

**SMALL COMMUNITIES FUND  
PROGRAM GUIDELINES  
MUNICIPAL AFFAIRS**

[www.municipalaffairs.alberta.ca/smallcommunitiesfund.cfm](http://www.municipalaffairs.alberta.ca/smallcommunitiesfund.cfm)



# Table of Contents

<b>1. GENERAL INFORMATION</b>	<b>4</b>
1.1) Key Dates	4
1.2) Contact Information	4
<b>2. PROGRAM DESCRIPTION</b>	<b>4</b>
2.1) Overview	4
2.2) Program Objectives	5
2.3) Program Eligibility	5
2.4) SCF Funding Requirements	5
2.5) Project Eligibility	6
2.6) Conditional Grant Agreement	6
2.7) Payment of Funds	6
2.8) Time Period to Use Allocated Funds	6
2.9) Application of Other Provincial and Federal Grant Funds	6
2.10) Requirements for Award of Contracts	7
2.11) Use of Municipal Forces	7
<b>3. APPLICATION PROCESS</b>	<b>8</b>
3.1) Project Profiles	8
3.2) Joint Projects	8
3.3) Rating Process	8
3.4) Approval Process	8
<b>4. COMPLIANCE</b>	<b>8</b>
4.1) Quarterly Claims Process	8
4.2) Records Retention	9
4.3) Audits	9
4.4) Site Visits	9
<b>5. PROJECT RECOGNITION AND COMMUNICATION REQUIREMENTS</b>	<b>10</b>
5.1) Signs	10
5.2) Media Events	10
5.3) Other Communications Activities	10
<b>SCHEDULE 1 – PROJECT CATEGORIES</b>	<b>11</b>
<b>SCHEDULE 2 – ELIGIBLE AND INELIGIBLE EXPENDITURES</b>	<b>14</b>
<b>SCHEDULE 3 – REVIEW AND RANKING CRITERIA</b>	<b>16</b>

# 1. General Information

## 1.1) Key Dates

Activity	Timeline
Submit Application	Using the fillable PDF Application you must submit your project application by <b>April 2, 2015</b> .
Grant Payments	After the Conditional Grant Agreement has been signed, you may submit your claims quarterly based on actual expenditures on the project (see Section 2.7).

## 1.2) Contact Information

### Alberta Municipal Affairs

Grants and Education Property Tax Branch

Small Communities Fund Program

17<sup>th</sup> Floor 10155 – 102 Street

Edmonton, Alberta T5J 4L4

Ph: (780) 427-2225 (or toll-free: 310-0000)

Fax: (780) 422-9133

Email: [ma.scfgrants@gov.ab.ca](mailto:ma.scfgrants@gov.ab.ca)

SCF website:

[municipalaffairs.alberta.ca/smallcommunitiesfund.cfm](http://municipalaffairs.alberta.ca/smallcommunitiesfund.cfm)

# 2. Program Description

## 2.1) Overview

The Governments of Canada and Alberta are pleased to announce the Canada–Alberta Building Canada Fund – Small Communities Fund (SCF) program, which partners with Alberta Local Governments to invest in local infrastructure.

This program continues the tradition of cost-sharing infrastructure investments among the three levels of government: Federal/Provincial/Local Governments.

The governments of Canada and Alberta have each committed \$94 million to the SCF program. When combined with Local Government contributions, this program is expected to inject at least \$282 million into Alberta’s Local Government infrastructure over a ten-year period. This program will assist in the construction, renewal, expansion, upgrade or material enhancement of infrastructure across the province, in keeping with the national and regional objectives of supporting economic growth, a clean environment and stronger communities.

The funding provided under this program is in addition to other provincial grant funding, such as the Municipal Sustainability Initiative, and non-grant funding of municipal infrastructure. It is intended to cover capital costs only and may not be used for maintenance costs, operating costs, debt reduction, or replacement of existing municipal infrastructure expenditures.

These Guidelines have been developed to assist municipalities make application to the SCF Program.

## 2.2) **Program Objectives**

The objectives of the SCF are to:

- support local infrastructure needs;
- enhance economic, environmental and social well-being, which translates into strong and vibrant communities across Alberta, and;
- encourage inter-municipal co-operation.

