



**ADMINISTRATIVE PROCEDURES**

**FOR THE**

**ALBERTA MUNICIPAL INFRASTRUCTURE PROGRAM**

**(AMIP)**

### 1. DEFINITIONS

Within this program the following apply, unless the context requires otherwise:

- a) “**TRANS**” means Alberta Transportation.
- b) “**Core Infrastructure**” means municipal roads, bridges, public transit vehicles and facilities, water and wastewater systems and facilities, storm drainage systems and facilities, emergency service vehicles and facilities and infrastructure management systems.
- c) “**Other Infrastructure**” means cultural and recreational facilities, community environmental and energy systems and facilities, solid waste management systems and facilities, municipal buildings, and other municipal physical infrastructure.
- d) “**Capital**” means a fixed asset having an expected life of many years. “Capital cost” includes the cost of planning, design, construction, purchase, or rehabilitation of a fixed asset.
- e) “**Rehabilitation**” means any activity intended to extend the useful life of a fixed asset beyond its original expected or design life.
- f) “**Maintenance**” means any routine, recurring, superficial, or cosmetic activity necessary to ensure that a fixed asset reaches its normal design life and/or retains an acceptable appearance through out its life.
- g) “**Municipality**” means a community that is a city, town, village, summer village, municipal district, specialized municipality, improvement district, special area, or Metis Settlement. First Nations communities other than Metis Settlements do not fall within this program.
- h) “**Project**” means any undertaking by a Municipality that results in the purchase, rehabilitation, upgrading, or construction of infrastructure as defined above in clauses b) and c).
- i) “**Infrastructure Management System**” means a system which is 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.
- j) “**Infrastructure Deficit**” means capital projects that are necessary to expand, upgrade, or rehabilitate the municipal infrastructure system and that have been deferred as they exceed the current funding capacity of the Municipality.

- k) “**Multi-Year Capital Infrastructure Plan**” means a listing of all current and planned capital infrastructure Projects for a five to ten year period including the estimated costs for each project.
- l) “Municipal Grant Management Application (MGMA)” means the internet-based grant application and reporting system

### 2. **PROGRAM PRINCIPLES**

The major guiding principle of the Alberta Municipal Infrastructure Program (AMIP) is that the Government and the Municipality work together in partnership in support of the municipal development of infrastructure to maintain or enhance economic, social and cultural opportunity and well being, while protecting and improving the quality of our environment upon which people and economies of Alberta depend.

Under this program, the Government sets the criteria by which projects qualify for funding under this program and the municipality sets the individual priorities for those projects that meet the eligibility criteria.

The funding provided under this program is in addition to other grant and non-grant funding of capital municipal infrastructure.

The funding provided under this program 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. **OBJECTIVES**

The objectives of the AMIP are:

To work in partnership with the Municipalities to provide safe, sustainable, and cost-effective municipal infrastructure recognizing broad municipal, regional, and provincial priorities.

To provide financial assistance to municipalities for Core Capital Infrastructure projects, such as municipal roads, bridges, public transit vehicles and facilities, water and wastewater systems and facilities, storm drainage systems and facilities, emergency service vehicles and facilities and infrastructure management system software.

To assist municipalities with the implementation of required municipal infrastructure projects that have been deferred or delayed due to insufficient funding availability.

These objectives are met by:

providing conditional per capita grants to municipalities subject to annual budget availability.

utilizing the program criteria and the core municipal infrastructure needs and priorities to establish eligible projects and project limits,

taking a cooperative approach to reviewing program applications, establishing priorities, scheduling implementation, and timing of conditional grant payments.

#### 4. **TIME FRAME**

This program was implemented April 1, 2005 as a ten year, three billion dollar program.

Grants are to be provided annually to eligible municipalities with the total fund being allocated in the first five years of the program.

Municipalities will have the remaining five years of the program to complete projects initiated under the program.

#### 5. **GRANT FUNDING AVAILABLE**

The funding allocation to a municipality is essentially a total program per capita amount spread over the first five years. For Summer Villages there is a base allocation of \$50,000 plus the program per capita funding. For all other municipalities there is a minimum allocation of \$500,000 over five years. The grant payment instalments for the first three years will be based on population estimates for 2006. Allocations for the subsequent two years of the program will be adjusted according to the federal census numbers when they become available in 2007, or the 2007 Official Population as published by Alberta Municipal Affairs. In addition:

The maximum annual per capita grant depends on the approved Provincial budget.

