



City of
Peterborough

To: **Members of the Committee of the Whole**

From: **Sandra Clancy, Director of Corporate Services**

Meeting Date: **June 1, 2015**

Subject: **Report CPFS15-026**
Canada 150 Community Infrastructure Program

Purpose

A report to recommend three applications be submitted for funding under the Canada 150 Community Infrastructure Program.

Recommendations

That Council approve the recommendations outlined in Report CPFS15-026 dated June 1, 2015, of the Director of Corporate Services, as follows:

- a) That three applications, as described in Chart 1 of Report CPFS15-026, be submitted to the Canada 150 Community Infrastructure Program for funding, and
- b) That the project budgets be revised and/or established in the 2016 budget or thereafter, for any of the projects where the application is successful.

Budget and Financial Implications

By submitting the Canada 150 Community Infrastructure Program applications, Council is committing to fund the City's portion of each of the three projects. If the funding applications were all successful, the municipal share that is required to be budgeted in a future budget is \$7.4 million.

Background

On May 15, 2015, the Federal Government, through its Economic Action Plan 2015, announced \$150 million in funding nationally over two years for the new Canada 150 Community Infrastructure Program (CIP 150). The CIP 150 is part of a coordinated federal approach to celebrating Canada's 150th anniversary. The Federal Economic Development Agency for Southern Ontario (FedDev Ontario) is delivering the program in southern Ontario with an allocation of \$44.4 million over two years.

CIP 150 – Program Highlights

This program will support the rehabilitation, renovation and expansion of existing public infrastructure assets such as community centres, recreational facilities, local arenas, libraries, trails and other community infrastructure. Examples of eligible projects include new entrances and ramps to improve accessibility to a facility, replacing windows and doors to improve energy efficiency, upgrading HVAC systems to meet safety standards and extending a trail by no more than 50% of its existing length. The construction of new infrastructure, temporary installations, moveable equipment or infrastructure expansions of more than 50 percent in size are ineligible.

FedDev Ontario may contribute up to \$1 million per project. Funding recipients may receive up to 50 percent of total eligible project costs. However, priority may be given to applicants requiring only 33.3 percent of total eligible project costs as well as to smaller-scoped projects to ensure broad program reach.

Eligible costs must be incurred between April 1, 2016 and March 31, 2018. Construction must be completed by March 31, 2018. However, priority may be given to projects that can be completed by June 2017 to align with celebrations for Canada's 150th anniversary. Projects that have gone to tender may be considered eligible. However, project costs incurred prior to April 1, 2016, will not be reimbursed.

Project applications must be submitted no later than June 9, 2015. There is no limit to the number of applications that may be submitted, however, the City must indicate the order of priority for the projects.

The projects will be assessed based on the following priority areas and selection criteria:

- Project Readiness – priority to projects that can be completed by June 30, 2017
- Project Scope – priority to smaller-scoped projects to ensure timely completion and that the program benefits are shared broadly
- Extent to which Other Funding is Leveraged – ability of a project to leverage 66.6% of project funding from other sources
- Link to Canada's 150th Anniversary – including modernizing Canada's infrastructure, long-term benefits to community, historic significance, celebrating Canada's 150th anniversary

- Incrementality – attest that the work would not have been completed or is being completed faster due to the funding

Additional program details can be found in the Program Guidelines included as Appendix A.

Three CIP 150 Projects Recommended

It is recommended that three applications be submitted to the CIP 150 for funding as listed in Chart 1.

Chart 1

CIP 150 Recommended Projects

Priority	Project	2015 Budget Reference	Total Project Cost	Maximum CIP 150 Contribution	Requested CIP 150 Contribution
1	Otonabee River Trail – Del Cray Park to Haggart Street	7-1.04	\$2,000,000	\$1,000,000	\$500,000
2	City Hall Elevator Installation	New project	\$1,000,000	\$500,000	\$333,000
3	Peterborough Public Library – main branch renovation and expansion	6-4.03 and Report CSD15-012 dated June 1, 2015	\$11,996,800	\$1,000,000	\$1,000,000
	Total		\$14,996,800	\$2,500,000	\$1,833,000

Peterborough Public Library – main branch renovation and expansion (\$12.0 million)

The Main Branch of the Peterborough Public Library opened in 1982 and 33 years later still provides valuable and essential services to the community. The facility needs to be updated and the renovations to the facility are essential to keep the building operating effectively. Renovations include new roofing, HVAC and waterproofing of the complete building foundation to address lower level moisture problems. The project also includes an internal reorganization of the layout for greater effectiveness and the expansion of the facility resulting in a net gain of public space. The CIP 150 funding will advance the renovation of the library.

