

**MUNICIPAL SUSTAINABILITY INITIATIVE
CAPITAL PROGRAM GUIDELINES**

2018

Table of Contents

1. GUIDELINES	3
2. PROGRAM HIGHLIGHTS FOR 2018	3
3. PROGRAM OBJECTIVES AND TERM	3
4. KEY DATES AND CONTACTS	3
5. SUBMISSION METHODS	4
6. FUNDING FORMULA AND ALLOCATIONS	4
6.1) Restructured Municipalities	5
6.2) Carrying Forward Funds and/or Committing Future Years' Funding	5
7. ELIGIBILITY REQUIREMENTS	6
7.1) Eligible Applicants	6
7.2) Eligible Projects	6
8. APPLICATION AND AMENDMENT PROCESS	7
8.1) Grouping Similar Assets	7
8.2) Amending a Project	7
8.3) Minimum 5 Per Cent Project Threshold	7
8.4) Maximum 75 Per Cent Funding Threshold	8
8.5) Borrowing Costs/Interest Expense	8
8.6) Use of Municipal Forces	9
8.7) Joint Projects	9
8.8) Projects Involving Former BMTG Funds	9
8.9) Use of Other Grants	9
9. REVIEW AND APPROVAL PROCESS	10
9.1) Provincial Standards	10
9.2) Requirements for Award of Contracts	10
9.3) Multi-Year Capital Plan	11
10. PAYMENT PROCESS AND FINANCIAL REPORTING REQUIREMENTS	11
10.1) Payments	11
10.2) Statement of Funding and Expenditures (SFEs)	11
10.3) Credit Items	12
10.4) Calculation of Income Earned	12
11. SITE VISITS	13
12. COMMUNICATIONS AND PROJECT RECOGNITION REQUIREMENTS	13

SCHEDULE 1 – ELIGIBLE CAPITAL PROJECT ACTIVITIES	14
1.a) Acquisition	14
1.b) Construction and Development	14
1.c) Betterment	14
1.d) Rehabilitation	15
1.e) Non-routine Maintenance	15
1.f) Other	15
SCHEDULE 2 – INELIGIBLE CAPITAL PROJECT ACTIVITIES	16
2.a) General Government and Administration	16
2.b) Operating Support	16
2.c) Acquisition	16
2.d) Other	16
SCHEDULE 3 – ELIGIBLE CAPITAL PROJECT ASSETS	17
3.a) Municipal Roadways, Bridges, and Related Facilities and Equipment	17
3.b) Public Transit Vehicles and Facilities	17
3.c) Water Supply, Treatment, and Distribution Systems	18
3.d) Wastewater Collection and Treatment Systems	18
3.e) Storm Water Drainage Systems and Facilities	18
3.f) Solid Waste Management Facilities and Equipment	18
3.g) Police	18
3.h) Fire	19
3.i) Disaster and Emergency Services	19
3.j) Ambulance and First Aid	19
3.k) Other Protective Services	20
3.l) Regional and Community Airport Facilities and Equipment	20
3.m) Common and Equipment Pool	20
3.n) Infrastructure Management Systems	20
3.o) General Government and Administration	21
3.p) Public Health and Welfare	21
3.q) Parks, Recreation and Sports Facilities	21
3.r) Libraries	21
3.s) Other Community and Recreation	21
3.t) Other	22

1. GUIDELINES

These guidelines are intended to assist applicants in completing the Municipal Sustainability Initiative (MSI) capital grant application and financial reporting requirements, and apply to all applications and Statement of Funding and Expenditures (SFEs) received as of January 1, 2018.

2. PROGRAM HIGHLIGHTS for 2018

- ▷ Provincial-municipal MSI funding agreements expire March 31, 2019. The Government of Alberta has committed to engaging municipalities to discuss the future of municipal funding, and more information on extensions to the funding agreements will be available as these discussions progress.
- ▷ In 2018/19, municipalities will receive approximately \$668 million in MSI funding. An additional \$800 million of MSI funding was re-profiled from future years via a March 2018 Supplementary Estimate to provide greater flexibility for municipalities to meet their capital needs. This funding will be available to municipalities in the 2018 program year.
- ▷ Capital costs associated with the purchase of peace officer vehicles and police vehicles under municipal jurisdiction have been added to Schedule 3 - Eligible Capital Project Assets.

3. PROGRAM OBJECTIVES and TERM

The MSI is the Government of Alberta's (GOA's) commitment to work in partnership with municipalities to manage growth pressures, provide municipalities with sustainable funding, and support infrastructure needs. Municipalities are encouraged to consider their long-term infrastructure needs when identifying project priorities, and are required to report annually on how these funds are spent.

These objectives are outlined in Memorandums of Agreement (MOA) signed with each municipality. The MOAs were amended in 2014 to facilitate payment of the Basic Municipal Transportation Grant (BMTG) portion of the consolidated MSI capital program funding (see section 8.8) and again in 2017 to extend the program for two years, to March 31, 2019.

All municipalities in Alberta are eligible to receive MSI funding based on these funding agreements, subject to the municipality providing Municipal Affairs with: a project application for each project, a Multi-Year Capital Plan (MYCP) if requested, and a Statement of Funding and Expenditures (SFE) for the prior year.

