canada released 94 *Calls to Action* to advance the process of Canadian reconciliation.
http://trc.ca/assets/pdf/Calls_to_Action_English2.pdf

Transport Canada Highway/Trade Corridor Map

www.tc.gc.ca/media/documents/policy/NHS_2007.pdf

APPENDIX B: DEFINITIONS

Accessibility*: Taking appropriate measures to ensure persons with disabilities have access, on an equal basis with others, to the physical environment, to transportation, and to other facilities and services open and provided to the public.

Energy use intensity (EUI): is the measurement used to size up a building's energy performance. It represents the energy consumed by a building relative to its size and is expressed in gigajoules per square metre per year.

Food Security: As defined by the United Nations, food security exists when all people, at all times, have physical, social and economic access to sufficient, safe and nutritious food which meets their dietary needs for a productive and healthy life.

Gender Issues*: for the purpose of completing project submissions under ICIP, consideration given during the design and/or construction phases of a project to issues, such as and use of a facility, impacting women, a person identifying along the gender spectrum and/ or the gender a person publicly expresses in their daily life.

Official Language Minority Communities (OLMC)*: a community whose maternal or chosen official language is not the majority language in their province or territory – Francophone communities outside of Quebec.

Physical Condition*: is measured on a 5 point scale, as defined below:

- **Very Poor:** The asset is unfit for sustained service. Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable.
- **Poor:** Increasing potential of affecting service. The asset is approaching end of service life, condition below standard and a large portion of system exhibits significant deterioration.
- **Fair:** The asset requires attention. The assets show signs of deterioration and some elements exhibit deficiencies.
- **Good:** The asset is adequate. Acceptable, generally within mid stage of expected service life.
- **Very Good:** Asset is fit for future. Well maintained, good condition, new or recently rehabilitated

In situations where an investment is made towards a new asset that did not previously exist, the physical condition of the asset before investment would not apply (enter “not applicable” for such cases)

Universal design*: Universal design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. Universal design is based on seven principles: equitable use; flexible in use; simple and intuitive; perceptible information; tolerance for error; low physical effort; and size and space for approach and use. Consideration of all disabilities when looking at how persons with varying impairments or limitations interact with their built surroundings. This includes physical disabilities as well as other impairments or limitations, such as those related to vision, hearing or intellectual disabilities.

Vulnerable Population*: for the purpose of completing project submissions under ICIP, vulnerable populations are defined as families or individuals who would likely have to spend a substantially larger share of their income than average on the necessities of food, shelter, and clothing and thus would be living in a difficult economic circumstance (see Statistics Canada – Low Income Populations).

**definitions sourced from Infrastructure Canada.*