

REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Manager of Community Services

DATE: September 30, 2016

RE: **Public Transit Infrastructure Fund (PTIF)**

PREAMBLE

The 2016 Federal Budget announced the establishment of an application based Public Transit Infrastructure Fund (PTIF) that proposes to invest up to \$3.4 billion in public transit for Phase One of the program, starting in 2016-17. The funding will be distributed provincially on the basis of transit ridership. With Ontario's share of national public transit ridership totalling 44%, the Province will receive approximately \$1.48 billion to be allocated to potential recipients.

Allocations have been calculated based on the number of potential Recipients who are eligible to receive PTIF funding. As such, the Town of Fort Frances will be eligible to receive an allocation of \$80,288.

The application consists of three basic components that need to be completed in full and submitted electronically through the Grants Ontario web portal by October 18, 2016 (attached).

The funding will support 50% of capital purchases with the following criteria:

Canada requires that all Projects are incremental. The intake process will require each Applicant to attest that:

1. Federal funding will support only Eligible Expenditures and that the Projects on the Project List meet the provisions as specified in the Bilateral Agreement.

2. Project Incrementality has been met when one of the following conditions has been met:

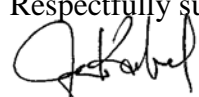
I) The Project would not otherwise have taken place in 2016-17 or 2017-18; and/or

II) The Project would not have been undertaken without federal funding.

This would include Projects included in Ontario's 2016 Budget or 2016 municipal budgets where Projects require additional funding to proceed and/or accelerate.

The Community Services Division had approval from Council through the 2016 budget process to purchase a Handivan bus in the amount of \$85,000.

Respectfully submitted,



Jason Kabel

Ministry of Transportation Ministère des Transports

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Policy and Planning Division
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AUG 29 2016

Mr. Jason Kabel
Manager of Community Services
Town of Fort Frances
740 Scott Street
Fort Frances, Ontario
P9A 1H8

Dear Mr. Kabel:

As you know, Ontario is committed to working collaboratively with municipalities and the federal government to invest in public transit, to reduce congestion, enhance service and improve the environment.

The 2016 Federal Budget announced the establishment of an application based Public Transit Infrastructure Fund (PTIF) that proposes to invest up to \$3.4 billion in public transit for Phase One of the program, starting in 2016-17. The funding will be distributed provincially on the basis of transit ridership. With Ontario's share of national public transit ridership totalling 44%, the Province will receive approximately \$1.48 billion to be allocated to potential recipients.

PTIF will provide municipalities vital infrastructure funding to help accelerate short term investments to support the rehabilitation of transit systems and funding studies to support longer term transit expansion plans.

The provision of PTIF funding is governed by a bilateral agreement between Canada and Ontario, with the Ontario Ministry of Transportation being responsible for the administration of PTIF. As such, allocations have been determined based on the number of Recipients potentially receiving funding. The total amount of funding a municipality may receive under PTIF will be equal to the aggregate of:

- I. A base of \$50,000; and
- II. An amount based on the ratio of total ridership of the potential Recipient, to the sum of total ridership for all of the potential Recipients.

Allocations have been calculated based on the number of potential Recipients who are eligible to receive PTIF funding. As such, the Town of Fort Frances will be eligible to receive an allocation of \$80,288.

In order to submit an application to receive PTIF funding and access the PTIF Program Guide, please visit www.grants.gov.on.ca. Please note that the application consists of three basic components that need to be completed in full and submitted electronically through the Grants Ontario web portal by **October 18, 2016**. This includes:

- I. Grants Ontario Application Form
- II. PTIF Project List Template
- III. PTIF Attestation Form

2016 OCT 18

For more information on how to complete each component, in addition to information regarding general program requirements and eligibility criteria please refer to the PTIF Program Guide.

If you have any questions regarding PTIF, please contact Tasneem Essaji, at (416) 585-6312. In addition, if you have any questions regarding the Grants Ontario web portal, please contact their help desk, at 1-855-216-3090.

Sincerely,



Vinay Sharda
Director

cc: Doug Brown, Chief Administrative Officer, Town of Fort Frances
John Lieou, Assistant Deputy Minister, Ministry of Transportation

Encl.