4. KEY DATES and CONTACTS

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
2018 Project Application Submission	Submit anytime between January 1 and December 31, 2018	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email ma.msicapitalgrants@gov.ab.ca
2018 Annual Allocation Payment	By approximately June 30 , following provincial budget approval.	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email ma.msicapitalgrants@gov.ab.ca

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
2017 Statement of Funding and Expenditures (SFE)	Due May 1, 2018	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email ma.msicapitalgrants@gov.ab.ca
Communication and Project Recognition Requirements	Ongoing	Call Communications at 780-427-8862 (toll-free 310-0000), or email ma.msicapitalgrants@gov.ab.ca

5. SUBMISSION METHODS

As of January 1, 2017, all MSI documentation, including capital project applications and amendments, operating spending plans, and capital and operating SFE, must be submitted through the MSI online system (MSIO). These documents are no longer accepted through email, fax, or mail.

Questions or requests to access MSIO can be directed to 780-644-2413 (toll-free 310-0000) or MSIOaccess@gov.ab.ca. MSIO access is through MACConnect, the GOA web portal www.maconnect.alberta.ca/MACConnect.

MSIO user guides are located under the “Help” button in MSIO, and on the MSI program website.

6. FUNDING FORMULA and ALLOCATIONS

MSI funding is allocated annually with Ministerial authorization of the program budget and individual allocations. Following legislative approval of the provincial budget, payments are made to municipalities pending all payment conditions have been met.

- ▷ The total MSI (capital and operating) allocation is based on the following formula:
 - the majority of MSI funding is allocated 48 per cent on a per capita basis; 48 per cent based on education property tax requisitions; and 4 per cent based on kilometres of local roads;
 - municipalities receive \$120,000 in base funding with the exception of summer villages, which receive \$60,000 in base funding; and
 - municipalities with populations under 10,000 and limited local assessment bases also receive sustainable investment funding, with a total of \$9 million allocated to qualifying municipalities.
- ▷ In 2018, the above MSI funding formula has been adjusted for the following municipalities:
 - For Improvement District No. 349, Elizabeth Métis Settlement and Fishing Lake Métis Settlement, MSI allocations have been adjusted to reflect a new approach for meeting the needs of local governments in the Improvement District No. 349 region.
 - For the cities of Calgary and Edmonton, MSI allocations have been reduced by a combined \$152 million in consideration of significant commitments to these cities through other spending envelopes.
- ▷ The BMTG allocation formula is based on municipal status, with Calgary and Edmonton receiving funding based on litres of taxable road-use gasoline and diesel fuel sold in the province; the remaining cities and urban service areas receive funding based on a combination of population and length of primary highways. Towns, villages, summer villages, improvement districts and the

Townsite of Redwood Meadows receive funding based on population; and rural municipalities and Métis Settlements receive funding based on a formula that takes into account kilometres of open road, population, equalized assessment, and terrain.

6.1) Restructured Municipalities

Municipal restructuring will not affect funding allocations to municipalities for a defined period under the MSI program. In cases where amalgamation or dissolution has occurred (post April 1, 2007), the restructured municipality will receive a funding allocation equivalent to that which would have been calculated pre-restructuring for a subsequent five years, and any unexpended funding will be transferred to the amalgamated/receiving municipality.

An amalgamated municipality should be aware MSI funds, or portions thereof, may have been committed to previously approved projects.

For example, if two municipalities amalgamated on June 1, 2013, the restructured municipality will receive the benefit of an MSI allocation calculated as if the two municipalities had not amalgamated for the next five consecutive program years (i.e., 2014 through 2018). Municipalities that amalgamate in 2018 will receive the same benefit for five years following amalgamation or until the end of the MSI program, whichever is earliest.

Project location will determine the minimum 5 per cent threshold for projects submitted by a restructured municipality (see section 8.3).

6.2) Carrying Forward Funds and Committing Future Years' Funding

▷ Annual Grant Allocation Carry Forward

To provide flexibility in scheduling capital projects and/or accommodate larger projects requiring more than one year's grant allocation, capital funding provided and not expended in the current year may be carried forward to the next five subsequent years.

Funds that are carried forward must be expended on an accepted project before December 31 of the fifth subsequent year. This provides a total of six years in which to use allocated funding. For example, the 2013 capital allocation must be expended before December 31, 2018, or returned to the GOA. If the allocation has not been expended within the six year period, future allocation payments will be suspended until such time as the municipality can either demonstrate the expenditure of the funds on eligible project expenses, or that the funds are returned to the Government of Alberta.

▷ Credit Items Carry Forward

Where a credit item (see section 10.3) has been recorded on an annual SFE, the amount becomes part of the annual allocation for the year in which it is reported. Credit item amounts not expended in the year they are reported may be carried forward.

▷ Committing Future Years' Funding

Municipalities may initiate project(s) that will be funded using up to 75 per cent of their remaining estimated future years' capital funding (see section 8.4). There is no mechanism to pay a municipality more than what has been allocated to-date; however borrowing costs associated with financing a project that draws from future years' funding are eligible under MSI capital (see section 8.5).

7. ELIGIBILITY REQUIREMENTS

7.1) Eligible Applicants

All municipalities in Alberta are eligible applicants, and may receive MSI funding based on their established funding agreements. For program purposes, an eligible applicant includes any city, town, village, summer village, specialized municipality, municipal district, improvement district, special area, Métis settlement, or the Townsite of Redwood Meadows Administration Society.

Applicants may contribute funds to other eligible entities for activities and assets identified in Schedule 1 and 3 that provide a municipal service or benefit, and do not limit public access.

