

Canada Housing Infrastructure Fund Provincial-Territorial Stream Program Guide - Saskatchewan

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Foreword

This program guide provides an overview of the Canada Housing Infrastructure Fund (CHIF) requirements. This guide can help applicants decide if projects are a good fit before proceeding with a full application. Part I of this guide will walk you through the application process and provide helpful information to assist in preparing and submitting an application. Part II will highlight some of the key steps and considerations if your project is approved for CHIF funding.

The program guide contains references to the Canada-Saskatchewan Agreement for the CHIF signed in February 2025. The agreement is available on the Government of Saskatchewan's website, [saskatchewan.ca](https://www.saskatchewan.ca).

In the event of a conflict between the program guide and the Canada-Saskatchewan Agreement for the CHIF, the Canada-Saskatchewan Agreement for the CHIF will prevail.

Part I

1. Introduction

1.1 About the Program

The governments of Canada and Saskatchewan are collaborating to make long-term infrastructure investments that will accelerate new construction, rehabilitation and expansion of housing-enabling drinking water, wastewater, stormwater and solid waste infrastructure, directly supporting the creation of new housing supply and improved densification.

On March 10, 2025, the Canada-Saskatchewan Agreement for the CHIF was announced. CHIF will provide more than \$187 million in federal funding for infrastructure projects between now and 2034. These projects will be cost-shared by the federal and provincial governments, municipalities and other eligible applicants and administered by the Saskatchewan Ministry of Government Relations (GR) on behalf of Housing, Infrastructure and Communities Canada (HICC).

These investments will bring many benefits to people across Saskatchewan by improving capacity of housing-enabling infrastructure in Canadian communities, including:

- Drinking water systems
- Wastewater systems
- Stormwater systems
- Solid Waste management systems

Projects that are awarded CHIF funding will be subject to reporting requirements, including updates on the project's progress. Applicants are encouraged to familiarize themselves with the requirements described in this guide in section 12.4 - Reporting.

1.2 Contact Information

For additional information on CHIF and application support, please contact:

Municipal Infrastructure and Finance

Ministry of Government Relations

Telephone: 306-787-1262

Email: infra@gov.sk.ca

1.3 Application Intakes and Deadlines

Intakes and deadlines will be available on saskatchewan.ca and through municipal sector and stakeholder communications. It is anticipated that more projects will qualify for funding than the available CHIF funding can cover. Funding will be allocated based on merit and eligible projects will be evaluated based on both technical and financial criteria. Projects will be ranked according to the extent they meet CHIF’s objectives, provincial priorities and the eligibility criteria.

1.4 Number of Applications

All eligible applicants (refer to section 2) may submit **one** planning and **one** capital application per CHIF intake. All applicants will be notified of the status of their application after the funding allocated for the intake has been awarded.

Projects that are regional (involving two or more communities) may submit one application per CHIF intake. Regional project applications will not count toward the participating applicant’s application limit. For example, if a regional project is applied for, a participating municipality may submit an application under the same intake but for a different project. Unsuccessful applications may be revised and a new application for the same project may be submitted in a subsequent intake.

1.5 Cost-Sharing, Stacking and Limits to Funding Award

The funding provided by the federal and provincial governments towards infrastructure projects is cost shared. The levels of federal and provincial contribution are:

Applicant Type	Federal Contribution	Provincial Contribution
Municipal or regional governments, public sector bodies and not-for-profit Organizations	40%	Up to 33.33%
Municipal or regional governments with a population of 30,000 or less	40%	Up to 33.33%
Indigenous	Up to 100%	Up to 25%
Private sector – for-profit	Up to 25%	0%

The contributions listed above are estimates and can be confirmed only after project approval is received from Canada.

The remaining eligible project costs plus all ineligible project costs and cost overruns are the responsibility of the applicant. Where applicants plan to use or have applied for funds from other federal or provincial programs, the source of these funds must be indicated on the application form. The disclosure of other funding sources must be provided by the successful applicant for the duration of the project.

Applicants who have other government funding or grants in place for their project should note that the program is subject to stacking rules. Total government funding cannot exceed 100 per cent of the total project costs. The total federal government funding cannot exceed 100 per cent of the total eligible project costs. Stacking is allowed; however, project costs cannot be duplicated across multiple programs and the lowest stacking limits of other programs may apply to the project. Canada Community-Building Funds (CCBF) are considered to be a federal contribution

that can be used towards the project within the CHIF stacking limits.

Indigenous applicants may be eligible to access additional funding from federal sources subject to approval from Canada.

Note: Projects that receive CHIF funding through the federal Direct Delivery stream are not eligible to receive CHIF funding through the provincial stream, and vice versa. Projects that were unsuccessful under the Direct Delivery stream are eligible to apply under the CHIF Provincial-Territorial stream.

2. Applicants

2.1 Eligible Applicants

Eligible CHIF applicants include:

- A provincial government.
- A municipal government established by or under provincial or territorial statute.
- A public sector body established by or under provincial or territorial statute, or by regulation, or is wholly owned by a province, territory, municipal or regional government.
- An incorporated not-for-profit organization.
- A private sector, for-profit body if they are working in collaboration with an eligible public sector entity, as described above, or with an eligible Indigenous applicant, as described below.
- An Indigenous applicant, as follows:
 - An Indigenous Governing Body, including but not limited to:
 - A band council within the meaning of Section 2 of the Indian Act.
 - A First Nation, Inuit or Métis government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between His Majesty the King in right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation.
 - A First Nation, Inuit or Métis government established by or under legislation, whether federal, provincial, or territorial, that incorporates a governance structure.
 - A not-for-profit organization whose central mandate is to improve Indigenous outcomes.
 - An Indigenous development corporation.

The private sector for-profit applicant must demonstrate to HICC that they are collaborating with the required entities by providing a letter of support from the partner organization. The private sector for-profit applicant must also demonstrate that the project results in broad public benefit. Where multiple eligible applicants are working together on one project, **one lead applicant** must be identified. The applicant will be responsible for implementing the project.

Note: The applicant must own, operate and maintain the project asset. If you will not own the project asset, please have the entity that will own, operate and maintain the project asset apply.

2.2 Ineligible Applicants

The following applicant types are ineligible for funding:

- Federal entities, including federal Crown corporations.
- Private sector, for-profit bodies that are not partnering with an eligible public sector body, as described above.
- Individuals and private citizens.
- Applicants not defined in section 2.1.
- Applicants not residing within the province of Saskatchewan.
- Applicants that will not own, operate and maintain the project asset.

3. Projects

3.1 Project Eligibility

Eligible infrastructure projects must meet all applicable program requirements and support CHIF's objectives and expected outcomes. Eligible projects under CHIF are tied to enabling increased housing supply. For a project to be eligible, applicants must demonstrate in each application that there is a housing need or that growth is expected in the community where the project will take place.

Expanded eligibility criteria exists for projects in rural (population 30,000 or less), northern and Indigenous communities that may not have sufficient housing growth-related projects. In these cases, eligible projects could preserve existing capacity, or increase reliability and access to drinking water, wastewater, stormwater, or solid waste systems for current and/or future populations.

Eligible projects must also support the increased capacity of municipal infrastructure related to drinking water, wastewater, stormwater, or solid waste management, as outlined below.

Both capital and planning projects are eligible under CHIF.

Capital infrastructure projects include new construction, rehabilitation or expansion projects that result in tangible infrastructure, including hybrid and natural infrastructure, for the following:

- **Drinking water systems** including drinking water treatment facilities, storage assets, and pump stations, local and transmission drinking water pipes, and natural infrastructure.
 - Example: A new water treatment facility, a project that increases the treatment capacity of a water treatment plant to accommodate growth, or a project that reduces water losses (leakage) in a drinking water network which reduces total water use and frees up capacity at the water treatment plant to accommodate growth.
- **Wastewater systems** including wastewater storage and treatment facilities, lagoon systems, pump/lift stations, sanitary force mains, sewer pipes, combined sewer pipes and natural infrastructure.
 - Example: A project that increases the treatment capacity of a lagoon to accommodate growth or a project expanding the linear infrastructure (e.g. sewer pipes) of a sanitary sewer system to accommodate housing densification efforts.

