

# Investing in Canada Infrastructure Program Program Guide

December 2019 (Updated in 2022)

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## Foreword

This program guide provides an overview of the Investing in Canada Infrastructure Program (ICIP) requirements. 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 ICIP funding.

The Program Guide contains references to the Canada – Saskatchewan ICIP Integrated Bilateral Agreement (IBA) which can be found at <http://www.infrastructure.gc.ca/prog/agreements-ententes/2018/2018-sk-eng.html>

In the event of a conflict between the Program Guide and the ICIP IBA, the IBA will prevail.

## Part I

### 1. Introduction

#### 1.1 About the Program

The governments of Canada and Saskatchewan are working together to make long-term infrastructure investments that will create jobs, boost the economy and enhance people's quality of life.

In October 2018, the IBA for ICIP was signed between Canada and Saskatchewan. ICIP will provide more than \$900 million in federal funding for infrastructure projects until 2028. These projects will be cost-shared by the federal and provincial governments, municipalities and other eligible recipients.

These investments will bring many benefits to people across Saskatchewan, including:

- cleaner environment by reduction of soil and air pollutants;
- improvements for drinking water;
- reduced greenhouse gas emissions;
- sustainable water management;
- enhanced public parks, recreational facilities and other spaces that make communities great places to live.

ICIP funding is divided into four streams, each with their own allocations, eligible projects and defined outcomes. The streams are:

- Public Transit Infrastructure
- Green Infrastructure
- Community, Culture and Recreation
- Rural and Northern Communities Infrastructure

Given the significant health and socio-economic challenges due to the COVID-19 pandemic, an additional COVID-19 Resilience Infrastructure Stream (CVRIS) was added under ICIP in 2020. (Please refer to Appendix C for more information.)

Please refer to the stream-specific program information in the appendices of this document for additional information on application and project requirements.

Approved projects with total estimated eligible expenditures over \$10 million will be subject to climate lens assessments, (including a greenhouse gas emissions assessment with a cost-per-tonne calculation and a climate change resilience assessment).

Projects which are awarded ICIP funding will be subject to reporting requirements such as the project's progress. Applicants are encouraged to familiarize themselves with the requirements described in this guide in section 9.5 - Reporting.

An Oversight Committee consisting of representatives from the federal and provincial governments will be responsible for administration of the IBA.

## **1.2 Contact Information**

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

**Ministry of Government Relations, Municipal Infrastructure and Finance**

**Telephone: 306-787-1262**

**Email: [infra@gov.sk.ca](mailto:infra@gov.sk.ca)**

### 1.3 Application Intakes and Deadlines

Application intakes will occur separately for each applicable stream over the life of the program. Intakes and deadlines will be available via [www.saskatchewan.ca](http://www.saskatchewan.ca) and through municipal sector and stakeholder communications. It is anticipated more projects will qualify for funding than available ICIP funds. Funding will be merit-based and eligible projects will be subject to technical and financial evaluation. Projects will be ranked according to the extent to which they meet the ICIP's objectives and the eligibility criteria.

### 1.4 Number of Applications

All eligible applicants, (refer to section 2) may submit **one** application per ICIP funding stream intake. For example, an applicant may submit one application for the Community, Culture and Recreation stream and one application for the Green Infrastructure stream. 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 ICIP funding stream. Regional project applications will not count towards the participating recipient's application limit. For example, if a regional project is applied for, a participating municipality may submit an application under the same funding stream 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
<b>Municipal</b>	At least 40%	Up to 33.33%
<b>Non-Profit</b>	Up to 40%	Up to 33.33%
<b>Indigenous</b>	Up to 75%	Up to 25%
<b>Private Sector – For-Profit</b>	Up to 25%	0%

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 up to the completion 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 will be reduced to the maximum commitments under this program, or it may affect funding under other government funding programs. Federal Gas Tax Funds (now called the Canada Community Building Fund) are a federal contribution and will count towards federal stacking limits.

Indigenous Ultimate Recipients may be eligible to access additional funding from federal sources subject to approval from Canada. Federal sources of funding may be stacked up to 100 percent for Indigenous projects.

## 2. Applicants

### 2.1 Eligible Applicants

Eligible ICIP applicants include:

- A municipal/regional government established by or under provincial statute.
- A public sector body that is established by or under provincial statute or by regulation (e.g., Crown corporation) or is wholly owned by Saskatchewan, or a municipal government.
- When working in collaboration with a municipality, a public or not-for-profit institution that is directly or indirectly authorized, under the terms of provincial or federal statute, or royal charter, to deliver post-secondary courses or programs that lead to recognized and transferable post-secondary credentials.
- A private sector body, including for-profit organizations and not-for-profit organizations. In the case of for-profit organizations, they will need to work in collaboration with one or more of the entities referred to above or an Indigenous Ultimate Recipients listed below.
- 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 Her Majesty the Queen in Right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation.
- A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure.

- An Indigenous development corporation.
- A not-for-profit organization whose central mandate is to improve Indigenous outcomes.

Please 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.
- 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

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

For CVRIS applications, public infrastructure also includes temporary infrastructure related to pandemic response, primarily for public use and benefit.

ICIP reflects an outcome-based rather than a project category-based approach. Project eligibility is based on its ability to meet at least one of the 18 **outcomes** set out by Infrastructure Canada. Please refer to the applicable funding stream in the appendices of this document for details on project eligibility and outcomes.

Saskatchewan endeavors to support projects through the program which are well planned, support local and provincial priorities, (including regional planning and partnerships), reduce 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 and 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 applicant funding or compliance difficulties;
- a high probability that the project will require a significant change in scope to proceed due to limited planning being 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; or
- 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 these.

### 3.2 Project Size and Phasing Projects

There is no minimum allowable funding amount per project **(except projects under GIS 2022-23 intake, CCR 2021-22 intake, and CVRIS, which must have a minimum of \$100,000 in total project eligible cost)**. All approved projects will be required to meet the program requirements outlined in the Ultimate Recipient Agreement, including award of contract, communications, and reporting.

There is also no cap on the maximum allowable funding amount per project **(except projects under GIS 2022-23 intake and CCR 2021-22 intake cannot exceed \$50 million in total eligible project costs, and projects under CVRIS cannot exceed \$10 million in total eligible project costs)**. 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.



## 4. Costs

Please refer to the applicable funding stream in the appendices of this document for details on additional eligible and ineligible costs by funding stream.

### 4.1 Eligible Costs

Eligible costs are limited to the following:

- costs incurred between the project approval date and the project completion date set out in the Ultimate Recipient Agreement, except for costs associated with completing climate lens assessments, creating community employment benefit plans, and aboriginal consultations or engagement, which are eligible before project approval but can only be paid if and when a project is approved by Saskatchewan and Canada and a signed Ultimate Recipient Agreement is in place.

Eligible costs will include the following:

- a) all costs considered to be direct and necessary for the successful implementation of an eligible project, in the opinion of Canada and Saskatchewan, excluding those identified under section 4.2 - Ineligible Costs;
- b) the capital costs of constructing or renovating a tangible asset, as defined and determined according to generally accepted accounting principles in Canada;
- c) all planning, (including plans and specifications), assessment and design costs specified in the agreement, such as the costs of environmental planning, surveying, engineering, architectural supervision, testing, and management consulting services;
- d) costs related to meeting specific ICIP requirements, including completing climate lens assessments, and creating community employment benefit plans (as outlined in section 5.4). Costs for climate lens assessments can be incurred prior to project approval, but can only be paid if and when a project is approved by both Saskatchewan and Canada for contribution funding;
- e) the costs of engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the *Canadian Environmental Assessment Act 2012*, and the costs of remedial activities, mitigation measures, and follow-up identified in any environmental assessment;
- f) the costs of Aboriginal consultation or engagement, and, where appropriate, accommodation;
- g) the costs directly associated with joint federal and provincial communication activities, (press releases, press conferences, translation, etc.), and with federal and provincial project signage; and

- h) the incremental costs of the eligible recipient's employees related to the construction of the project may be included as eligible costs under the following conditions:
  - i. the recipient can demonstrate that it is not economically feasible to tender a contract;
  - ii. the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
  - iii. the arrangement is approved in advance and in writing by Saskatchewan and by Canada.

## 4.2 Ineligible Costs

The following are deemed ineligible:

- a) **Costs incurred before project approval, and all expenditures related to contracts signed prior to project approval**, except for expenditures associated with completing climate lens assessments and creating community employment benefit plans and Aboriginal consultations or engagement (where applicable);
- b) Costs incurred for cancelled projects;
- c) Costs of relocating entire communities;
- d) Land acquisition;
- e) Leasing land, buildings, and other facilities; leasing equipment other than equipment directly related to the construction of the project; real estate fees and related costs;
- f) Any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, any direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the Ultimate Recipient's staff, except in accordance with clause 4.1 h) - Eligible Expenditures;
- g) Financing charges, legal fees, and loan interest payments, including those related to easements, (e.g. surveys);
- h) Any goods and services costs which are received through donations or in-kind;
- i) Provincial sales tax, goods and services tax, or harmonized sales tax for which the Ultimate Recipient is eligible for a rebate, and any other costs eligible for rebates;
- j) Costs associated with operating expenses and regularly scheduled maintenance work;
- k) Costs related to furnishing and non-fixed assets which are not essential for the operation of the asset/project; and
- l) **All capital costs, including site preparation and construction costs, until federal environmental assessment(s) and Aboriginal consultation or engagement obligations as required under sections 7 - Impact Assessment and 8 - Aboriginal Consultation have been met and continue to be met.**

## 5. General Application Requirements

### 5.1 Required Information

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, and relevant appendices.
- Application includes authorization from all appropriate authorities allowing the organization to proceed with the project (e.g., council or board resolution).
- Application includes a commitment to pay the applicant's share of the eligible costs and ongoing (operating and other) costs associated with the project.
- Copy of the most recent audited financial statement, (excluding municipal governments who are required to submit financial statements annually to the Ministry of Government Relations).
- Project is consistent with applicable provincial, regional, municipal, or band plans, (e.g., land-use, integrated watershed management plan, municipal official plans, 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 Aboriginal consultation or engagement. Where a project is excluded from a review under the *Canadian Environmental 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.
- For newly constructed or materially rehabilitated infrastructure intended for use by the public, the project will meet or exceed the minimum requirements as defined in the *National Building Code of Canada* as amended for Saskatchewan in effect at the date the building permit is issued. The edition in effect at the start of the ICIP program is the *National Building Code of Canada 2015*.
- The minimum requirements as defined by the *National Energy Code of Canada for Buildings* in effect for Saskatchewan at the date the building permit is issued for the purpose of energy efficiency will be met or exceeded. The edition in effect at the start of ICIP is the *National Energy Code of Canada for Buildings 2017*.
- Projects that are selected for funding will be required to provide additional information as outlined in section 5.4 to Saskatchewan and Canada's satisfaction prior to Canada's approval of a project.

## 5.2 Funding

### 5.2.1 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.

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. Please also submit information about any sources of applicant share of project costs other than reserves or borrowing. 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.

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.

### 5.2.2 Municipal Government Applicants

In addition to the requirement for all applicants mentioned above, to be eligible to receive ICIP 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 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 federal Gas Tax Fund program. This is only applicable to municipalities participating in the federal Gas Tax Fund program. For example, payments are not being withheld under the “Municipal Compliance Strategy”.

### 5.3 Selection Process and Criteria

ICIP is merit-based, and 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 one or more of the outcomes, how the project aligns with program criteria described in the application form and in this guide, and how the project is supported by sustainable management and planning.