Eligible entities include:

- ▷ eligible applicants as noted above;
- ▷ a non-profit organization, as defined in Section 241 of the *Municipal Government Act* (i.e., a society, credit union or co-operative established under a law of Canada or Alberta; a corporation that is prohibited from paying dividends to its members and distributing the assets to its members on a winding up; or any other entity established under a law of Canada or Alberta for a purpose other than to make a profit).
- ▷ a regional services commission established under Part 15.1 of the *Municipal Government Act*;
- ▷ a controlled corporation as defined in Section 241 of the *Municipal Government Act*; and
- ▷ provincial agencies, crown-controlled school jurisdictions, universities, colleges, technical institutes, the Alberta Health Services Board, and other health boards, excluding charter schools and school societies that are included in the Government of Alberta annual report.

When contributing to a non-profit organization, the municipality must certify that they will bind the organization to all MSI conditions and obligations that apply to the municipality with respect to the project, including adherence to provincial regulations/standards and Municipal Affairs access to project records; and maintain adequate control over public access to the asset, or over the municipal service that it provides. This is declared on the online application in MSIO.

It is recommended the municipality enter into a binding legal agreement with the non-profit organization to protect the municipal interest in the asset or facility and to meet the obligations of the certification. Municipal Affairs does not require a copy of this agreement.

7.2) Eligible Projects

MSI capital funding is limited to projects that involve the purchase, construction, development, betterment, rehabilitation, or non-routine maintenance of a capital asset, owned by a municipality or eligible entity identified in section 7.1.

An asset is a resource that has an expected life of more than one year. Eligible MSI capital assets are defined in Schedule 3 and must be for the purpose of providing good government, services, facilities or other items that are necessary or desirable for all or part of the municipality, or to develop and maintain safe and viable communities.

8. APPLICATION and AMENDMENT PROCESS

New and amended project applications can be submitted any time during the program year (January 1 to December 31) and should include sufficient information to determine project eligibility, including: a description of the proposed asset(s), activities, estimated annual project costs, funding sources and partnerships (including municipal partner names), where applicable.

Applications must be digitally signed by the Chief Administrative Officer (CAO), or duly delegated authority, who certifies that the information is correct and in accordance with the program guidelines and funding agreements.

8.1) Grouping Similar Assets

A separate application is required for each capital asset, except where assets can be grouped together because they perform or provide a similar function (e.g. fire truck replacement and purchase of rescue protective equipment); are typically used together to provide a service (waste disposal landfill construction and installation of a recycling collection container system); and/or are related to the same system (road construction and replacement of associated sidewalks, water and wastewater lines).

A system is a group of independent but interrelated elements that share functional or structural relationships, which comprise a unified capital asset, and where the function of an independent component impacts the functioning of the entire system.

See Schedule 1 and 3 for a complete list of project activities and assets that qualify for MSI funding. Schedule 2 outlines ineligible activities.

8.2) Amending a Project

An amendment is required when a previously accepted project has experienced a change in scope, costs, and/or funding sources. A project scope change occurs when the activities described in the original project application are different than the activities that actually occur.

An amendment is **not** required when:

- ▷ a project's schedule or timing has changed, yet scope, costs and/or funding sources remain the same.
- ▷ MSI funding applied to a project exceeds the accepted amount **in the year the project is reported as Completed/Fully Funded on the SFE.**
- ▷ MSI funding applied to a project is less than the accepted amount. In these instances, the unexpended amount will be returned to the municipality's available allocation in the year the project is reported as Completed/Fully Funded on the SFE. However, an amendment can be submitted for a decreased MSI amount prior to the project being reported as Completed/Fully Funded, should the municipality require these funds to apply to other eligible projects.

Applicants should follow the same application process as they would for a new project and include the reason for the change; a revised project description; and a revised financial grid that captures the entire project costs, including certified expenditures from prior years.

8.3) Minimum 5 Per Cent Project Threshold

The amount of MSI capital funding applied to each project must be at least 5 per cent of the applicant's current year capital allocation. For municipalities with annual capital allocations over \$20 million, the

minimum project threshold is \$1.0 million. The minimum project threshold will be waived in cases where the project involves: infrastructure management systems (e.g., MIMS); contributions to eligible projects carried out in partnership with other municipalities (excluding maintenance equipment), by regional entities controlled by 2 or more municipalities, or by non-profit organizations; and previously approved BMTG projects with funding commitments beyond 2013.

Project location will determine the 5 per cent minimum threshold for projects submitted by a restructured municipality. The threshold for a project geographically located in a dissolved municipality will be based on the allocation amount that would have been calculated for the dissolved municipality, pre-restructuring. This will be in place for a maximum of 5 years plus the year of restructuring. Similarly, the 5 per cent minimum for projects located outside the geographic area of the dissolved municipality will be based on the allocation amount that would have been calculated pre-restructuring for this same period (see section 6.1).

8.4) Maximum 75 Per Cent Funding Threshold

As part of the province's long-term funding commitment to support local infrastructure priorities, a municipality may commit up to 75 per cent of its estimated future years' MSI capital to eligible project(s) prior to receiving its annual allocation. To accommodate this, MSI capital can be applied to interest costs related to financing (see section 8.5).