## 2.3) **Program Eligibility**

Only Local Governments with a population under 100,000, as determined by Statistics Canada Final 2011 Census, may submit projects for SCF funding. For the purposes of this program, a Local Government is any eligible municipality (city, town, village, summer village, specialized municipality, municipal district, improvement district, and special area), Métis settlement, or the Townsite of Redwood Meadows Administration Society.

### Contributions to Other Entities

Municipalities may choose to apply on behalf of other municipalities, provincially- or municipally-controlled entities, band councils, for profit or non-profit organizations defined as follows:

- a municipality as defined in Section 1 of the *Municipal Government Act*;
- a band council within the meaning of section 2 of the *Indian Act*, or a 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 Aboriginal people of Canada, that has been approved, given effect and declared valid by federal legislation;
- a non-profit organization, as defined in Section 241 of the *Municipal Government Act*;
- 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.

If a municipality chooses to apply on behalf of one of the above entities, the municipality is responsible for submitting the project application and ensuring that the contribution is being used to acquire, construct, develop, better, or rehabilitate a capital asset that will be used to provide or deliver municipal services. Projects involving contributions to these other entities must provide a municipal service, and use of the resulting asset must not be limited to cultural or religious groups. In all cases the application must also show that a council resolution was passed to support the application.

## 2.4) **SCF Funding Requirements**

The total budget for the SCF is \$94 million from each of the provincial and federal governments over ten years.

The maximum grant available from each of the federal and provincial governments is \$3 million, per Local Government with a minimum funding amount of \$50,000 per partner. Additionally,

the funding for each of the federal and provincial governments may not exceed 33.33% of the total eligible expenditures for that project, with the exception of highways and major roads and public transit projects, where the funding from the federal and provincial governments may not exceed one-half (50%) of the total eligible expenditures for a project.

Municipalities are required to fund the remaining costs of the project. Municipalities are also responsible for all cost overruns for the project beyond the originally approved amount.

SCF funding will be allocated on a project basis and cannot be used to fund any other project than the one approved for SCF funding.

## **2.5) Project Eligibility**

Eligible SCF projects are defined in Schedule 1.

Eligible project costs must be associated with construction, renewal, or material enhancement of municipal infrastructure. Additional information on eligible and ineligible project costs is provided in Schedule 2 and 3.

## **2.6) Conditional Grant Agreement**

SCF funding is administered through a Conditional Grant Agreement (funding agreement). This funding agreement covers funding under the program from 2015 through December 31, 2022.

## **2.7) Payment of Funds**

SCF funding will be paid following:

- Receipt of a signed Conditional Grant Agreement;
- Approval of submitted Claims which may be submitted on a quarterly basis (on or around the last business day of April, July, October and January); and
- Approval of the annual SCF program funding allocation by the Alberta Legislature and the Parliament of Canada.

Each year, payments under the SCF will be made on a quarterly basis based on the elements above, up to the SCF program budget for that year. In 2015/16, claims will be made up to the maximum amount specified in the project approval letter. In future years, if the program budget has been fully expended, claims submitted during the remainder of the fiscal year will be held until the following years' budget has been approved by both the Alberta Legislature and the Parliament of Canada. Once the budget has been approved, the payments will be made first to the remaining project claims from the previous year, than to any claims that have been submitted during the current year.

It is the responsibility of municipalities to stage and manage project financials in a manner that recognizes these requirements and the understanding that all SCF funds are subject to annual budgetary approvals by both the Alberta Legislature and the Parliament of Canada.

## **2.8) Time Period to Use Allocated Funds**

The funding must be expended on an approved project before December 31, 2022.

## **2.9) Application of Other Provincial and Federal Grant Funds**

Other Provincial Funds – use of multiple provincial grant funding sources for an SCF project is permitted; however, if a municipality chooses this approach, it is the municipality's responsibility to understand and ensure the separate requirements of each grant program are met.

For example, if a municipality, approved for a \$9 million water project that will receive SCF funding of \$3 million each from Canada and Alberta, is receiving Municipal Sustainability Initiative (MSI) funding of \$3 million, the MSI funding amount can be used to fund the municipal 1/3 share of project costs.

Other Federal Funds – federal funds from all sources cannot exceed 1/3 of eligible costs, except in the case of Highways; Major Roads or Public Transit projects where the total of all federal funds cannot exceed 50% of eligible project costs.

More information about the specific requirements of provincial-municipal grant programs can be found on the individual program websites, which can be accessed through the Municipal Grants Web Portal at <http://municipalaffairs.alberta.ca/municipalgrants.cfm>.

