

2018
GAS TAX FUND
PROGRAM GUIDELINES
MUNICIPAL AFFAIRS

Effective January 1, 2018

www.municipalaffairs.alberta.ca/gastaxfund.cfm

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1. What's New?

- The GTF Online system was launched in April 2018. GTF Online replaces Alberta Transportation's Municipal Grant Management Application (MGMA) system. GTF Online streamlines municipalities' ability to manage project applications, reporting and provides the ability to access key financial reporting information.
- The 2018 GTF program guidelines have been updated to align with the new GTF Online system in Payment of Funds, section 4.4; Project Applications, section 5.1; and in the Statement of Funding and Expenditures, section 6.1.
- Asset Management, section 5.4, has been updated to reflect the addition of the Asset Management Toolkit and Handbook to the Municipal Affairs GTF resource page.
- The Eligible Project Categories, Schedule 1, has been aligned with the eligible categories as listed in the Canada-Alberta Administrative Agreement on the Federal Gas Tax Fund (2014-2024).

2. General Information

2.1) Key Dates

The 2018 federal Gas Tax Fund (GTF) Program Guidelines come into effect January 1, 2018.

Activity	Timeline
2018 Project Applications Submission	Any time through GTF Online
2018 Grant Allocation Payment	After project costs to access 2018 funding have been submitted, and the 2017 SFE has been received. (Section 4.4)
Statement of Funding and Expenditures (SFE) Submission	2017 Signed SFE: due May 1, 2018 2018 Signed SFE: due May 1, 2019

2.2) Contact Information

Alberta Municipal Affairs
Grants and Education Property Tax Branch
Gas Tax Fund Program
15th Floor 10155 – 102 Street
Edmonton, Alberta T5J 4L4
Ph: 780-422-7125 (toll-free: 310-0000)
Fax: 780-422-9133
Email: ma.gtfgrants@gov.ab.ca
GTF website:
<http://municipalaffairs.alberta.ca/federal-gas-tax-fund>

3. Program Description

3.1) Overview

Through the GTF program, Canada and Alberta are helping communities to build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong communities.

Municipalities determine projects and activities to be funded by the GTF based on local priorities, within the general qualification criteria set out in these guidelines.

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.

3.2) Program Objectives

The objectives of the GTF are to:

- provide municipalities with predictable long-term funding;
- support local infrastructure needs; and
- enhance economic, environmental and social well-being, which translates into strong and vibrant communities across Alberta.

3.3) Program Eligibility

Only eligible municipalities may submit projects for GTF funding. For the purposes of this program, an eligible municipality means any 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 contribute GTF funding to eligible projects that involve assets owned by other municipalities, provincially- or municipally-controlled entities, or non-profit organizations defined as follows:

- a municipality as defined in Section 1 of the *Municipal Government Act*;
- 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*; and
- a controlled corporation as defined in Section 241 of the *Municipal Government Act*.

If a municipality chooses to contribute GTF funding to 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 be open to the public and not be limited to cultural or religious groups.

3.4) GTF Funding Allocation Formula

The annual program budget for the GTF is subject to Canada advising Alberta of the yearly provincial funding.

Municipalities will be advised of their annual GTF funding allocations after Alberta's funding has been confirmed by Canada and specific funding allocations have been authorized by the Minister of Alberta Municipal Affairs.

GTF funding will be allocated to municipalities on a per capita basis, according to the previous year's *Municipal Affairs Population List*. Municipalities receive a minimum allocation of \$50,000 per year, with the exception of summer villages which receive a base allocation of \$5,000 per year, in addition to the per capita amount.

The annual allocations are available on the Alberta Municipal Affairs website.

4. Funding Conditions

4.1) Project Eligibility

Eligible GTF projects must fall into a project category listed and defined in Schedule 1.

Eligible projects must be associated with construction, renewal, or material enhancement of municipal infrastructure; eligible expenditures are those associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset. Additional information on eligible and ineligible project costs is provided in Schedule 2 and 3.