Grants provided and not expended in one year may be carried forward to the next year and subsequent years until the end of the program in December 2015.

The Municipality will need to substantiate through a Multi-Year Capital Infrastructure Plan that it can utilize the funds within the program time period. This plan will facilitate the accumulation of grant funds by the Municipality in order to accommodate larger projects requiring more than one year's grant allocation.

A Municipality may initiate new eligible projects in advance of receiving sufficient grant funds with reasonable assurance that the grants up to their program limit will be available in future years provided that they advise TRANS of their intention to do so. Financing charges incurred by the Municipality as a result of this process are not eligible under the program.

### **6. PROVISION OF GRANTS**

- In the first year of this program, following the execution by the Municipality and return to TRANS of the program agreement TRANS, will provide to the Municipality the first year's grant allocation.
- In subsequent years TRANS will provide the current year's grant allocation for the program following receipt of an Application for Program Acceptance for the current year and a Statement of Funding and Expenditures for the previous year (see Section 12 GRANT APPLICATION PROCEDURES). The Statement of Funding and Expenditures must be submitted on or before June 30 of each year beginning in 2006.
- Annual grant payments may be forwarded to the municipalities either in one payment or a series of payments as determined by TRANS.
- If requested by the Municipality, TRANS may defer payment of the grant for any year to any subsequent year within the first five years of this agreement.
- The chart in Section 11 depicts the various steps that are performed in sequence and gives a perspective of the overall process.

### **7. PROJECT ELIGIBILITY CRITERIA**

The types of capital projects eligible for provincial funding under this program are:

#### **ELIGIBLE PROJECTS**

**Schedule 1** contains a listing of typical eligible **Core Infrastructure** Projects under each of the following general categories.

1. Roadways and Bridges
2. Public Transit
3. Water Supply, Treatment, and Distribution Systems
4. Wastewater Collection and Treatment Systems
5. Storm Sewer Drainage Systems and Facilities
6. Emergency Service Facilities and Vehicles

**Schedule 2** contains a listing of typical eligible **Other Infrastructure** Projects under each of the following categories (note Schedule 2 projects are eligible only after certification by the municipality that the core infrastructure in Schedule 1 is in good condition):

1. Solid Waste Management
2. Environmental Energy Improvements
3. Other Municipal Buildings
4. Other Municipal Physical Infrastructure

**Schedule 3** contains a listing of common items and activities that are generally included as eligible components in many of the sample projects listed in Schedules 1 and 2.

### CREDIT ITEMS

**Schedule 4** contains a list of credit items that shall be applied to any Project accepted under this Agreement:

Where any credit item results in net proceeds to the Municipality, such proceeds shall be credited to the municipality's Alberta Municipal Infrastructure Program amounts so as to be available for allocation to other Projects accepted under the program.

### 8. CO-FUNDING UNDER OTHER GRANT PROGRAMS

On any project accepted for cost-sharing and underway under another provincial government program, where that project may also be eligible for funding under AMIP, the terms of the agreement for that program must be adhered to. For extensions or additions to the work on that project, AMIP funds may be utilized.

For a new project being initiated after April 1, 2005 under another TRANS grant program that requires a municipal financial contribution to the project, the municipality may request approval to utilize AMIP funds to replace the required municipal contribution.

In all cases where co-funding is proposed, the Municipality must contact the TRANS Regional Office for approval of the proposal well in advance of any co-funding expenditure.

In all cases the municipality is required to maintain its normalized historical non-grant expenditures on capital municipal infrastructure prior to utilizing AMIP funds. The municipality may be requested to substantiate this fact.

**9. SPECIAL CONDITIONS**

**Work on Shared Municipal Projects**

Where the cost of the project is to be shared with other municipalities, the lead municipality must apply for project acceptance of the total project. The application shall include the proposed financial contribution of each municipality involved in the project..

**Work on adjoining Provincial Highways**

Whenever a project is proposed to include work on a highway under provincial jurisdiction, the Municipality must first enter a separate agreement with TRANS to permit the Municipality to carry out the work within the highway right-of-way. The agreement will include, but is not limited to, the following items:

The proposed project must meet all relevant design standards as determined by TRANS .