Otonabee River Trail –Del Cray Park to Haggart Street – (\$2.0 million)

The extension of the Otonabee River Trail was extended southerly to link Millennium Park with Del Cray Park. In addition, lighting and walkway links, an accessible pedestrian bridge over Jackson Creek and the ramp from the CPR Line has been completed. This next phase provides for the continuation of the Otonabee River Trail from The Point in Del Cray Park to Little Lake Cemetery, consistent with the City's

Recreation Master Plan and the Little Lake Master Plan. The CIP 150 funding will advance the development of this section of trail.

City Hall Elevator (\$1.0 million)

The City will be installing an elevator in the main lobby of City Hall to facilitate accessibility to various locations within the building that are presently not accessible. While a design has been completed, the construction has not yet been approved. The current plan is to relocate electrical in 2016 and seek approval for construction in a future year. If the CIP 150 funding application is successful, the elevator installation would move forward to 2016.

Priority Areas and Selection Criteria

Chart 2 shows how each project addresses the priority areas and selection criteria:

Chart 2
Criteria met by each of the Proposed Projects

Ref	Criteria	Library	Trail	Elevator at City Hall
1	Project Readiness—completed by June 30, 2017		✓	✓
2	Project Scope-smaller scoped project		✓	✓
3	Other Funding Leveraged	✓	✓	✓
4	Linked to Canada's 150 Anniversary	✓	✓	✓
5	Incrementality funding advancing completion	✓	✓	✓

Other Funding that will be Required

If Council approves the recommendations in this report, it is committing to providing the City's share of the funding. Chart 3 shows the total budget of each project and the proposed funding sources if the applications are successful.

Chart 3
Proposed Funding

Ref	Description	Library	Trail	Elevator
1	Total Project Cost	\$11,996,800	\$2,000,000	\$1,000,000
	Funding:			
2	Amounts Previously Approved	\$2,285,000	\$310,000	0
3	Tax Supported Debentures	\$5,651,100	\$1,115,000	\$667,000
4	Canada 150 CIP	\$1,000,000	\$500,000	\$333,000
5	Library Foundation	\$250,000		
6	DC Supported Debentures	\$2,810,700		
7	Dragon Boat Festival Donation		\$75,000	
	Total Funding	\$11,996,800	\$2,000,000	\$1,000,000

Timelines

Projects must be substantially complete by March 31, 2018. However, priority will be given to projects that can be substantially complete by June 30, 2017. As seen on Chart 2, staff are recommending the commitment to June 30, 2017 for the Trail project and the Elevator project. Due to the large financial commitment that would be necessary in 2016 for the Library project, meeting the June 30, 2017 date is not recommended. If Council wishes to commit to June 30, 2017 for the Library project, a pre-commitment of at least 60% of the funding for the project would be necessary in the 2016 budget with the balance being pre-committed in 2017.

Summary

The Canada 150 Community Infrastructure Program funding will assist the City of Peterborough in alleviating capital pressures and implementing these capital projects.

Submitted by,

Sandra Clancy
Director of Corporate Services

Contact Name:

Sandra Clancy
Director of Corporate Services
Phone: 705-742-7777, Extension 1863
Toll Free: 1-855-738-3755
Fax: 705-876-4607
E-mail: sclancy@peterborough.ca

Attachments:

Appendix A – Canada 150 Community Infrastructure Program - Program Guidelines

Appendix A

**Canada 150 Community Infrastructure Program – Program
Guidelines**

Canada 150 Community Infrastructure Program

PROGRAM GUIDELINES





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Background

Economic Action Plan 2015 announced \$150 million nationally over two years for the new Canada 150 Community Infrastructure Program (CIP 150). The CIP 150 is part of a coordinated federal approach to celebrating Canada's 150th anniversary.