4.2) Memorandum of Agreement

GTF funding is administered through a long-term Memorandum of Agreement (funding agreement). This funding agreement covers program funding from 2014 through 2024.

Under the terms of the funding agreement, the municipality is required to provide Alberta Municipal Affairs with:

- a project application for each project; and
- a Statement of Funding and Expenditures (SFE) for each year the program is active.

4.3) Incrementality

GTF funding allocated to municipalities is not intended to replace or displace existing sources of capital funding.

Municipalities are required to maintain their historical capital spending, excluding federal and provincial capital transfers, and may be requested to substantiate this fact.

4.4) Payment of Funds

GTF payments are based on annual allocation amounts. Payment of the 2018 annual allocation will be made following confirmation from Canada of Alberta's annual allocation and legislative approval of the provincial budget and is conditional on meeting the following requirements:

- submission of the 2017 SFE;
- certification of all previous program years' SFEs; and
- submission of sufficient project applications that commit all GTF funding allocated to date.

4.5) Time Period to Use Allocated Funds

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

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 2018 allocation must be expended before December 31, 2023. 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.

Where a credit item (see Section 6.3) 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 or committed in the year they were reported may be carried forward to the next five subsequent years.

Where a municipality intends to carry surplus GTF funding forward to a future year, a project application must be submitted to receive future annual funding allocations (see Section 4.4 and 5.1).

4.6) Funding Provided under the Previous GTF Agreement

The current GTF agreement (2014-2024) serves as an extension of the previous GTF program, which concluded with its final annual allocation in 2013. GTF funding allocated under the prior program, but not expended on eligible project costs as of December 31, 2013 (as reported on the municipality's 2013 SFE) is now subject to the revised program guidelines of the 2014-2024 Administrative Agreement on the Federal Gas Tax Fund, as outlined in the 2018 GTF Program Guidelines.

4.7) GTF Funding and Borrowing Costs

Borrowing costs (see Schedule 2) on the amount borrowed in advance of receiving annual GTF funding, commonly known as bridge financing, qualify for funding, subject to the following conditions:

- interest costs must be identified with an asset that is being acquired, planned for, designed, constructed or renovated through the GTF;
- interest costs must have been incurred on or after April 1, 2014;
- borrowed funds must be used to fund qualifying costs incurred on or after April 1, 2014; and
- for any project, interest costs may not exceed seven per cent of the portion of the project costs funded through the GTF.

Borrowing costs do not qualify if at the time the amount is borrowed, the municipality has sufficient GTF funding to fully fund the GTF-funded portion of the project.

If the municipality chooses to apply GTF funding to borrowing costs, it must specify the estimated amount of borrowing costs in the *Financial Information* section of the project application.

4.8) Application of Other Provincial and Federal Grant Funds

Under the GTF, use of multiple grant funding sources for a GTF project is permitted; however, if a municipality chooses this approach, it is the municipality's responsibility to understand the separate requirements of each grant program.

GTF funds may be used to fund the municipal contribution of provincial-municipal grant programs that require a municipal contribution, unless doing so is prohibited by that program. For example, if a municipality is constructing a road for \$1 million, and is receiving Municipal

Sustainability Initiative funding of \$500,000, GTF funding may be used to fund the remaining \$500,000 of the road construction costs.

GTF funds are treated as federal funds with respect to other federal infrastructure programs. As such, GTF funds may not be used to fund the municipal or provincial contribution of federal grant programs that require a municipal and/or provincial contribution, unless doing so is explicitly permitted by that program.

Application of Alberta Transportation Project-Specific Funding

Project-specific funding is one-time funding based on the cost of a project. Alberta Transportation has indicated that in order to receive project-specific funding under their programs (such as the Alberta Municipal Water/Wastewater Partnership (AMWWP) program and the Water for Life (W4L) program), the project-specific funding should be approved before utilizing allocation-based funding such as GTF.