- **Stormwater systems** including stormwater drainage pump stations, management facilities, pipes and natural infrastructure.
 - Example: A project that increases non-linear stormwater capacity, such as the use of dry ponds in a public park near a planned housing development. The project would result in less stormwater entering the water network, extending system capacity to accommodate population growth in the nearby development.
- **Solid waste management systems** including landfills (new, expansions and gas management systems), organic waste processing, waste collection and sorting and thermal treatment.
 - Example: A waste diversion project that diverts organic waste (e.g. food or yard waste) away from a landfill. This would increase the lifespan of the landfill to process waste from the growing communities it services.

Planning projects primarily consist of studies, plans, design work, feasibility studies, housing needs assessments, risk assessments, climate assessments, engineering reports and environmental impact assessments. For a planning project to be eligible for funding, it must support a potential future capital project that would be considered eligible under CHIF and align with its objectives. However, the capital project that is informed by the planning project does not have to be funded through CHIF and does not have to result in construction if studies suggest the project is not feasible.

3.2 Outcomes and Indicators

The following table reflects the immediate outcome that CHIF projects must meet and that Ultimate Recipients must report on, as well as the associated performance indicators that will be used to measure progress towards the outcome.

IMMEDIATE OUTCOME	
Outcome Statement	Indicators
Improved capacity of housing-enabling infrastructure in Canadian communities	Total drinking water treatment capacity (in cubic metres/day)
	Population served by drinking water plant
	Total wastewater and/or stormwater treatment capacity (in cubic metres/day)
	Population served by a wastewater plant and/or stormwater infrastructure
	Solid waste management capacity in tonnes (by type: landfill, organics, recycling facility, anaerobic digestion system)
	Remaining useful life of water, wastewater and/or solid waste infrastructure (as a ratio of assets expected service life)

Through the Canada–Saskatchewan Agreement for the CHIF, Saskatchewan is required to set public housing targets to be achieved through CHIF funding. Recipients will be required to report on these project-specific intermediate outcomes to support the provinces’ housing targets.

INTERMEDIATE OUTCOME	
Outcome Statement	Indicators
Enabling new housing or preserving existing via increased supply in Canadian communities	Number of housing units enabled or preserved
	Number of affordable housing units enabled or preserved.

3.3 Eligibility Checklist

The project must meet each of the eligibility criteria listed below:

- The project is located in Saskatchewan.
- The applicant owns or will own the asset or assets, or the applicant has or will have secured all necessary rights and interest in the asset or assets.
- The project is for planning, new construction, rehabilitation or expansion of drinking water, wastewater, stormwater or solid waste infrastructure that is primarily for public use or benefit.
- The project will increase system capacity or efficiency to enable increased housing supply or to address a housing need.
- The project meets housing conditions, if applicable (see CHIF Program Guide - Saskatchewan Section 4).
- All requested eligible costs and expenditures will be in accordance with CHIF Program Guide - Saskatchewan (Section 6.1) and are direct and necessary for the successful implementation of an eligible project (see Section 3.1 of the CHIF Program Guide - Saskatchewan for an explanation of eligible and ineligible projects).
- Contracts will be awarded in a way that is fair, transparent, competitive and consistent with value for money principles.
- If the general public has access to the completed project, it will meet or exceed the requirements of the highest published accessibility standard in Saskatchewan, applicable provincial building codes, relevant municipal by-laws and accessible design guidelines.
- The project will result in effluent that meets applicable federal and provincial regulations in Saskatchewan (applies to wastewater projects only).
- The project will meet or exceed provincial drinking water standards (applies to drinking water projects only).

The project will be substantially completed no later than October 31, 2033. Projects not meeting the criteria above will be deemed ineligible.

All CHIF projects must support public infrastructure, defined as tangible capital assets primarily for public use and benefit.

CHIF funding cannot be allocated to existing projects under other HICC programs. However, if a phase of an existing drinking water, wastewater, stormwater or solid waste project previously funded by Canada qualifies as a standalone project under CHIF (e.g. Phase 2 of a water treatment plant or the expansion of a stormwater management system to accommodate new housing development), Canada may approve that phase as a separate CHIF project.

Expanded eligibility for rural, northern and Indigenous communities

Expanded eligibility criteria exists for projects in rural (population 30,000 or less), northern and Indigenous communities that may not have sufficient housing growth-related projects.

In these cases, eligible projects could preserve existing capacity or increase reliability and access to drinking water, wastewater, stormwater or solid waste systems for current and/or future populations:

- Investments in facilities and systems to ensure regulatory compliance (Wastewater Systems Effluent Regulations (WSER), methane capture).
- State of good repair (SOGR) capital investments are required to ensure an adequate level of service to current and future residents.
- Reduced drinking water advisories.
- Investments in drinking water and wastewater distribution systems could include rolling stock (water trucks, septic pumping trucks).
- Investment in solid waste projects could include landfill decontamination, decommissioning, and rehabilitation as part of a larger landfill project.

Housing benefits would still need to be demonstrated but will be measured by:

- Number of housing units enabled; and/or
- Increase in population with more reliable access to drinking water, wastewater, stormwater, and solid waste systems.

Eligibility of Rolling Stock

Rolling stock may only be considered on a case-by-case basis where vehicles play the same role as traditional infrastructure systems. Assets must directly contribute to increasing or preserving the capacity of drinking water, wastewater, or solid waste management systems in communities.

Drinking water distribution: Drinking water delivery vehicles may be considered in communities that do not have traditional water pipes and other conduit systems, and/or where the cost of building the infrastructure is less or not feasible.

Wastewater management: Municipal wastewater pumping vehicles may be considered to support and improve community systems (e.g. septic). Private residential wastewater pumping vehicles would be ineligible. Consistent with public infrastructure, residential servicing is ineligible.

Solid waste management and processing: Solid waste rolling stock may be considered if it increases the capacity of community landfills, facilities or transfer stations. Eligibility is limited to vehicles that support the transfer and treatment of solid waste (e.g. transmission vehicles),

but not for regular operations and maintenance (e.g. curbside or construction site collection).

3.4 Project Size and Phasing Projects

All approved projects will be required to meet the program requirements outlined in the Ultimate Recipient Agreement, including award of contract, communications and reporting.

The maximum allowable total eligible costs amount per project is \$50 million. Consideration will be given to a fair distribution of funding.

When a phase of a project is submitted for funding consideration, the phase should independently result in outcomes that align with program objectives. It is important to note that the approval of one phase of a project does not guarantee that other phases will receive funding.

3.5 Additional Provincial Criteria

Saskatchewan endeavors to support projects through the program that are well planned, support local and provincial priorities (including economic growth, regional planning and partnerships), reduce negative impacts to the environment and will continue to provide community benefits over the long term supported by sustainable infrastructure management. Projects may not be funded if there are high risks or if they do not meet program requirements.

For example, if any of the following are deemed likely, the project may not be eligible and/or selected for funding:

- A high probability of the project not being able to be completed within the program timeline.
- Potential for the project to not proceed due to insufficient applicant funding or compliance difficulties.
- A high probability that the project will require a significant change in scope to proceed due to limited planning undertaken prior to application.
- The project may not provide the level of service identified.
- The project does not have public and/or council or board support.
- The project has the potential to cause environmental or social issues.
- The applicant does not demonstrate they can manage, maintain and finance the project over the long term.

The applicant should clearly demonstrate within the application that risks related to the project have been considered and include mitigation measures for identified risks.

4. Housing Conditions

4.1 Housing Conditions Placed on Municipalities in Provinces

As specified by Section 4(n) and Schedule A.2 of the signed Canada-Saskatchewan Agreement for the CHIF, Saskatchewan will be required to ensure the application of the two housing-enabling measures below:

1. Adopt zoning for four units as-of-right (4AOR) per lot in all low-density residential areas with

municipal servicing (water and sewer) in communities with populations greater than 30,000 (per the 2021 Census of Population).

2. For municipalities or regional governments with populations greater than 300,000, as identified in the 2021 Statistic Canada Census, implement a three-year freeze on increasing Development Charges above rates in effect as of April 2, 2024.

