



**INVESTING IN CANADA INFRASTRUCTURE PROGRAM:
PUBLIC TRANSIT STREAM**

Program Guide

October 2022

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1. Program Overview

The Investing in Canada Infrastructure Program (ICIP) is a federal infrastructure program designed to create long-term economic growth, build inclusive, sustainable and resilient communities and support a low-carbon economy.

Through ICIP, the federal government is providing \$11.8 billion in federal infrastructure funding to cost-share projects under the following five streams:

- **Public Transit**
- Green Infrastructure
- Community, Culture and Recreation
- Rural and Northern Communities
- COVID-19 Resilience Infrastructure

The Public Transit stream of ICIP will primarily build new urban transit networks and service extensions that will transform the way that Canadians live, move and work. This stream will fund planning, construction, expansion and improvement of public transit networks. Approximately \$8.3 billion in federal funding and \$7.3 billion in provincial funding will be allocated across municipalities and Metrolinx.

The following breakdown defines the maximum cost share percentages of the total eligible costs:

	Percentage
Federal Contribution	40.00
Provincial Contribution	33.33
Municipal Contribution	26.67

Projects eligible for the Public Transit stream will be assessed using an outcomes-based approach. To be considered for funding, a project must be aligned with at least one of the following transit improvement outcomes:

- Improved **capacity** of public transit infrastructure
- Improved **quality and/or safety** of existing or future transit systems
- Improved **access** to a public transit system
- Improved capacity and/or quality of **pathways and/or active transportation** infrastructure

Additional background information for the outcomes and indicators can be found in Appendix A.

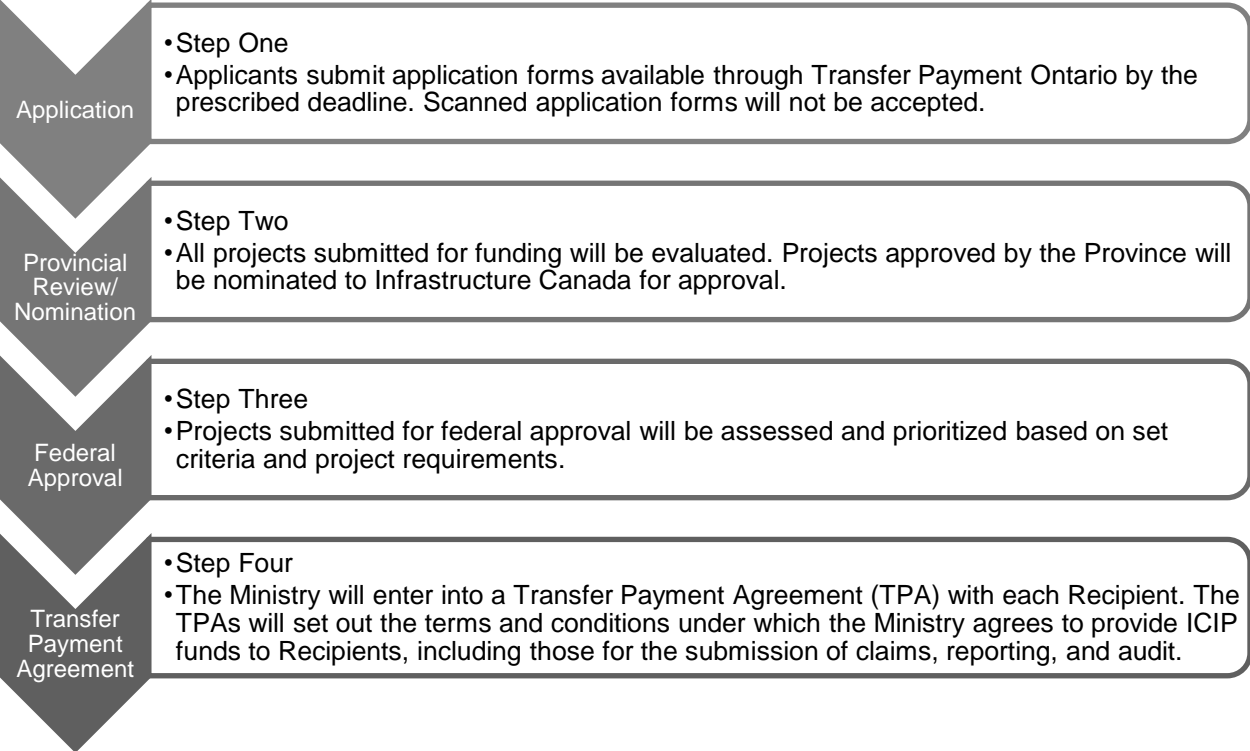
The provision of ICIP funds is governed by the Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program, between the Government of Canada and the Government of Ontario that was signed on March 26, 2018 (the “Bilateral Agreement”). The Ontario Ministry of Transportation (the Ministry) will be responsible for administering the ICIP Public Transit stream which includes providing funding under the program, recommending projects for Federal