For purposes of budget allocation and reimbursement by the Government for work within the highway right-of-way, the Municipality is to advise TRANS , at least one year in advance of any contemplated construction and provide a cost estimate of the portion of the construction work occurring on the Provincial Highway

The Municipality will indemnify TRANS of any liability arising from the work by the municipality or any contractor engaged by the municipality.

Following completion of construction, the actual final cost of the project is to be determined and submitted to TRANS. This final cost will be used to confirm the actual reimbursement amount due to the Municipality.

**10. AWARD OF CONTRACTS AND USE OF MUNICIPAL FORCES**

Where projects are undertaken by the Municipality and those projects are accepted by TRANS as qualifying for provincial funding under AMIP, the projects should be carried out by the private sector.

All calls for proposals or tenders for Projects to be funded under this program must be advertised consistent with the guidelines in the Agreement on Internal Trade.

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

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

Where the Municipality recommends that any tender other than the low tender be accepted, the Municipality must submit its recommendation respecting such awarding, together with details of all tenders received to TRANS for written approval.

In some cases where highly specialized services or equipment are required, or where generally available alternatives would create compatibility issues with existing infrastructure, a Municipality may request approval from TRANS to sole-source the project. The request must include an evaluation documenting the reasons and justifications for following this procedure.

In those cases where the Municipality proposes to utilize its own forces on Projects under this program, the Municipality is required to submit an economic analysis to TRANS to substantiate that this will result in a lower cost or more cost-effective Project.

**11. ANNUAL APPLICATION, STATEMENT, AND GRANT CYCLE FLOW CHART**

The following chart outlines, in general terms, the various stages and actions necessary to successfully complete one grant cycle. This process is repeated annually.

Commencing in April, 2008, all Application and Reporting is via the internet-based Municipal Grant Management Application (MGMA)

<b><u>STEP</u></b>	<b><u>DOCUMENTATION</u></b>	<b><u>NOTES AND ACTION BY</u></b>
	Program Agreement	<ul style="list-style-type: none"> <li>Prepared by TRANS and signed by the municipality and TRANS at the beginning of the program.</li> </ul>
<b>1.</b>	Project Profile	<ul style="list-style-type: none"> <li>Submitted by municipality using MGMA at any time during the program for review by TRANS</li> <li>Where possible, new profiles should be submitted in groups prior to April 1 of each year</li> <li>Provides general project information</li> <li>Project Status is updated in MGMA by TRANS</li> </ul>
<b>2.</b>	Application For Program Acceptance	<ul style="list-style-type: none"> <li>Assembled in MGMA from Project Profiles Provides updated summary project and/or program budget information for coming year. Response from TRANS optional.</li> </ul>
<b>3.</b>	Multi-Year Capital Infrastructure Plan	<ul style="list-style-type: none"> <li>Assembled in MGMA from Project Profiles.</li> <li>Provides a summary of all accepted and proposed projects in MGMA for the next 10 years.</li> <li>Response from TRANS optional.</li> </ul>
<b>4.</b>	Project Acceptance and Grant Commitment	<ul style="list-style-type: none"> <li>Letter sent to municipality from TRANS.</li> <li>Project "Status" in MGMA updated by TRANS</li> </ul>
<b>5.</b>	Previous Years Statement of Funding And Expenditures	<ul style="list-style-type: none"> <li>Assembled / Submitted in MGMA</li> <li>Signed hard copy submitted by municipality as a supplementary document, before June 30.</li> <li>Represents the previous years actual grant expenditures.</li> <li>Response letter from TRANS.</li> </ul>
<b>6.</b>	Payment of Grant Allocation	<ul style="list-style-type: none"> <li>Sent by TRANS to municipality via electronic transfer (EFT).</li> </ul>
<b>7.</b>	Repeat from Step 2 for each calendar year	

## **12. GRANT APPLICATION PROCEDURES**

The AMIP is administered through a conditional agreement with each eligible municipality. Under this agreement grant funds will be advanced to each municipality following review in MGMA and acceptance by TRANS of the municipality's program. Each municipality will be required to enter into an AMIP Agreement with the Province prior to any funds being transferred to the municipality under this program.

There are three basic requirements in the application process for this program:

- Submission of a Project Profile for each project.
- Submission of an annual Application for Program Acceptance
- Submission of a Multi-Year Capital Infrastructure Plan

To facilitate the submission and early processing of any project profile, application, capital plan, statement, or any other required supplementary documentation; the documentation may be submitted electronically via MGMA.