Where a municipality intends to commit future MSI funding to a project, an application must be submitted to receive approval for the project. The application should include all project costs, including future years. If a municipality is financing the project in advance of receiving its annual allocation(s), the financial grid on the application should show project costs and funding sources (including MSI) in the year of budgeted expenditure (not the debt payment amounts/years).

Please note, acceptance of a project on the basis of estimated future funding does not guarantee program continuance or the timing and amount of future funding. MSI funding is subject to program changes and the availability of provincial funding for the program.

8.5) Borrowing Costs/Interest Expense

Municipalities are encouraged to contact a Grant Advisor prior to submitting applications involving MSI-funded borrowing costs. Borrowing costs, also defined as Interest Expense, are an eligible expenditure under MSI capital. Municipalities can borrow temporarily to keep projects moving forward, in advance of receiving their annual MSI allocation, subject to the following conditions:

- ▷ interest costs must have been incurred on or after January 1, 2009;
- ▷ borrowed funds must be used to fund qualifying project costs incurred on or after January 1, 2009;
- ▷ insufficient future MSI funds have been received to fully fund the MSI-funded portion of the project
For example, a municipality borrows \$1 million over 10 years and its annual MSI allocation is \$500,000 in year 1 and an additional \$500,000 in year 2. The maximum interest expense that can be funded by MSI is 2 years, as sufficient grant funds have been received by then to fully fund the \$1 million project (assuming MSI funds have not been committed or expended on other projects);
- ▷ the amount borrowed by the municipality cannot exceed one-half (50 per cent) of a municipality's estimated long-term allocation. This figure is cumulative across all project applications;
- ▷ a maximum of 7 per cent of a municipality's estimated long-term allocation can be applied to borrowing costs. This figure is cumulative across all project applications;

- ▷ declaration on the application that the municipality anticipates cost savings and/or efficiency gains from completing the project using debt financing; and
- ▷ submission of a business case (supported by a copy of the debenture and the Multi-Year Capital Plan) for each project that includes: the total amount borrowed; the term of the borrowing; the amount of interest to be funded by MSI per year over the term of the borrowing; and the amount of principal payment(s) to be funded by MSI per year of the term.

Municipalities are responsible for updating the actual interest expense funded by MSI and the borrowing amount per project on an annual basis; this can be done through a project amendment.

8.6) Use of Municipal Forces

Where a municipality has been unable to secure an appropriate or cost-effective private sector response to a proposal or tender for a capital project, or anticipates that it will be able to carry out the project on a more efficient or cost-effective basis itself, project costs can include the cost of municipal forces (staff and equipment) used to carry out the project.

Costs can include all labour costs, including benefits, attributable to work carried out on- and off-site (see Schedule 1). Labour costs associated with general municipal administration are excluded. The municipality must declare on page 4 of the project application that the use of municipal forces and/or equipment will result in a more efficient, timely, or cost-effective project. Municipalities are not required to submit a business case to Municipal Affairs.

8.7) Joint Projects

Projects that involve funding from more than one municipality should identify all contributing parties in the project description of the application.

Each municipality must submit an application for its own portion of the project to be funded by MSI. The municipality that is directly responsible for the project should include the complete financial information (total project costs), while the contributing municipality(s) should include only its portion/contribution of these costs.

All funding contributions from municipalities other than the applicant should appear on Line J (Ineligible Costs) of the financial grid on the application.

8.8) Projects Using Former BMTG Funds

Effective April 1, 2014, the BMTG was consolidated with the MSI capital program. Annual MSI capital allocations for 2014 onwards, include a BMTG funding component (see section 6) and follow MSI capital program conditions. Allocation tables for every program year are posted on the program website.

All projects proposing to use BMTG funding allocated in 2014 and onwards should be submitted to Municipal Affairs on an MSI capital application, even if the grant funds are to be applied to a project that was previously approved by Transportation. To this effect, SFEs for 2014 and onwards should report all project expenditures for the consolidated MSI capital and BMTG funding allocation.

8.9) Use of Other Grants

MSI capital may be used to fund the municipal contribution of provincial-municipal grant programs and the municipal or provincial contribution of federal-municipal grant programs that require a municipal contribution, unless doing so is prohibited by that program. For example, if a municipality is purchasing

accessible transit vehicles for \$1.0 million, and is receiving Green TRIP funding of \$500,000, MSI capital may be used to fund the remaining \$500,000 of transit vehicle costs.

When choosing to use multiple grant funding sources, it is the municipality's responsibility to understand the separate requirements of each grant program. For example, Alberta Transportation requires that project-specific funding under the Alberta Municipal Water/Wastewater Partnership (AMWWP) program and Water for Life (W4L) be approved prior to using allocation-based funding such as the MSI. In order for MSI applications that also include AMWWP or W4L funding to be processed, a copy of the award letter from the Minister of Transportation approving the project-specific funding is required.

More information about the requirements of other provincial grant programs can be found on the Municipal Grants Web Portal at www.municipalaffairs.alberta.ca/municipalgrants.

9. REVIEW and APPROVAL PROCESS

Each new capital application and/or amendment is reviewed by program staff to ensure it meets the requirements outlined in these guidelines. Once the project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs.

It is anticipated that applications not requiring follow-up and/or corrections will be processed and municipalities advised of project status, within ten to twelve weeks. Decisions by the Minister regarding project status are final.