approval and executing transfer payment agreements (“TPAs”) between the Ministry and Recipients. The TPAs will set out the terms and conditions under which the Ministry agrees to provide ICIP funds to Recipients, and will provide additional details on claims, reporting, and audit requirements.

Transfer Payment Ontario (TPON), a web-based program administration site run by the Government of Ontario, will facilitate the administration of ICIP.

Once Infrastructure Canada’s review and approval are completed, the Ministry will notify each Applicant whether or not its project has been approved.

Overall Process



For the purpose of this guide, an Applicant refers to an eligible municipality and Metrolinx that submitted an application, and a Recipient refers to an Applicant whose project(s) have been approved by Ontario and Canada and have entered into a transfer payment agreement with Ontario.

2. Program Intakes

Through the 2022 Federal Budget, the federal government announced that all ICIP funding must be fully committed to projects by March 31st, 2023. As a result, applications will be accepted by the Ministry on an ongoing basis until **November 30th, 2022**, allowing Applicants to determine

their ongoing and long-term priorities within their allocation. Applicants are responsible for identifying, prioritizing and submitting projects in alignment with the intake schedule. Recipients will not have an opportunity to submit any additional projects after this date. Any uncommitted funds after this date will be reallocated by the federal government to other priorities.

3. Eligibility

3.1 Applicant Eligibility

Every municipality receiving Provincial Gas Tax funding and has reported ridership data to the Canadian Urban Transit Association (CUTA) for 2015, and Metrolinx, has received an allocation of ICIP funding and is eligible to apply under the Public Transit stream. Please contact the MTO ICIP team at ICIPTransit@ontario.ca if you have any questions about your ICIP allocation.

3.2 Project Eligibility

All public transportation services and public transportation vehicles must be fully accessible in accordance with the following statute and regulation, and may be amended from time to time: the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11 and the *Integrated Accessibility Standards*, O. Reg. 191/11 made under that *Act*, the *Highway Traffic Act*, R.S.O. 1990, c. H.8 and the *Accessible Vehicles*, R.R.O. 1990, Reg. 629 made under that *Act*, and the *Public Vehicles Act*, R.S.O 1990, c. P. 54. In addition to the above, the acquisition of public transportation vehicles must comply with the Ministry's Canadian Content Policy requirements, which can be available upon request.

Funding can be directed to new construction, rehabilitation or replacement of eligible infrastructure projects. Eligible transit infrastructure projects include rolling stock assets (e.g. subway cars, streetcars, light rail cars, buses, vehicles for transporting people with disabilities), fixed assets (e.g. passenger stations), transit-exclusive infrastructure, and active transportation infrastructure that directly expands the first-mile last-mile connections of the public transit system.

Planning projects can also be considered eligible Projects if they support the eventual construction of an infrastructure project that aligns with at least one of the outcomes listed in the Outcomes and Indicators table found in Appendix A. For further clarity, the eventual infrastructure project does not need to be submitted or completed under ICIP.

The following projects are eligible if the project start date occurs prior to September 30th 2023:

- Standalone pathways or active transportation projects not connected to a public transit system;
- Inter-community bus, rail, port and ferry infrastructure that is not part of a public transit system.

The Project Start date is defined:

- For construction projects as the date on which constructions begins (i.e. shovels in the ground);
- For procurement projects as the date on which a purchase order is submitted; and
- For planning projects as the date on which commencement of planning activities begins.