**PUBLIC TRANSIT INFRASTRUCTURE FUND
PHASE ONE**

Program Guide

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

Table of Contents

1. Introduction	2
2. Definitions	2
3. Overview	2
4. Program Highlights	2
5. Key Date	4
6. How to Reach Us	4
7. How to Apply	4
Program Funding Request Requirements	5
8. Frequently Asked Questions	6
Eligibility	6
Submitting the Program Funding Request	8
Assessment of Program Funding Requests	10
Allocation Process	11
Financial and Reporting Matters	11
9. Appendix A: Definitions	14
10. Appendix B: Municipal Allocations	16
11. Appendix C: Program Funding Request – Project List Template	19
12. Appendix D: PTIF Attestation Form	20
13. Appendix E: Program Funding Request – Project List Guideline	21
Purpose of These Guidelines	21
Project Information	21
Federal Land	24
Financial Information	24
Project Objectives	26
Incrementality	26
Risk Assessment	26

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

1. INTRODUCTION

This Guide describes the Public Transit Infrastructure Fund (PTIF), a cost-shared, application-based funding program. The Guide provides information about the eligibility criteria, process and administration of the program.

2. DEFINITIONS

Capitalized terms in the Guide are defined in Appendix A (Definitions).

3. OVERVIEW

The 2016 Federal Budget was released on March 22, 2016.

The 2016 Federal Budget includes \$120 billion over 10 years in federal infrastructure funding commitments nationally, to be delivered in two phases.

Key transportation items in the 2016 Federal Budget included the investment of \$11.9 billion in transit infrastructure over five years, including the PTIF to upgrade and improve public transit systems. Phase One of PTIF commits approximately \$3.4 billion across Canada, to be distributed on the basis of transit ridership. Ontario's share of national public transit ridership is 44%.

Therefore, under the PTIF, Ontario is eligible to receive over \$1.48 billion in funding.

4. PROGRAM HIGHLIGHTS

PTIF will help accelerate short term investments to support the rehabilitation of transit systems and fund studies to support longer term transit expansion plans. In addition, PTIF funding is expected to impact transit ridership and improve the customer experience as follows:

- Improved mobility/accessibility;
- Improved customer safety/security;
- Improved service reliability; and
- Introduction of new technologies.

The provision of PTIF funds is governed by a bilateral agreement between the Government of Canada and the Government of Ontario ("Bilateral Agreement"). The Ontario Ministry of Transportation will be responsible for the administration of the PTIF, including transfer payment agreements (TPAs) between the Ministry and municipalities. The TPAs will set out the terms and conditions under which the Ministry agrees to provide PTIF Funds to Recipients.

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

Allocations have been determined based on the number of Recipients potentially receiving funding. The total amount of funding a municipality may receive under the PTIF will be equal to the aggregate of:

- I. A base of \$50,000; and
- II. An amount based on the ratio of total ridership of the potential Recipient, to the sum of total ridership for all of the potential Recipients.

A breakdown of the PTIF Allocations are in Appendix B (Municipal Allocations).

Under the PTIF, each Ontario municipality is eligible to apply once for funding towards public transit infrastructure project(s). The PTIF will provide up to 50% of the total Eligible Project Costs incurred from April 1, 2016 to March 31, 2018.

Eligible Investment Categories include:

- Capital projects for the rehabilitation, optimization and modernization of public transit infrastructure, or that improve the efficiency, accessibility and/or safety of public transit infrastructure (including rehabilitation or enhancement of existing guide ways, maintenance and storage facilities, transit stations or other public transit capital assets; refurbishment or replacement of existing rolling stock; intelligent transportation systems and replacement or enhancement of transit stations);
- Expenditures to support the asset management capacity of a public transit system;
- Expenditures to support the design and planning for the expansion and improvements to public transit systems, including transportation demand management measures and studies and pilot projects related to innovative and transformative technologies; and
- Projects for system expansion, which may include active transportation, if they can be completed within the program timeframe.

The Ministry will be utilizing Grants Ontario, a web-based program administration site run by the Government of Ontario, to facilitate the administration of the PTIF. The intake process will consist of a one-time Program Funding Request (PFR). This process will determine the number of municipalities with Eligible Projects. It will also provide the information the Ministry needs to set final Allocations and establish the list of projects Ontario will recommend to the federal government for review and approval as eligible for funding under the PTIF. Once Canada's review and approval is completed, the Ministry will notify each Applicant whether or not its project has been approved.