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>.

4.9) *Municipal Restructuring and Funding Allocations*

Under the GTF, municipal restructuring will not negatively affect funding allocations to municipalities, as outlined below. In cases where amalgamation or dissolution has occurred, the unexpended portion of the funding allocation will be transferred to the amalgamated/receiving municipality.

Restructured municipalities will receive a funding allocation equivalent to that which would have been calculated pre-restructuring for the subsequent five years of the program. This applies to municipalities that underwent restructuring on or after April 1, 2009.

For example, if two municipalities amalgamated on June 1, 2017, the restructured municipality will receive the benefit of a GTF allocation calculated as if the two municipalities had not amalgamated, until December 31, 2021.

The restructured municipality will receive the combined total of the two calculated amounts. The amalgamated/receiving municipality should be aware that the funding allocation being transferred, or portions thereof, may have been committed to previously approved projects.

4.10) *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), 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 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 GTF 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 4.11.

4.11) 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 2). Labour costs associated with general municipal administration are excluded.

If the municipality chooses to use municipal forces, it must declare the intent to use municipal forces on the project application. Municipalities are not required to submit a business case regarding the use of municipal forces to Alberta Municipal Affairs.

4.12) Provincial Standards

It is expected that GTF projects will comply with provincially regulated standards such as the *Alberta Environmental Protection and Enhancement Act* administered by Alberta Environment and Sustainable Resource Development.

Where a GTF project includes work which impacts a highway under provincial jurisdiction, including pedestrian pathways along highways, 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.

5. Application Process

5.1) Project Applications

The municipality must submit a project application for each project proposed under the GTF program. Project applications can be submitted at any time through the GTF Online system.

The objective of the project application is to provide basic information regarding the proposed project such as location, project functions, primary accomplishments, an estimate of the total project cost, estimate of annual GTF funding to be used, and anticipated project start and end dates.

The estimated total project costs should reflect the total value of the project. Where other sources of funding (municipal, provincial, or other federal) will be used, in addition to the GTF funding, estimates of this additional funding should be included in the total project cost estimate.

Where an accepted project includes proposed expenditures in more than one year, the subsequent years expenditures are also accepted. Where the cost of a project is being shared between two or more municipalities, each municipality is responsible for submitting a project application for its own portion of the project and estimated expenditures.

Where a project changes materially (change in cash flow, timing etc.), the municipality will be required to submit a project amendment identifying the changes that are being requested for further approval. Where a municipality decides to add a new project or re-direct GTF funding from an accepted project to a new project, it must submit a new project application for review.

A GTF Online user guide is available on the Municipal Affairs GTF Material and Resources page to assist municipalities in entering project information.

If required by the municipality, GTF Online can be used to create hard copies of the project application for filing or other municipal uses.

5.2) Joint Projects

Projects that involve funding from more than one municipality should identify all contributing parties in the project description of the project application. Each municipality must submit a project application for its own portion of the project costs being funded through the GTF.

5.3) Multi-Year Capital Plan (MYCP)

The MYCP is an integral component of asset management planning. The objective of the MYCP is to provide a high level overview of anticipated municipal capital expenditures for all grant supported and non-grant supported capital projects over the planning period. Completion of the plan provides the municipality with a structured basis for prioritizing capital projects, facilitates the development of financial strategies, ensures that critical long-term needs are considered in current planning documentation, and supports the community sustainability plan.

The MYCP should be based on the outcome of municipal infrastructure condition reports and/or other planning studies and reports substantiating the need, priority, and timing for capital projects. Ideally, the MYCP should list all proposed capital expenditures for the municipality, and cover, at minimum, a three-year planning period.

Any project application submitted for GTF funding must be included on the municipality's MYCP. It is acknowledged that the MYCP is a planning document only, and that projects will likely be added or removed as the condition of existing municipal infrastructure and the needs and priorities of the municipality change. Annual updating of the plan is recommended.