AS PER THE IBA, ONTARIO ACKNOWLEDGES THAT IF THE PROJECT START DATE FOR THE PROJECT DOES NOT OCCUR BY SEPTEMBER 30TH, 2023, CANADA WILL CANCEL THE PROJECT UNDER THIS AGREEMENT. ANY FUNDING ALREADY PROVIDED TO RECIPIENTS FOR SUCH PROJECTS MUST BE RETURNED TO THE PROVINCE.

Additional details on the types of infrastructure projects eligible for funding can be found in [Appendix A](#).

3.3 Project Requirements

Projects must meet the following criteria to be considered eligible:

- ✓ Capital components must be owned by the Applicant.
- ✓ Stand alone planning projects can be considered eligible if they support the eventual construction of an infrastructure project that aligns with at least one of the outcomes listed in the Outcomes and Indicators table in Appendix A.
- ✓ Projects must be substantially completed by **October 31, 2033**. (Note that the project substantial completion timeline was extended by through the 2022 Federal Budget, it was previously October 31, 2027).
- ✓ Projects should have been informed by an Applicants' asset management plan.
- ✓ Projects must meet or exceed the requirement of the highest published accessibility standard in Ontario in addition to applicable provincial building codes and relevant municipal by-laws.
- ✓ Projects must meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change.
- ✓ For joint projects with other eligible Applicants, all Applicants must also secure the endorsement of their projects by their respective municipal council and provide the Ministry with evidence of such endorsement in the form of municipal by-laws and, if applicable, council resolutions.

It is the Applicant's responsibility to ensure project submissions meet all eligibility requirements, and that requested funding, including contingency, not exceed a municipality's funding allocation.

3.4 Ineligible Projects

A project is not eligible for funding if:

- i. It involves private sector for-profit transportation services, including inter-community bus, rail, port, or ferry infrastructure,
- ii. It involves inter-community bus, rail, port and ferry infrastructure that is not part of a public transit system, unless Construction Start for the project can occur by September 30th, 2023; or
- iii. It is a stand-alone pathway or active transportation project (i.e. it does not expand the first-mile last-mile connections of a public transit system), unless Construction Start for the project can occur by September 30th, 2023..

4. Application Process

Application requirements are based on the Bilateral Agreement, and any applicable provincial and federal directives, including the provincial expenditure directives.

ICIP will use an application submission process administered through TPON. This system will also be used after project approvals and TPAs are in place with Recipients to submit claims and coordinate payments.

Applicants can submit multiple applications under this program. However, Applicants are requested to bundle coordinated projects and submit those as one application.

The requirements for a project are based on the level of funding requested. These requirements are outlined in the table below. Please refer to Appendix B for descriptions of the application components.

	All Projects (\$ in Provincial funding)	
ICIP Project Application Requirements	<ul style="list-style-type: none"> • Under \$20 million • Under \$2 million for stand-alone planning projects 	<ul style="list-style-type: none"> • Over \$20 million • Over \$2 million for stand-alone planning projects

<p>Application Requirements Includes:</p> <ul style="list-style-type: none"> • Application form • By-law(s)/council resolution(s) (if applicable for joint projects) • Supporting documentation (if applicable) • Climate Lens Assessment (if applicable) • Own Force Labour Attestation (if applicable) • KML file • Procurement Exemption Request form (if applicable) • Outcomes, Indicators and Targets form • Aboriginal Consultation (AC) & Environmental Assessment (EA) smart form 	✓	✓
<p>Business Case (if applicable) Includes:</p> <ul style="list-style-type: none"> • Gender-Based Analysis (if applicable) 	X	✓

4.1 Application Form

Application forms are available through TPON and must be submitted through TPON by the prescribed deadline. Scanned application forms will not be accepted.

If an Applicant is unable to submit the application form through TPON or has any additional questions, please contact us by email at ICIPTransit@ontario.ca.

The application consists of various sections within a fillable form. More details can be found in Appendix B.

Once the completed application has been submitted, an automated acknowledgement of receipt, with a file number for the application, will be sent to the Applicant. If you do not receive this email, please send an email to ICIPTransit@ontario.ca.