Four units as-of-right

- Municipalities with populations greater than 30,000 per the 2021 Census of Population are required to have adopted zoning 4AOR or have committed to adopt zoning for 4AOR prior to submitting an application to allow for more “missing middle” housing types (e.g. fourplexes, multiplexes).
- Saskatchewan will be required to attest that the municipality has adopted 4AOR zoning or has committed to adopt zoning changes and to specify how the municipality has implemented or intends to implement the zoning change. No funding will be provided to recipients until this condition has been met (the province must attest that the municipality has adopted zoning changes in their local by-laws).
- In the application, municipalities may identify **limited exceptions to the zoning requirement and suggest alternative solutions to meet the underlying objective of maximizing housing density and supply**; however, HICC reserves the right to accept or decline the proposal.
- While encouraged to do so, municipalities with populations of less than 30,000 people and Indigenous communities are not required to implement the zoning change to be eligible under CHIF.

5. Federal Funding Requirements

In order to be considered eligible and as a condition of funding, applicants must attest that federal requirements have been or will be met for their projects, as applicable. Measures taken to comply with requirements will be validated through project reporting (as applicable). The federal requirements that may apply to projects are outlined below. Additional information on these requirements is provided in the Application Form and Step-by-Step Guide.

5.1 Climate Resilience

Climate resilience requirements support federal commitments, including those in the [National Adaptation Strategy](#), to build climate-resilient communities by investing in low-carbon, resilient infrastructure and by reducing risks to the asset and community. Meeting resilience requirements is a two-phased process applicable to ALL projects.

Phase 1 - Climate Hazard Identification and Hazard Treatment Attestation: Completed during the application process, this requires the identification of climate hazards that could have an impact on the asset (based on best available climate data) and an attestation to commit to implementing climate adaptation measures, also referred to as treatment measures, to lessen the effects of the identified risks.

Phase 2 - Hazard Treatment Reporting: Submitted during reporting for the projects that receive funding, this phase includes reporting details on treatment measures identified during project planning and design for implementation during construction. It also requires the identification of climate design data used to determine appropriate treatment and adaptation measures.

If climate hazards are identified as having the potential to impact a project, the Ultimate Recipient is required to attest that they will implement appropriate treatment measures to lessen the impact of climate risks and use future climate design data, or the best available data, to inform their approach. Committing to these measures is a requirement for projects to be considered for funding.

Summary of CHIF Resilience Requirements			
Requirement	Description	What to Provide and When to Provide it	
1. Climate Hazard Identification (all projects)	Assess the project’s exposure to four key hazards: <ul style="list-style-type: none"> • flood (coastal, riverine and overland flooding) • wildfire • extreme heat • permafrost thaw over the lifespan of the asset, using the best available climate data and projections.	At application:	<ul style="list-style-type: none"> • Identify applicable hazards. • Identify the type of climate data used to make the assessment.
		Post-approval:	<ul style="list-style-type: none"> • List the climate data and projections used to make the assessment • Identify any additional hazards examined.
2. Hazard Treatment (all projects)	Adopt hazard treatment measures for each identified hazard using the best available climate data and projections.	At application:	<ul style="list-style-type: none"> • Commit to adopting hazard treatment measures for each identified hazard and using the best available climate data and projections.
		Post-approval:	<ul style="list-style-type: none"> • Describe the planned hazard treatment measures. • Identify any national standards or guidelines used to inform hazard treatment measures. • List the climate data and projections used to design measures. • Identify any climate hazards left untreated and provide a justification.

5.2 Greenhouse Gas Mitigation

CHIF’s greenhouse gas (GHG) mitigation approach focuses on areas where the most significant GHG emissions reductions are possible by addressing operational emissions from wastewater treatment infrastructure, supporting solid waste projects with reduced methane emissions, supporting the use of construction materials with a lower carbon footprint and reporting on GHG emissions mitigation actions and reductions.

If project assets include mechanical wastewater treatment plants, applicable solid waste projects (including landfills, organic waste processing or thermal treatment) or anaerobic lagoons, the project may be subject to GHG mitigation reporting requirements, as outlined in the following table.

Summary of CHIF Operational Emission Measures (GHG)			
Project types		Reporting requirements? Report to be submitted before first payment	Project must implement GHG Mitigation Measures?
1. Asset -specific	1. Mechanical wastewater treatment plants (over \$10 million in total eligible costs)	YES. <i>GHG Assessment is required in project reporting.</i>	YES
	2. Solid waste projects, including: <ul style="list-style-type: none"> • Landfills • Organic waste processing (compost and anaerobic digestion) • Thermal treatment 	YES. <i>GHG Assessment is required in project reporting.</i>	NO
	3. Anaerobic lagoon	YES. <i>Complete Climate Report required in project reporting.</i>	NO
2. All other project types (e.g. drinking water, wastewater projects under \$10 million in total eligible costs, other solid waste projects not listed above)		NO	NO

5.3 Ready-Mixed Concrete Carbon Reduction

Additionally, projects that meet the criteria for the federal [Buy Clean Strategy](#) policy approach will need to meet the ready-mix concrete carbon emissions reduction requirement, which requires the total carbon footprint for all concrete mixes to be at least 10 per cent below the regional industry average baseline.

Under CHIF, **any** project that meets the following three criteria is required to report on emissions reductions:

- Has total eligible costs over \$10 million
- Is within a municipality with a population over 30,000
- Uses more than 100 cubic metres (m³) of ready-mix concrete.

Projects must meet the ready-mix concrete carbon emissions reduction requirement, whereby the total carbon footprint for all concrete mixes must be at least 10 per cent below the regional industry average baseline.

Note: Buy Clean requirements do not apply in the territories or for Indigenous-led projects.

At application, applicants attest to whether their project meets the criteria above (based on the best information available at the time of application) and commit to meeting the ready-mix concrete carbon emissions reduction requirements if the project meets the criteria.

After approval, HICC will validate whether carbon emissions reduction requirements apply. Reporting will occur in two stages:

- Before the first payment, recipients will report on the carbon footprint from ready-mix concrete to demonstrate that the ready-mix concrete in the project design meets the carbon emission reduction requirement (using HICC template).
- Before the final payment, recipients are required to update the post-construction (as built) template based on the ready-mix concrete actually used in the project and its corresponding carbon footprint.

For additional information on GHG mitigation requirements, please refer to the **Climate Fact Sheet** included with the application package.

HICC's Climate Toolkit for Housing and Infrastructure

Recipients can access support and guidance on CHIF's climate requirements through the [Climate Toolkit for Housing and Infrastructure](#). The Climate Toolkit Help Desk (one part of the Climate Toolkit) is a dedicated service where communities can access guidance, valuable resources, and information on sector best practices for incorporating low-carbon and climate resilience measures in infrastructure and housing projects. It will also provide clear and comprehensive responses to questions related to CHIF's climate requirements.

Contact the HICC Climate Toolkit Help Desk by: webform: Infrastructure Canada Helpdesk (canada.ca); email: Climate-Infra-Climat@infc.gc.ca; or toll-free phone: 1-833-834-0243.

5.4 Environmental Assessment

Applicants will be required to complete a questionnaire in their application to help HICC determine whether the project has federal environmental or impact assessment requirements under the [Impact Assessment Act](#). Under the Impact Assessment Act, designated projects may be subject to a federal impact assessment (Section 9), and projects on federal lands may be subject to an environmental effects determination. The applicant will be informed of any such requirements. **No construction can start, and no funding can flow until environmental assessment requirements are met.**

More information on the Impact Assessment Act is available on HICC’s website: [Environmental Impact Assessment](#).

Additional information on impact assessment and Saskatchewan’s own environmental assessment requirements is located in Section 9.

5.5 Indigenous Consultation

Applicants will be required to complete a questionnaire in their application to help HICC determine whether the project requires consultation with Indigenous peoples. The Government of Canada has a duty to consult and, where appropriate, accommodate Indigenous peoples when contemplating a decision or activity that may adversely impact Aboriginal or treaty rights. HICC will inform the applicant of any such requirement. **No construction can start and no funding can flow until Indigenous consultation requirements are met.** While the duty to consult rests with the Crown, HICC asks selected applicants to carry out certain procedural aspects of consultation, where appropriate. More information is available on HICC’s website: [Consultation with Indigenous Peoples](#).

Additional information on Indigenous Consultation requirements can be found in Section 10. [Engagement with Indigenous peoples prior to applying](#)

HICC encourages dialogue with Indigenous peoples potentially impacted by the project as early as possible, ideally during project planning and before applying for funding. This may build positive relationships with Indigenous communities and enhance project design by incorporating input and Indigenous knowledge. Since the project may trigger a duty to consult, early discussions may mitigate potential impacts to rights and streamline consultation requirements at later stages. This can help ensure timely project implementation, as no construction can start and no funding can flow until any consultation requirements have been met.