Canada requires that all Projects are incremental. The intake process will require each Applicant to attest that:

- I. Federal funding will support only Eligible Expenditures and that the project(s) the municipality submitted meets the requirements specified by Canada.
- II. Project Incrementality has been met when one of the following conditions has been met:

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

- a. The project would not otherwise have taken place in 2016-17 or 2017-18; and/or
- b. The project would not have been undertaken without federal funding.

This would include projects included in Ontario's 2016 Budget or 2016 municipal budgets where projects require additional funding to proceed and/or accelerate.

The TPAs will provide additional details on requirements, including claims, reporting, and audit.

5. KEY DATE

Application Deadline

October 18, 2016

6. HOW TO REACH US

By Mail: Public Transit Infrastructure Fund Program
 Municipal Transit Policy Office
 Ontario Ministry of Transportation
 777 Bay St., 30th Floor
 Toronto, ON M7A 2J8

By Email: PTIF@ontario.ca

By Phone: 416-585-6312

7. HOW TO APPLY

All PTIF applications must be submitted electronically through Grants Ontario at www.grants.gov.on.ca. Applicants must have a Grants Ontario account in order to apply. If you do not have a Grants Ontario account, you must first create a ONE-key account and then register for a Grants Ontario ID and password. Please visit www.grants.gov.on.ca and click on the “How to Apply” link for information on how to get an account. You can also refer to the Grants Ontario System Registration Guide for Applicants for instructions, which is also found on the Grants Ontario website under “Grants Ontario Help”. Once you are registered and have access, the next step is to complete an application through Grants Ontario.

Applicants must indicate that they are applying to PTIF when registering to Grants Ontario.

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

Application Instructions:

Reminder: Once you have registered with Grants Ontario, all application forms can be downloaded and completed off-line. Applications completed off-line must be uploaded in Grants Ontario by the application deadline to be successfully submitted.

Application Sections:

The Public Transit Infrastructure Fund (PTIF) application is broken into the following sections:

- A. Organization Information
- B. Organization Address Information
- C. Organization Contact Information
- E. Grant Payment Information
- F. Application Contact Information
- Z. Declaration/Signing

Sections A and B are read-only:

All questions will have a limited character count. Character counts include spaces and punctuation. As soon as a complete application is submitted through Grants Ontario, an email will be sent to the main application contact confirming receipt of the application. Please ensure that this confirmation email is not sent to your junk email folder.

Help and Assistance:

For technical assistance, please contact Grants Ontario Customer Service at (416) 325-6691 or 1-855-216-3090 or GrantsOntarioCS@Ontario.ca, Monday to Friday from 8:30 a.m. to 5:00 p.m. EST.

The Ministry's role in the PTIF process is limited to the selection of projects and the provision of funding to the Recipients. Ontario will have no involvement in the implementation or operation of any municipal Project. Ontario is neither a decision-maker nor an administrator of any of these Projects.

Program Funding Request Requirements

The intent of the Program Funding Request is to provide information on the following:

- Administrative and point of contact;
- Type of project(s);
- Project details, objectives and potential impact;
- Project cost estimates and total funding request;
- Project/funding timelines; and
- Project incrementality.

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

8. FREQUENTLY ASKED QUESTIONS

Eligibility

Who is eligible for funding under PTIF?

Ontario municipalities and Metrolinx are eligible for funding.

Is Canada looking for a particular type of infrastructure project?

No. In recognition of the differing local needs among municipalities, including flexibility for municipalities to prioritize their own transit infrastructure needs, a wide variety of projects are eligible for PTIF funding.

Which projects are eligible for PTIF funding?

The following are Eligible Investment Categories as determined by the federal government:

- I. Capital projects for the rehabilitation, optimization and modernization of public transit infrastructure, or that improve the efficiency, accessibility and/or safety of public transit infrastructure (including rehabilitation or enhancement of existing guide ways, maintenance and storage facilities, transit stations or other public transit capital assets; refurbishment or replacement of existing rolling stock; and intelligent transportation systems and replacement or enhancement of transit stations);
- II. Expenditures to support the asset management capacity of a public transit system;
- III. Expenditures to support the design and planning for the expansion and improvements to public transit systems, including transportation demand management measures and studies and pilot projects related to innovative and transformative technologies; and
- IV. Projects for system expansion, which may include active transportation, if they can be completed within the program timeframe.

Which project costs are eligible or ineligible for reimbursement?

Please note that these lists are not meant to be exhaustive.