If an application/project has been approved by the Ministry and the federal government, the municipality will be required to execute a TPA, or an amending agreement to an already existing TPA to include newly approved projects, prior to any funds being provided to the municipality. For greater clarity, there will be no legally binding commitments between the provincial or the federal government and any Applicants prior to such TPA or amending agreement, as applicable, having been executed.

4.2 Supporting Documentation (If Applicable)

A Municipal Council Resolution for endorsement of projects is not required, unless the project is a joint project submission.

Should a municipality opt to have Council endorse their project submission, a copy of the bylaw and if applicable, council resolution should be provided as well as any approved reports or applicable sections of budgets, as a demonstration of the rationale and support for the project.

4.3 Business Case (If Applicable)

The federal and provincial governments have different approval and due diligence requirements depending on the level of funding requested.

The Province's Major Public Infrastructure Projects (MPIP) Directive, requires a detailed business case for all major public infrastructure projects to which the Province provides \$20 million or more in provincial funding towards the cost of a project (excluding property acquisition) and for stand-alone planning projects to which the Province provides \$2 million or more.

A project that requests a contribution of more than \$50 million from federal sources will require a business case and Federal Treasury Board approval.

If your project requests \$20 million or more in provincial contribution for costs or it is a stand-alone planning project which requests \$2 million or more, please email the Ministry of Transportation at ICIPTransit@ontario.ca for details on business case requirements.

4.4 Other Federal Requirements

Additional federal government requirements are below. For additional clarity, see federal language in Appendix B.

- Applicants must complete a climate lens assessment form for projects with total eligible costs of more than \$10 million. Climate lens assessments are to be completed and submitted at the time of application submission.
- Applicants may report on community employment benefits for projects with total eligible costs of \$25 million or more. Applicants with a project that meets this threshold may opt out of reporting on community employment benefits. Applicants that choose not to report on community employment benefits must provide a rationale in the application form and should be advised that the rationale may be posted publicly.
- Applicants may need to submit a streamlined gender-based analysis for projects that request a contribution of more than \$50 million from federal sources. Projects with a federal contribution over \$250 million must complete a full analysis.
- Applicants must submit an "Aboriginal Consultation (AC) and Environmental Assessment (EA) Smart Form", which is available through TPON.
- Applicants must adopt a procurement approach in a way that is fair, transparent, competitive and consistent with value-for-money principles.

- Any requests for sole source procurement exemptions will be evaluated on a case-by-case basis and requires **pre-approval** by the federal and provincial governments. **Sole source procurement is not encouraged as approval is not guaranteed.** Applicants submitting for these costs must complete a Procurement Exemption Request Form when the application is submitted.

5. Assessment Process

All projects submitted for funding will be assessed by the provincial and the federal government. Ontario will assess projects relation to the following assessment criteria:

- a) Initial Review
- b) Asset Management Plan
- c) Financial Risk Assessment
- d) Provincial Land-Use Planning
- e) Business Case Review (If applicable)

Upon review, projects approved by the Province will be nominated to the federal government for approval. Projects selected for federal review and approval will be assessed and prioritized based on project requirements, and federal assessment criteria. All provincially nominated projects are subject to federal review and approvals.

a) Initial Review

Ontario will conduct a scope, eligibility and technical review of all applications. Projects must meet eligibility requirements and must be technically viable, and achievable in the project timeline noted. Third-party (i.e. engineers/architects) may be consulted to verify feasibility and proposed timelines.

b) Asset Management Plan

Ontario Regulation 588/17 (as amended by O.Reg. 193/21) - Asset Management Planning for Municipal Infrastructure, or the Asset Management Regulation, sets out requirements for undertaking asset management planning. The regulation will be phased in over a 7-year period, with progressive requirements for municipalities with respect to their asset management plans. At the time of application, the asset management plan used to inform the proposed project can be developed according to the Province's [asset management planning regulation](#). As part of project reporting requirements, and to remain eligible for funding, successful Recipients will be required to submit a link to their updated, public facing and Council approved asset management plans to municipalassetmanagement@ontario.ca in accordance with the regulation for the duration of the project. For example, municipalities that have an active project in 2024 will be required to submit asset management plans developed in accordance with the

third phase of the regulation. Additional information on the Regulation can be found in Appendix B.