A municipality may proceed with a project that is expected to be wholly or partially funded with an MSI allocation(s) prior to receiving notification of acceptance from the Minister if it believes the project will be eligible under these guidelines. However, if the Minister should deem a project to be ineligible, the municipality will be responsible for bearing the cost of the project and must apply the MSI funding to a different eligible project.

9.1) Provincial Standards

It is expected that MSI-funded projects undertaken by municipalities will comply with provincially regulated standards. For example, MSI-funded projects involving regional water and wastewater systems should appropriately align with the *Environmental Protection and Enhancement Act*, administered by Alberta Environment and Parks. Where an MSI project includes work on a highway under provincial jurisdiction, the municipality must enter into a separate agreement with Alberta Transportation to carry out the work and/or receive permission to access the highway right-of-way. Grant advisors may request confirmation of the agreement.

9.2) Requirements for Award of Contracts

All calls for proposals or tenders for projects to be funded under MSI shall be carried out in accordance with the rules, regulations and laws governing such activities and in accordance with the best current practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement (NWPTA) (www.newwestpartnershiptrade.ca), effective July 2010, and the Agreement on Internal Trade (AIT) (www.ait-aci.ca/).

The municipality may award contracts for planning, design, engineering, and architectural services for a municipal capital infrastructure project based on best overall value consistent with the municipality's policies.

The municipality may award contracts for the construction or purchase of a municipal capital infrastructure project by public tender based on either unit prices or lump sum amounts. The MSI capital

program does not require municipalities to award projects to the lowest tender, and does not prohibit municipalities from using a process that qualifies suppliers prior to the close of call for tenders where the process is consistent with the AIT and NWPTA.

Where a municipality has been unable to secure appropriate or cost-effective private sector services, or anticipates that this will be the case, the municipality may propose to utilize its own forces, including municipal staff and equipment, in accordance with section 8.6.

9.3) Multi-Year Capital Plan

The Multi-Year Capital Plan (MYCP) provides a high level overview of anticipated municipal capital expenditures for all grant supported and non-grant supported capital projects over a minimum three-year planning period to assist in prioritizing capital projects, develop financial strategies, and to ensure that critical long-term community needs are considered. The plan should be in the most practical format available to the municipality, and should be updated periodically.

Municipalities are no longer required to submit a MYCP with their application, unless requested to do so by Municipal Affairs and if MSI is being used to fund borrowing costs (interest expense). Municipalities must declare on page 4 of the application that an MYCP has been prepared and includes the project for which MSI funding is being applied.

10. PAYMENT PROCESS and FINANCIAL REPORTING REQUIREMENTS

10.1) Payments

MSI payments are based on annual allocation amounts. Payment of the 2018 annual allocation will occur following legislative approval of the provincial budget, and is conditional on meeting the following requirements:

1. submission of the 2017 SFE;
2. certification of all previous program year SFEs;
3. submission of sufficient project applications that commit all MSI capital funding allocated to date; and
4. sufficient reported expenditures on submitted and certified MSI capital SFEs to commit funds that have been carried forward the maximum six years. For example, the 2007 through 2013 MSI capital allocations must be fully expended by December 31, 2018 (see section 6.2).

Half of a municipality's annual allocation amount will be paid upon submission of applications committing at least half the current year funding allocation, and provided conditions 1, 2 and 4 outlined above have been met.

10.2) Statement of Funding and Expenditures (SFEs)

By May 1st of the current program year, each municipality is required to submit an SFE that reports the previous program year's expenditures (e.g., the 2017 SFE is due by May 1, 2018). The 2017 SFE captures the following information:

- ▷ the MSI capital carry-forward amount from the previous program year (2016);
- ▷ grant allocation for the reporting year (2017), whether or not it was received;
- ▷ credit items earned in reporting year;

- ▷ total funding available in reporting year;
- ▷ all active projects, and those projects completed in the reporting year, including the project name, status, reporting year expenditures and funding sources;
- ▷ total MSI expended in the reporting year; and
- ▷ MSI funds to be carried forward to the next program year (2018).

All projects listed on the SFE must be accepted by the Minister.

All supporting documentation, such as reports, drawings, and invoices for each project must be retained by the municipality for a minimum of three years following completion of the project. SFEs may be subject to a review by the Provincial Auditor General.

SFEs must be submitted through MSIO by the Chief Administrative Officer (CAO) or an authorized representative of the municipality (see section 5).

10.3) Credit Items

When an MSI allocation results in net proceeds to the municipality, within five years of project completion, these proceeds become part of the MSI allocation and shall be expended on Ministry accepted projects.

These credit items are to be reported on the reporting year (2017) SFE, and can include:

- ▷ income earned on deposited or invested MSI grant funds;
- ▷ rent and other income derived from capital assets purchased with MSI funds for a capital project prior to project completion (e.g., rent from land purchased);
- ▷ net proceeds (to a maximum of grant applied) from the sale of land purchased with MSI funds;
- ▷ net proceeds (to a maximum of grant applied) from the sale of land bettered (i.e., rehabilitated, reclaimed or remediated) with MSI funds;
- ▷ appraised value of unsold land purchased and/ or bettered (i.e., rehabilitated, reclaimed or remediated) with MSI funds, but not required for the project;
- ▷ net proceeds (to a maximum of grant applied) from the sale or trade-in of capital assets purchased with MSI funds;
- ▷ net proceeds from an insurance claim on capital assets purchased with MSI funds;
- ▷ net salvage value (to a maximum of grant applied) on disposal of any asset purchased with MSI funds, or from any material obtained from removal or demolition of any structure or any part of a facility purchased with MSI funds.