Any document requiring a signature is not considered to be officially submitted until the signed hard copy is received by TRANS.

### **a) Project Profile**

For each project proposed under this program, the municipality is to submit a Project Profile for review and acceptance by TRANS prior to commencing the project.

The objective of the profile is to provide basic project information and anticipated annual cash-flow for the proposed project. This information will assist in determining the eligibility of the proposed project under this program.

Project Profiles may be submitted to TRANS at any time through MGMA, however submission of new profiles before April 1 each year is preferred.

Whenever possible the profiles should be submitted in groups to minimize the amount of follow-up correspondence for both TRANS and the municipality.

Upon completion of the project review, the project acceptance status will be updated in MGMA by TRANS and the municipality will be notified by letter of the new project acceptance status.

Where an accepted project includes proposed cash-flows in more than one year, the subsequent years cash-flows are also accepted .

Where the cost of a project is being shared between two or more municipalities, each municipality is responsible for updating its own Cash-Flow items in MGMA.

If during the normal course of events the project changes significantly in either scope or scale, this profile should be updated in MGMA so that it realistically represents the project being undertaken.

The MGMA Training Guide is available to assist municipalities in entering project information into MGMA.

If required by the municipality, MGMA can be used to create hard copies of the Project Profiles for filing or other municipal uses.

### b) **Application for Program Acceptance**

The objective of the Application for Program Acceptance (APA) is to provide on an annual basis a list of all projects to be undertaken by the municipality under the program in that year.

With the implementation of MGMA in April 2008, the APA is generated based on the Project Profile information as entered in MGMA.

Formal submission of the APA is not required, however, the report can be printed from MGMA if needed for municipal purposes and filing.

Trans may print the APA using MGMA on or about April 1 of each year for review and record purposes.

### c) **Multi-Year Capital Infrastructure Plan (the plan)**

The Multi Year Capital Infrastructure Plan (MYCIP) is a listing of all proposed capital municipal expenditures over a five to ten year planning period. This plan 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 the projects.

The objective of the plan is to provide a high level overview of the anticipated capital municipal expenditures for all grant supported, non-grant supported, and unfunded capital municipal expenditures over the planning period.

A major objective of the AMIP is that the funds be directed to projects that are in excess of the municipality's normal capital expenditure in order to reduce the backlog of deferred and delayed high-priority capital municipal infrastructure projects. This plan will help demonstrate that the municipality is continuing to spend its normalized historical amount on capital municipal infrastructure.

Commencing in 2008, the plan can be generated using MGMA based on the projects entered in MGMA. A municipality may include non-grant supported or unfunded projects on the plan by assigning a “None” or “Draft” status to the Project Profile entered in MGMA. Profiles with a “None” or “Draft” status are not reviewed by TRANS with respect to project eligibility under this or any other grant program and are not included in APA or SFE reports generated by MGMA.

It is accepted that this plan is an estimate only and that it will likely change from time to time as the condition of the existing municipal infrastructure and the needs and priorities of the municipality change. Periodic updating of the plan by updating the Project Profiles in MGMA is highly recommended.

### **13. PROGRAM APPLICATION REVIEW AND APPROVAL PROCESS**

- a) Upon review of the municipality's Project Profiles in MGMA, letters advising of the acceptance status and conditions, if any, will be sent to the municipality.
- b) In some instances, the Minister may wish to review and accept various major or provincially significant projects separately, or may request an official sod-turning or ribbon-cutting ceremony. In these cases, the municipality will be asked to coordinate its official start-up or opening of the project with any public event or announcement by the Minister.
- c) In some instances, included in program acceptance may be a condition that project funding signs be erected at particular projects to inform the public that this project is being funded by the Government of Alberta. In addition, the municipality is required to annually advertise in a local newspaper a summary of the infrastructure projects to be initiated or continued in the current year and to include in the advertisement an acknowledgement of the Government funding for those projects.

### **14. FINANCIAL REPORTING**

At the end of each calendar year, the municipality is required to provide a Statement of Funding and Expenditures (SFE) summarizing the grant amounts received and expended during the year. The statement is generated using MGMA.

The objective of the Statement of Funding and Expenditures is to provide documentation of the actual grant amounts received, the income earned on the grants, other credits to the program, the actual amounts applied to accepted projects, and the year end grant and interest balances. The Statement of Funding and Expenditures also includes a certification by the municipality that the municipality is in compliance with the terms of the agreement for the program and with these Administrative Procedures.