In addition to consideration of the required information in sections 5.1 – Required Information and 5.2 - Funding, projects will be evaluated based on:

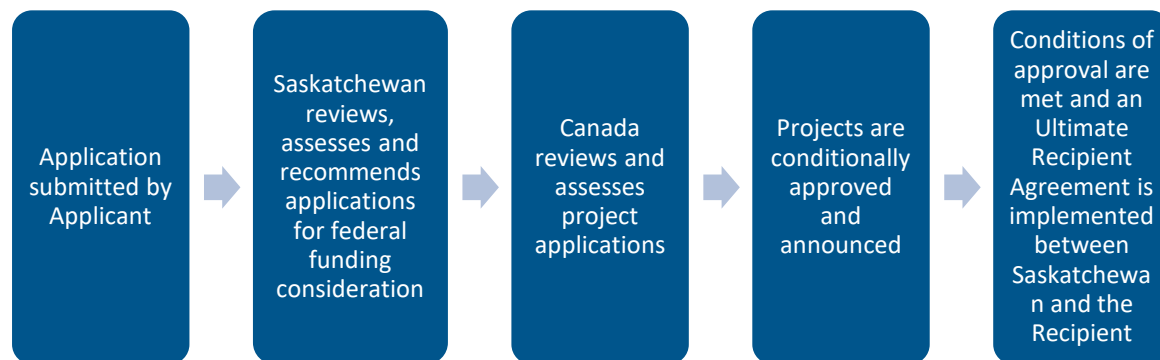
- represent good value for money;
- contribute to community objectives and is based on community need for services;
- enhance and protect public health and/or environmental health;
- funding need;
- technical feasibility, based on documentation provided;
- project sustainability (i.e., exhibit long-term sustainability, efficient use of resources throughout the life of the assets);
- level of regional co-operation and support;
- 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.

### 5.4 Approval Process

**Please note: Cost 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 lens assessments.**

The approval process for ICIP will be as follows:



Projects recommended to Canada for ICIP 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 ICIP funding the following requirements may apply and must be completed to Saskatchewan's and Canada's satisfaction prior to reimbursement of claims for eligible project costs:

- For projects funded under the Green Infrastructure – Climate Change sub-stream and all projects with total estimated eligible expenditures over \$10 million, a greenhouse gas emissions assessment that includes a cost-per-tonne calculation is required by Canada.
  - Information on the requirements for the greenhouse gas emissions assessment can be found at:  
<https://publications.saskatchewan.ca:443/api/v1/products/118787/formats/136570/download>
- For projects funded under the Green Infrastructure – Adaptation, Mitigation, and Resilience sub-stream, Green Infrastructure – Climate Change Mitigation sub-stream and all projects with total estimated eligible expenditures over \$10 million, a climate change resilience assessment is required by Canada.
  - Information on the requirements for climate lens - climate change resilience assessment can be found at:  
<https://publications.saskatchewan.ca:443/api/v1/products/118787/formats/136570/download>
- For all projects with total estimated eligible expenditures of \$25 million or more, the expected results for community employment benefits as required by Canada, unless waived at the discretion of Saskatchewan.
  - Information on the requirements for community employment benefits reporting can be found at:  
<http://www.infrastructure.gc.ca/pub/other-autre/ceb-ace-eng.html>.

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.

Expenditures associated with completing climate lens assessments and creating community employment benefit plans are eligible project costs and may be incurred prior to approval. Reimbursement of these costs will occur once the project is approved, and an Ultimate Recipient Agreement is implemented.

## 6. Application Process

All applicants must complete and submit an online application form. Please refer to <https://www.saskatchewan.ca/icip> 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:

- Document supporting land ownership/control (not applicable on reserve)
- Council/Board/Band Council Resolution
- Detailed cost estimate (refer to Appendix E for required format)
- Site plan/map (required in KML format, please refer to Appendix F for instructions)
- List and status of required licenses, permits, and approvals (or indicate if not applicable)
- Technical studies and/or design reports
- Federal Aboriginal Consultation and Environmental Assessment Smart Form (ACEA).  
**(Get [ACEA smart form](#). You must have [Adobe Reader 10](#) [or a more recent version] to view and download.)**
- Financial statements - required for all applicants, except municipalities.

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.

The following documents may be used to support the application; however, the relevant information should be referenced within the application:

- Feasibility study completed by a Professional Engineer licensed to practice in Saskatchewan for any proposed water projects to include, at a minimum, source water availability and review of the wastewater system capacity (for proposed projects involving increased treatment capacity and/or water membrane treatment systems), feasibility of regional cooperation, and cost estimates for all proposed options (this only applies to the 2022-23 GIS intake – Please note this is not a mandatory requirement)
- Technical studies and/or design reports completed to-date.
- Options assessment
- Business plan
- Other studies
- Design drawings or details
- Letters of support
- Evidence of secured funds

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.

### **6.1 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.

### **6.2 Document 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 5 years past the project completion date.



### 6.3 Detailed Cost Estimate

Submission of a completed cost estimate is a mandatory document. 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 state what class or confidence level the estimates are (e.g., class B or the level of confidence of the proposed cost). Cost estimates must 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.

Projects requiring climate lens assessments as outlined in section 5.4 should include costs to complete these and have them attested to by a qualified assessor.

**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, Aboriginal consultation or engagement process, regulatory applications, land ownership/control/ easement agreements, sole sourcing in exceptional circumstances, etc. **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.

### 6.4 Feasibility study for water projects (GIS 2022-23 intake only)

Water projects of the GIS intake of 2022-23 are encouraged to submit a feasibility study completed by a Professional Engineer licensed to practice in the Province of Saskatchewan to include, at a minimum, wastewater system capacity and source water availability for water treatment plant upgrades that involve increased capacity or installation of membrane treatment systems, feasibility of joining regional works, and cost estimates for all options proposed. Applications for projects with this report will be given priority in the selection process.

## **6.5 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. See Appendix F for instructions on how to create a KML file.

## **6.6 Project Study or Plan**

Submit existing technical studies, design reports, planning studies or documents for the project. Documents should identify what the project works 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 works.

## **6.7 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.

## **6.8 Evidence of Secured Funds**

Evidence that the applicant's full share of funding has been or will be secured may 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 Ministry of Government Relations.

## 7. Impact Assessment

No site preparation, vegetation removal or construction will occur before the project 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.

### 7.1 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: <https://www.canada.ca/en/impact-assessment-agency.html>.

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.

### 7.2 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*: <https://laws.justice.gc.ca/eng/acts/I-2.75/index.html>.

Projects which will require impact assessments include those that are listed on the project list and those designated by the Environment and Climate Change Canada Minister due to potential for adverse effects or public concerns. Should the project meet the definition of a designated project, applicants must provide to the Impact Assessment Agency of Canada a description of their proposed project to initiate the process.

### ***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 lands' owner to establish the process and requirements to meet the *Impact Assessment Act*. For more information refer to the Impact Assessment Process Overview: <https://www.canada.ca/en/impact-assessment-agency/services/policy-guidance/impact-assessment-process-overview.html>

## **7.3 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.

## **7.4 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 & Oceans Canada, Impact Assessment Agency Environment and Climate Change Canada, 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, ICIP funding is conditional upon 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 Aboriginal peoples when the Crown contemplates conduct that might adversely impact established or potential Aboriginal 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 re-open the impact assessment review and cause the project to have construction delays. In addition, project scope changes need to be brought to the ICIP program staff immediately as they need Saskatchewan's approval prior to going forward with any changes to the original approved scope.

## **7.5 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 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.

## **7.6 Saskatchewan Environmental Assessment Process**

Proposed projects or modifications to existing projects may be subject to requirements under *The Environmental Assessment Act* (Saskatchewan). All applicants are required to review the Saskatchewan Ministry of Environment – Environmental Assessment Technical Proposal Guidelines (<https://pubsaskdev.blob.core.windows.net/pubsask-prod/127267/Technical-Proposal-Guidelines.pdf>) and complete the Appendix A – Self-Assessment Checklist.

The self-assessment checklist must be based on the project that you are applying for. Please ensure the person completing the self-assessment checklist is knowledgeable of the technical components of the project and potential impacts (e.g., the project engineer). If the project has the potential to trigger *The Environmental Assessment Act* (Saskatchewan), a technical proposal must be submitted to the Ministry of Environment for a screening and Ministerial determination.

For more information on the Saskatchewan Environmental Assessment process, please visit <http://www.saskatchewan.ca/environmentalassessment> or contact the Applications Manager at Saskatchewan Ministry of Environment's Environmental Assessment and Stewardship Branch at 306-787-6190 or [environmental.assessment@gov.sk.ca](mailto:environmental.assessment@gov.sk.ca).

## 8. Aboriginal Consultation

Applicants will be required to carry out certain aspects of consultation with Aboriginal groups, as assigned by the 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 Aboriginal 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 Aboriginal groups.

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

- a) The proponent must notify the federally identified Aboriginal 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 Aboriginal 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 Aboriginal 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); and
- c) If applicable, the proponent must provide to Canada any other information that was collected through the consultation or engagement activities that Canada may deem appropriate.

In order to avoid construction delays, we highly recommend applicants be familiar with federal and provincial Aboriginal 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*.

Detailed information on Aboriginal Consultation in Federal Environmental Assessment can be found at: <https://www.ceaa-acee.gc.ca/050/documents/p80054/100180E.pdf>

Detailed information on the Government of Saskatchewan's *First Nation and Métis Consultation Policy Framework* can be found at: <https://www.saskatchewan.ca/residents/first-nations-citizens/duty-to-consult-first-nations-and-metis-communities>

Prior to submitting your proposal, we encourage applicants to carry out engagement activities with potentially affected Aboriginal communities. To find out more on how to engage with First Nation and Métis communities, check out the *Proponent Handbook: Voluntary Engagement with First Nations and Métis Communities to Inform Government's Duty to Consult Process*, available at <https://publications.saskatchewan.ca/api/v1/products/82416/formats/94455/download>

To identify geographically proximate First Nation communities to your project for the purposes of engagement, visit: [http://sidait-atris.aadnc-aandc.gc.ca/atris\\_online/Content/Search.aspx](http://sidait-atris.aadnc-aandc.gc.ca/atris_online/Content/Search.aspx)

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

## Part II

### 9. 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 ICIP that will outline the terms and conditions associated with the funding including the cost shares of the federal government, provincial government and Ultimate Recipient. Funding is conditional upon the approved applicant signing an Ultimate Recipient Agreement with the province of Saskatchewan.

Ultimate Recipient Agreements will be signed only after the requirements described in sections 7 – Impact Assessment and 8 – Aboriginal Consultation have been deemed as met by Canada.

All projects will be expected to be substantially complete within the dates set out in their Ultimate Recipient Agreement. Where extenuating circumstances outside the proponent's control cause project delays, an approval for extension may be considered (with projects ultimately having to be completed before October 31<sup>st</sup>, 2033).

#### 9.1 Assets

##### 9.1.1 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 or a municipal or regional government, or with Canada and Saskatchewan's consent.

#### 9.2 Contract Procedures and Provisions

**“Contract”** means 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.



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

Projects that request a contribution of more than \$50 million from federal sources, involve federal assets, or involve sole source contracting (construction contracts over \$40,000 or, for the acquisition of architectural and/or engineering services, over \$100,000), if shortlisted, will be subject to a request for further information to support a federal Treasury Board submission. For projects under CVRIS, sole sourcing may only be used in exceptional circumstances and will require additional approval by the Government of Canada and may result in project delays.

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; and
- ensuring that all acquisitions are consistent with policy and applicable legislation.

It is expected that all contracts for works 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 trade agreements, procurement policy, resources and templates visit Priority Saskatchewan at <http://www.saskbuilds.ca/PrioritySK/index1.html>

### 9.3 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, 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.

### 9.4 Cost Overruns

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

### 9.5 Reporting

Progress reports and budget forecast reports will be required quarterly or upon request by Saskatchewan. These reports update the federal and provincial agencies regarding timelines, percentage completion, milestones, forecasting, scope change/risks/mitigation and other information regarding the project. 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.

These reports will be sent to you with instruction on how to complete and applicable deadlines via email. Reports will be completed and submitted online using an online reporting tool.