Credit item amounts not expended in the year they were reported may be carried forward to the next five subsequent years.

10.4) Calculation of Income Earned

The municipality must maintain separate accounting records for MSI grant funds.

The municipality is encouraged to invest and earn income on all unexpended grant funds, subject to the provisions of Section 250 of the *Municipal Government Act*. The amount of income earned on the funds is to be reported on the SFE and becomes part of the total MSI capital funding available for eligible projects.

The amount of income earned on grant funds may be calculated by one of two methods:

- ▷ actual income earned on the funds being held; or
- ▷ notional income earned on the funds. This can be calculated by multiplying the average MSI funding balance by the number of months the grant funds were held in an account, by the average annual interest rate for those months. For example: If a municipality has a carry forward amount of \$100,000 held in an interest bearing account for a period of eight months with an annual interest rate of one percent, the credit item amount reported should be \$667 (e.g. $\$100,000 \times 8/12 \times 1\%$).

11. SITE VISITS

On an annual basis, Municipal Affairs program representatives may select and visit a number of municipalities to discuss the MSI program specific to a completed project(s).

The main objectives of a site visit are to share a municipality's overall experiences with the program, including project selection, application process, project implementation, expenditure reporting process, and to highlight the resulting benefits impacting the community.

A site visit offers an opportunity for municipal and program representatives to discuss how the program operates, explore suggestions for improvement, and to view completed projects where applicable.

12. COMMUNICATIONS and PROJECT RECOGNITION REQUIREMENTS

Municipalities are required to highlight the provincial-municipal partnership on MSI-funded projects by publicizing the projects (e.g., council minutes, annual reports, local newspapers).

Municipalities may also choose to mark a project milestone through advertising, public information campaigns, or ceremonies and events. If a municipality initiates a communications event related to an MSI-funded project, they are asked to advise the Municipal Affairs Communications office of the proposed event a minimum of 15 working days prior to the celebration/launch/completion.

News releases should acknowledge the province's contribution and must include a quote from the Minister or other GOA representative as determined by the province. Any advertising of MSI-funded projects should include a reference to the MSI program and the province's contribution.

To discuss project recognition options or communications requirements, please call Municipal Affairs Communications at 780-427-8862, toll free by first dialing 310-0000, or email ma.msicapitalgrants@gov.ab.ca.

SCHEDULE 1 – ELIGIBLE CAPITAL PROJECT ACTIVITIES

Costs directly related to, and in support of the following activities are eligible for MSI capital funding, where the activity is associated with an eligible asset defined in Schedule 3.

1.a) Acquisition

- Purchase of equipment that will be used primarily to maintain a capital asset and/or system.
- Purchase or replacement of ancillary or small equipment used to provide services in connection with an infrastructure asset, such as appliances, furniture, remote data access terminals, meter reading devices, radios, equipment location devices, and geographic positioning systems.
- Purchase of land and rights-of-way (including legal and survey fees), where the land is intended for a specific, eligible capital project (see Schedule 3); or the appraised value of land owned by a municipality which is to be used for a specific, eligible capital project. Where MSI is used to purchase land, the resulting capital asset must be completed within 5 years of the Anticipated Project Start Date identified on the project application; or within 10 years for transportation and utility corridors.

1.b) Construction and Development

- Engineering and architecture, including functional planning, design, tender preparation and advertising.
- Construction supervision. Where capital projects are constructed or developed using municipal staff, all labour costs, including benefits, attributable to work carried out on and off the construction site, as follows:
 - On-site costs: site supervision; operating, leasing, maintenance, and insurance costs attributable to municipal construction equipment used at the construction site; and equipment mobilization and demobilization costs.
 - Off-site costs: staff and space costs associated with off-site design and construction of project components that are subsequently installed on site; off-site construction supervision, material requisitioning and site monitoring; and off-site general project management including contract management, purchasing and procurement of materials and services, project scheduling, and budget monitoring.
- Where capital projects are constructed or developed using construction equipment that is owned or leased by the municipality, the following costs are eligible:
 - costs of locating the equipment at and removing the equipment from the construction site (mobilization and demobilization).
 - all operating, leasing, maintenance, and insurance costs attributable to the use of the construction equipment at the construction site.
- Restoration of grass-standard landscaping in areas disturbed by construction or reconstruction of infrastructure facilities.

1.c) Betterment

The enhancement of the service potential of a capital asset (including land) that results in an increase in physical output or service capacity, lowering of associated operating costs, extension of the useful life, or improvement in the quality of output, including:

- Beautification and cosmetic activities, including fixed permanent artistic components of buildings and facilities, community welcome signs, tree planting and decorative lighting.
- Removal of pollution or contaminants from environmental media such as soil, groundwater, sediment, or surface water intended to address/mitigate health and safety concerns (with or without a resulting capital asset), including enhanced landscaping necessary for the mitigation of environmental impacts to eligible capital infrastructure, facilities, etc.
- Land betterment (i.e. rehabilitation, reclamation, and remediation) on land owned by a municipality or eligible entity, where the land is intended for a specific, eligible capital asset; or the betterment activities are intended to address/mitigate health and safety concerns (with or without a resulting capital asset).
- Significant enhancements or improvements for the safety of users of transportation or other municipal infrastructure system.
- Energy efficiency upgrades.