A Statement of Funding and Expenditures report is required for each calendar year and must be submitted to TRANS by June 30 of the following year in a format prescribed by TRANS.

Commencing in 2008, the Statement of Funding and Expenditures is generated by MGMA based on the actual project expenditures as recorded in MGMA. It includes all projects accepted under AMIP for the calendar year of the report. .

Income on grant funds is to be the actual income earned. Where the actual income earned is not available through the municipality's normal accounting procedures, TRANS may direct that the notional income calculation method is to be applied. In this case the appropriate income rate will be provided by TRANS. The notional method is outlined in Schedule 5.

Where land is purchased for an eligible project, the cost of the land at the time of purchase may be listed on the Statement of Funding and Expenditures at the time of construction. Where the area of the land purchased is in excess of the area required for the project, the current market value of the surplus land must also be listed on the Statement of Funding and Expenditures as a credit to the municipality's AMIP.

All supporting documentation including reports, drawings, invoices, etc. for each project must be retained by the Municipality for a minimum of three years following completion of the project.

The Statement of Funding and Expenditures is not considered to be final until a signed hard copy is received and accepted by TRANS.

The Statement of Funding and Expenditures and supporting documentation may be subject to a review by the Provincial Auditor.

### **15. SUPPLEMENTARY INFORMATION**

In addition to the general regulatory and permitting procedures that may be applicable to any particular capital project, there are a number of supplementary information sources and design guides available that may also be of assist in the development of acceptable projects. A partial summary of supplementary information sources and design guidelines in included in Schedule 6.

# **SCHEDULE 1**

Sections 1 to 6 in this Schedule contain a listing of the general types of capital **Core Infrastructure** Projects that may be funded under the Alberta Municipal Infrastructure Program. The lists are not intended to be all inclusive and reasonable flexibility will be used in determining the eligibility of specific Projects.

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## **1. ROADWAYS AND BRIDGES**

- Implementation of a pavement management system such as the Alberta Municipal Pavement Application (MPMA) including software and the collection and input of data.
- Construction, reconstruction and rehabilitation of roadways.
- Construction, reconstruction and rehabilitation of road structures.
- Construction, reconstruction and rehabilitation of railway or L.R.T. grade separations.
- Construction, reconstruction and rehabilitation of bridges.
- Other ancillary works such as sidewalks, commuter bikeways, lighting, traffic control signals, pedestrian signals, storm drainage and utility relocations.
- Construction or implementation of traffic management projects such as major intersection improvements, major traffic signal coordination, etc.
- Municipality-wide or regional transportation planning studies and major systems planning reviews.
- Transportation studies to address specific environmental and/or safety concerns including environmental impact assessments.
- Construction of noise attenuation devices as a part of an eligible project, and rehabilitation of existing noise attenuation devices on an eligible roadways or transit ways, consistent with the municipality's noise attenuation policy.
- Other capital roadway projects as may be deemed appropriate by TRANS

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## **2. PUBLIC TRANSIT**

- Construction and major rehabilitation of Light Rail Transit (L.R.T.) lines, station structures, park and ride facilities, and L.R.T. maintenance facilities. L.R.T. Lines must be designated in the municipality's transportation system bylaw.
- Construction and rehabilitation of major public transit terminals and transit garages.
- Purchase of L.R.T. 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.
- Major rehabilitation of public transit vehicles.
- Comprehensive transit-stop retrofit programs to achieve a "barrier free path of travel" to accessible transit services.
- System-wide capital transit improvement or upgrading projects.
- Purchase, development, and rehabilitation of major capital transit security devices, communication equipment, and other public safety enhancements.
- Other capital transit projects as may be deemed appropriate by TRANS.

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## **3. WATER SUPPLY, TREATMENT, AND DISTRIBUTION SYSTEMS**

- Implementation of water infrastructure management systems, including the purchase of software and collection and input of data.
- Raw-water supply lines to storage facilities.
- Raw-water storage facilities.
- Raw-water supply lines from storage facilities to treatment facilities.
- Water treatment facilities.
- Water pumping facilities.
- Treated-water supply lines.
- Treated-water storage facilities and related works.
- Water distribution system extensions, upgrades, and replacements, including individual services to the property line and municipally owned water meters.
- Planning and/or design studies directly related to an eligible Project.
- Other capital water supply and treatment projects as may be deemed appropriate by TRANS.