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.
- A list of energy efficient features and equipment used in the project.
- Confirmation that a new building meets or exceeds the energy requirements under the applicable *National Energy Code for Buildings*.
- Confirmation that for public-facing infrastructure, the project meets the highest published applicable accessibility standard for Saskatchewan.

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

Projects with total estimated eligible expenditures of \$25 million or more will need to report on community employment benefits provided to at least three federal target groups (apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, new Canadians, or small- medium-sized enterprises and social enterprises). This requirement may be waived at the discretion of Saskatchewan for applicants with lower capacity to capture this information with specific rationale.

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 Appendices of this document.

A final report detailing project performance must be completed and submitted with the final claim upon project completion.

## 9.6 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 Ultimate Recipients upon project approval.

All projects are subject to site visits and audit at any time during the project and up to six years after the Integrated Bilateral Agreement for ICIP between Canada and Saskatchewan ends.

## **9.7 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 Integrated Bilateral Agreement for ICIP between Canada and Saskatchewan.

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.

## **9.8 Communications**

An important aspect of ICIP 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 ICIP 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

### Community, Culture and Recreation Infrastructure Stream

In addition to the program and project information provided in the ICIP Program Guide, the following applies to projects funded under the Community, Culture and Recreation Infrastructure Stream.

#### Additional Project Eligibility

To be eligible for funding, a project must:

- a) be one of the following:
  - community-oriented, non-commercial in nature and open for use to the public and not limited to a private membership;
  - a community hub and/or community centre, be publicly accessible, multipurpose spaces that bring together a variety of different services, programs and/or social and cultural activities to reflect local community needs;
  - a health facility or a primary or secondary education facility that has specific benefit to Indigenous peoples by advancing the Truth and Reconciliation Commission's Calls to Action;
- b) if it is a health facility or a primary or secondary education facility that has specific benefit to Indigenous peoples by advancing the Truth and Reconciliation Commission's Calls to Action;
- c) be put forward by an applicant who demonstrates that they will be able to operate and maintain the resulting infrastructure over the long term;
- d) meet one or more ICIP outcomes - refer to Outcomes section on the next page;
- e) be for the construction, renewal, rehabilitation or material enhancement of infrastructure, excluding normal maintenance or operation;
- f) be supported by all requirements set out in section 5 – General Application Requirements;
- g) meet or exceed any applicable energy efficiency standards for buildings where a building is constructed;
- h) for publicly accessible buildings, meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, in addition to applicable provincial building codes and relevant municipal bylaws;
- i) the application and supporting documents should be comprehensive, credible and feasible;
- j) stipulate a construction completion date of no later than October 31<sup>st</sup>, 2033;
- k) be duly authorized or endorsed by appropriate board or council;

- l) be for broad public use or benefit and clearly demonstrate this within the application;
- m) be located in the province of Saskatchewan; and
- n) meet all the program criteria identified in this Guide.

### **Ineligible Projects**

A project will be deemed ineligible if:

- a) the construction began or a tender has been awarded prior to project approval;
- b) the project will be completed after October 31, 2033;
- c) the project deals with assets owned by the Government of Saskatchewan or Government of Canada including federal or provincial Crown corporations;
- d) it constructs housing;
- e) the project involves a religious site that serves as a place of assembly for religious purposes, which includes among other, a site, church, mosque, synagogue, temple, chapel (e.g. within a convent or seminary), shrine, or meeting house;
- f) the project involves a professional or semi-professional sports facility that is primarily a commercial operation;
- g) the project involves elements for tourism purposes. Elements of projects that are deemed for tourism purposes will be ineligible for funding;
- h) the project involves the delivery of provincial or municipal services;
- i) the project involves education facilities. These projects are ineligible except when they are of benefit to Indigenous peoples by advancing the Truth and Reconciliation Commission of Canada Calls to Action;
- j) the project involves health facilities. Health facility projects are ineligible except when they are of benefit to Indigenous peoples by advancing the Truth and Reconciliation Commission of Canada Calls to Action;
- k) the project does not meet the eligibility requirements outlined in section 3.1 – Project Eligibility;
- l) the project does not meet at least one Community, Culture and Recreation Infrastructure Stream outcome, listed below.

### **Community, Culture and Recreation Infrastructure Stream Outcomes**

Ultimate Recipients are required to report on outcomes and associated targets through Saskatchewan to Canada for ICIP – Community, Culture, and Recreation Infrastructure Stream projects completed in Saskatchewan. Below are the federal outcomes and targets that are associated with this program for ease of reference.

CCR Outcomes:	Examples of Applicable Indicators:
Improved <u>access</u> to and/or increased quality of cultural, recreational, and/or community infrastructure for Canadians; including Indigenous peoples and vulnerable populations	<ul style="list-style-type: none"> <li>• Number and type of cultural, recreational and community assets and their physical condition rating before investment and at project conclusion</li> <li>• Participation levels (improved access): <ul style="list-style-type: none"> <li>○ Increase in average monthly visitors to spaces;</li> <li>○ Increase in participation of Indigenous Peoples;</li> <li>○ Increase in participation of official language minority communities;</li> <li>○ Increase in participation of vulnerable populations</li> <li>○ Increase percentage of public facing built assets that incorporate universal design;</li> <li>○ Gender issues were taken into consideration during the design and/or construction phases.</li> </ul> </li> </ul>

## Appendix B

### Green Infrastructure Stream

In addition to the program and project information provided in the ICIP Program Guide, the following applies to projects funded under the Green Infrastructure Stream.

#### Additional Project Eligibility

To be eligible for Green Infrastructure Stream funding, a project must:

- a) be put forward by an applicant who demonstrates that they will be able to operate and maintain the resulting infrastructure over the long term;
- b) meet one or more of the program outcomes - refer to Outcomes section below;
- c) be for the construction, renewal, rehabilitation or material enhancement of infrastructure, excluding normal maintenance or operation;
- d) be supported by all requirements set out in section 5 – General Application Requirements;
- e) meet or exceed any applicable energy efficiency standards for buildings where a building is constructed;
- f) for publicly accessible buildings, meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, in addition to applicable provincial building codes and relevant municipal bylaws;
- g) the application and supporting documents should be comprehensive, credible and feasible;
- h) stipulate a construction completion date of no later than October 31<sup>st</sup>, 2033;
- i) be duly authorized or endorsed by appropriate board or council;
- j) be for broad public use or benefit and clearly demonstrate this within the application;
- k) be located in the province of Saskatchewan; and
- l) meet all the program criteria identified in this Guide.
- m) Has a minimum of \$100,000 in total eligible costs to a maximum of \$50 million (*provincial requirement for Green Infrastructure Stream intake of 2022-23 only*). Projects with a TEC greater than \$50 million can only receive grant funding contribution for up to \$50 million of their Total Eligible Costs.

**The following requirements must be met for projects under [Adaptation, Resilience and Disaster Mitigation](#) sub-stream:**

- Projects can not involve emergency services infrastructure.
- Projects can not involve relocation of a whole community.
- Projects can not address seismic risks.



- Projects submitted under the Green Infrastructure - [Adaptation, Resilience and Disaster Mitigation](#) sub-stream are required to complete and submit a Climate Change Resilience Assessment.

**The following requirements must be met for projects under the [Environmental Quality](#) sub-stream:**

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

### **Ineligible Projects**

A project will be deemed ineligible if:

- a) the construction began or a tender has been awarded prior to project approval;
- b) the project will be completed after October 31<sup>st</sup>, 2033;
- c) the project deals with assets owned by the Government of Saskatchewan or Government of Canada including federal or provincial Crown corporations;
- d) the project does not meet the eligibility requirements outlined in section 3.1 – Project Eligibility;
- e) projects involving emergency services infrastructure, relocation of a whole community, that address seismic risks; or
- f) the project does not meet at least one Green Infrastructure Stream outcome listed below.

### **Green Infrastructure Stream Outcomes**

Projects must meet at least one of the following outcomes and be measurable by the applicable indicators.

## Adaptation, Resilience and Disaster Mitigation sub-stream (ARDM)

Green Infrastructure Stream: Adaptation, Resilience and Disaster Mitigation (GIS-ARDM)	
Outcomes	Examples of Applicable Indicators:
Increased structural capacity to adapt to climate change impacts, natural disasters, and extreme weather events	Number and type of structural assets that address identified climate and other natural disaster risks*, and their physical condition rating before investment and at project conclusion.
Increased natural capacity to adapt climate-related impacts, natural disasters, and extreme weather events	Number and type of natural assets**, that address identified climate and other natural disaster risks, and their physical condition rating before investment and at project conclusion.
<p><i>* Types of climate and natural disaster risks include drought, ice storms, increased overland flooding, windstorms, etc.</i></p> <p><i>** Types of natural assets include natural occurring assets such as aquifer, wetland, forest and shoreline vegetation, as well as engineered use of national resources such as green roofs, rain gardens, etc.</i></p>	

Green Infrastructure Stream: Environmental Quality	
Outcomes	Examples of Applicable Indicators:
Increased capacity to treat and manage wastewater and/or stormwater	<ul style="list-style-type: none"> <li>• Number/length and type of wastewater assets (example: treatment plants, lagoon systems, wastewater pump stations, etc.) and their physical condition rating before investment and at project conclusion.</li> <li>• Number/length and type of stormwater assets (example: drainage pump stations, management facilities – ponds and water wetlands, etc.) and their physical condition rating before investment and at project conclusion.</li> <li>• Increased number of wastewater systems achieving compliance with federal effluent regulations.</li> <li>• Increased volume of materials diverted (cubic metres per day).</li> <li>• Increased capacity to treat wastewater and/or stormwater (cubic metres per day).</li> </ul>

Increased access to potable water	<ul style="list-style-type: none"> <li>• Number/length of drinking water assets (example: water treatment facilities, reservoir, pump stations, local water pipes) and their physical condition rating before investment and at project conclusion.</li> <li>• Long-term drinking water advisory(ies) resolved as a result of this project.</li> </ul>
Increased capacity to reduce or remediate soil and air pollutants	<ul style="list-style-type: none"> <li>• Increased volume of materials diverted (tonnes per year).</li> <li>• Increased capacity to dispose of materials.</li> <li>• Remediation of land (contamination confirmed by Phase II Environmental Site Assessment).</li> </ul>

## Appendix C

### COVID-19 Resilience Infrastructure Stream

In addition to the program and project information provided in the ICIP Program Guide, the following applies to projects funded under the COVID -19 Resilience Infrastructure Stream (CVRIS).

**Please note the application intake for CVRIS ended October 30, 2020.**

#### Additional Project Eligibility

**To be eligible for COVID-19 Resilience Infrastructure Stream, please ensure that the proposed project:**

- a) Is located in Saskatchewan.
- b) Starts before September 30, 2021, and completed no later than December 31, 2023 (December 31, 2024 for remote communities (please refer to the definition of remote community on page 22)).
- c) Has a minimum of \$100,000 in total eligible costs to a maximum of \$10 million (*provincial requirement*).
- d) Supports public infrastructure, defined as tangible capital assets including temporary infrastructure related to pandemic response, primary for public use and/or benefit, with the possible exceptions of temporary infrastructure related to pandemic response.
- e) Asset will be own and operate by the funding recipient for the duration of the Asset Disposal Period (five years after a project is complete).
- f) Falls into one of the following categories:
  - **Retrofits, Repairs, and Upgrades** for municipal, and Indigenous buildings, health and educational infrastructure (see table below for specific examples). Please note: projects should clearly demonstrate that the retrofits, repairs or upgrades are directly related to a building or asset housed within a building. Work undertaken outside of a building (not directly related to the four walled and roofed structure) would be considered ineligible.
  - **COVID-19 Response Infrastructure**, including measures to support physical distancing.
  - **Active Transportation Infrastructure**, including parks, trails, footbridges, bike lanes, and multi-use paths.
  - **Disaster Mitigation and Adaptation**, including natural infrastructure, flood and fire mitigation, tree planting, and related infrastructure.