A detailed list of Eligible Project Costs and Ineligible Project Costs will be outlined in the TPA, and will reflect requirements of the federal government.

Eligible Project Costs will include the following:

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

- I. All costs considered to be direct and necessary for the successful implementation of an eligible Project, excluding Ineligible Project Costs;
- II. Costs of Aboriginal consultation, and where appropriate, accommodation;
- III. Costs incurred between April 1, 2016 and March 31, 2018; and
- IV. Costs of construction carried out in-house by a municipality.

Ineligible Project Costs include the following:

- I. Costs incurred prior to April 1, 2016 and costs incurred after March 31, 2018;
- II. Costs incurred for cancelled Projects;
- III. Land acquisition; 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;
- IV. Financing charges, legal fees and loan interest payments, including those related to easements (e.g. surveys);
- V. Any goods and services costs which are received through donations or in kind;
- VI. Taxes, for which a Recipient is eligible for a rebate, and any other costs eligible for rebates; and
- VII. Costs associated with operating expenses and regularly scheduled maintenance work.

What does project incrementality mean?

Canada requires that all Projects are incremental. The intake process will require each Applicant to attest that:

1. Federal funding will support only Eligible Expenditures and that the Projects on the Project List meet the provisions as specified in the Bilateral Agreement.

2. Project Incrementality has been met when one of the following conditions has been met:

- I) The Project would not otherwise have taken place in 2016-17 or 2017-18; and/or
- II) The Project would not have been undertaken without federal funding.

This would include Projects included in Ontario's 2016 Budget or 2016 municipal budgets where Projects require additional funding to proceed and/or accelerate.

Does the project have to be identified in a council-approved plan?

No. However, while not required, the submission for projects that are identified with municipal Council/Commission approval should include any approved reports or applicable sections of budgets as a demonstration of the rationale and support for the project.

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

How will the PTIF be administered?

The PTIF will be administered by the Ontario Ministry of Transportation, utilizing Grants Ontario, a common registration system for transfer payment processes. The link for Grants Ontario can be found here: www.grants.gov.on.ca

How many Program Funding Requests can an Applicant submit?

Each Applicant may submit only one Program Funding Request.

Can more than one project be proposed in a Program Funding Request?

Yes. It is anticipated that municipalities will submit multiple eligible projects as part of their application.

Will the Ministry approve the design of the proposed projects?

The Ministry's role in PTIF is limited to the selection of projects and the provision of funding to the Recipients. Ontario will have no involvement in the implementation or operation of any Project. Ontario will neither be a decision-maker nor an administrator of any of the Projects.

Do Applicants need to plan for consultations with Aboriginal communities?

Generally speaking, the Crown, including the Government of Ontario, has a legal duty to consult with Aboriginal communities when it has knowledge of an existing or asserted Aboriginal or treaty right and contemplates conduct that may adversely impact that right.

Canada's funding for a Project is conditional upon Canada being satisfied that its obligations with respect to the legal duty to consult and, if applicable, accommodate Aboriginal groups are met.

Submitting the Program Funding Request

Who can submit a Program Funding Request?

Only municipalities may submit a Program Funding Request.

What does a Program Funding Request need to include?

The Program Funding Request submitted to the Ministry must include a completed and executed Program Funding Request form and should include any supporting documents that demonstrate municipal Council/Commission support, if any, for the identified

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

projects. The supporting documents may include approved reports or budgets as evidence of the approval.

How do I submit a Program Funding Request?

In addition to the Guide, municipalities will have received a letter confirming their Allocation and direction to the appropriate Grants Ontario website for electronic submission of the Program Funding Request.

Before filling out the application, read the entire PTIF Program Guide. It may be useful to print a copy of the Program Guide to refer to while completing the application. Please note that the application consists of three basic components that need to be completed in full. This includes:

- I. Grants Ontario Application Form (basic organization information, i.e., name, address);
- II. PTIF Project Funding Request in the form of a Project List Template (project specific information for Project Funding Request for proposed projects – see Appendix C (Program Funding Request – Project List Template)); and
- III. PTIF Attestation Form (signed attestation confirming that proposed project(s) meet(s) the conditions for Project Incrementality – see Appendix D (PTIF Attestation Form)).

The deadline for submitting a PFR is Tuesday, October 18th, 2016 at 5:00 pm EST.

Will confirmation of receipt of a Program Funding Request be provided?