6. Costs

6.1 Eligible Costs

Eligible costs are those considered by Saskatchewan to be direct and necessary for the successful implementation of an eligible project. Eligible expenditures for contribution funding under CHIF are as follows:

- Costs that are incurred **after** project approval, except for expenditures associated with meeting federal requirements related to environmental assessments and Indigenous consultation and, where appropriate, accommodation (see section 6.3 below).
- Capital costs, construction costs, design and planning costs, cost for professionals, technical personnel, consultants and contractors specifically engaged for the purpose of the project.
- For natural infrastructure only, land acquisition.
- Costs of environmental assessments, monitoring and follow-up activities, as required by the Impact Assessment Act or equivalent legislation (see Section 6.3 below).
- Costs associated with climate assessments.
- Costs associated with a public announcement and official ceremony or required temporary or permanent signage that includes the cost of creating and posting signage.

- Costs for the purpose of Indigenous consultation or engagement activities (retroactively eligible up to two years prior to project approval but no earlier than September 10, 2024).
- Other costs that are considered direct and necessary for the successful implementation of the project and that are approved in advance by HICC.

6.2 Ineligible Costs

The following costs are ineligible under CHF:

- Project costs incurred prior to project approval, except for expenditures associated with meeting federal requirements related to environmental assessments and Indigenous consultation and, where appropriate, accommodation (see Section 6.3).
- Costs incurred for cancelled projects.
- Costs for leasing land, buildings, and other facilities.
- Costs for leasing equipment other than equipment directly related to the construction of the project.
- Real estate fees and related costs.
- Recipient employee and overhead costs, except:
 - Those for the purpose of Indigenous consultation and engagement activities.
 - Incremental costs related to the recipient's employees, if approved in writing by Canada.
 - These costs refer to the use of own-force labour as part of the project. HICC recognizes that there are circumstances when:
 - It is not economically feasible to tender a contract for particular elements of a project.
 - There is limited private-sector construction capacity (i.e. northern and very remote areas).
 - Unionized employees are required to undertake certain project components.
 - Under these and similarly unique circumstances, internal salaries may be deemed an eligible project expense, subject to approval by Canada.
- Costs associated with ongoing operating expenses and regularly scheduled maintenance work.
- Financing charges, legal fees, mediation/alternative dispute resolution fees, collateral on mortgage financing and loan interest payments including those related to easements (e.g. surveys), except for:
 - Legal fees incurred by Indigenous recipients, excluding those related to litigation or to the purchase of real property (land or building).
 - Legal fees incurred by Indigenous peoples whose rights may be impacted by project activities funded by the program and that are reasonable, as determined by Canada.
 - Construction finance costs are incurred for public-private partnership projects.
- Any goods and services costs which are received through donations or in kind.
- Provincial sales tax, goods and services tax and harmonized sales tax for which the recipient is eligible for a rebate, and any other costs eligible for rebates.
- Costs related to furnishings and non-fixed assets unless approved by Canada.

- All capital costs, including site preparation and construction costs, until HICC has confirmed that environmental assessment, other applicable federal environmental legislation and Indigenous consultation and accommodation obligations have been met and continue to be met.
- Land acquisition costs not directly linked to the development of natural infrastructure.

6.3 Environmental Assessment and Indigenous Engagement Consultation Costs

If the applicant expects the project to have environmental assessment or Indigenous consultation requirements or plans to engage with Indigenous peoples, potential related costs must be included in the project budget. Subject to project approval, these costs may be **retroactively eligible up to two years prior to project approval but no earlier than September 10, 2024.**

- **Environmental assessment costs:** Include costs for environmental assessments, monitoring and follow-up activities as required by the Impact Assessment Act, modern treaties or northern regulatory regimes. For projects on federal lands, plan for a potential environmental effects determination (Section 82 of the Impact Assessment Act) and include forecasted costs.
- **Indigenous engagement and consultation costs:** Costs may include providing ceremonial offerings, organizing meetings and distributing project information to Indigenous community members. Costs may also cover funding for Indigenous peoples to participate in activities that involve a review of the project (e.g. costs associated with attending meetings, providing feedback on documents, and conducting separate studies on archaeological, health or socioeconomic interests). The total costs will depend on the number of consultation activities required based on the nature of the project and the number of communities or organizations that need to be consulted.

6.4 Contract Procedures and Provisions

The Ultimate Recipient must ensure that all contracts associated with the project will be awarded in a way that is **fair, transparent, competitive and consistent with value-for-money principles.** In addition, when applicable, contracts must be awarded in accordance with the Canadian Free Trade Agreement and international trade agreements (and if applicable, in accordance with international and domestic trade agreements). These trade agreements include but are not limited to: the Canadian Free Trade Agreement, the New West Partnership Trade Agreement and the Canada-European Union Comprehensive Economic and Trade Agreement. See Appendix A for the definition of a **competitive contract.**

If it is determined that a contract is awarded in a way that does not comply with CHIF policy, the contract and costs associated may be ineligible.

Proponents are responsible for:

- Planning, managing and fully documenting the process to acquire goods, services and construction.
- Managing solicitation and contract award processes in a prudent and unbiased manner that fairly treats all potential vendors and bidders.

- Ensuring that contracts for goods, services and construction are designed to provide the best value.
- Ensuring that all acquisitions are consistent with policy and applicable legislation.

It is expected that all contracts for work associated with projects that are approved for funding will be publicly tendered. Where this is not feasible or practicable, Ultimate Recipients must contact, in writing, the Ministry of Government Relations for approval before proceeding with the project.

For more information on Saskatchewan’s trade agreements, procurement policy, resources and templates visit the [Sask Tenders Knowledge Centre](#).

Federal Requirements – Non-Competitive Procurements

When non-competitive contracts are necessary for the implementation of a project, and they are above the specified federal thresholds listed below, approval of the contract as an eligible expenditure is required by HICC for the expense to be considered eligible and therefore payable, under CHIF.

No additional approval is required for non-competitive contracts that have an estimated value of \$40,000 or less for construction or goods contracts or \$100,000 or less for service contracts. The Minister of Housing, Infrastructure and Communities may approve funding for CHIF projects involving non-competitive contracts that:

- Are for less than \$500,000.
- Are with a public sector entity.
- Can only be performed by one person or entity.
- Are entered into by an Indigenous applicant.
- Are with an Indigenous organization or governing body and there is a benefit to an Indigenous community.
- Addresses a state of emergency that has been declared.

For projects seeking a non-competitive procurement process outside of the Minister's delegation, HICC will need to seek approval from the Treasury Board of Canada to allow the costs associated with the contract as an eligible expenditure. Obtaining Treasury Board approval may take several months and will require a strong rationale for the non-competitive procurement process, as well as more complex and in-depth information requirements.

Note: The above thresholds are for federal approvals and do not override Saskatchewan’s thresholds.

7. General Application Requirements

7.1 Required Information

In addition to the information required in 3.3 Eligibility Checklist, please ensure that your application addresses the following:

- Application form and mandatory documents have been filled out in full and submitted online.

- Application must be submitted by an "eligible applicant" as defined in Section 2 - Applicants.
- Application must be for an "eligible project" as defined in Section 3 – Projects.
- Application includes a commitment to pay the applicant's share of the eligible costs and ongoing (operating and other) costs associated with the project.
- Project is consistent with applicable provincial, regional, municipal or band plans, (e.g. land-use, integrated watershed management plan, municipal official plans and asset management plans).
- Major risks with a potential impact on the project during construction or once completed have been considered and, where applicable, a mitigation plan developed.
- All applicable legislative or regulatory requirements will or have been met. This includes requirements for a federal environmental assessment process, provincial environmental assessment process and requirements for Indigenous consultation or engagement. Where a project is excluded from a review under the Impact Assessment Act, it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are identified and/or obtained.
- Projects that are selected for funding will be required to provide additional information as outlined in Section 7.4 to Saskatchewan and Canada's satisfaction prior to Canada's approval of a project.

7.2 Funding

7.2.1 All Applicants

All applicants must demonstrate that their share of funding has been or is being secured and that a plan is in place to cover any cost overruns beyond budgeted contingencies.