- g) Will award contracts through a public tender process in a way that is fair, transparent, competitive, and consistent with value for money principles. Sole-sourcing may only be used in exceptional circumstances and will require additional approval by the Federal Government and may result in project delays.
- h) Has a clear breakdown for total eligible and ineligible expenses. Costs incurred before project approval, and any and all expenditures related to contracts signed prior to project approval are ineligible. Exceptions will be given to the expenditures associated with Indigenous consultation or engagement the climate lens assessments.
- i) Will meet or exceed applicable energy efficiency standards for buildings where a building is constructed.
- j) Meets public safety requirements. If the public will have 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 bylaws, and accessible design guidelines.
- k) Application and supporting documents should be comprehensive, credible and feasible;
- l) Be duly authorized or endorsed by, appropriate board, council or band council (note: accommodations may be given to applicants unable to obtain resolutions before the application deadline, but will be required to submit resolutions before projects are recommended to the Government of Canada for approval);
- m) Meet all the program requirements set out in section 5 – General Application Requirements and other criteria and identified in this guide.

**Category 1: Retrofits, Repairs, and Upgrades for municipal, and Indigenous buildings, health and educational infrastructure.**

Please note: projects should clearly demonstrate that the retrofits, repairs, or upgrades are directly related to a building or asset housed within a building. Work undertaken outside of a building (not directly related to the four-walled and roofed structure) would be considered ineligible.

Eligible Asset Sub-Category	Examples of project types
1.1. Municipal (local government) and provincial or Indigenous buildings	<ul style="list-style-type: none"> <li>• administrative buildings, fire halls, police stations, maintenance facilities, physical plants, public works buildings (e.g., transformer sub-stations, water treatments facilities, hazardous waste disposal facilities), food safety infrastructure (committee freezers, greenhouses, etc.), any other municipal (local government) and provincial/ or Indigenous buildings that deliver or provide services or programming.</li> </ul>

1.2 Health infrastructure	<ul style="list-style-type: none"> <li>Hospitals, morgues, nursing homes and senior citizen homes, long-term care facilities, wellness centres, paramedic services facility, health centres, clinics and other health care buildings, community interest facility e.g., mental health and addiction centres, rehabilitation centres, youth services facilities, social and supportive housing, paramedic and support vehicles</li> </ul>
1.3 Educational Infrastructure	<ul style="list-style-type: none"> <li>day care facilities, schools (e.g., high school, college), adult education facilities, playgrounds, universities, sports facilities, computer labs and web infrastructure, school theatres, school libraries, performing arts centres, colleges, research centres, student housing, student services buildings, agricultural education infrastructure (barns, greenhouses, etc.)</li> </ul>
<b>Category 2: COVID-19 Resilience Infrastructure; including measures to support physical distancing.</b>	
<b>Eligible Asset Sub-Category</b>	<b>Examples of project types</b>
2.1. Any public infrastructure asset* where the purpose of the project is to build, modify and, or reconfigure the asset to respond to the COVID-19 pandemic, this includes temporary infrastructure.	<ul style="list-style-type: none"> <li>safety retrofits for public sector buildings, safety retrofits for rolling stock, new builds, retrofits, repairs or rebuilds of social housing, long-term care facilities, seniors' homes or temporary housing (shelters) to support new safety measures or physical distancing, expand single rooms within existing hospitals, separation infrastructure for infectious disease care from other care (e.g., COVID-19 wards and dedicated facilities)</li> <li>modular field hospitals, mobile ICU units or other equipment to facilitate rapid expansion of intensive care capacity, renovate public facilities to serve as designated hospital overflow sites, emergency vehicles, security support vehicles, barriers, passenger safety improvements, driver safety improvements (barriers, etc.), video screens and PA systems for announcements, automatic vehicle location technology, security enhancements, food security infrastructure</li> </ul>
<b>Category 3: Active transportation infrastructure, including parks, trails, footbridges, bike lanes and multi-use paths.</b>	
<b>Eligible Asset Sub-Category</b>	<b>Examples of project types</b>
3.1. Active transportation infrastructure	<ul style="list-style-type: none"> <li>parks trails and multi-use paths, bike and pedestrian lanes on existing or new roads or highways, sidewalks, footpaths and</li> </ul>

	footbridges, active transportation support facility (e.g., bike parking/storage), street and park furniture (e.g. benches, shade areas, planters)
<b>Category 4: Disaster mitigation and adaptation infrastructure, including natural infrastructure, flood and fire mitigation, and tree planting and related infrastructure.</b>	
<b>Eligible Asset Sub-Category</b>	<b>Examples of project types</b>
Any public infrastructure asset including natural infrastructure, where the purpose of the project is to build, modify and/or reinforce to prevent, mitigate or protect against the impacts of climate change, disasters triggered by natural hazards, and extreme weather events.	<p><b>Natural:</b></p> <ul style="list-style-type: none"> <li>• forest, shoreline vegetation, green roofs, bioswales/rain gardens, aquifer, wetland restoration</li> </ul> <p><b>Structural:</b></p> <ul style="list-style-type: none"> <li>• barriers, dams, dykes, drainage canals, floodways, man-made wetlands, retaining walls and other shoreline protection such as rock revetment, seawalls and breakwaters, weirs, pump station (to increase hydraulic capacity and reduce flooding)</li> </ul>
Any public infrastructure asset* including natural infrastructure, where the purpose of the project is to build, modify and, or reinforce to prevent, mitigate or protect against floods and fires.	<ul style="list-style-type: none"> <li>• barriers, dams, dykes, drainage canals, floodways, man-made wetlands, retaining walls and other shoreline protection such as rock revetment, seawalls and breakwaters, weirs, pump station (to increase hydraulic capacity and reduce flooding)</li> </ul>
Assets associated with afforestation and reforestation	<ul style="list-style-type: none"> <li>• tree planting projects, coordination or distribution centres, nurseries, greenhouses, access roads and bridges (that provide access to areas where tree planting will take place)</li> </ul>

## Ineligible Projects

A project will be deemed ineligible if:

- a) the project does not meet the eligibility requirements outlined in section 3.1 – Project Eligibility;
- b) the projects have tourism infrastructure;
- c) the project has a facility that serves as a home to a professional sports team; or
- d) it is a planning project.

### **Additional Applicant Eligibility**

Please refer to section 2.1 for the list of eligible applicants.

The following organizations are ineligible under CVRIS intake:

- School and school boards
- Advanced education institutions
- Health authority

SaskBuilds co-ordinates infrastructure initiatives for provincially owned assets and can be contacted at [fedprovsb@gov.sk.ca](mailto:fedprovsb@gov.sk.ca).



## Appendix D

### Green Infrastructure Stream – Landfill Decommissioning

In addition to the program and project information provided in the ICIP Program Guide, the following applies to projects funded under the Green Infrastructure Stream – Landfill Decommissioning.

**Please note the application intake for Landfill Decommissioning intake started on September 18, 2020 and closed September 15, 2022. Applications are no longer being accepted for landfill decommissioning projects.**

#### Additional Project Eligibility

To be eligible for Green Infrastructure Stream – Landfill Decommissioning funding, a project must:

- a) be put forward by an applicant who demonstrates that they will be able to operate and maintain the resulting infrastructure over the long term;
- b) meet the program outcomes - refer to outcomes section below;
- c) must clearly indicate how the project would meet the selected outcome and provide indicators appropriate to the project;
- d) be supported by all requirements set out in section 5 – General Application Requirements;
- e) the application and supporting documents should be comprehensive, credible and feasible;
- f) stipulate a construction completion date of no later than October 31<sup>st</sup>, 2033;
- g) be duly authorized or endorsed by appropriate board or council;
- h) have Saskatchewan Ministry of Environment approval prior to closure
- i) be located in the province of Saskatchewan; and
- j) meet all the program criteria identified in this Guide.

#### Ineligible Projects

A project will be deemed ineligible if:

- a) the construction began or a tender has been awarded prior to project approval;
- b) the project will be completed after October 31<sup>st</sup>, 2033;
- c) the project does not meet the eligibility requirements outlined in section 3.1 – Project Eligibility;
- d) the project does not meet at least one Green Infrastructure Stream outcome listed below;

g) it is a standalone landfill expansion project.

### Green Infrastructure Stream Outcomes

Projects must meet at least one of the following outcomes and be measurable by the applicable indicators.

Green Infrastructure Stream: Environmental Quality	
Outcomes	Examples of Applicable Indicators:
Increased capacity to reduce or remediate soil and air pollutants	<ul style="list-style-type: none"><li>• Increased volume of materials diverted (tonnes per year).</li><li>• Increased capacity to dispose of materials.</li><li>• Remediation of land (contamination confirmed by Phase II Environmental Site Assessment).</li></ul>

## Appendix E

### Detailed Cost Estimate

Visit <https://www.saskatchewan.ca/icip> for an electronic copy of the Detailed Cost Estimate worksheet.

#### Investing in Canada Infrastructure Program Detailed Cost Estimate

Applicant Name: \_\_\_\_\_  
Project Title: \_\_\_\_\_

Project Stream / Outcome: \_\_\_\_\_

Cost Estimate Developed By: \_\_\_\_\_  
Date of Cost Estimate (DD-MM-YYYY): \_\_\_\_\_  
Cost Estimate Class: \_\_\_\_\_

ELIGIBLE COSTS				
	Description	Quantity	Per Unit Amount	Total Cost
<b>Project Planning</b>				
For example, costs associated with environmental assessment, aboriginal consultation, climate lens assessments, community employment benefit plans				
Planning Sub-Total:				\$0
<b>Design / Engineering</b>				
Design / Engineering Sub-Total:				\$0
<b>Construction / Materials</b>				
Items should reflect the major components in your project. Add lines as necessary.				
Construction / Materials Sub-Total:				\$0
<b>Other Eligible Costs</b>				
For example (communications, testing)				
Other Eligible Costs Sub-Total:				\$0
<b>Contingency</b>				
Contingency Sub-Total:				\$0
<b>TOTAL ELIGIBLE COSTS*</b> :				\$0
INELIGIBLE COSTS				
	Description	Quantity	Per Unit Amount	Total Cost
<b>Land Acquisition Cost</b>				
Leasing Land, Building and Other Facilities				
Financing Charges				
Legal Fees				
In-kind Contribution				
Tax Rebate				
Works already completed (Add lines as needed): Costs incurred before Project approval, and any and all expenditures related to contracts signed prior to Project approval, this includes costs incurred or contracts awarded for planning and design.				
Other				
<b>TOTAL INELIGIBLE COSTS*</b> :				\$0
<b>TOTAL GROSS PROJECT COSTS (Eligible + Ineligible)*:</b>				\$0
<b>*Totals must match totals in the Project Costs section of the Application Form.</b>				
<b>Cost Estimate Comments</b>				
Please add any information that you feel is relevant to your cost estimate				

saskatchewan.ca

Saskatchewan

## Appendix F

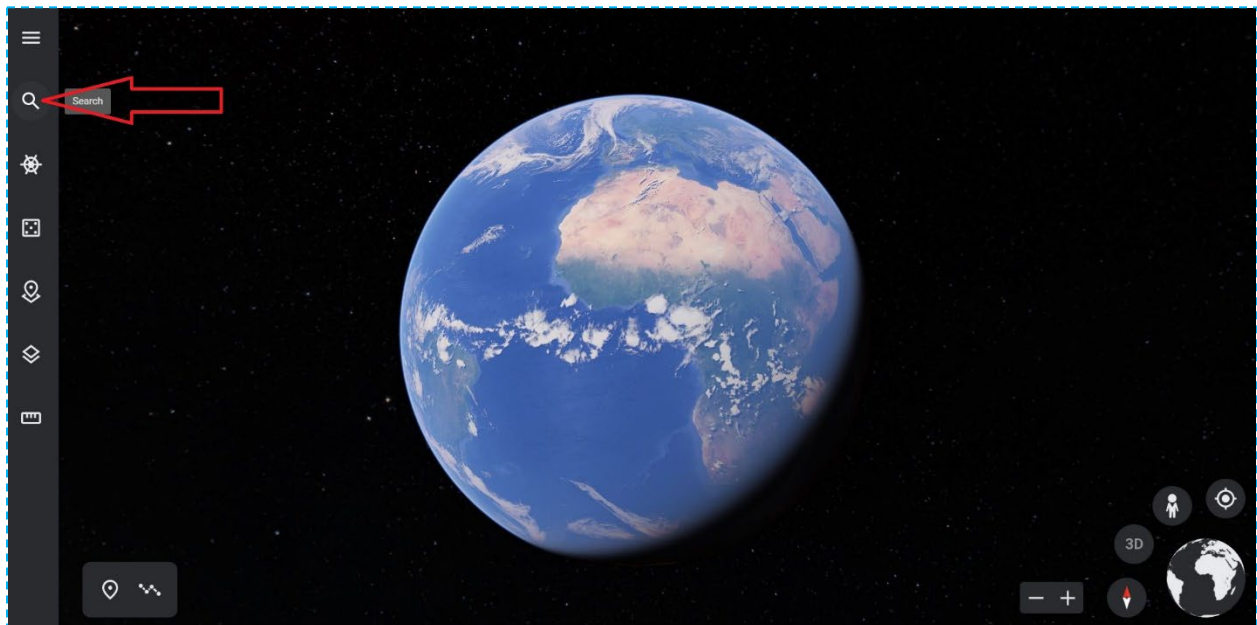
### How to Create a .KML File

Here are the step-by-step instructions on how to create a KML file (.kml format) for your ICIP application.