1.d) Rehabilitation

The complete replacement or rebuilding of a major component of a capital asset (including land) to extend its useful life beyond the original expected or design life. Project examples include:

- Repaving or re-gravelling a road surface.
- Replacing or re-lining a section of water or wastewater line between logical system nodes or intersections.
- Replacing the roof or the heating, ventilation and air conditioning (HVAC) system of a building.
- Substantial reconstruction of the interior of a building.

1.e) Non-routine Maintenance

Any non-routine, but recurring activity necessary to ensure that an asset reaches its normal design life and/or retains an acceptable appearance throughout its life, such as:

- Painting or refinishing of building components.
- Repair or replacement of individual parts of an infrastructure asset's major components or systems, such as repairing cracks and holes in a road, repairing or replacing sections of water or wastewater lines, replacing the compressor in a building's air conditioning system.
- Aggregate loss activities such as dust abatement, or sealant application.

1.f) Other

- Studies, plans, and system-wide reviews that directly relate to capital infrastructure.
- Relocation and adjustment of associated utilities, including gas and electric utilities.
- Communications and project recognition costs for MSI-funded projects when requested by the Minister of Municipal Affairs.
- Borrowing costs on the amount that is to be funded by MSI, subject to conditions outlined in section 8.5.
- Other capital infrastructure costs as may be deemed appropriate by Municipal Affairs.

SCHEDULE 2 – INELIGIBLE CAPITAL PROJECT ACTIVITIES

The following activities whether related to, or in support of a capital asset are not eligible for MSI capital funding. See Schedule 1 for eligible capital project activities and Schedule 3 for eligible capital assets.

2.a) General Government and Administration

- Planning expenditures not directly related to specific capital infrastructure.
- General municipal administration activities
- Public relations, stakeholder relations, partnership and governance development, communication/media services, and grant funding application and reporting activities
- Management of programs to monitor/maintain existing facilities and components of facilities.

2.b) Operating Support

- Routine Maintenance, including any routinely scheduled, recurring, or superficial activity necessary to ensure that an asset reaches its normal design life and/or retains an acceptable appearance throughout its life, such as:
 - vehicle servicing or oil changes
 - snow sweeping/removal (including provincial highways)
 - cleaning of buildings or facilities
 - the operation of facility mechanical systems
- Goods and Services Tax (GST)
- Depreciation or amortization
- Loan fees
- Operating costs

2.c) Acquisition

- Cars and other fleet vehicles
- New and replacement heavy equipment to be used primarily for construction.
- Land purchase where the land is not intended for a specific eligible capital asset, or is intended for resale.
- Purchase of capital assets with an expected life of one year or less

2.d) Other

- Land betterment (i.e., rehabilitation, reclamation, remediation) where the land is intended for resale.
- Land betterment where the land is not intended for a specific eligible capital asset, nor is the land being bettered to mitigate/address health and safety concerns.
- Constructing or developing subdivisions, except for some typical subdivision development costs, such as road and sidewalk construction, water and wastewater lines to the property lines, and purchase of transportation and utility corridor rights-of-way.
- Water licence cost.
- Costs funded under other grant programs

SCHEDULE 3 – ELIGIBLE CAPITAL PROJECT ASSETS

Costs directly related to, and in support of the following assets are eligible for MSI capital funding, where the asset is associated with an eligible activity defined in Schedule 1.

The purchase of land and/or rights-of-way including legal and survey fees, are eligible under MSI capital where the purchase is associated with an asset identified below.

3.a) Municipal Roadways, Bridges, and Related Facilities and Equipment

- Roadways, bridges, and related structures [including costs associated with aggregate purchase, abatement, hauling, crushing and storage (pit or facility), and the application of new gravel to roadways and/or non-routine re-grading of existing gravel back onto roadways]
- Railway or Light Rail Transit (LRT) grade separations and roadway crossings
- Other ancillary works such as sidewalks, commuter bikeways, lighting and energy efficient retrofitting, traffic control signals, pedestrian signals, storm drainage, and utility relocations
- Traffic management projects such as major intersection improvements, major traffic signal coordination, etc.
- Noise attenuation devices as a part of a qualifying project, and rehabilitation of existing noise attenuation devices on qualifying roadways or transit ways, consistent with the municipality's noise attenuation policy
- Transportation planning studies and major infrastructure systems planning reviews (municipality-wide or regional)
- Pedestrian trail systems along roadways
- Parking facilities
- Transportation studies to address specific environmental and/or safety concerns including environmental impact assessments
- Snow dump sites and snow storage facilities

3.b) Public Transit Vehicles and Facilities

- LRT lines, station structures, park and ride facilities, and LRT maintenance facilities. LRT lines must be designated in the municipality's transportation system bylaw
- Major public transit terminals and transit garages
- Public transit vehicles, LRT vehicles, "low-floor" standard buses, "low-floor" articulated buses, and accessible community public transit vehicles as well as specialized transit vehicles for seniors and/or persons with disabilities
- Comprehensive transit-stop retrofit programs to achieve a "barrier free path of travel" to accessible transit services
- System-wide capital transit improvement or betterment projects
- Major capital transit security devices, communication equipment, and other public safety enhancements

3.c) Water Supply, Treatment, and Distribution Systems

- Raw-water supply lines and storage facilities (reservoirs)
- Water treatment facilities
- Water quality management and monitoring systems (e.g. SCADA system)
- Water pumping facilities
- Treated-water supply lines, storage facilities and related works
- Water distribution system extensions, betterment, and replacements, including individual services to the property line and municipally-owned water meters