Further, they must demonstrate that funds have been committed to operate, maintain and plan for replacement within the application. This is demonstrated through the proper allocation of service fees and tax rates.

A financial analysis will be completed as part of the application review and assessment process. This will include a review of information submitted within the application and the applicant's most recent audited financial statements. Applicants must submit information about any sources of applicant share of project costs. If using other federal funding towards the projects, the applicant must supply the funding source/program name, amount of funding, and a contact name/number from the program. The maximum funding from all federal sources to a project funded under this agreement will not exceed one hundred per cent (100%) of eligible expenditures.

7.2.2 Municipal Government Applicants

In addition to the requirement for all applicants mentioned above, to be eligible to receive CHIF funding, municipal governments must be in compliance with the following applicable legislative requirements as outlined in *The Municipalities Act*, *The Education Property Tax Act*, *The Northern Municipalities Act, 2010* and/or *The Cities Act*:

- The submission of the annual audited financial statement.
- The reporting of education property tax to the Ministry of Government Relations and the school division.

- The collection and remittance of education property tax.
- The submission of an annual return to the Saskatchewan Assessment Management Agency.
- The conducting of a general election in accordance with The Local Government Election Act, 2015.
- The requirement of council to appoint a certified administrator.
- The submission of the annual “Waterworks Financial Overview” to the Minister of Government Relations as required by provincial regulations. This is only applicable for municipalities that maintain a municipal waterworks distribution system for human consumptive use.
- Compliance with the significant terms and conditions of the Canada Community-Building Fund. This is only applicable to municipalities participating in the Canada Community-Building Fund program. For example, payments are not being withheld under the “Municipal Compliance Strategy”.

For municipalities, audited financial statements do not need to be submitted with the application, as this information is held by the Ministry of Government Relations.

7.3 Selection Process and Criteria

CHIF is merit-based; projects are subject to a comprehensive technical and financial assessment and ranking and internal provincial review.

Applicants must ensure that their application demonstrates how the project is eligible for funding as defined in Section 3.1 – Project Eligibility, how the project benefits align with program outcomes, how the project aligns with program criteria described in the application form and this guide, and how the project is supported by sustainable management and planning.

In addition to consideration of the required information in Sections 7.1 – Required Information and 7.2 - Funding, projects will be evaluated based on:

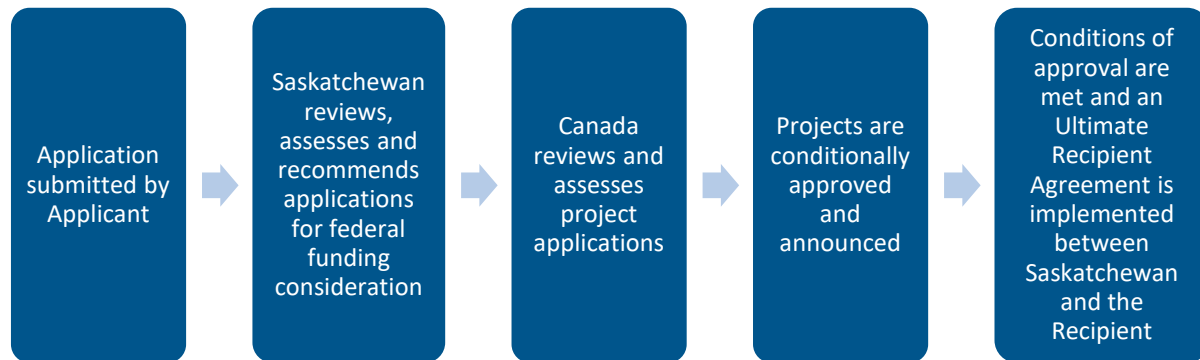
- Represent good value for money
- Contributes to community objectives and is based on community need for services
- Contribution to housing outcomes
- Enhance and protect public health and/or environmental health
- Funding need
- Technical feasibility based on documentation provided
- Project sustainability (i.e. exhibit long-term sustainability and efficient use of resources throughout the life of the assets)
- Level of regional cooperation and support
- Projects within areas of growth and economic development
- The organization's or community's ability to financially support the project and meet program requirements including outcomes

Internal provincial review may include consideration of factors such as regional distribution of funding, previous grant funding, communities in need and unmitigated project risks. Projects may be assessed for potential to join an existing regional system or be part of a new regional system.

7.4 Approval Process

Note: Costs incurred before project approval by the Government of Canada and any and all expenditures related to contracts signed prior to project approval by the Government of Canada are ineligible. Exceptions will be given to the expenditures associated with Indigenous consultation or engagement and the climate assessments (additional information included in Section 5: Federal Requirements).

The approval process for CHIF will be as follows:



Projects recommended to Canada for CHIF funding will be notified by Saskatchewan. During the federal review process, additional information may be requested in support of your application. Applicants should be aware that if their project is approved for CHIF funding, items included in Section 5 Federal Funding Requirements may apply and must be completed to Saskatchewan's and Canada's satisfaction prior to reimbursement of claims for eligible project costs.

Projects that request a contribution of more than \$50 million from federal sources, involve federal assets or involve sole source contracting, if shortlisted, may be subject to a request for further information to support a federal Treasury Board submission.

8. Application Process

All applicants must complete and submit an online application form. Please refer to saskatchewan.ca for the timing of application intakes and deadlines.

A statement by a person with authorized financial authority on behalf of the applicant, (e.g. administrator, financial approver, project manager or project engineer), certifying that the information contained in the application is correct and complete will be required as part of the online application submission.

The following mandatory documents must be clearly labeled and uploaded as part of your online application by the application deadline:

- Site plan/map (required in Keyhole Markup Language (KML) format, please see CHIF Step-by-Step Guide – Saskatchewan for instructions)
- Attestation by designated official found at the end of the online application

- Detailed cost estimate (please see Section 8.3 and refer to Appendix C for required format)
- Council/board/band council resolution that the applicant is in support of the CHIF grant application (please see Section 8.1)

Other external documents may be requested as well, if applicable to your project, including:

- Documents supporting land ownership/control (not applicable on reserve) (please see Section 8.2)
- List and status of required licenses, permits and approvals
- Technical studies and/or design reports
- Letter(s) of support from a partner organization(s)
- Feasibility study(ies)
- Supporting documentation from the Water Security Agency (WSA)
- Archaeological study(ies)
- Options assessment
- Business plan
- Housing Needs Assessment
- Evidence of secured funds
- Climate risk assessments
- Indigenous engagement reports
- Environment assessment reports
- Impact Assessment Agency of Canada reports

Attached supporting documents should be clearly labelled, succinct and submitted in a searchable format where possible. Where attachments are longer in length, specific references should be made to the sections of documents you wish to be included in the review.

Applicants are responsible for ensuring full and accurate information is submitted. Applications will not be reviewed unless all necessary information has been submitted, including mandatory documents.

Letters of support, partnership agreements or memorandums of understanding from the other partners are recommended for projects done in partnership with others or that will have joint ownership.

8.1 Council/Board/Band Council Resolution

A resolution or bylaw endorsing the project must be approved by the appropriate authorized governing body such as a council, board or band council, and must be submitted with the application. The resolution or bylaw will commit the proponent to contributing its share of the eligible and ineligible costs and overages related to the project.

The resolution/bylaw must identify the source of the proponent's share of the project's costs. The resolution should show support for the project from a municipality's council, a regional district board, or an Indigenous applicant's band council or other appropriate authorized body. Refer to Appendix D for suggested wording for the council resolution.

8.2 Documents Supporting Land Ownership/Control (Not Applicable on Reserve)

A copy of the documents supporting land ownership must be provided as part of the application. This document is not required if the applicant is located on reserve. This can be a copy of the certificate of title or long-term lease. A long-term lease document must be valid for at least five years past the project completion date.

8.3 Detailed Cost Estimate

Submission of a completed cost estimate is mandatory. Detailed cost estimates must include, but are not limited to an itemized description, cost per unit of measure, number of units, as well as design, engineering, contingency costs and tax rebate breakdowns. Applicants are to identify which costs are eligible and which are ineligible and to specify what class or confidence level the estimates are (e.g. class B or the level of confidence of the proposed cost). Additional information on the class or confidence level is provided in the Application Form and Step-by-Step Guide. Cost estimates should be dated and should have been obtained within the last 12 months.