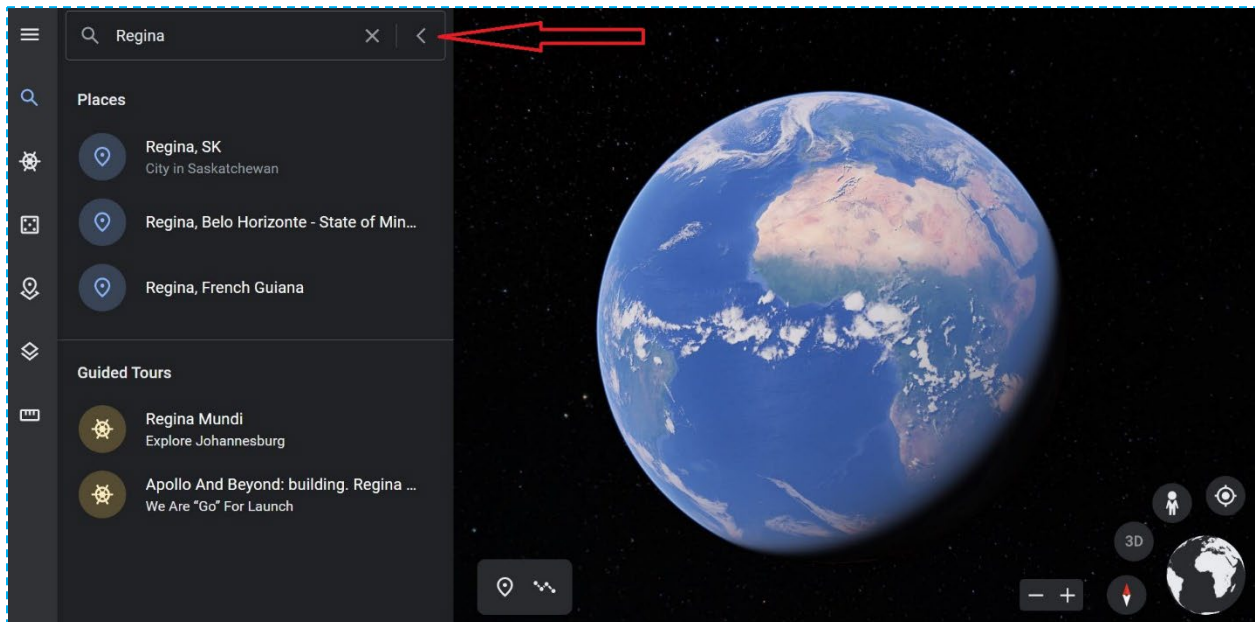
1. Click on the following link to access online Google Earth services:

<https://earth.google.com/web/>

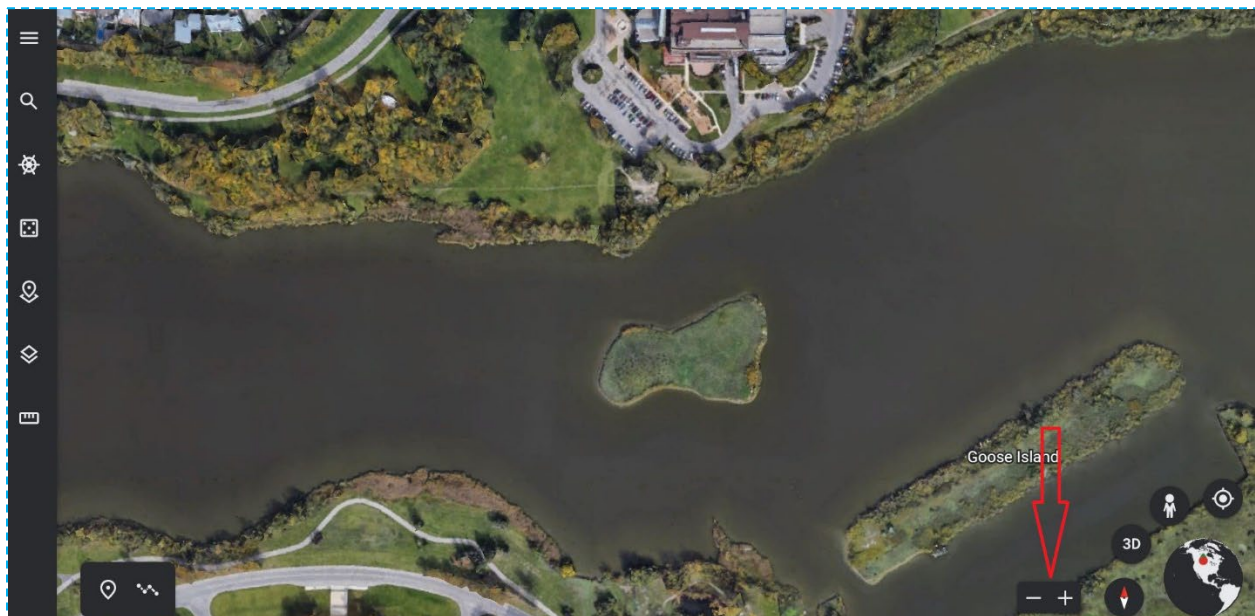
2. click on the search button:



3. Use the search box and type in the nearest urban centre to narrow down the approximate location of your project:

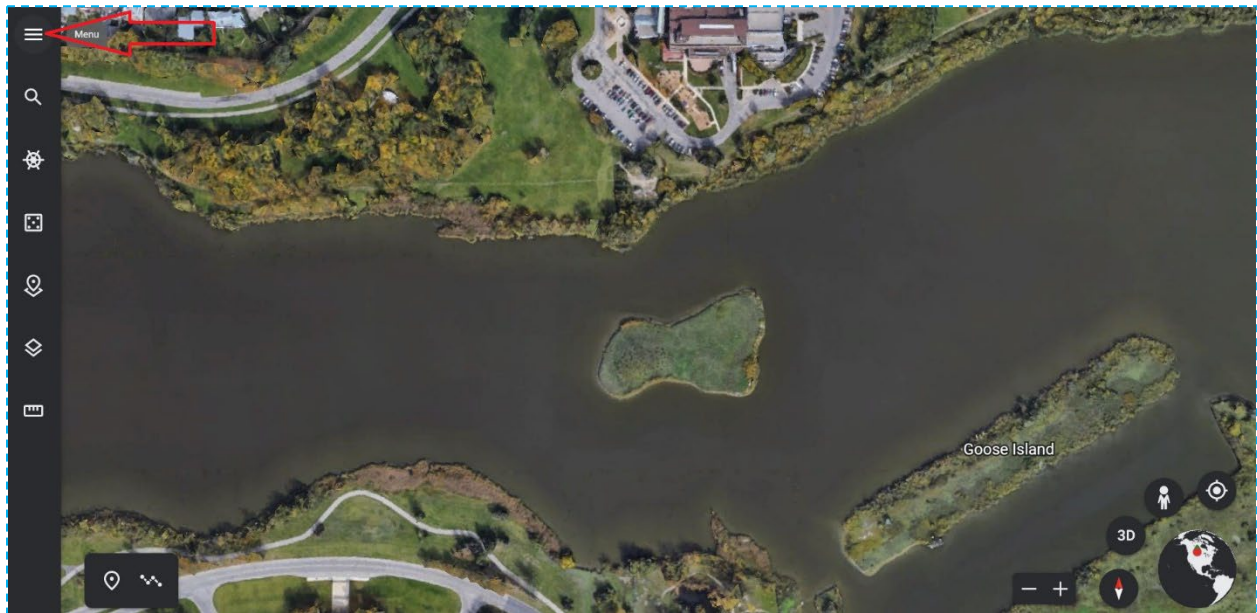


4. Use the zoom in/out buttons (bottom right corner) or your mouse's scroll wheel to zoom in to your project location.





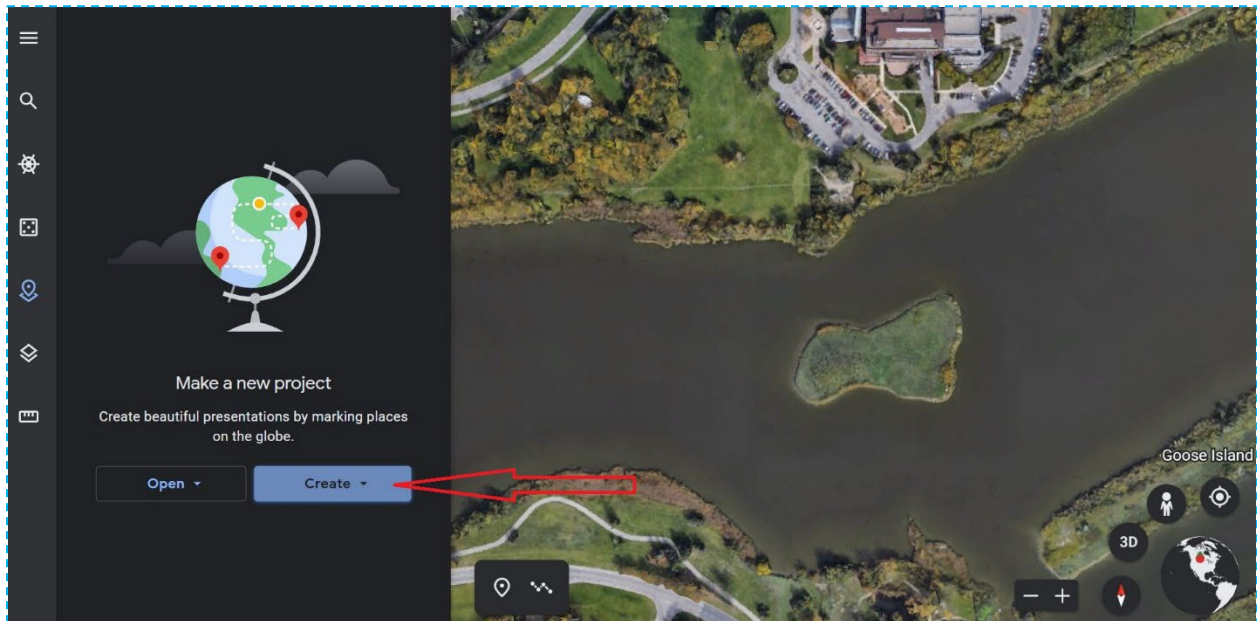
5. Now that you have zoomed in to your project location click on the menu button:



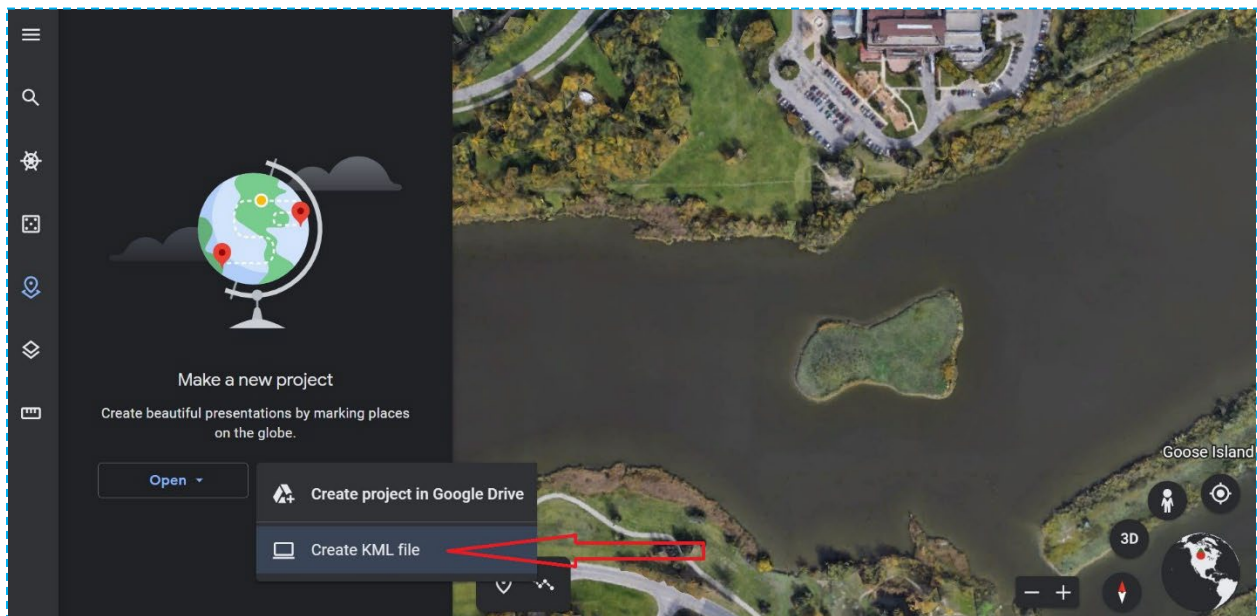
6. Select 'Projects' from the menu list:



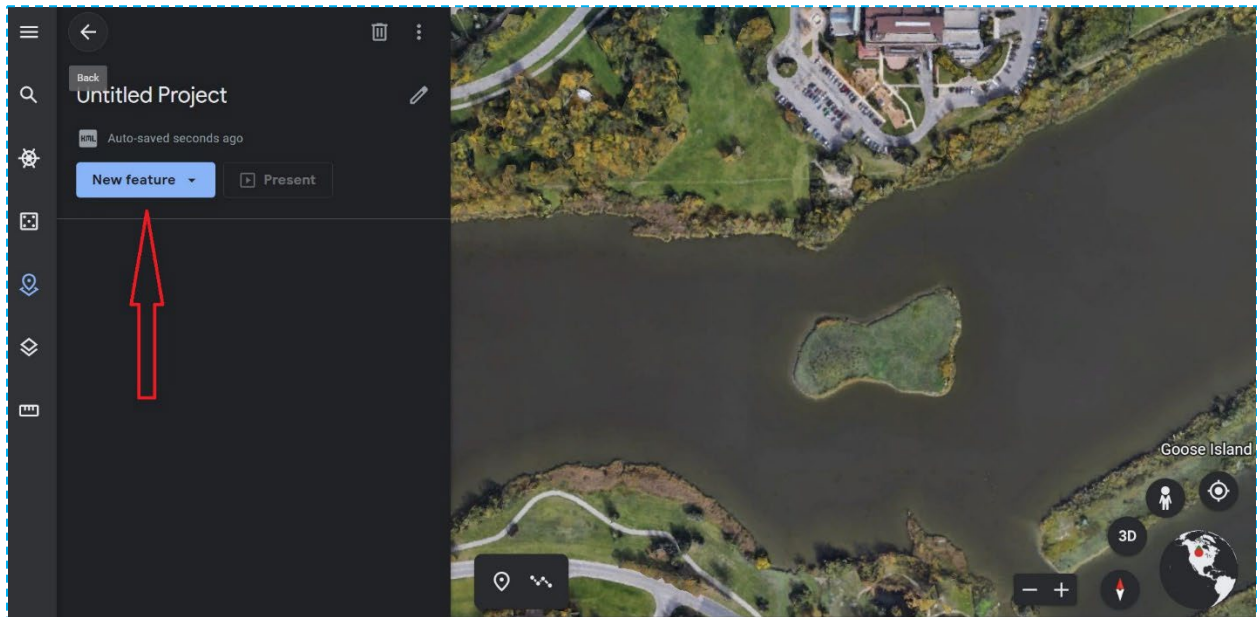
7. Select 'Create':



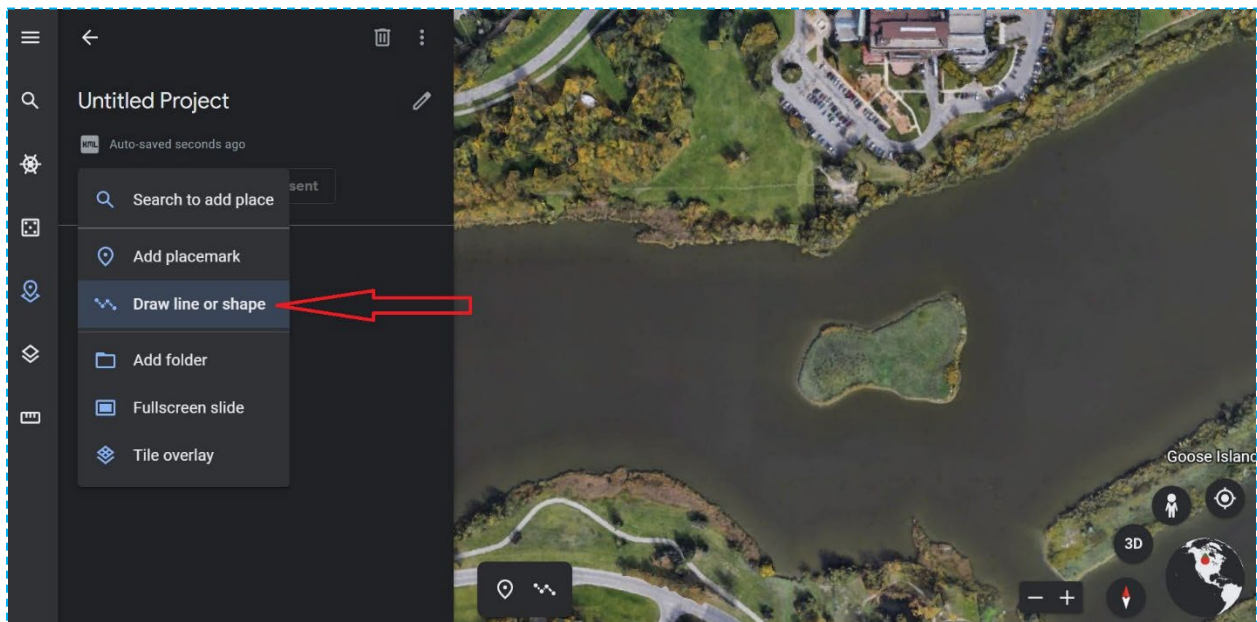
8. Select 'create KML file':