Recipients will also be required to complete an Asset Management Self Assessment prior to signing their TPA as well as on or before February 1st in each of the years 2022, 2024 and 2025, unless the project has reached substantial completion before such date.

c) Financial Risk Assessment and Due Diligence

The Province will conduct a financial risk assessment to ensure that sufficient municipal resources are available to support project completion, including coverage of any cost overruns. Projects should have a financial plan in place to operate the assets and not seek senior level government support for operational funding. The Province may request additional supporting documentation upon review of the application.

d) Provincial Land-Use Planning

Projects must be aligned and support the expected and required provincial priorities and outcomes, as set out in provincial land use policy, provincial land use plans, and municipal official plans and supported by policy direction in the Provincial Policy Statement (PPS).

e) Business Case Review (If Applicable)

Ontario will assess major infrastructure projects (projects with over \$20 million in provincial funding or over \$2 million for stand-alone planning projects) for alignment with the principles and processes of the Ontario MPIP directive, including seeking provincial Treasury Board approval as needed.

6. Financial Matters

6.1 Recipient Allocations

ICIP funding is allocated to municipalities and Metrolinx, using a federally determined ridership-based formula based on data from the 2015 Canadian Urban Transit Association (CUTA) Fact Book.

6.2 Cost-Sharing

Notwithstanding the amount of transit allocation received, the maximum federal funding for projects will be:

- Up to 40% of total eligible cost for new transit projects. This funding will be matched at 33.33% by the Province, with municipalities contributing 26.67%.

- Up to 50% of total eligible cost for transit rehabilitation projects. This funding will be matched at 33.33% by the Province, with municipalities contributing 16.67%.

The primary focus of ICIP is for new projects, however the federal government will allow rehabilitation projects up to a maximum of 15% of Ontario's ICIP public transit allocation, unless otherwise approved by Canada.

The federal funding rate noted above will be applied on a project basis as determined in the application, and not on an eligible expenditure basis. The Ministry will monitor submissions for rehabilitation projects and will work with Canada should additional approvals be required.

Applicants/Recipients are responsible and must pay for all ineligible project costs as well as any potential cost overruns experienced on a project.

6.3 Combining Funding from Other Sources

Municipalities will be able to use other provincial sources of funding (e.g. provincial gas tax) toward their municipal contribution. For the use of provincial gas tax funding, municipalities must ensure that the ICIP project meets the eligibility criteria under the Gas Tax program.

The federal contribution level is noted above as a maximum regardless of the source of federal funding.

Combining Funding with Other ICIP Streams

Applicants are not allowed to apply for funding for projects approved under other Investing in Canada Infrastructure Program streams that have been nominated to the federal government.

6.4. Joint Applications

Projects between multiple Applicants are encouraged. Joint projects are those where all Applicants contribute financially to the project. Financial contributions may include the use of an eligible Applicant's ICIP Public Transit stream funding allocation. Eligible Applicants may develop joint project applications with other partners who meet Applicant eligibility criteria (i.e., municipalities).

If a joint project is proposed, it counts as a project put forward by all Applicants (i.e. a municipality cannot submit a joint application in addition to a stand-alone application for the same project). The lead Applicant will be required to enter into a TPA with the Ministry and, in addition to any other required documentations (e.g., by-laws/council resolutions) provide a copy of a project partnership agreement.

6.5 Eligible Project Expenditures

Project costs are eligible if they are incurred after federal approval. Eligible Expenditures will include the following:

- All costs considered by Canada and Ontario to be direct and necessary for the successful implementation of an eligible project. This may include capital costs, design and planning, and costs related to meeting specific program requirements, including completing climate lens assessments and creating community employment benefit plans;
- Costs will only be eligible as of project approval, except for costs associated with completing climate lens assessments, costs associated with Indigenous consultation and engagement activities, which are eligible before project approval, but can only be paid if and when a project is approved by Canada for contribution funding under this Agreement.
- The incremental costs of employees of a Recipient may be included as Eligible Expenditures for a project under the following conditions:
 1. The Own-Force Labour request is granted in respect of a project that is approved;
 2. The Own-Force Labour costs requested are not otherwise ineligible under the program;
 3. The employee (and/or leased equipment if eligible) is engaged in work that would otherwise be contracted out;
 4. The requested costs are Incremental and will be reimbursed at the prescribed federal and provincial shares;
 5. Due to unique circumstances, it is **not feasible to tender a contract**; and
 6. Costs will only be incurred after approval in writing by Canada.