If the project is part of a larger project, the detailed cost estimate should only include the costs for the project being applied for. If a project can be broken into phases, a separate detailed cost estimate must be submitted for each phase being applied for.

Expenditures associated with meeting federal requirements related to environmental assessment and Indigenous consultation and, where appropriate, accommodation should be included in the detailed cost estimate.

IMPORTANT: It is necessary to provide **up-to-date, detailed and complete cost estimates** and identify and account for inflation, applicable taxes, increasing construction costs and possible delays in start and completion dates. Factors that may delay construction include the timing of the grant announcement date, public consent, weather and construction seasons, timing for the Impact Assessment Act requirements, Indigenous consultation or engagement process, regulatory applications, land ownership/control/ easement agreements, sole sourcing in exceptional circumstances, etc. **The cost estimates provided in your application cannot be changed once submitted.** The applicant is financially responsible for all ineligible expenditures and/or cost overruns for their project.

8.4 Site Plan/Map

A site plan/map should include the location and the general layout of the works to be included in the proposed project. In addition to a site plan/map, all applicants must provide a KML file of their project's location. Refer to CHIF Step by Step Guide – Saskatchewan for instructions on how to create a KML file.

8.5 Project Study or Plan

Submit existing technical studies, design reports, planning studies or documents for the project. Documents should identify what the project work will include and why it is being recommended. Documents may also address capital and lifecycle expenditures, annual operating costs, emerging technologies, environmental considerations and societal impacts. This study should include more information than will be supplied in the brief project description and list of work.

8.6 List of Required Licenses, Permits and Approvals

All applicants are required to investigate and submit a list of licenses, permits and approvals which are required for the project to proceed and they must advise on the status of any that have been applied for. This demonstrates that a project is on track and/or that the applicant has considered and commenced applications for these required items.

8.7 Evidence of Secured Funds

Evidence that the applicant has secured their full share of funding will be requested. This evidence may be in the form of recent bank statements showing that the amount is on hand, a line of credit letter of approval (for non-local government entities), staff reports and/or resolutions of board/council directing the use of reserve funds. For municipal governments, evidence may be in the form of a letter or statement indicating the borrowing amount is within the municipality's borrowing limit, an approved loan authorization bylaw and/or a date that borrowing has been approved. Other evidence may be accepted at the discretion of the Ministry of Government Relations.

9. Impact Assessment

No site preparation, vegetation removal or construction will occur before the project's approval. Government of Canada funding for a project is conditional upon Canada being satisfied that the federal requirements under the Impact Assessment Act and other applicable federal environmental assessment legislation that is or may come into force during the term of this agreement are met and continue to be met.

9.1 Impact Assessment Act Requirements

The Impact Assessment Act and its regulations are the legislative basis for the federal practice of environmental assessment. A federal impact assessment is a process to evaluate the environmental impacts of a proposed project and identify measures to mitigate potential adverse effects. The Impact Assessment Act ensures that the environmental effects of a project are carefully reviewed before a federal department/agency makes a decision to allow the proposed project to proceed.

Detailed information on the Impact Assessment Act and regulations can be found at the [Impact Assessment Agency of Canada](#)'s website.

All projects that receive funding through the agreement must comply with the Impact Assessment Act. However, since not all projects are on federal lands or affect the environment in a significant way, many projects may not require an impact assessment under the Impact Assessment Act. It is the responsibility of the applicant to determine the impact assessment requirements and contact the relevant federal departments, as indicated below in Section 9.2.

9.2 How to Determine if a Federal Impact Assessment is Required

An impact assessment will be required under the Impact Assessment Act if the project meets the definition of a designated project and/or it is located on federal lands.

Is it a designated project?

The project list, also known as the Physical Activities Regulations, identifies types of projects that will require an impact assessment under the [Impact Assessment Act](#).

Is the project on federal lands?

Projects on federal lands are subject to an impact assessment. Information must be provided to the Ministry of Government Relations on whether or not the project will be located on federal lands. Applicants must engage with the federal land's owner to establish the process and requirements to meet the Impact Assessment Act. For more information refer to the [Impact Assessment Process Overview](#).

9.3 Time and Cost Considerations

Time and costs involved in completing an impact assessment and associated studies will depend on site accessibility and the availability of local expertise, the nature and complexity of the project, potential adverse effects and the level of public/First Nations interest. When developing the project cost estimates, please consider the potential expenses involved in preparing an impact assessment.

9.4 Dialogue with Environmental Agencies

For projects that require an impact assessment, applicants are encouraged to contact relevant federal departments or provincial ministries (e.g. Fisheries and Oceans Canada, Impact Assessment Agency Environment, Climate Change Canada and Saskatchewan Ministry of Environment). A proactive discussion with such agencies during the project-planning phase will assist in identifying potential environmental impacts and necessary mitigation measures.

IMPORTANT: Where necessary, CHIF funding is conditional upon the completion of an environmental assessment review of the project under the Impact Assessment Act with a satisfactory outcome. Starting provincial environmental assessments and federal impact assessments early in the planning of a project will assist Saskatchewan and Canada in discharging the legal duty to consult and, if appropriate, accommodate Indigenous peoples when the Crown contemplates conduct that might adversely impact established or potential Indigenous or Treaty rights.

Successful applicants must adhere to mitigation requirements outlined in the impact assessment and/or recommended by federal departments and agencies participating in the review process.

Any changes to the scope of the project while it is underway could reopen the impact assessment review and cause the project to have construction delays. In addition, project scope changes need to be brought to the CHIF program staff immediately as they need Saskatchewan's approval prior to going forward with any changes to the original approved scope.

9.5 Other Regulatory Considerations

Projects must meet all applicable federal and provincial environmental legislation and standards. Even though a project is excluded from a review under the Impact Assessment Act, it may still require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

9.6 Saskatchewan Environmental Assessment Process

Proposed projects or modifications to existing projects may be subject to requirements under *The Environmental Assessment Act* (Saskatchewan). For more information on the Saskatchewan Environmental Assessment process, please visit the [website](#) or contact the Manager of Environmental Assessment at the Saskatchewan Ministry of Environment's Environmental Assessment and Stewardship Branch at 306-787-6190 or environmental.assessment@gov.sk.ca.

10. Indigenous Consultation

Applicants will be required to carry out certain aspects of consultation with Indigenous groups as assigned by Canada based on their review of the project.

Please note that until Canada has determined that the duty to consult (consultation) has been fulfilled with identified Indigenous groups, no site preparation, vegetation removal or construction can occur for a project. Additionally, Canada has no obligation to pay any eligible expenditures that are capital costs until Canada has determined that the duty to consult and/or any other consultation or engagement requirements have been fulfilled with identified Indigenous groups.

If you have been assigned procedural aspects of consultation by Canada, consultation must be completed in the following way in order to meet Canada's requirements:

- a. The proponent must notify the federally identified Indigenous groups by letter of the proposed project and request information in the letter on how the proposed project may impact the group. If the proponent receives a response from any or all Indigenous groups, the proponent must consult with each group to collect information on any potential concerns related to the proposed project.
- b. The proponent must provide a summary to Canada of consultation or engagement activities undertaken including: a list of Indigenous groups consulted, identification of each group's concerns (if applicable) and how each of the concerns have been addressed through the project design (also known as accommodations) that will be carried out by Saskatchewan or Ultimate Recipient at their own cost or, if not addressed, an explanation as to why not (if applicable).
- c. If applicable, the proponent must provide Canada any additional information that was collected through the consultation or engagement activities that Canada may deem appropriate.

In order to avoid construction delays, it is highly recommend that applicants be familiar with federal and provincial Indigenous consultation or engagement processes. Please note that even if federal consultation requirements have been satisfied, if a project requires any provincial authorization, the project proposal may be subject to Saskatchewan's consultation requirements, as defined in the Government of Saskatchewan's *First Nation and Métis Consultation Policy Framework*.

More information is available on HICC's website: [Consultation with Indigenous Peoples](#).

Detailed information on the Government of Saskatchewan's *First Nation and Métis Consultation Policy Framework* can be found on the Government of Saskatchewan's website: saskatchewan.ca.

Prior to submitting your proposal, we encourage applicants to carry out engagement activities with potentially affected Indigenous communities. To learn more on how to engage with First Nation and Métis communities, refer to saskatchewan.ca.