Under the theme "Giving back to Canada" — shaping the future, leaving a lasting legacy and giving a gift to Canada — this program will support the rehabilitation, renovation and expansion of existing public infrastructure assets such as community centres, recreational facilities, local arenas, cultural centres and other community infrastructure. This commitment is expected to strengthen public infrastructure and provide economic benefits in communities across Canada.

The Federal Economic Development Agency for Southern Ontario (FedDev Ontario) is delivering the program in southern Ontario with an allocation of \$44.4 million over two years.

Eligibility

I. Eligible Recipients

Eligible recipients under the program include:

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

II. Eligible Projects

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

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



Eligible projects must:

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

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

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

- community centres (including Legion Halls);
- cultural centres and museums;
- parks, recreational trails, including fitness trails, bike paths and other types of trails;
- libraries;
- recreational facilities including local arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, golf courses, ski hills or other types of recreational facilities;
- tourism facilities;
- docks;
- cenotaphs; and
- other existing community infrastructure assets for public benefit that have a local community impact, such as local roads, drinking water treatment and distribution systems, connectivity and broadband, local airports, solid waste management and wastewater infrastructure.

Examples of eligible projects include:

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



III. Eligible Project Costs

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

Eligible costs for support under the program are as follows:

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

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

IV. Ineligible Project Costs

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

- project costs incurred before April 1, 2016, or after March 31, 2018;
- temporary installations and moveable equipment, including but not limited to, motorized vehicles, furniture, computers and sports equipment;
- services or work that is normally provided by the recipient or a related party;



- salaries and other employment benefits of any employees of the recipient except as outlined above in Eligible Project Costs;
- a recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the recipient's staff;
- in-kind contributions;
- the cost of feasibility and planning studies;
- taxes, such as GST and HST, for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- the cost of land or any interest therein, and related costs;
- cost of leasing of equipment by the recipient except for as indicated in eligible costs, above;
- legal fees; and
- routine maintenance costs.

Funding

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

Eligible recipients may receive contributions of up to a maximum of \$1,000,000. However, priority may be given to smaller-scoped projects to ensure projects can be completed within the required timeframes and to ensure that the program benefits are shared broadly.

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

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

Application Process

Applications and supporting documentation must be submitted to FedDev Ontario no later than **5:00 p.m. EDT on June 9, 2015.**

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

Incomplete and late applications will be deemed ineligible.



Applicants are strongly encouraged to apply online at www.FedDevOntario.gc.ca/CIP150.

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

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

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

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

Assessment Process

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

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

Project Readiness: Applicants are required to provide information necessary to determine if the project is construction-ready and will be substantially completed by March 31, 2018. Priority may be given to projects that can be completed by June 30, 2017.

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

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

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

Incrementality: Applicants are required to attest, in conjunction with their project application, that the work to be undertaken is an incremental construction activity that would not



otherwise have been constructed or constructed as quickly, were it not for funding from the CIP 150.

Other Requirements

Endorsement

Proposed projects must be duly authorized or endorsed by a resolution of Council, Band or Board of Directors, as applicable. The resolution is encouraged at the time of the application and must be received before a contribution agreement can be executed.

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

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

Ownership of Asset

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

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

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

Environmental Assessment

Projects that are defined as "designated projects" under the *Canadian Environmental Assessment Act, 2012* and those located on "federal lands" may require an environmental assessment or review. "Designated projects" include major projects such as electrical generating stations and transmission lines, oil and gas mining and processing facilities, metal and mineral mines, major railway lines, and all season highways. Applicants should



communicate with the [Canadian Environmental Assessment Agency](#) for more information on "designated projects". For projects carried out on "federal lands" (which are not "designated projects"), FedDev Ontario will have to determine if the project is likely to cause significant adverse environmental effects. Eligible project costs cannot be reimbursed until this review has been completed.

Reporting

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

Contact Us

For more information on the Canada 150 Community Infrastructure Program, please [email](#) or call 1-866-593-5505.