## **2.10) Requirements for Award of Contracts**

All calls for proposals or tenders for projects to be funded under this program 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](http://www.newwestpartnershiptrade.ca)), effective July 2010, and the Agreement on Internal Trade (AIT) ([www.ait-aci.ca](http://www.ait-aci.ca)).

The municipality may award contracts for planning, design, engineering, and architectural services for a municipal capital 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 project by public tender based on either unit prices or lump sum amounts. The SCF 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 2.11.

## **2.11) Use of Municipal Forces**

Where a Local Government 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, the incremental expenditures of the Local Governments employees or leasing of equipment may be included as eligible expenditures under the following conditions:

- i. The Local Government must declare 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 Alberta.

## **2.12) Standards**

It is expected that SCF projects will comply with federal and provincial regulated standards such as the Canadian Environmental Assessment Act 2012; Alberta Environmental Protection and Enhancement Act administered by Alberta Environment and Sustainable Resource Development. Where a SCF project includes work which impacts First Nations the Local Government will adhere to the Duty to Consult requirements. If the project impacts 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.

### **3. Application Process**

#### **3.1) Project Application**

The municipality must submit a project application using the SCF fillable PDF application form. The application form must be supported by Council Resolution, and you are required to provide Council Resolution number(s) and date(s) passed for all parties to the application. The project will be rated solely on the information contained in the application and no additional paperwork is required. The Rating Criteria is attached as Schedule 3.

The objective of the project application is to provide sufficient and relevant information regarding the project, including project description, project location, expected outcomes, an estimate of the total project cost and projected cash flow, and the anticipated project start and end dates.

SCF program funding is subject to a single call for project applications in early 2015, and all available funds will be allocated to projects submitted during this period. **Project applications under the SCF must be submitted to Municipal Affairs by April 2, 2015.**

#### **3.2) Joint Projects**

Where the cost of the project is to be shared with other municipalities, the managing partner must apply for project acceptance of the total project and indicate the other participating municipalities' financial contribution to the project, along with their Council Resolutions. Acceptance by Alberta Municipal Affairs of the managing partner's project will include the supporting municipalities' contribution as if they had filed separate project applications.

#### **3.3) Rating Process**

Projects submitted to the SCF program will be rated solely on the information provided in the application. Municipalities should ensure all relevant sections of the submitted form are completed, as incomplete applications may result in a lower score relative to other submitted projects. In addition, if a municipality does not include confirmation of council resolution and/or does not submit a signed declaration supporting the project application by **April 2, 2015**, the application will be considered ineligible and will not be able to compete for funding. The ratings guide is attached to this document as Schedule 3. Once the rankings have been established, a recommendation will be forwarded to the federal/provincial ministers for review and project acceptance. All decisions by the ministers regarding project acceptance are final.

#### **3.4) Approval Process**

Successful applicants will receive a letter indicating that the project has been prioritized for funding, and they will receive payments based on submitted and approved claims, as well as budget availability (see Section 2.7 for more details on project payments).

### **4. Compliance**

#### **4.1) Quarterly Claims Process**

Each municipality must submit their claims for expenditures in the prescribed format, which is available on the SCF website at [municipalaffairs.alberta.ca/smallcommunitiesfund.cfm](http://municipalaffairs.alberta.ca/smallcommunitiesfund.cfm)

Claims submitted by a municipality are subject to desk audit prior to approval for payment. Approved claims will be processed for payment during each fiscal year on or around the last business day of April, July, October and January.

Claims must be signed by the Chief Administrative Officer who certifies that the municipality is in compliance with the terms of the funding agreement and the program guidelines.

The claim may be subject to a review by the Provincial Auditor General.

#### **4.2) Records Retention**

All supporting documentation such as reports, drawings, and invoices for each project must be retained by the municipality for a minimum of six years following completion of the project.

#### **4.3) Audits**

On a periodic basis a sample of projects will be audited.

The auditor will arrange a site visit and conduct an audit of the project file. The objective of the audit is to provide reasonable assurance that funds were expended in accordance with the SCF Agreement. The audit is to include a review of the nature and extent of supporting documentation, assessment of accuracy of claim information, verification of proper authorizations and such other due diligence reviews as appropriate.