To ensure continued progress, an approach has been developed to enhance asset management planning.

5.4) Asset Management

The Canada-Alberta Gas Tax Fund Agreement requires that the Government of Alberta develop and implement an approach to asset management. In 2015, the Government of Alberta began implementing this approach, which is available at www.municipalaffairs.alberta.ca/federal-gas-tax-fund.

To ensure municipalities have basic asset management practices in place, Alberta amended the *Municipal Government Act* and created the Municipal Corporate Planning Regulation. The new regulation requires that municipalities prepare a written plan respecting anticipated capital property additions over a period of at least the next five financial years. Although this new requirement does not specify how each municipality will determine the projects to be included in this plan, it does imply that appropriate asset management processes will be used to ensure that the resulting plan adequately reflects local infrastructure pressures and needs. In 2017, Alberta administered the Alberta Municipal Asset Management Survey. Municipal Affairs will continue to monitor the extent to which municipalities are implementing asset management practices throughout the remainder of the GTF agreement by administering the survey every year.

Additional information is available on the Municipal Affairs asset management web page at www.municipalaffairs.alberta.ca/asset-management, including the Asset Management Toolkit and Handbook, which provides technical resources for asset management at various levels of complexity.

5.5) Review Process

Project applications submitted through GTF Online will be reviewed to ensure they meet the requirements set out in the program guidelines. Projects that are deemed eligible will then be forwarded to the Minister. All decisions by the Minister regarding project acceptance are final.

It is anticipated that project applications that do not require follow-up will be processed and municipalities advised of project acceptance status within ten to twelve weeks.

A municipality may proceed with a project that is expected to be wholly or partially funded with a GTF allocation(s) prior to receiving notification of acceptance from the Minister if it believes that 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 GTF funding to a different eligible project.

6. Compliance

6.1) Statement of Funding and Expenditures

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 GTF carry-forward amount from the previous year (which will now include any unpaid allocations)
- grant allocation for the reporting year (2017), whether or not it was received;
- credit items earned in reporting year;
- all active projects, and those projects completed in the reporting year, including the project name, status, reporting year expenditure and funding sources;
- the total GTF expended in the reporting year; and
- GTF funds to be carried forward to the next program year (2018).

The SFEs are generated in the GTF Online system, in which the municipality will report project expenditures and submit them electronically (no hard copy of the SFE is required to be submitted).

SFEs must be submitted through GTF Online by the Chief Administrative Officer or an authorized representative of the municipality who certifies that the municipality is in compliance with the terms of the funding agreement and the program guidelines.

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

The 2017 SFEs must be submitted to Municipal Affairs by May 1, 2018.

6.2) 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.

6.3) Interest and Other Income

Income earned on deposited or invested GTF grant funds shall be reported as Interest and Other Income on the SFE for the program year in which it was earned.

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

Interest and other income shall be reported on the current year SFE, and can include:

- income earned on deposited or invested GTF grant funds;
- rent and other income derived from capital assets purchased with GTF funds for a capital project prior to project completion;
- net proceeds (to a maximum of grant applied) from the sale or trade-in of capital assets purchased with GTF funds;
- net proceeds from an insurance claim of capital assets purchased with GTF funds; and
- net salvage value (to a maximum of grant applied) on disposal of any asset purchased with GTF funds, or from any material obtained from the removal or demolition of any structure or any part of a facility purchased with GTF funds.

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

6.4) Calculation of Interest and Income Earned

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

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

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

- the actual interest/income earned on the funds being held; or
- notional interest/income earned on the funds. This can be calculated by multiplying the average GTF funding balance by the number of months the grant funds were held in an account by the average interest rate for those months. For example: if a municipality has a total 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 interest and other income amount reported should be \$667 (e.g. $\$100,000 \times 8/12 \times 1\%$).