# **SCHEDULE 1**

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## **4. WASTEWATER COLLECTION AND TREATMENT SYSTEMS**

- Implementation of wastewater infrastructure management systems, including the purchase of software and collection and input of data.
- Sewage collection system extensions, upgrades, and replacements, including service mains to the property line.
- Wastewater pumping facilities.
- Sewer from the collection system to the wastewater treatment facilities.
- Wastewater treatment facilities.
- Outfall sewers from the wastewater treatment facilities to the point of discharge or disposal and related works.
- Planning and/or design studies directly related to an eligible Project.
- Other capital wastewater projects as may be deemed appropriate by TRANS.

# **SCHEDULE 1**

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## **5. STORM SEWER DRAINAGE SYSTEMS AND FACILITIES**

- Implementation of storm sewer infrastructure management systems, including the purchase of software and collection and input of data.
- Construction of new storm water ditches and major relocation of existing storm water ditches (does not include routine maintenance or reconditioning of existing ditches)
- Replacement or rehabilitation of storm sewer collection lines including service lines, and catch basins.
- Storm sewer construction, replacement, or rehabilitation.
- Construction of new storm water detention ponds.
- Construction of new storm water treatment facilities.
- Outfall storm sewers to the point of discharge or disposal and related works.
- Other capital storm sewer projects as may be deemed appropriate by TRANS.

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## **6. EMERGENCY SERVICE FACILITIES AND VEHICLES**

- Fire halls
- Police Stations
  - For those municipalities that are responsible for providing their own police services,
    - includes construction and major rehabilitation of police station buildings.
    - may include replacement of related fixed central communications and computerized information management hardware, that is integral to the delivery of police emergency services.
    - excludes smaller and mobile equipment such as office furniture, cars, pickup trucks, command centres, remote data access terminals and radios, other portable equipment, and personal use equipment.
- Specialized fire fighting equipment such as
  - Pumper trucks
  - Rapid attack trucks
  - Aerial trucks
  - Water delivery tankers (or tanker shuttles)
  - Dangerous Goods spill recovery tankers and related equipment
  - Mobile command post vehicles (excluding cars and pickup trucks)
- Specialized rescue equipment such as
  - equipment vehicles and personnel carriers
  - Wildland equipment trailers
- Ambulances
  - includes the vehicle and the basic on-board equipment necessary to make the vehicle functional as an ambulance.
  - All disposable supplies and equipment as well as other non-essential equipment are considered to be operational items and are therefore specifically excluded.
- Emergency operations centres
- Emergency vehicle storage facilities
- Other emergency service projects as may be deemed appropriate by TRANS

## **SCHEDULE 2**

Sections 1 to 4 in this Schedule contains a listing of the general types of capital **Other Infrastructure** Projects that may be funded under the Alberta Municipal Infrastructure Program. The lists are not intended to be all inclusive and reasonable flexibility will be used in determining the eligibility of specific Projects. **These Projects may only be funded once the Municipality has certified that its Core Infrastructure is in good condition.**

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### **1. SOLID WASTE MANAGEMENT**

- Waste collection depots.
- Waste diversion - Material Recovery Facilities.
- Organics management.
- Thermal treatment.
- Waste disposal landfills.
- Other capital solid waste management projects as may be deemed appropriate by TRANS.

## **SCHEDULE 2**

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### **2. ENVIRONMENTAL ENERGY IMPROVEMENTS**

- Retrofits of local government-owned buildings.
- Energy systems such as renewable energy, combined heat and power cogeneration and district energy.
- Street lighting retrofits.
- Other capital energy projects as may be deemed appropriate by TRANS.

## **SCHEDULE 2**

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### **3. OTHER MUNICIPAL BUILDINGS**

- Recreational and sports facilities
- Libraries
- Municipal halls or administrative buildings
- Public works buildings
- Cultural/community centres
- Tourist facilities
- Convention or trade centres
- Exhibition buildings
- Performing arts facilities
- Museums
- Art galleries
- Designated local heritage sites
- Other municipal building projects as may be deemed appropriate by TRANS.