They will require the following information at the time of their visit:

- Original invoices and/or contracts supporting the claims;
- Progress and other work status reports relating to the claims;
- Bank statements and detailed general ledger pertaining to the period in which the funds were expended;
- Evidence supporting the signature of the authorized municipal official, and the engineer or project manager. This could include approved signing authorities for the municipality, contracts or other agreements signed by the engineer and or project manager; written confirmation from the engineer or project manager on their letterhead confirming their certification of the claim.

#### **4.4) Site Visits**

On an annual basis, Alberta Municipal Affairs program representatives may select and visit a number of municipalities to discuss the SCF program specific to an approved 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 progress on project(s).

## 5. Project Recognition and Communication Requirements

Municipalities are required to recognize the SCF through installation of federal/provincial signs and/or hosting of events according to the guidelines below and all communications activities must follow a joint Alberta-Canada communications approach.

### 5.1) *Signs*

Signs should be installed for all SCF projects to acknowledge the federal and provincial funding of the project, as per the signage guidelines of each respective government.

Signs must follow federal/provincial signage specifications and should only be installed on sites visible to the public. Installation should take place prior to any events celebrating the project and, if possible, 30 days before the start of construction.

Under the SCF, installation of project signs is an eligible expenditure (see Schedule 2).

Questions regarding the SCF signage requirements can be emailed to [ma.scfgrants@gov.ab.ca](mailto:ma.scfgrants@gov.ab.ca).

### 5.2) *Media Events*

Municipalities should provide the federal and provincial governments with opportunities to be represented at any media events, including news conferences, public announcements and official ceremonies, that celebrate the key milestones for SCF funded projects.

Media events may not occur without prior knowledge and agreement of the federal and provincial governments. If the municipality decides to hold a media event, it must provide a minimum of 20 working days' notice prior to the media event, and advise Alberta Municipal Affairs by emailing [ma.scfgrants@gov.ab.ca](mailto:ma.scfgrants@gov.ab.ca). Alberta Municipal Affairs Communications will then make arrangements with the federal government.

### 5.3) *Other Communications Activities*

Municipalities may carry out, at their own cost, advertising and public information campaigns related to the SCF funded projects. Where such a campaign is to be carried out, the municipality must inform the Alberta Municipal Affairs Communications office at minimum 20 days prior to the media event.

Municipalities may also install, at their own cost, permanent plaques for projects that are partially or fully funded through SCF. If the municipality decides to install a permanent plaque, the plaque must recognize the federal/provincial contribution and be approved by Alberta/Canada. The municipality must contact the Alberta Municipal Affairs Communications office, who will work directly with the federal government to obtain plaque approval.

To further discuss options for project recognition of SCF funded projects and communications requirements, please email [ma.scfgrants@gov.ab.ca](mailto:ma.scfgrants@gov.ab.ca).

## **Schedule 1 – Project Categories**

Infrastructure is defined as “publicly or privately owned tangible capital assets in Canada primarily for public use or benefit.” Eligible projects will be for the acquisition, construction, renewal, rehabilitation or material enhancement of infrastructure.

### **Highways and Major Roads Infrastructure**

- Highways and major roads, including bridges and tunnels that are:
  - High capacity roads such as freeways, expressways or major arterials with an Annual Average Daily Traffic count greater than 3000 vehicles;
  - Highways and roads related to natural resource development opportunities; or,
  - Road/rail grade separations on one of the above highways or major roads.

### **Public Transit Infrastructure**

- Transit Infrastructure and rolling stock, including but not limited to, bus rapid transit, light rail transit, subways, buses, urban passenger ferries and regional commuter rail;
- Transit facilities and supporting Infrastructure including but not limited to transit queue-jump lanes, reserved bus lanes, turning lanes or other related enhancements in support of public transit, streetcar/trolley infrastructure, storage and maintenance facilities, security enhancements, and transit passenger terminals; or
- Intelligent Transportation Systems (ITS) in support of public transit services.

### **Disaster Mitigation Infrastructure**

- Public Infrastructure that protects from, prevents, reduces the impact and/or likelihood of, or mitigates the potential damage resulting from natural hazards, including impacts or events related to climate change.

### **Connectivity and Broadband Infrastructure**

- High-speed backbone;
- Point of presence;
- Local distribution within communities; or
- Satellite capacity.

### **Innovation**

- Post-secondary research and development laboratories and centres, and related teaching facilities;
- Office space for the purpose of conducting research and development; or
- Research libraries associated with the research laboratories and centres.