Once the completed Program Funding Request has been submitted, Grants Ontario will confirm receipt to the Applicant via email.

How many Program Funding Requests can be submitted?

Only one Program Funding Request may be submitted per Applicant.

How many intakes will there be?

Ontario will conduct a single intake for the two-year PTIF.

Can changes be made to the Program Funding Request package after the deadline?

No, changes cannot be made after the deadline. However, as part of the review process, Ontario may seek clarification and supplementary information.

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

Ontario may elect not to consider an application package, which in Ontario's opinion, contains misrepresentations or any inaccurate, misleading or incomplete information.

Where can I get more information?

Email: PTIF@ontario.ca

Website: <http://www.grants.gov.on.ca>

Telephone: 416-585-6312

By Mail: Public Transit Infrastructure Fund Program
Municipal Transit Policy Office
Ontario Ministry of Transportation
777 Bay St., 30th Floor
Toronto, ON M7A 2J8

If you have any questions regarding the Grants Ontario web portal, please contact their help desk, at 1-855-216-3090.

Assessment of Program Funding Requests

How will Program Funding Requests be assessed?

The Ministry will consider the criteria described below, under Evaluation Considerations, when evaluating Program Funding Requests.

It is understood that, in some cases, only qualitative information on project impacts can be provided.

Evaluation Considerations

PTIF will help accelerate short term investments to support the rehabilitation of transit systems and funding studies to support longer term transit expansion plans. Each projects submitted for consideration must demonstrate how the funding provided for the project will support one or more of the following outcomes:

- Improved mobility/accessibility;
- Improved customer safety/security;
- Improved service reliability; and
- Leveraging new technologies.

In addition, consideration will be given to project readiness, ability to meet the program's eligibility criteria, how these projects fit with a municipality's strategic plan, and how these factors relate to improving the customer experience.

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

Allocation Process

Who will get an Allocation of funding?

Every municipality that receives Provincial Gas Tax funding will receive an Allocation to base their Program Funding Request on. Metrolinx will also receive an allocation.

How much funding is available?

Ontario is eligible to receive over \$1.48 billion in funding from the Federal Government. Ontario will be retaining a small amount for the administration of the PTIF. The balance of the funding will be allocated to municipalities.

How will the Allocations of funding be determined?

Allocations have been determined based on the number of Recipients potentially receiving funding. The total amount of funding a municipality may receive under the PTIF will be equal to the aggregate of:

- I. A base of \$50,000; and
- II. An amount based on the ratio of total ridership of the potential Recipient, to the sum of total ridership for all of the potential Recipients.

The ridership data used to derive part II (above) of the allocations process will include ridership for both conventional and specialized systems, as applicable, for each potential Recipient. The ridership data will be sourced from the most recent Ontario Urban Transit Fact Books, as prepared by the Canadian Urban Transit Association (CUTA), under agreement with the Ministry of Transportation.

Financial and Reporting Matters

Are Recipients required to provide a minimum contribution?

Yes. Notwithstanding the amount of PTIF Funding received, a Recipient must contribute at least 50% of the total Eligible Project Costs.

What proportion of Eligible Project Costs can be requested under the PTIF?

Applicants may request up to 50% of total Eligible Project Costs for PTIF funding.

Is there a cap for PTIF Funds a Recipient may receive?

Yes, the Allocation process will determine a cap for PTIF funding for each municipality that is currently a recipient of Provincial Gas Tax funding. This cap will apply to the municipality's selected Project(s), if any.

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

Is there a predetermined amount that municipalities will receive under the PTIF?

No. All Applicants will receive an Allocation consisting of base funding of \$50,000, in addition to a share of the PTIF Funds available based on ridership. Once the Ministry completes its review of Program Funding Requests, a list of projects will be recommended to the federal government for review and approval as eligible for funding under the PTIF.

Should a Recipient report funding from other sources?

Yes, a Recipient is required to inform the Ministry of any financial contribution it receives from a third party towards Eligible Project Costs. This obligation will continue for the term of the TPA.

How will PTIF Funds be provided?

Funding will be disbursed semi-annually, based on claims made by the Recipient to Ontario, and the subsequent submission and approval of recommended claims made by Ontario to Canada. Details will be included in the TPA.

Prior to entering into a TPA, a recipient will be required to provide the Ministry with copies of the municipal by-law(s) designating the signing officers for and authorizing the execution of the TPA, and any certificates of insurance, or other proof the Ministry may request to confirm the insurance coverage required pursuant to the TPA. The by-law(s) and any insurance certificate will need to specifically reference the Project.