6.5) Project Recognition and Communication Requirements

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

The federal government may select specific projects that merit public recognition through installation of signs, media events, or other communication activities. Municipalities with such selected projects will be contacted by Alberta Municipal Affairs.

Signs

Placing signs at construction sites is a long-standing practice to communicate key project details to the public. Albertans can easily recognize where infrastructure investments are being made in their communities and the benefits of those investments through project signage.

Canada takes a flexible, common sense approach to signage installations, allowing project managers to select the right type, size and nature of signage based on the project's specific nature. This recognizes that physical signage may not always be the best option. The use and size of physical signs should be based on project scope and size, duration and cost. In some instances, an interior sign placed in a lobby or a sign installed in a community gathering place may be a good alternative to an exterior sign.

Not all projects will require a sign. For example, a sign may not be required because a project is of short duration (i.e. under seven days), represents a modest investment (i.e. less than \$100,000) or is located in a remote area where signage would not be visible to the public. As well, several similar projects that are in close proximity to each other could share a single sign.

For questions related to whether municipalities are to use unilingual or bilingual signs, please refer to the table on the last page of the Infrastructure Project Sign Design and Installation Guidelines on the GTF web site at www.municipalaffairs.alberta.ca/documents/LGS/Federal%20Signage%20Guidelines.pdf.

Canada has also provided specifications for digital sign options.

The cost of the sign is an eligible expense under GTF.

If you have any questions on signage requirements for your project or require additional technical information or other guidance, please contact a Grant Advisor at 780-422-7125 or email ma.gtfgrants@gov.ab.ca. The Infrastructure Project Sign Design and Installation Guidelines can be accessed on the GTF web site at www.municipalaffairs.alberta.ca/documents/LGS/Federal%20Signage%20Guidelines.pdf.

Media Events

Municipalities should provide the federal and provincial governments opportunities to be represented at any media events, including news conferences, public announcements and official ceremonies, that celebrate the key milestones for GTF 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 to Alberta Municipal Affairs by emailing ma.gtfgrants@gov.ab.ca. Alberta Municipal Affairs Communications will then make arrangements with the federal government.

Other Communications Activities

Municipalities may carry out, at their own cost, advertising and public information campaigns related to the GTF program and GTF funded projects. Where such a campaign is to be carried out, the municipality must inform the Alberta Municipal Affairs Communications office at minimum 30 working days prior to the campaign launch.

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

To further discuss options for project recognition of GTF funded projects and communications requirements please email ma.gtfgrants@gov.ab.ca.

6.6) Site Visits

On an annual basis, Alberta Municipal Affairs program representatives may select and visit a number of municipalities to discuss the GTF 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.

Schedule 1 – Eligible Project Categories

The following section categorizes the general types of capital projects that are eligible for GTF funding. Eligible costs related to these categories are defined in Schedule 2.

1. Local roads and bridges

- Roadways, bridges, and related structures
- 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 (utility relocation costs are eligible only as part of a qualifying project)
- 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
- Pedestrian trail systems along roadways

2. Highways

- Highway infrastructure
- Railway crossings
- Other ancillary works such as lighting, traffic control signals, pedestrian signals

3. Public transit

- 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
- Intelligent Transportation Systems (ITS) in support of public transit services

4. Drinking water

- 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 (including to and within new subdivisions), betterment, and replacements, including individual services to the property line and municipally owned water meters

5. Wastewater

- Wastewater collection system extensions (including to and within new subdivisions), 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
- Wastewater outfalls from the wastewater treatment facilities to the point of discharge or disposal and related works

6. Storm water

- 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
- Storm water outfalls to the point of discharge or disposal and related works

7. Solid waste

- Waste collection depots
- Solid waste and recycling collection container systems only eligible if part of the construction of a waste collection depot
- Recycling and material recovery facilities
- Organics management systems
- Thermal treatment systems
- Waste disposal landfills