3.d) Wastewater Collection and Treatment Systems

- Wastewater collection system extensions, betterment, and replacements, including service mains to the property line
- Wastewater pumping facilities and lift stations
- Wastewater lines from the collection system to the wastewater treatment facilities
- Wastewater treatment facilities
- Outfall wastewater lines from wastewater treatment facilities to the point of discharge or disposal and related works

3.e) Storm Water Drainage Systems and Facilities

- Storm water ditches and major relocation of existing storm water ditches
- Storm water or waterway flooding containment structures
- Storm water collection lines including service lines, and catch basins
- Storm water retention ponds and treatment facilities
- Outfall storm water to the point of discharge or disposal and related works

3.f) Solid Waste Management Facilities and Equipment

- Waste collection depots
- Solid waste and recycling collection container systems
- Recycling and material recovery facilities
- Organics management systems
- Thermal treatment systems
- Waste disposal landfills
- Waste transfer vehicles, landfill compactors, loaders, and material handlers

3.g) Police

- Police stations
- Police training facilities

- Fixed central communications and computerized information management hardware and software that is integral to the delivery of police services
- Peace officer vehicles
- Police vehicles under municipal jurisdiction

3.h) Fire

- Fire halls
- Fire training facilities
- Specialized firefighting and rescue vehicles (including basic on-board equipment necessary for vehicle functionality), such as:
 - pumper trucks
 - rapid attack trucks
 - aerial trucks
 - water delivery tankers (or tanker shuttles)
 - dangerous goods spill recovery tankers and related equipment
 - mobile command post vehicles (excluding cars and pickup trucks)
 - equipment vehicles
 - personnel carriers (vehicles with the primary purpose of transporting multiple fire services personnel to the scene of the fire)
 - wildland equipment trailers
- Specialized firefighting and rescue protective equipment
- Fixed central communications and computerized information management hardware and software that is integral to the delivery of fire services

3.i) Disaster and Emergency Services

- Emergency operations centres
- Emergency vehicle storage and administration facilities
- Multi-service emergency response facilities
- Emergency response telephone systems
- Portable emergency power generators
- Rural signage systems
- Fixed central communications and computerized information management hardware and software that is integral to the delivery of emergency services

3.j) Ambulance and First Aid

- Ground ambulances, as well as basic on-board equipment necessary for vehicle functionality
- Ambulance stations

- Fixed central communications and computerized information management hardware and software that is integral to the delivery of ambulance services

3.k) Other Protective Services

It is recommended applicants not use this general protective category, and instead select a more specific response function from this schedule (i.e., Police, Fire, Disaster and Emergency Services, and Ambulance and First Aid).

3.l) Regional and Community Airport Facilities and Equipment

- Primary runway, cross-wind runways, secondary runways and taxiways, and runway extensions
- Aprons
- Primary taxiway from main/terminal apron to runway
- Airport buildings, including terminals and storage areas/sheds
- Development areas, access roads, fencing and drainage
- Lighting and navigation equipment

3.m) Common and Equipment Pool

- Equipment used primarily to maintain a qualifying asset or system:
 - backhoe loaders
 - excavators
 - loaders/skid steers
 - gravel trucks
 - motor graders
 - sanding trucks
 - wastewater cameras
 - snowplows
 - street sweepers
 - tandem trucks
 - tractors
 - tractor-mounted equipment
 - vacuum trucks
 - ice resurfacers
 - pickup trucks
- Small and ancillary equipment used to provide services in connection with a qualifying asset:
 - furniture
 - appliances
 - meter reading equipment
 - radios
 - geographic positioning systems

3.n) Infrastructure Management Systems

- Infrastructure management systems capable of recording and retrieving information on various types of infrastructure, including key infrastructure characteristics and condition, on a consistent basis to assist systematic infrastructure planning and management, including:

- purchase of computer hardware and software to facilitate the Municipal Infrastructure Management System (MIMS) or other infrastructure management systems
- collection and input of data

3.o) General Government and Administration

- Municipal halls or administrative buildings
- Public works facilities
- Maintenance equipment buildings
- Sand and salt storage sheds
- Animal control facilities and shelters
- Fuel storage tanks
- Operational services buildings
- Telecommunication infrastructure (e.g., fibre optic or copper cable, radio, cell towers, satellite links)
- Community entrance/welcome signs

3.p) Public Health and Welfare

- Daycare centres
- Seniors' centres
- Family and community support facilities
- Youth centres
- Cemeteries

3.q) Parks, Recreation and Sports Facilities

- Recreational and sports facilities, including baseball diamonds, swimming pools, ski areas
- Campground facilities
- Playgrounds and equipment
- Permanent park facilities
- Public wharves, docks, and piers
- Trail systems

3.r) Libraries

- Library buildings

3.s) Other Community and Recreation

- Cultural or community centres

- Convention or trade centres
- Exhibition buildings
- Performing arts facilities
- Museums and Art galleries
- Tourist facilities
- Designated local heritage sites
- Zoo facilities

3.t) Other

- Land betterment costs (i.e. rehabilitation, reclamation, and remediation) on land owned by a municipality or eligible entity, where the betterment activities are intended to address/mitigate health and safety concerns (with or without a resulting capital asset).