Any amount of PTIF Funds provided to a Recipient will be subject to adjustment as set out in the TPA.

What financial due diligence is required upon receipt of PTIF Funds?

A Recipient will be responsible for ensuring the Project for which PTIF Funds are provided are carried out in accordance with the terms and conditions set out in the Guide and TPA. Failure to do so could result, in addition to any other remedy the Ministry may invoke under the TPA, in a recovery of PTIF Funds by the Province.

All funding provided by the Province is subject to audit requirements. These will be specified in the TPA.

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

What happens if a Recipient incurs higher Eligible Project Costs during the design and construction of a Project than were estimated when the Recipient applied for PTIF Funds?

Recipients will be responsible for any overrun costs related to the Project.

When do Projects need to be completed?

Projects must be completed by March 31, 2018 to be eligible.

What are the reporting requirements?

Reporting requirements will be specified in the TPA. Generally, there are two types of reports required:

- Progress reports, including a Project Progress Report and a Final Project Report; and
- Outcome reports, including an Outcomes Progress Report and a Final Outcomes Report.

Failure to provide a Final Report will result in either a delay or suspension of disbursement of PTIF Funds.

Unless otherwise approved in writing by the Ministry, all reports provided by a Recipient will have to be signed by a municipal Chief Administrative Officer.

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

9. APPENDIX A: DEFINITIONS

When used in the Guide, the words set out below that import the singular include the plural and vice versa:

“Allocation” means an upset limit of funding that will be provided to a municipality.

“Applicant” means a municipality that submits a Program Funding Request.

“Bilateral Agreement” means the bilateral agreement entered into between the Government of Canada and the Government of Ontario that is further described in Section 4 (Program Highlights) of the Guide.

“Eligible Investment Categories” means a type of infrastructure Project as described in Section 4 (Program Highlights) of the Guide.

“Eligible Project Cost” means an eligible expenditure as described in the Frequently Asked Questions, Section 8 (Eligibility) of the Guide.

“Guide” means this guide entitled “Public Transit Infrastructure Fund Phase One Program Guide”, including the Frequently Asked Questions sections.

“Ineligible Project Cost” means an ineligible expenditure as described in the Frequently Asked Questions, Section 8 (Eligibility) of the Guide.

“Ministry” and “Minister”, respectively, means the Ministry of Transportation which is responsible for the administration of the PTIF and the Minister responsible for the Ministry.

“Ontario” means the Province of Ontario, represented by the Ministry of Transportation.

“Program Funding Request” means an application submitted by a municipality in accordance with the terms and conditions set out in the Guide.

“Program Funding Request Deadline” means October 18th, 2016 at 5:00 pm EST.

“Project” means a project(s) described in a Program Funding Request for PTIF funding, including any modification to the project which has received the prior written approval of the Ministry, and that has been recommended for PTIF funding by the Ministry and approved by Canada.

“Project Budget” means the budget for a Project described in a municipality’s Program Funding Request.

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

"Project Incrementality" means that federal funding under the Bilateral Agreement is added to the funding already planned by the Government of Ontario through its 2016 Budget or municipalities in the Province of Ontario as part of provincial and municipal infrastructure plans, to allow Ontario and municipalities to carry out more infrastructure projects or to accelerate those that they had already planned.

"PTIF" means the Public Transit Infrastructure Fund cost-shared and application based program described in the Guide.

"PTIF Funds" means the money the Ministry provides to a Recipient pursuant to a TPA to be used strictly towards Eligible Project Costs for a PTIF Project and in accordance with and as set out in the TPA; "PTIF Funding" has the same meaning.

"PTIF Phase One" means the first phase of the federal Public Transit Infrastructure Fund that Ontario is administering to provide Recipients with PTIF Funds.

"Recipient" means an Applicant whose project(s) has been approved by Canada- and has entered into a TPA with the Ministry.

"TPA" means an agreement entered into between the Ministry and a Recipient that sets out the terms and conditions under which the Ministry agrees to provide PTIF Funding to the Recipient, and includes any amending agreement entered into, pursuant to the agreement.