9. Now, select 'New Feature':

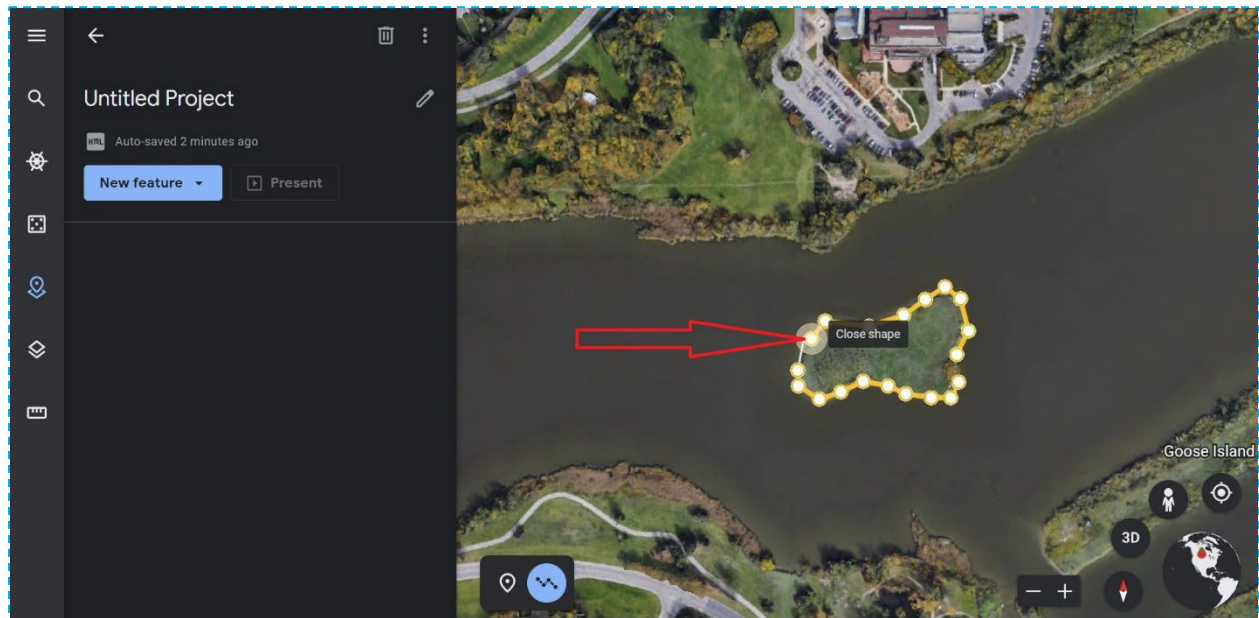


10. Select 'Draw line or shape':

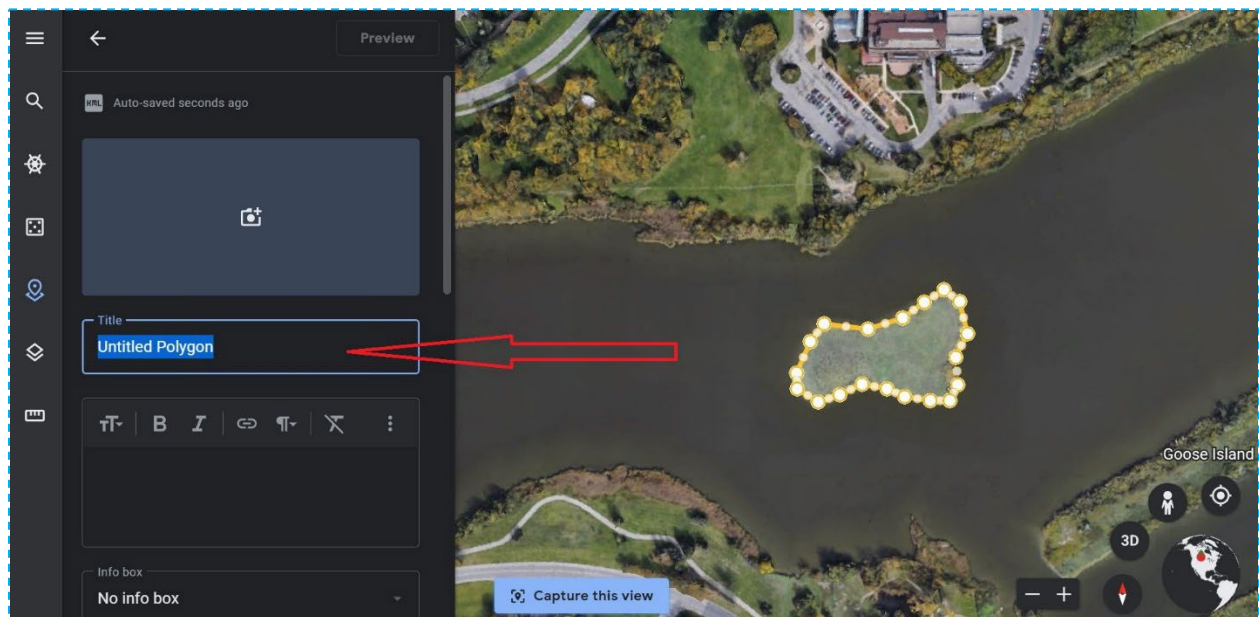




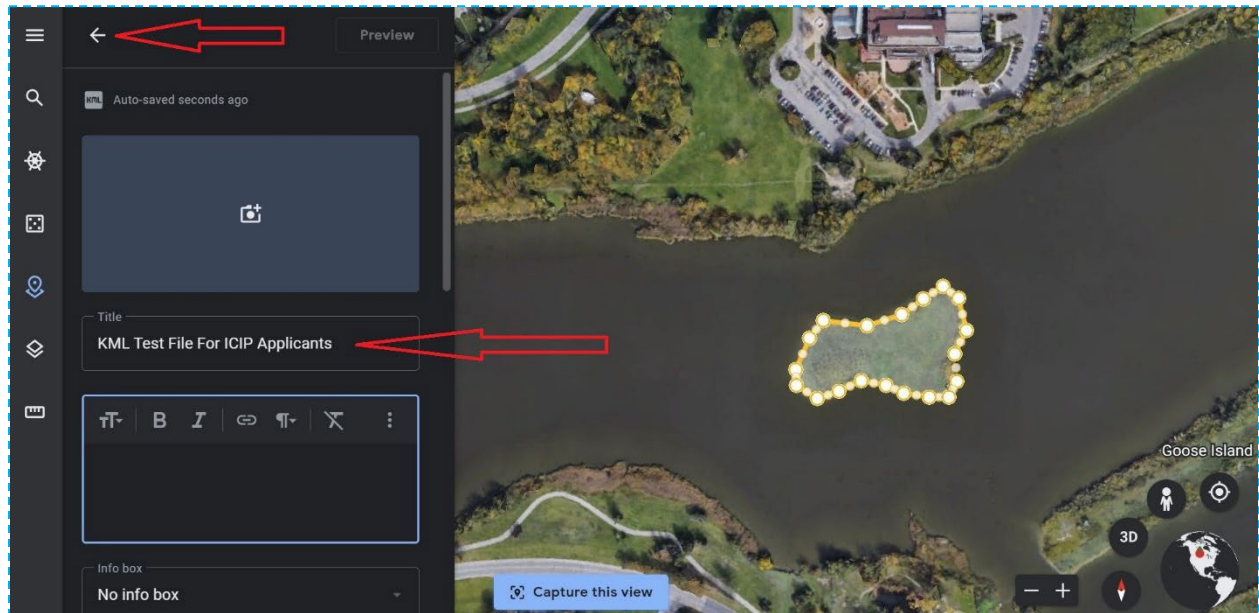
11. Mark the boundary of your project's location by placing the cursor on the map and clicking and dragging the line over the location. Click the starting point to close the shape.



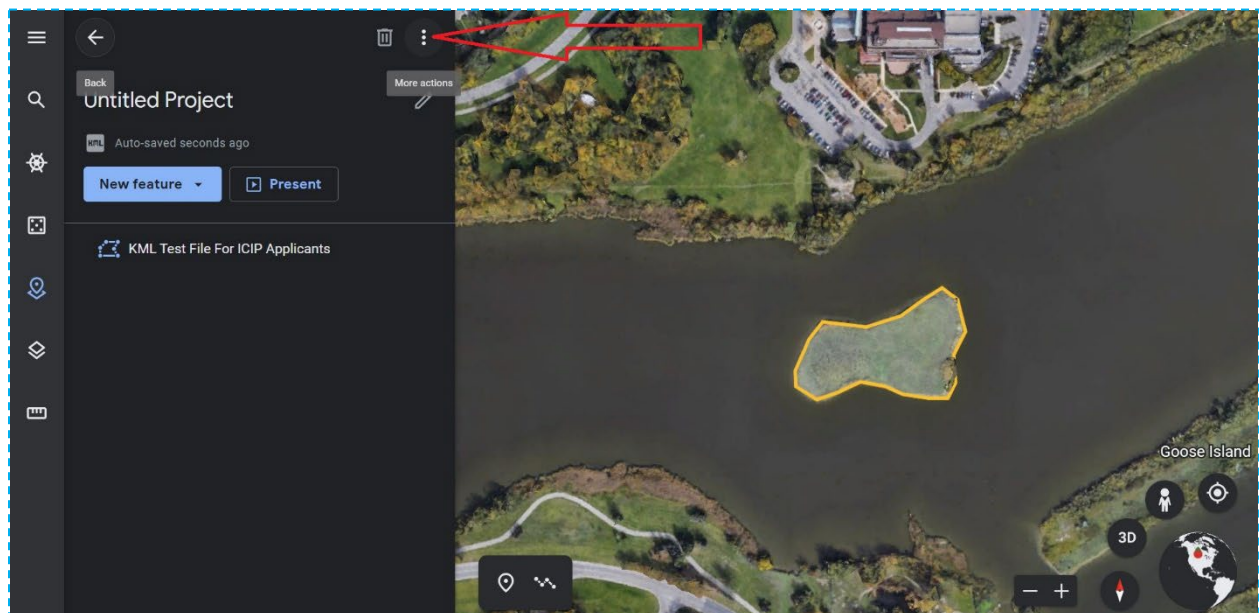
12. When the boundary is marked a window opens where you can type in a title for the project polygon you have created:



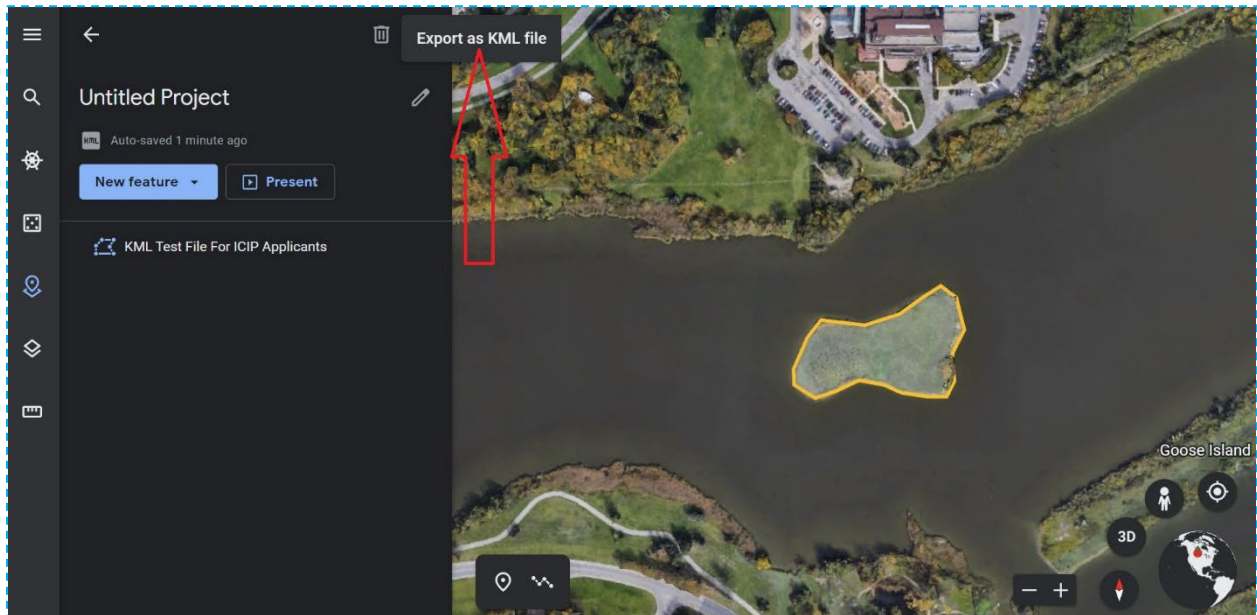
13. You can name your KML file. Click on the back button to go to next step:



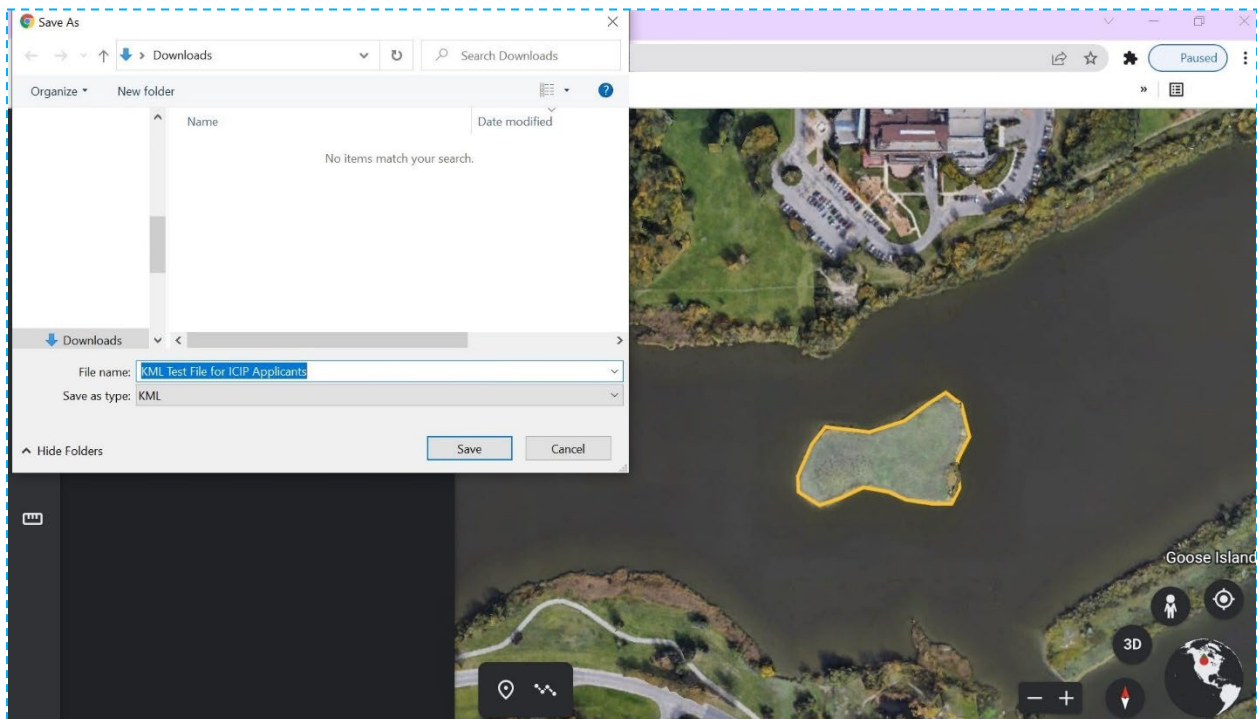
14. Now click on the 'more action' button:



15. Select 'Export as KML file':

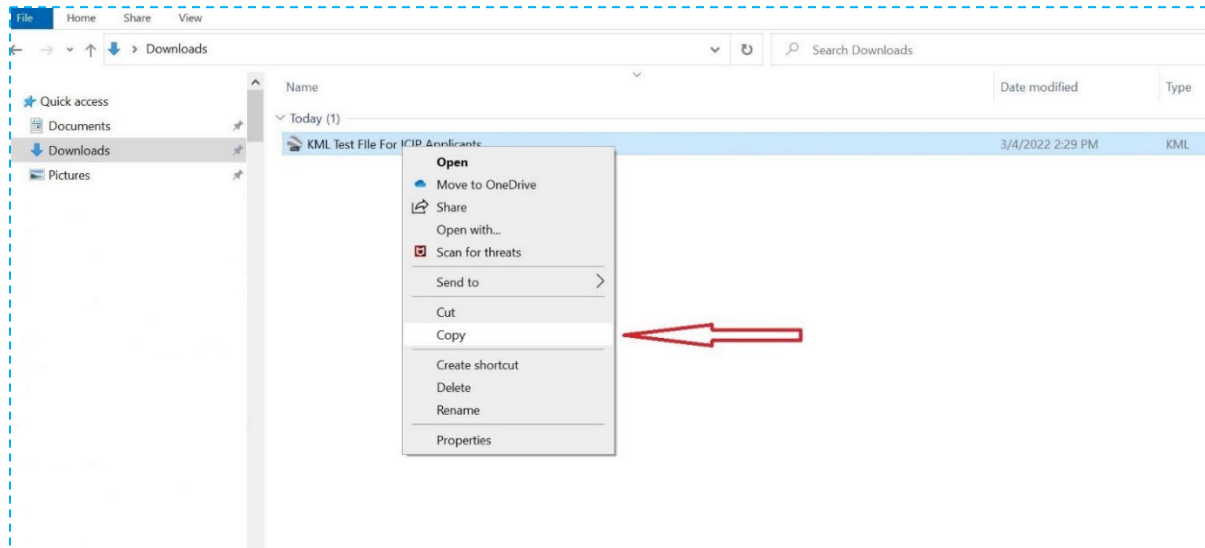


16. A 'save as' window opens. Select your desired location where you want your KML file to be saved on your computer:

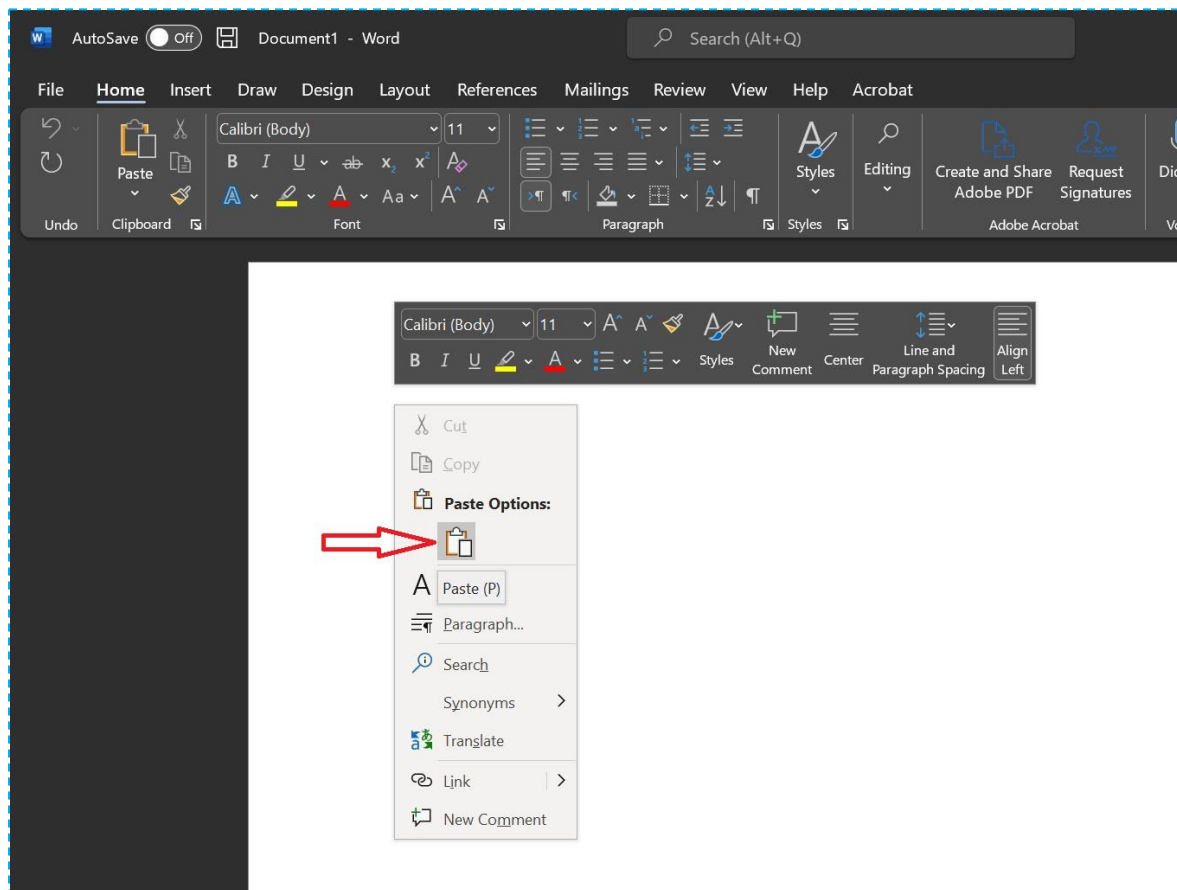




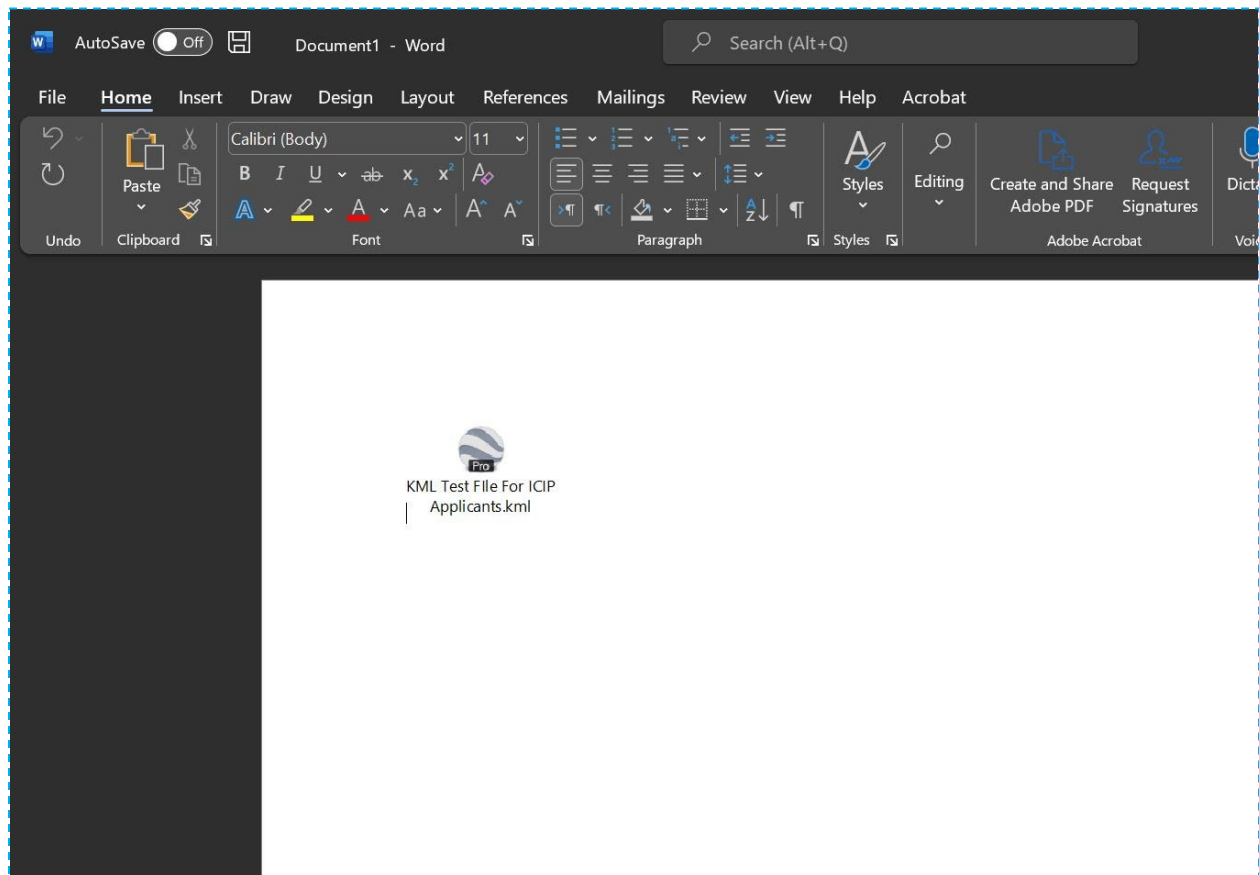
17. When you are in the folder where you saved your KML file, right-click on the KML file and select “copy”:



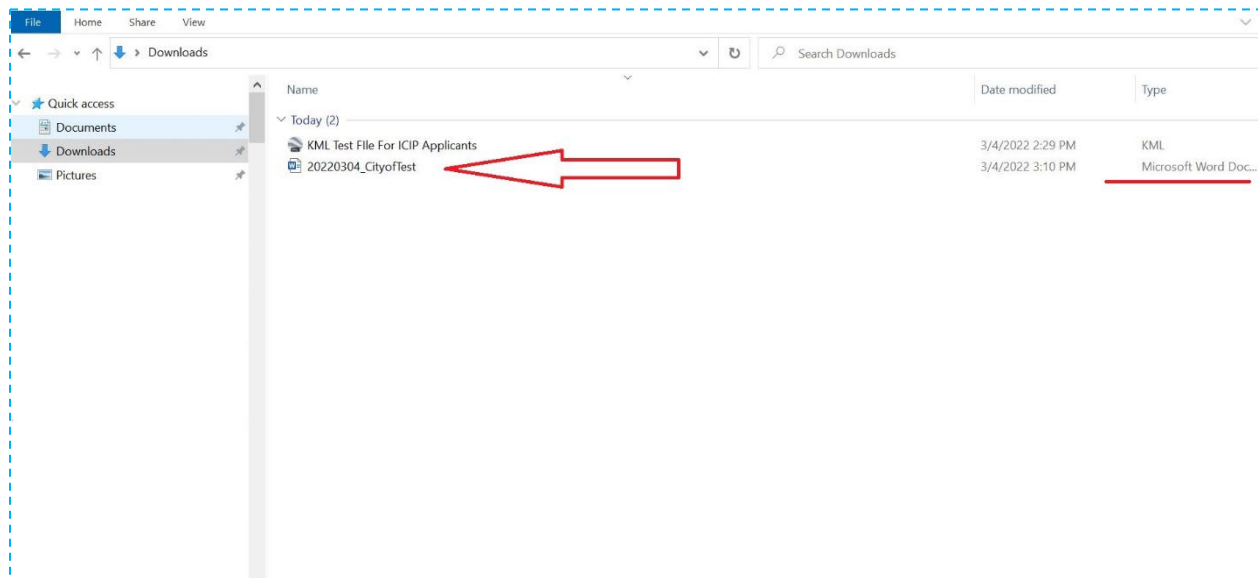
18. Now create a blank Microsoft Word document and right-click in the middle of the blank word document and select the following icon under the “paste options”:



After you choose “paste” your file should look like this:



19. Now, save the word document in your desired folder and name your file using the following naming convention: **YYYYMMDD\_ApplicantName**  
For example: **20220304\_CityofTest**



20. Upload the Microsoft Word document to your ICIP application.