Condition 5 is applicable in the following cases:

- (i) A collective agreement requires the Recipient to use their own unionized employees for certain project work; or
- (ii) The work involves proprietary or specialized infrastructure or equipment that requires specific knowledge or skill of the Recipient's employees; or
- (iii) There is a lack of private sector capacity to undertake the work.

Note: Applicants submitting for these costs must submit a rationale and attestation for the use of own-force labour when the application is submitted.

6.6 Ineligible Project Expenditures

The federal government has determined the following costs as ineligible for funding:

- Costs incurred before a project is approved by Canada and any and all expenditures related to contracts signed prior to Canada's approval of a project, except for:
 - a) Costs associated with completing climate lens assessments
 - b) Costs associated with Aboriginal consultation and engagement activities, which are retroactively eligible from February 15, 2018 for projects approved after February 7, 2019.
- Costs incurred for cancelled projects;
- Costs incurred or paid, or both after October 31, 2033;
- Costs of relocating entire communities;
- Leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of the project; real estate fees and related costs;
- Any overhead costs, including salaries and other employment benefits of any employees of the Recipient, any direct or indirect operating or administrative costs of Recipients, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the Recipient's staff, except in accordance with approved incremental costs of employees noted above;
- Financing charges, legal fees, and loan interest payments, including those related to easements (e.g. surveys);
- Any goods and services costs which are received through donations or in kind;
- Provincial sales tax, goods and services tax, or harmonized sales tax for which the Recipient is eligible for a rebate, and any other costs eligible for rebates;
- Costs associated with operating expenses and regularly scheduled maintenance work; with the exception of essential capital equipment purchased at the onset of the construction/acquisition of the main Asset and approved by Canada;
- Cost related to furnishing and non-fixed assets which are not essential for the operation of the asset/project; and
- All capital costs, including site preparation and construction costs, until Canada has confirmed that environmental assessment and Aboriginal consultation obligations as required under sections 11 (Environmental Assessment) and 12 (Aboriginal Consultation) have been met and continue to be met;
- Land acquisition.

6.7 Payments

Funding will be disbursed subject to the terms and conditions set out in a TPA, including a claim process. The claim process will require Recipients to submit claims for the Ministry's review, approval and submission to Canada and for Canada's review and approval once received from Ontario. Details will be included in the TPA.

6.8 Contractual Obligations

Each successful Applicant will be expected to sign a TPA containing clauses regarding such items as insurance, communications (including project signage), obligations with respect to consultations with Aboriginal peoples and reporting, in addition to other relevant clauses.

By-law

Among other Transfer Payment Agreement conditions, Recipients will be required to pass a municipal by-law authorizing the Recipient to execute the Agreement.

6.9 Communications

Following project approval, Recipients will be required to adhere to Communication Protocols set out in the TPA. These include but are not limited to the following:

Ontario Builds Signage

Recipients will be required to install an Ontario Builds sign, in addition to a sign required by the Government of Canada, at the site of the capital project, 30 days prior to the start of construction, be visible for the duration of the project, and remain in place until 180 days after construction is completed and the infrastructure is fully operational or opened for public use, unless otherwise agreed. More information will be provided upon project approval.

Announcements

Federal and provincial funding decisions are to be kept confidential and cannot be shared in any public forums (except for your municipal council) until notified. Staff from the Ministry of Transportation or Infrastructure Canada will contact your municipality to arrange joint public communication regarding the funding of your municipality's project.

7. Displacement

Applicants will be required to ensure that contribution received under the Public Transit stream of ICIP does not displace (in-plan) municipal spending on public transit. The application declaration includes this condition.

8. Reporting Requirements

Reporting requirements will be specified in the TPA.

9. Consultations with Indigenous Communities

The Government of Canada, the Government of Ontario and municipalities may have a duty to consult and, where appropriate, accommodate Indigenous communities (e.g., First Nation and Métis communities) where an activity is contemplated that may adversely impact an Aboriginal or treaty right.