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

10. APPENDIX B: MUNICIPAL ALLOCATIONS

#	Municipalities	Base Funding (\$)	2014 Ridership	2014 Ridership %	Ridership Funding (\$)	Total Funding (\$)
1	Bancroft	50,000	10,920	0.0012%	17,380	67,380
2	Barrie	50,000	2,527,368	0.2742%	4,022,589	4,072,589
3	Belleville	50,000	907,248	0.0984%	1,443,987	1,493,987
4	Blind River	50,000	1,411	0.0002%	2,246	52,246
5	Bradford West Gwillimbury	50,000	16,579	0.0018%	26,387	76,387
6	Brampton	50,000	20,411,022	2.2146%	32,486,428	32,536,428
7	Brantford	50,000	1,669,445	0.1811%	2,657,109	2,707,109
8	Brockville	50,000	121,140	0.0131%	192,808	242,808
9	Burlington	50,000	2,113,555	0.2293%	3,363,960	3,413,960
10	Chapleau	50,000	2,553	0.0003%	4,063	54,063
11	Chatham-Kent	50,000	347,227	0.0377%	552,651	602,651
12	Clarence-Rockland	50,000	237,744	0.0258%	378,396	428,396
13	Cobourg	50,000	119,334	0.0129%	189,933	239,933
14	Cochrane	50,000	4,896	0.0005%	7,793	57,793
15	Collingwood	50,000	228,448	0.0248%	363,601	413,601
16	Cornwall	50,000	833,832	0.0905%	1,327,137	1,377,137
17	Cramahe	50,000	3,296	0.0004%	5,246	55,246
18	Deseronto	50,000	13,449	0.0015%	21,406	71,406
19	Dryden	50,000	4,028	0.0004%	6,411	56,411
20	Durham Region	50,000	10,982,648	1.1916%	17,480,114	17,530,114
21	Dysart et Al	50,000	1,526	0.0002%	2,429	52,429
22	Elliot Lake	50,000	125,951	0.0137%	200,465	250,465
23	Espanola	50,000	6,096	0.0007%	9,702	59,702
24	Fort Erie	50,000	62,236	0.0068%	99,056	149,056
25	Fort Frances	50,000	19,030	0.0021%	30,288	80,288
26	Greater Sudbury	50,000	4,592,704	0.4983%	7,309,803	7,359,803
27	Greenstone	50,000	5,726	0.0006%	9,114	59,114
28	Guelph	50,000	6,384,528	0.6927%	10,161,691	10,211,691
29	Halton Hills	50,000	50,441	0.0055%	80,283	130,283
30	Hamilton	50,000	22,894,527	2.4841%	36,439,204	36,489,204
31	Hanover	50,000	30,287	0.0033%	48,205	98,205
32	Hearst	50,000	12,040	0.0013%	19,163	69,163
33	Huntsville	50,000	27,358	0.0030%	43,543	93,543
34	Ingersoll	50,000	4,208	0.0005%	6,698	56,698
35	Kapuskasing	50,000	14,857	0.0016%	23,647	73,647