To identify geographically proximate First Nation communities to your project for the purposes of engagement, visit the [Aboriginal and Treaty Rights Information System \(ATRIS\)](#).

Please note that these may not be all the same Indigenous groups you may be required to consult with, as Canada ultimately determines the list of Indigenous groups for the purposes of consultation.

Part II

11. Approved Projects – Ultimate Recipient Agreement

Successful recipients will be notified if their application is recommended for federal funding consideration and will be provided status updates as the project progresses through the federal approval process.

Saskatchewan will provide an Ultimate Recipient Agreement to those applicants approved for funding. The Ultimate Recipient Agreement means an agreement between Saskatchewan and the Ultimate Recipient under CHIF that will outline the terms and conditions associated with the funding, including the cost shares of the federal government, provincial government and the Ultimate Recipient. Funding is conditional upon the approved applicant signing an Ultimate Recipient Agreement with the Government of Saskatchewan.

Ultimate Recipient Agreements will be signed only after the requirements described in Sections 9 – Impact Assessment and 10 – Indigenous Consultation have been deemed as met by Canada. All projects will be expected to be substantially completed within the dates set out in their Ultimate Recipient Agreement. Where extenuating circumstances outside the proponent’s control cause project delays, approval for an extension may be considered with projects ultimately having to be completed before October 31, 2033.

12. Assets

12.1 Disposal of Assets

Within the Shared Cost Agreement, Ultimate Recipients will need to maintain ongoing operations and retain title to and ownership of an asset for at least five years after substantial completion, except when the asset is transferred to Canada, Saskatchewan, a municipal or regional government with Canada and Saskatchewan’s consent.

12.2 Changes or Variations to an Approved Project

Ultimate Recipients need to advise the Ministry of Government Relations, Municipal Infrastructure and Finance branch **in writing** of any variation from the approved project. **Before** any changes are implemented, they must be approved by the Ministry of Government Relations. Changes that require written approval are those that deviate from the Ultimate Recipient Agreement. Generally, these are project description/scope and associated estimated costs for the scope change or

project completion date. Costs that are outside of the current terms of the contract may not be eligible for reimbursement.

Program staff will adjust future claims and/or require Saskatchewan to be reimbursed if any costs that have been reimbursed are subsequently found to be ineligible.

12.3 Cost Overruns

Ultimate Recipients of grant funding will be responsible for managing project risks including cost increases as CHIF is not designed to deal with cost overruns. Any project cost increases will be the responsibility of the Ultimate Recipient.

12.4 Reporting

Ultimate Recipients will report on various commitments for data and information throughout the life of the project. These will include progress reports, supplementary climate reports (if required) and a final report that includes information on timelines, percentage completion, milestones, forecasting, scope change/risks/mitigation and other project information. Progress reports are required whether or not a claim is made or whether or not construction has begun. The reports are required for the period between project approval and project completion.

- **Progress reports:** Progress reports confirm project status and progress, finances, management and compliance with housing conditions. They collect project data including updates to total eligible costs, project schedule, outcomes and indicators, housing conditions and risks and mitigation measures.
- **Climate report:** The supplemental climate report will collect climate data that recipients attested to provide prior to receipt of the first claim payment. The report will collect information about climate resiliency, GHG Assessment, GHG mitigation measures, the carbon emissions reduction requirement for ready-mix concrete and other federal environmental co-benefits (e.g. WSER, clean water). This report is submitted once, prior to the first claim payment.
- **Final report:** The final report will describe the actual and final results of the project. It collects information on final climate and emissions data, total eligible costs, cash flow, construction end date and results. The final report will also require information on housing targets including the number of housing units enabled or preserved and the number of affordable housing units enabled or preserved. This reporting will be used to compare project-level outcomes with the program-level housing targets included in provincial and territorial agreements in order to measure program results. The final report is submitted after substantial project completion but prior to the final claim.
- **Asset Renewal Profile and Utility Rate Information:** The Asset Renewal Profile will demonstrate that the Ultimate Recipient has a strategy to manage the lifecycle of the physical asset being funded. This includes proper budgeting and financial planning for the costs associated with asset renewal, ensuring there are sufficient funds allocated for replacements and maintenance.

To ensure the long-term sustainability of infrastructure projects, it is essential for the Ultimate Recipient to establish and maintain appropriate utility rates. Applicants will be asked to provide their current utility rates as part of the application process. Ultimate Recipients will be required to report on their planned adjusted rates which must come

into effect once the project is completed. These adjusted rates must reflect the true cost of providing essential services such as water, electricity and waste management. By setting rates that adequately cover operating expenses, maintenance and future capital improvements, the municipality can secure the financial stability needed to support ongoing projects. Proper utility rates not only ensure the continued delivery of high-quality services to residents but also enable strategic investments in the renewal and expansion of the community's infrastructure, safeguarding against future financial challenges and preserving the community's well-being.

These reports will be sent to you via email and will include applicable deadlines and instructions on how to complete the forms.

Conditions will be included in the Ultimate Recipient Agreement which will require the Ultimate Recipient of the grant to conduct activities or prepare documentation related to best practice and sustainable infrastructure management. These will be tied to the payment of interim and final claims.

Examples of condition requirements that will be requested include:

- Confirmation that required permits have been received and/or that the design and construction meet associated regulatory requirements
- Climate reporting

This is not a comprehensive list of all potential condition requirements and others may be added or substituted at the discretion of Saskatchewan.

Applicants must ensure that they collect and are able to provide data on the applicable performance indicators related to outcomes and associated targets which are listed in Section 3.1 of this document.

12.5 Claims

To receive both the federal and provincial governments' contributions for approved projects, claims must be submitted for eligible costs to the Ministry of Government Relations, Municipal Infrastructure and Finance branch. Only costs incurred, paid and consistent with and comparable to those identified in the Ultimate Recipient Agreement are eligible for reimbursement. Where multiple projects are ongoing (e.g. through different grant funding programs or through a phased approach), please ensure that claims are specific to the approved project only. Additional information on project claims will be provided to the applicant upon project approval.

All projects are subject to site visits and audits at any time during the project and up to six years after the Canada-Saskatchewan Agreement for the CHIF ends.

12.6 Project Records

The Ultimate Recipient must ensure proper and accurate financial accounts and records are kept including, but not limited to, its contracts, invoices, statements, receipts, tender documentation and vouchers in respect of their project for a minimum of six years after the end date of the Canada-Saskatchewan Agreement for the CHIF.

Failure to keep acceptable accounting records and tender documents may result in a cessation or interruption in funding and impact future funding.

Saskatchewan can require applicants to provide details of the types and amounts of all fees for consultants and contractors.

12.7 Communications

An important aspect of CHIF is to communicate its impact in helping improve the quality of life in Saskatchewan communities. The purpose of joint communications activities is to provide information on CHIF to the public in a well-planned, appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

A communications protocol will be set out within the Ultimate Recipient Agreement. Signage recognizing funding contributions will also be required.

Appendix A – Glossary

Acronyms

AMC – Agreement Monitoring Committee

ATRIS - Aboriginal and Treaty Rights Information System

CHIF – Canada Housing Infrastructure Fund

CIB – Canada Infrastructure Bank

GHG – Greenhouse Gases

HICC – Housing, Infrastructure and Communities Canada

INFC – Infrastructure Canada (legacy name of the department)

KML – Keyhole Markup Language

WSER – Wastewater Systems Effluent Regulation

Definitions

Affordable housing: For the purposes of CHIF, affordable housing refers to a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30 per cent of before-tax household income, and where the household income is defined as 80 per cent or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the recipient.

Asset: Physical infrastructure that is necessary to support and deliver public services. This may also include natural infrastructure.

Best Value Procurement: A best value approach means the public entity will structure and conduct procurements in a fashion which allows consideration of factors beyond total cost in determining which supplier proposal provides the greatest overall benefit to Saskatchewan. While total cost remains a fundamental component of any procurement, public entities are encouraged to consider other applicable factors in developing the evaluation components of procurement opportunities.

The following are additional considerations in applying best value procurement:

- Procurements are results-oriented and encourage and permit suppliers to propose innovative and value-added solutions, where appropriate.
- Seeking opportunities to participate in cooperative procurement opportunities with other public entities; municipalities, academic, schools and health sector entities; or with other jurisdictions.