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### **4. OTHER MUNICIPAL PHYSICAL INFRASTRUCTURE**

- Community airports
- Public wharves, Docks, and Piers
- Terminals
- Rural or remote telecommunications such as fiber optic or copper cable, radio or satellite links in rural areas.
- Replacement of older municipally-owned heavy equipment that is critical to the delivery of the infrastructure capital program.
  - (includes large trucks, motor graders, earth movers, large backhoes, large compactors, and road pavers)
  - (excludes bobcats, pick-up trucks, tractor-mounted equipment, and hand-held equipment)

NOTE: Where equipment purchased with grant funds is used on a grant supported project, only the direct operating costs of that equipment may be applied to the grant supported project.

- Engineered Winter Snow Storage Dumps
  - (must be designed to meet all applicable environmental protection requirements)
- Other municipal physical infrastructure projects as may be deemed appropriate by TRANS.

## **SCHEDULE 3**

This Schedule contain a summary of typical items that may be included as eligible components of capital projects listed in Schedules 1 and 2.

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### **GENERAL**

- Engineering and Architecture including planning, design, tender preparation and advertising, and construction supervision.
- Significant enhancements or improvements for the safety of users of the transportation or other municipal infrastructure systems.
- Restoration of grass-standard landscaping in areas disturbed by construction or reconstruction of Infrastructure facilities.
- Enhanced landscaping where necessary for the mitigation of the environmental impacts of eligible infrastructure facilities (landscaping that is primarily aesthetic or beautification is not eligible).
- Net direct cost of right-of-way purchased, including legal and survey fees taking into account as credit items the salvage value of any improvements on the original site, proceeds from sale of residual lands, appraised value of residual land in year of construction and net income from land purchased in advance of construction.
- Functional planning and design studies for eligible capital infrastructure Projects.
- System-wide reviews where such reviews will have an impact on capital infrastructure expenditures.
- Project signs for major Projects where requested by TRANS.
- Relocation and adjustment of associated utilities.
- Other capital Infrastructure Projects as may be deemed appropriate by TRANS.

## **SCHEDULE 4**

This Schedule contains a listing of the credit items that are to be applied to any Project accepted under the Alberta Municipal Infrastructure Program:

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### **CREDIT ITEMS**

- I) The net salvage value on disposal of any material obtained from removal or demolition of any structure or any part of the facility or goods acquired for construction and not used.
- II) The actual sale price of any residual lands and improvements and, if sold prior to construction, the accrued income at rates earned by the Municipality.
- III) The appraised value, at the time of Project construction, of any residual land and improvements purchased but not sold prior to construction.
- IV) The net income from all land purchased until sale of the land or time of construction, whichever comes first.
- V) The income from the sale or trade-in of buses, equipment, or other capital items that previously received a financial contribution from the Province.
- VI) The funding from other sources such as developers, railway companies, private organizations, and other government agencies (including other provincial government departments) where such funding has been provided for a Project funded under the Alberta Municipal Infrastructure Program.
- VII) Donations or contributions in-kind including all goods and services.
- VIII) The Goods and Services Tax.

## SCHEDULE 5

This Schedule contains an outline of the Income Calculation procedure under the Alberta Municipal Infrastructure Program Agreement:

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The municipality is encouraged to invest and earn income on all grant funds being held by the municipality. The amount of income so earned on grant funds is to be applied to reduce the net eligible cost of one or more projects. The total income earned and the income allocated to each project is to be shown on the SFE.

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

- I. the actual income earned on the funds being held by the Municipality directly investing such funds so as to maximize the income on such monies, subject to the provisions of Section 250 of the Municipal Government Act, being Chapter M-26, Statutes of Alberta 2000, and amendments thereto;

**OR**

- II. the notional income earned calculation based on the following two-part formula:

(Part 1) Average Unexpended Funds on Hand for the period January 1 through to, and including, the day before receipt of the new grant advance (normally in the April/May period).

$\frac{\text{January 1 Balance} + \text{Ending Balance as at Day before Receipt of New Grant Advance}}{2}$	<b>X</b>	$\text{Average Prime Interest Rate} \times \frac{*x \text{ days}}{365} = \text{Interest}$
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**PLUS**

(Part 2) Average Unexpended Funds on Hand for the period in which the new grant funds were received through to and including December 31.