8. Sport infrastructure

- Amateur sports facilities, for example:
 - baseball diamonds, swimming pools, ski areas
- Note: excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (for example, Western Hockey League)

9. Recreational infrastructure

- Playgrounds and equipment

- Permanent park facilities
- Public wharves, docks, and piers
- Trail systems

10. Community energy systems

- Building retrofits that serve to improve the energy efficiency of current operations, for example:
 - Architectural retrofits that reduce heat transfer (gain or loss) through building components (e.g. walls, roofs, doors and windows)
 - Modifying or upgrading Heating, Ventilating and Air-Conditioning systems (HVAC) to newer, more energy efficient models (e.g., Energy Star qualified furnaces, air conditioners and programmable thermostats)
 - Upgrading insulation, weather-stripping and/or replacing windows with modern sealed-glass windows
 - Upgrading to an energy efficient furnace/hot water heater
 - Upgrading or retrofitting the interior and/or exterior lighting to energy saving alternatives
 - Green power generation (e.g., solar pool, geothermal pool, or ground-source heat pump)
- 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

11. Cultural infrastructure

- Cultural or community centres
- Performing arts facilities
- Museums and Art galleries
- Designated local heritage sites

12. Tourism infrastructure

- Campground facilities
- Convention or trade centres
- Exhibition buildings
- Tourist facilities
- Zoo facilities

13. Capacity building

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

14. Disaster mitigation

- Other infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters, for example:
 - Infrastructure to manage and control flood water movement, including floodwalls and flood gates
 - River stabilization infrastructure, including spurs, berms and ripraps
- Note: excludes normal routine, maintenance and operational work (e.g., dredging of sediment, gravel removal, debris traps, removal of trees and shrubs in firebreak zones, etc.)

15. Short-line rail

- Railway construction or rehabilitation
- Buildings or other related infrastructure

16. Short-sea shipping

- Shipping terminals or other related infrastructure

17. Brownfield redevelopment

- 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 other category under the GTF
 - the construction of municipal use public parks and publicly-owned social housing

18. Broadband connectivity

- Network connectivity infrastructure, including high-speed backbone networks, fiber optic cables and transmitting towers
- Servers and server applications
- Data storage infrastructure
- Local distribution networks
- Satellite capacity infrastructure

19. Regional and local airports

- 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
- Note: excludes the National Airport System

Schedule 2 – Eligible Expenditures

Eligible expenditures are limited to the following:

- a) the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset;
- b) for capacity building category only, the expenditures related to strengthening the ability of municipalities to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and asset management plans. The expenditures could include developing and implementing:
 - studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
 - training directly related to asset management planning; and
 - long-term infrastructure plans.
- c) the expenditures directly associated with joint federal communication activities and with federal project signage;
- d) the incremental costs of the employees or leasing of equipment under the following conditions:
 - the municipality must declare that it is not economically feasible to tender a contract;
 - the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
 - the arrangement is approved through the project submission process.

Schedule 3 – Ineligible Expenditures

The following expenditures are deemed ineligible:

- a) project expenditures incurred before April 1, 2005;
- b) project expenditures incurred before April 1, 2014 for the following project categories:
 - highways;
 - regional and local airports;
 - short-line rail;
 - short-sea shipping;
 - disaster mitigation;
 - broadband connectivity;
 - brownfield redevelopment;
 - cultural infrastructure;
 - tourism infrastructure;
 - sport infrastructure; and
 - recreational infrastructure.
- c) the cost of leasing of equipment by the municipality, any overhead costs, including salaries and other employment benefits of any employees of the municipality, direct or indirect operating or administrative costs of the municipality, and more specifically its costs related to planning,

engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with eligible expenditures above;

- d) taxes for which the municipality is eligible for a tax rebate and all other costs eligible for rebates;
- e) purchase of land or any interest therein, and related costs
- f) legal fees;
- g) routine repair and maintenance costs; and
- h) investments in health infrastructure (hospitals, convalescent and senior centres.