Best value procurement achieves value for the public and taxpayers, ensures fair treatment for suppliers and provides the Government of Saskatchewan with the goods and services it needs to achieve business objectives and deliver public programs, services and infrastructure to

Saskatchewan citizens. Best value also ensures that procurement appropriately weighs the impact on the Saskatchewan economy, advancement of Indigenous-owned companies and workers, plus economic development and capacity building.

Competitive contract: A contract awarded following the solicitation of bids, i.e. (a) giving public notice of a call for bids on a contract, or (b) inviting bids on a proposed contract from specific suppliers (two or more) on a supplier’s list. If a solicitation of bids results in a single bid and the contract is with the lone bidder, then it is deemed to be a competitive contract. Inversely, if there was no solicitation of bids, it is considered a non-competitive contract.

If a solicitation of bids results in zero bids, inviting a supplier to enter into a contract may only be considered competitive if the same parameters of the solicitation of bids are followed and if the approach is in compliance with the recipient’s procurement policy.

Pre-existing, multi-year contracts or standing offers may be considered competitive if all apply:

- The original contract was tendered through the solicitation of bids.
- The contract contains an option to increase the length or expand the scope of the project.
- The contract option was signed after federal project funding approval was confirmed in writing.

Contract: A contract between a recipient and a third party whereby the latter agrees to contribute a product or service to a project in return for financial consideration which may be claimed as an eligible cost.

Development charges: Development charges (DCs) are a one-time fee levied on new developments to finance growth-related capital costs for municipal infrastructure.

Expansion: The process of increasing the capacity, size, scope or reach of an existing infrastructure project, system or network to accommodate growing demands, population growth or evolving needs. It encompasses activities such as building new infrastructure components, extending existing networks and implementing scalable solutions to meet evolving provincial and federal requirements.

Four units as-of-right: A term that relates to allowing more housing options by adopting municipal zoning that allows four units as-of-right. It allows for more “missing middle” homes including duplexes, triplexes, townhouses and other multi-unit apartment blocks.

Housing Needs Assessment (HNA): A report informed by data and research that describes the current and future housing needs of a municipality or community (see the Housing Needs Assessments [website](#) for more information). It includes both:

- Quantitative research such as analysis of economic data, population and household forecasts.
- Qualitative research such as interviews, policy analysis, and stakeholder engagement.

Hybrid infrastructure: Hybrid infrastructure incorporates elements of engineered grey infrastructure to enhance or support natural infrastructure and/or the use of ecosystem processes. Examples of hybrid infrastructure include green roofs and walls and naturalized stormwater ponds.

Natural infrastructure: An interconnected set of natural and constructed ecological systems, green spaces and other landscape features that deliver ecosystem services as well as

hybrid/grey-green infrastructure which combines engineered and natural features to mimic ecosystem services. For example, naturalized stormwater management ponds, wetlands, restored flood plains, rain gardens, permeable land cover, infiltration basins, etc.

New construction: Construction of entirely new capital assets.

Racialized groups or communities: A group of people categorized by ethnic or racial characteristics and subjected to discrimination on that basis.

Rehabilitation: Any work undertaken on an existing asset that will encourage its continued use. The work on the existing asset must ultimately extend the life or improve the quality, functionality or safety of the asset.

Rural: For the purposes of CHIF, the definition of a “rural” community is a community with a population below 30,000, regardless of its geographic location.

Substantially complete: Means that the project infrastructure can be used for its intended purpose (as described in the agreement between HICC and the funding recipient).

Units Enabled: Means the number of potential new housing units resulting from increased infrastructure capacity created through the CHIF investment either directly or indirectly.

Units Preserved: Means the number of existing housing units impacted by the CHIF investment to preserve existing service at risk from failing systems or to increase reliability and access to drinking water, wastewater, stormwater or solid waste systems. Units preserved is primarily intended as a metric to address service gaps in Rural or Indigenous communities.

Waste: Refers to any material, non-hazardous or hazardous, that has no further use and is managed at recycling, processing or disposal sites.

Appendix B – Canada Infrastructure Bank

The [Canada Infrastructure Bank](#) (CIB) is an impact investor advancing infrastructure projects to benefit Canadians. The CIB works in partnership with governments, the private sector and Indigenous groups, addressing gaps in financing that can otherwise prevent projects from getting built. By attracting private and institutional capital, the CIB can reduce the burden on public finances and support sustainable outcomes and economic growth for Canadians.

The CIB can provide loans to municipalities for infrastructure that is necessary to support new housing development and partner with the private sector to share some of the risks associated with timing growth of new developments. A private sector loan at market rates can be combined with the CIB's concessional and conditional financing to provide municipalities with an effective loan rate that is lower than what is available through traditional financing avenues.

CHIF program funding limits have been modified to account for multiple sources of federal funding and to promote the use of both CIB financing and CHIF contribution funding.

Provinces, territories and/or applicants must engage with the CIB for any projects with total eligible costs greater than \$100 million to explore opportunities for financing prior to submitting an application to CHIF and are encouraged to do so early. The CIB will provide advice to HICC on the potential for CIB involvement. Note that an offer of CIB financing does not have to be accepted to be eligible for CHIF. Smaller projects are also encouraged to engage with the CIB for consideration but a concurrent review is not mandatory.

There are several benefits to provinces, territories, and Ultimate Recipient engagement with the CIB:

- The CHIF is designed to work with and be complementary to the CIB. Recipients can secure both CHIF funding and CIB financing. Accessing CIB financing will not impact the amount of funding available to recipients under CHIF.
- Provinces, territories and Ultimate Recipient engagement with the CIB is not dependent on HICC and the timing is flexible. Such engagement will also not in any way prohibit or limit provinces or territories access to CHIF's maximum funding, including if the Ultimate Recipient declines CIB financing.
- CIB financing can be leveraged to maximize cost-sharing. Ultimate Recipients can use municipal cost-share to finance and stack to 100 per cent.
- Construction financing costs (such as interest fees) have been made exceptionally eligible with the intention to encourage public-private partnerships (P3s) and remove barriers for CIB involvement.

Provinces, territories and/or Ultimate Recipients should engage directly with the CIB through their [Infrastructure for Housing Initiative](#) (IHI), specifically via email to investments@cib-bic.ca. Complementary to CHIF, the IHI is designed to address infrastructure capacity constraints that are limiting new housing construction by enabling municipalities to build infrastructure ahead of population growth.

Investments under the IHI are made under the CIB's existing funding envelope and priority sectors. Examples of eligible projects include:

- Water: drinking water, wastewater, stormwater, and conveyance

Other non-CHIF sectors under IHI:

- Transportation: roads, bridges and related civil work
- Transit: light-rail transit, stations and terminals
- Clean power: district energy, electricity distribution, storage

Provinces, territories and/or Ultimate Recipients can expect that the CIB will provide an early indication of whether there is potential for financing within two to four weeks. At the recipients' discretion, it can then proceed with further due diligence by the CIB which is typically a three to four month process, depending on project readiness.

If applicable, provinces and/or territories should indicate that engagement with the CIB has occurred in the comments section of the application. They may also upload any supporting documentation in the Supporting Documents section of the application.

Working in collaboration, HICC and the CIB will confirm a recipient's engagement with the CIB through the IHI as outlined above, in advance of doing a full assessment of their CHIF application. If the CHIF program receives an application with eligible costs over \$100 million and the applicant has not engaged the CIB, the CHIF program will inform them of the requirement for CIB review before proceeding further with assessment.

Appendix D – Sample Council Resolution

Below is the suggested wording for the council resolution.

Application for Funding under the Canada Housing Infrastructure Fund

That the Council of <Enter Municipal Name> support the application for a Canada Housing Infrastructure Fund (CHIF) grant for <enter project title> and Council agrees to:

- Meet legislated standards
- Meet the terms and conditions of the CHIF program
- Commit to paying the applicant's share of the eligible costs and ongoing (operating and other) costs associated with the project and
- Ensure legislative and regulatory requirements will or have been met including requirements for a federal environmental assessment process, provincial environmental assessment process, and requirements for Indigenous consultation or engagement.

(Where a project is excluded from a review under the Impact Assessment Act, it may require permits or approvals from local, regional, or provincial government agencies.)