$\frac{\text{Total New Balance of Both New and Old Year Funds} + \text{Ending Balance at December 31}}{2}$	<b>X</b>	$\text{Average Prime Interest Rate} \times \frac{*y \text{ days}}{365} = \text{Interest}$
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and where the Prime Interest Rate is the average interest rate of the year determined using the Prime Lending Rate in effect on the first banking day of each month during the year as set by the Canadian Imperial Bank of Commerce:

$$* x + y = 365 \text{ (366 on leap year)}$$

**NOTE:** In the event of multiple grant advances and/or periodic payments to contractors throughout the year, the formula would need to be adjusted by calculating multiple Part 2 interest amounts.

**In some instances, TRANS may determine the interest calculation method to be used and will advise the Municipality accordingly.**

## SCHEDULE 6

This Schedule contains a partial listing of supplementary information sources and design guidelines that may be of assistance in developing acceptable and sustainable infrastructure projects.

<ul style="list-style-type: none"> <li>• Guide for Implementation of Capital Projects <a href="http://www.transportation.alberta.ca/Content/docType369/Production/capitalguide.pdf">http://www.transportation.alberta.ca/Content/docType369/Production/capitalguide.pdf</a></li> </ul>
<ul style="list-style-type: none"> <li>• Geometric Design Guides for Canadian Roads <a href="http://www.transportation.alberta.ca/951.htm">http://www.transportation.alberta.ca/951.htm</a></li> </ul>
<ul style="list-style-type: none"> <li>• Recommended Standards for Access Control on Arterial Roadways <a href="http://www.transportation.alberta.ca/2744.htm">http://www.transportation.alberta.ca/2744.htm</a></li> </ul>
<ul style="list-style-type: none"> <li>• Recommended Standards for Protection of Roadway Infrastructure <a href="http://www.transportation.alberta.ca/2745.htm">http://www.transportation.alberta.ca/2745.htm</a></li> </ul>
<ul style="list-style-type: none"> <li>• Design Guidelines for Pedestrian Accessibility <a href="http://www.transportation.alberta.ca/Content/docType369/Production/pedaccdesigng.pdf">http://www.transportation.alberta.ca/Content/docType369/Production/pedaccdesigng.pdf</a></li> </ul>
<ul style="list-style-type: none"> <li>• Let's Plan On It! A Guide to Providing Transportation Services in Rural Areas for Seniors and Persons With Disabilities <a href="http://www.transportation.alberta.ca/2748.htm">http://www.transportation.alberta.ca/2748.htm</a></li> </ul>
<ul style="list-style-type: none"> <li>• Recommended Standards for Transit Buses <a href="http://www.transportation.alberta.ca/2747.htm">http://www.transportation.alberta.ca/2747.htm</a></li> </ul>
<ul style="list-style-type: none"> <li>• Canadian Building Code <a href="http://www.fedpubs.com/subject/housing/natbuilding.htm">http://www.fedpubs.com/subject/housing/natbuilding.htm</a></li> </ul>
<ul style="list-style-type: none"> <li>• Alberta Building Code <a href="http://irc.nrc-cnrc.gc.ca/pubs/codes/abc_2006_e.html">http://irc.nrc-cnrc.gc.ca/pubs/codes/abc_2006_e.html</a></li> </ul>
<ul style="list-style-type: none"> <li>• Technical Design Requirements for Alberta Infrastructure Facilities <a href="http://www.infrastructure.alberta.ca/Content/docType486/Production/redbook-14thedition.pdf">http://www.infrastructure.alberta.ca/Content/docType486/Production/redbook-14thedition.pdf</a></li> </ul>
<ul style="list-style-type: none"> <li>• Cost-Shared Project Sign Specifications <a href="http://www.transportation.alberta.ca/Content/docType369/Production/signspecs.pdf">http://www.transportation.alberta.ca/Content/docType369/Production/signspecs.pdf</a></li> </ul>
<ul style="list-style-type: none"> <li>• Guidelines for Billboards Adjacent to Provincial Highway Extensions Within Alberta Cities <a href="http://www.transportation.alberta.ca/2746.htm">http://www.transportation.alberta.ca/2746.htm</a></li> </ul>
<ul style="list-style-type: none"> <li>• InfraGuide – Innovations and Best Practices <a href="http://sustainablecommunities.fcm.ca/infraguide/">http://sustainablecommunities.fcm.ca/infraguide/</a></li> </ul>
<ul style="list-style-type: none"> <li>• Agreement on Internal Trade <a href="http://www.ait-aci.ca/index_en/ait.htm">http://www.ait-aci.ca/index_en/ait.htm</a></li> </ul>