Before providing funding to a project, the Government of Ontario or the Government of Canada will assess whether its duty to consult obligations are triggered. The day-to-day, procedural aspects of consultation may be delegated to Applicants who may also have their own obligations. Ontario's delegation to proponents of the procedural aspects of consultation is a routine practice. Therefore, it is important that all Applicants recognize this process and appropriately plan for this work (e.g., resources, time, etc.) as part of their funding submission. The application form contains preliminary questions to begin considering the potential that a duty to consult may exist.

Consultation requirements may vary depending on the location of the project in question, and the depth and scope of the project's potential adverse impacts on Aboriginal and treaty rights. For successful applications, the Province or Canada will provide further details in writing surrounding specific consultation requirements, including which communities require consultation. Duty-to-consult requirements must be fulfilled prior to commencing the construction process.

10. Further Information

The Ministry of Transportation ICIP team can be reached by email at ICIPTransit@ontario.ca.

Appendix

A: Outcomes and Indicators

Immediate Outcome	Indicators
Improved capacity of public transit infrastructure	Number and type of rolling stock assets receiving investment <ul style="list-style-type: none"> • Buses <ul style="list-style-type: none"> • Diesel / bio-diesel / Electric / Natural gas / Other • Hybrid (includes diesel, bio-diesel and natural gas) • Streetcars • Ferries • Heavy railcars (subway) • Commuter railcars (locomotives and passenger) • Light railcars • Specialized transit vehicles (including para or handi transpo and dial a ride)
	Number and type of fixed assets receiving investments <ul style="list-style-type: none"> • Passenger stations / terminal • Transit shelters / stops • Maintenance and storage facility (including garages, railway shops, service facilities) • Parking and ride parking lots • Passenger Drop-Off • Ferry maintenance facilities • Ferry operations building • Ferry operations equipment • Ferry Service docks/piers • Charging/fueling stations (Electricity / Compressed / Natural Gas / Hydrogen / Other) • Other public transit fixed assets (specify)
	Number, type and length (km) of transit-exclusive infrastructure <ul style="list-style-type: none"> • Roadway • Tunnel • Bridge • Railway Track • Waterways • Other
Improved quality and safety of existing and future transit system	Type of safety related improvements <ul style="list-style-type: none"> • Video surveillance • Security support vehicles • Passenger alarm system

	<ul style="list-style-type: none"> • Cloud intelligence sharing/Information management infrastructure • Video screens and PA system for passenger announcements • Barriers • Driver safety
	<p>Type of Intelligent Transit System (ITS) improvement</p> <ul style="list-style-type: none"> • Fare system • Security enhancements • Internet of Everything technology • Mobile technology • Accessibility improvements • Data collection tools • Dispatching technologies • Maintenance information collection system • Wifi installation • Automatic Vehicle Location (AVL) technology
Improved access to public transit systems	<p>Number of people who live within 1000 metres of a (new) rapid transit station or stop before investment and at project conclusion.</p> <hr/> <p>Number of people living within the service area of the transit system before investment and at project conclusion.</p> <ul style="list-style-type: none"> • Distance (in metres) to be 'within the service area' defined (e.g. 400 metres, 600 metres, etc.) <hr/> <p>The total number of people (i.e. population count) for the municipality(ies) serviced by the transit system (regular or rapid service)</p>
Improved capacity and/or quality of pathways and/or active transportation infrastructure	<p>Number or length (by type) of pathways or active transportation infrastructure receiving investment</p> <ul style="list-style-type: none"> • Parks trails and multi-use paths • Bike and pedestrian lanes on existing or new roads or highways • Sidewalks • Footpaths and foot bridges • Active transportation support facility (e.g. bike parking/storage) • Street and park furniture (e.g. benches, shade areas, planters)

B: Application Package Requirements

Application for ICIP Form

The Transfer Payment Ontario (TPON) Application for ICIP form is required for all project submissions and is where you will provide general information about your project proposal. The form is broken into the following sections:

- a) Instructions
- b) Organization Information
- c) Organization Address Information
- d) Applicant Contact Information
- e) Project Information
- f) Project Financials
- g) Asset Management Plan
- h) Duty to Consult
- i) Procurement
- j) Risks
- k) Climate Lens
- l) Community Employment Benefits
- m) Outcomes
- n) Declaration / Signing

Project Information: Nature of the Project Definitions

New	This involves the acquisition or construction of entirely new fixed assets or rolling stock that did not exist prior to procurement or substantial completion of a project resulting from the investment.
Rehabilitation	This involves any work undertaken in/on an existing asset that will extend the life or improve the quality or safety of that asset so that it may continue to be used for its current purposes or used for a new and alternate purpose.
Expansion	This involves increasing the capacity or size of an asset.
Other	This involves any work that does not fall within the above-defined categories. This may include site decommissioning work, planning projects, etc.