### **Wastewater Infrastructure**

- Wastewater treatment facilities or systems;
- Wastewater collection systems;

- Separation of combined sewers and/or combined sewers overflow control, including real-time control and system optimization;
- Separate storm water collection systems and/or storm water treatment facilities or systems; or
- Wastewater sludge treatment and management systems.

### **Green Energy Infrastructure**

- Reinforcement, expansion of existing and construction of new transmission grids to transmit clean electricity; including smart grid technologies;
- Renewable Electricity Generation facilities (e.g., wind energy, solar energy, small scale hydro);
- Thermal heat/cooling delivery system (i.e., district energy systems) using renewable or combined heat/power plants;
- Projects for new or material rehabilitation or expansion of carbon transmission and storage infrastructure;
- Electric Vehicle Infrastructure; or
- Clean coal facilities.

### **Drinking Water Infrastructure**

- Drinking water treatment Infrastructure; or
- Drinking water distribution systems (may include metering as part of a larger project).

### **Solid Waste Management Infrastructure**

- Waste diversion Infrastructure (e.g., recycling, composting, anaerobic digestion, eco-centers); or
- Waste disposal Infrastructure (e.g., thermal processes, landfill gas recovery).

### **Brownfield Remediation and Redevelopment Infrastructure**

- Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
  - The construction of public Infrastructure as identified in the context of any category under the SCF; or
  - The construction of municipal use public parks and affordable housing.

### **Local and Regional Airport Infrastructure**

- Aeronautical and/or non-aeronautical Infrastructure in airports that are accessible all year-round:
  - Aeronautical Infrastructure includes, but is not limited to: runways, taxiways, aprons, hangars, lighting, aids to navigation (Nav aids), maintenance sheds, airside mobile equipment and associated shelters, air terminal buildings, and groundside safety-related Infrastructure; or
  - Non-aeronautical Infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities.

National Airport System (NAS) and federally owned airports and federal assets are not eligible for funding.

## **Shortline Rail Infrastructure**

- New construction, additional capacity, or rehabilitation of rail Infrastructure, including:
  - Industrial branch lines to allow a railway to serve a group of companies, an industrial park, a logistic park, an intermodal yard, a multimodal facility, a port, a transfer facility, or a marine terminal;
  - Tracks and structures, excluding regular or deferred maintenance, to ensure safe travel at speeds deemed acceptable for safe and efficient operations;
  - Facilities to improve the interchange of goods between modes; or
  - Capitalized equipment for loading/unloading required for expansion of short line rail.

## Schedule 2 – Eligible and Ineligible Expenditures

### ELIGIBLE EXPENDITURES

Eligible Expenditures will include only the following:

- a) the capital expenditures for acquiring, constructing, renewing, rehabilitating, materially enhancing or renovating an Asset, as defined and determined according to accounting principles generally accepted in Canada;
- b) expenditures directly associated with joint federal communication activities (press releases, press conferences, translation, etc.) and with project signage related to funding recognition as set out in Communication Protocol for the SCF program (contact Alberta Municipal Affairs Communications for further information);
- c) all planning (including plans and specifications) and assessment expenditures specified in the Agreement such as the expenditures for environmental planning, surveying, engineering, architectural supervision, testing and management consulting services. Canada will contribute no more than 15% of its funding to these expenditures;
- d) the expenditures for engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the *Canadian Environmental Assessment Act 2012* and the expenditures of remedial activities, mitigation measures and follow-up identified in any environmental assessment;
- e) the expenditures for project–related signage, lighting, project markings and utility adjustments;
- f) expenditures for Aboriginal consultation;
- g) recipient audit and evaluation expenditures as specified in the Agreement;
- h) the incremental expenditures of the Ultimate Recipient’s employees or leasing of equipment may be included as eligible expenditures under the following conditions:
  - ii. The Ultimate Recipient must declare that it is not economically feasible to tender a contract;
  - iii. The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
  - iv. The arrangement is approved in advance and in writing by Alberta.
- i) leasing of equipment related to the construction of the project; and,
- j) other expenditures that, in the opinion of Alberta and Canada, are considered to be direct and necessary for the successful implementation of the project and have been approved in writing prior to being incurred.