Asset Management Plan

The *Asset Management Planning for Municipal Infrastructure*, O. Reg. 588/17 (as amended by O.Reg. 193/21) made under the *Infrastructure for Jobs and Prosperity Act, 2015*, S.O. 2015, c. 15 (as amended) sets out requirements for undertaking asset management planning. The regulation will be phased in over a 7-year period, with progressive requirements for municipalities with respect to their asset management plans.

Asset Management Phase-in Schedule

Date	Regulation
July 1, 2019 (complete)	Date for municipalities to have a finalized strategic asset management policy that promotes best practices and links asset management planning with budgeting, operations, maintenance and other municipal planning activities.
July 1, 2022 (complete)	Date for municipalities to have an approved asset management plan for core assets (roads, bridges and culverts, water, wastewater and stormwater management systems) that identifies current levels of service and the cost of maintaining those levels of service.
July 1, 2024	Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that identifies current levels of service and the cost of maintaining those levels of service.
July 1, 2025	Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that builds upon the requirements set out in 2024. This includes an identification of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund these activities.

Recipients will also be required to complete an Asset Management Self - Assessment prior to signing their TPA and in accordance with the following schedule:

Self-Assessment Form Version	Submission Deadline
Submit initial self-assessment form	On or before the Effective Date of the Transfer Payment Agreement.
Submit updated self-assessment form	February 1, 2022
Submit updated self-assessment form	February 1, 2024
Submit updated self-assessment form	February 1, 2025

For more information about municipal asset management planning, as well as tools and supports available to help municipalities develop and improve their plans, please visit the <http://www.ontario.ca/assetmanagement>.

Climate Lens Assessment

A completed Climate Lens assessment form is required at the time of application submission for projects that have a total eligible cost of more than \$10 million. Applicants should retain the information used to complete the Climate Lens. Follow up information that may be requested includes calculations, assumptions and resources used to assess GHG emissions and climate risks. For more information please visit TPON.

Community Employment Benefits

Projects that have a total eligible cost of \$25 million or more are required to report on community employment benefits provided to at least three federal target groups (apprentices - from traditionally disadvantaged communities, Indigenous peoples, women, persons with disabilities, veterans, youth, new Canadians, or small-medium-sized enterprises and social enterprises). Initial information is completed in section L) of the Application for ICIP form. Visit the [Community Employment Benefits General Guidance](#) webpage for more information. Recipients choosing to not report on Community Employment Benefits will be required to provide a rationale, which will be made public by Canada.

Applicants may opt-out of reporting on community employment benefits. Applicants that choose not to report on community employment benefits must provide a rationale in the application form and should be advised that the rationale may be posted publicly.

Gender-Based Analysis

Projects with a federal contribution over \$50 million but less than \$250 million must complete a streamlined gender-based analysis to support the federal government's internal analysis.

Projects with a federal contribution over \$250 million must complete a full analysis. All sources for research and data must be referenced. For more information on how to complete this analysis please contact Infrastructure Canada's Gender-based Analysis Plus specialist via email: infc.gba-acs.infc@canada.ca.

Aboriginal Consultation & Environmental Assessment Smart Form

As part of the application process for funding, Applicants are required to complete the ICIP: Aboriginal Consultation (AC) and Environmental Assessment (EA) Smart Form to determine if there are any federal environmental assessment requirements that could apply to the project. In addition, the information provided will be used by INFC to determine if there is a requirement to consult with Indigenous Groups. The ACEA Smart Form is available through TPON.

For questions about the form please contact INFC at: INFC.AbandoriginalConsultEnv-Consultautochtonesenv.INFC@canada.ca.