## **INELIGIBLE EXPENDITURES**

The following are deemed ineligible expenditures:

- a) expenditures incurred before the approval of the project by Canada;
- b) expenditures incurred after the Project Completion Date with the exception of expenditures related to audit and evaluation requirements pursuant to the Agreement;
- c) the expenditures related to developing a business case or proposal for funding;
- d) the expenditures related to purchasing land, buildings and associated real estate and other fees;
- e) financing charges and interest payments on loans;
- f) leasing land, buildings, equipment except those noted under i) above and other facilities;
- g) furnishings and non-fixed assets which are not essential for the operation of the project;
- h) general repairs and maintenance of a project and related structures, unless they are part of a larger capital expansion project;
- i) services or works normally provided by the Ultimate Recipient, incurred in the course of implementation of the project, except those specified as eligible expenditures;
- j) the expenditures related to any goods and services which are received through donations or in kind;
- k) any overhead expenditures, including salaries and other employment benefits of any employees of the Ultimate Recipient, direct or indirect operating or administrative expenditures of Ultimate Recipients, and more specifically expenditures related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff except in accordance with subsections c) and h) in the Eligible Expenditures above;
- l) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other expenditures eligible for rebates;
- m) for Agreement administration expenditures involving the salaries and benefits of existing staff and general administration expenditures unrelated to Agreement implementation; and
- n) Legal fees.

## Schedule 3 – Review and Ranking Criteria

Criteria	Maximum Score Out of 100	Scoring Guide
Project is a partnership between two or more municipalities	15	<p>No Score – Project is not a partnership between two or more municipalities.</p> <p>Maximum Score – Project is a partnership between two or more municipalities.</p>
Project is part of a capital planning process that identifies the project as a municipal priority	5	<p>No Score – Municipality has not demonstrated that the project is in a capital planning process.</p> <p>Maximum Score – Municipality has demonstrated that the project is included in a capital planning process.</p>
Municipality has identified risks and methods to mitigate them	5	<p>No Score– No evidence municipality has assessed project for any potential risks.</p> <p>Partial Score – Risks identified by municipality, with no or minimal mitigation plans.</p> <p>Maximum Score – Risks identified by municipality, with comprehensive mitigation plans.</p>
Project addresses a significant health and/or safety concern	20	<p>No Score – Municipality has not demonstrated that the project addresses a health and/or safety concern.</p> <p>Partial Score - Municipality has demonstrated that the project addresses a health and/or safety concern.</p> <p>Maximum Score – Municipality has demonstrated that the project addresses a significant health and/or safety concern that could lead to serious injuries/health consequences if not immediately addressed.</p>
Project contributes to a cleaner environment	10	<p>No Score – Municipality has not demonstrated that the project contributes to a cleaner environment.</p> <p>Partial score – There is some evidence that the project will contribute to a cleaner environment.</p> <p>Maximum Score – Municipality has demonstrated that the project includes or adds multiple features to reduce the asset's environmental footprint.</p>

Project addresses significant pressure on existing municipal infrastructure	15	<p>No Score – Municipality has not demonstrated that the project addresses infrastructure pressures in the municipality.</p> <p>Partial Score - Municipality has demonstrated that the project addresses infrastructure pressures in the municipality.</p> <p>Maximum Score – Municipality has demonstrated that the project addresses significant infrastructure pressures in the municipality.</p>
Resulting asset is financially sustainable	10	<p>No Score – Municipality has not demonstrated an operating plan in place to fund the operations of the asset.</p> <p>Partial Score – Municipality has demonstrated that it has an operating plan to fund the asset on an ongoing basis.</p> <p>Maximum Score – Municipality has demonstrated a comprehensive plan to operate the asset, as well as replace it at the end of its life cycle.</p>
Project contributes to productivity and economic development	10	<p>No Score – Municipality has not demonstrated that the project contributes to productivity and/or economic development of the municipality.</p> <p>Partial Score – Municipality has demonstrated that the project contributes to productivity and economic development of the municipality.</p> <p>Maximum Score – Municipality has demonstrated that the project contributes to productivity and economic development of the municipality in the region.</p>
Project provides other benefits to the local community	10	<p>No Score – Municipality has not demonstrated that the project provides other benefits to the local community.</p> <p>Partial Score –Municipality has demonstrated that the project provides other benefits to the local community.</p> <p>Maximum Score –Municipality has demonstrated that the project provides significant other benefits to a broad area of the local community and/or the region.</p>