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

#	Municipalities	Base Funding (\$)	2014 Ridership	2014 Ridership %	Ridership Funding (\$)	Total Funding (\$)
36	Kawartha Lakes	50,000	112,556	0.0122%	179,145	229,145
37	Kenora	50,000	64,852	0.0070%	103,219	153,219
38	Kingston	50,000	4,263,679	0.4626%	6,786,123	6,836,123
39	Lanark County	50,000	15,228	0.0017%	24,237	74,237
40	LaSalle	50,000	3,306	0.0004%	5,262	55,262
41	Leamington	50,000	30,795	0.0033%	49,014	99,014
42	London	50,000	24,049,146	2.6094%	38,276,909	38,326,909
43	Loyalist Township	50,000	84,662	0.0092%	134,749	184,749
44	Machin	50,000	982	0.0001%	1,563	51,563
45	Marmora and Lake	50,000	4,061	0.0004%	6,464	56,464
46	Meaford	50,000	4,052	0.0004%	6,449	56,449
47	Metrolinx	50,000	65,019,443	7.0547%	103,485,726	103,535,726
48	Midland	50,000	51,088	0.0055%	81,312	131,312
49	Milton	50,000	425,097	0.0461%	676,589	726,589
50	Mississauga	50,000	36,607,859	3.9720%	58,265,508	58,315,508
51	Niagara Falls	50,000	2,126,093	0.2307%	3,383,915	3,433,915
52	Niagara Region	50,000	184,808	0.0201%	294,143	344,143
53	Niagara-on-the-Lake	50,000	14,206	0.0015%	22,610	72,610
54	Norfolk County	50,000	5,103	0.0006%	8,122	58,122
55	North Bay	50,000	1,890,559	0.2051%	3,009,036	3,059,036
56	North Perth	50,000	8,458	0.0009%	13,462	63,462
57	Oakville	50,000	3,099,016	0.3362%	4,932,431	4,982,431
58	Orangeville	50,000	110,254	0.0120%	175,482	225,482
59	Orillia	50,000	758,682	0.0823%	1,207,527	1,257,527
60	Ottawa	50,000	97,960,502	10.6288%	155,915,111	155,965,111
61	Owen Sound	50,000	218,010	0.0237%	346,987	396,987
62	Parry Sound	50,000	3,809	0.0004%	6,062	56,062
63	Peel	50,000	615,738	0.0668%	980,016	1,030,016
64	Pembroke	50,000	14,398	0.0016%	22,916	72,916
65	Penetanguishene	50,000	0	0.0000%	0	50,000
66	Perth East	50,000	11,614	0.0013%	18,485	68,485
67	Peterborough City	50,000	3,362,247	0.3648%	5,351,393	5,401,393
68	Peterborough County	50,000	2,842	0.0003%	4,523	54,523
69	Point Edward	50,000	28,234	0.0031%	44,938	94,938
70	Port Colborne	50,000	29,342	0.0032%	46,701	96,701
71	Port Hope	50,000	61,879	0.0067%	98,487	148,487
72	Prince Edward County	50,000	7,397	0.0008%	11,773	61,773
73	Quinte West	50,000	75,358	0.0082%	119,941	169,941

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

#	Municipalities	Base Funding (\$)	2014 Ridership	2014 Ridership %	Ridership Funding (\$)	Total Funding (\$)
74	Renfrew	50,000	38,109	0.0041%	60,655	110,655
75	Russell	50,000	55,473	0.0060%	88,291	138,291
76	Sarnia	50,000	1,278,587	0.1387%	2,035,014	2,085,014
77	Sault Ste Marie	50,000	2,029,309	0.2202%	3,229,873	3,279,873
78	Schreiber	50,000	1,962	0.0002%	3,123	53,123
79	St. Catharines	50,000	5,458,641	0.5923%	8,688,039	8,738,039
80	St. Marys	50,000	11,197	0.0012%	17,821	67,821
81	St. Thomas	50,000	217,156	0.0236%	345,628	395,628
82	Stratford	50,000	634,345	0.0688%	1,009,631	1,059,631
83	Tecumseh	50,000	28,012	0.0030%	44,584	94,584
84	Temiskaming Shores	50,000	130,657	0.0142%	207,955	257,955
85	Thorold	50,000	362,470	0.0393%	576,912	626,912
86	Thunder Bay	50,000	3,852,821	0.4180%	6,132,196	6,182,196
87	Timmins	50,000	972,093	0.1055%	1,547,195	1,597,195
88	Toronto	50,000	537,941,502	58.3671%	856,194,152	856,244,152
89	Trent Hills	50,000	4,030	0.0004%	6,414	56,414
90	Wasaga Beach	50,000	84,174	0.0091%	133,972	183,972
91	Waterloo Region	50,000	21,931,321	2.3796%	34,906,154	34,956,154
92	Wawa	50,000	1,356	0.0001%	2,158	52,158
93	Welland	50,000	910,174	0.0988%	1,448,644	1,498,644
94	West Elgin	50,000	2,364	0.0003%	3,763	53,763
95	West Perth	50,000	3,709	0.0004%	5,903	55,903
96	Windsor	50,000	6,416,187	0.6962%	10,212,080	10,262,080
97	Woodstock	50,000	370,443	0.0402%	589,602	639,602
98	York Region	50,000	22,803,406	2.4742%	36,294,175	36,344,175
Totals		4,900,000	921,652,511	100%	1,466,913,200	1,471,813,200
					Administrative Allocation	14,866,800
					TOTAL	\$1,486,680,000

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

11. APPENDIX C: PROGRAM FUNDING REQUEST – PROJECT LIST TEMPLATE

See attached spreadsheet

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

12. APPENDIX D: PTIF ATTESTATION FORM

Mayor/Transit General Manager

Municipality

Address

I [insert name] attest that:

1. Federal funding will support only Eligible Expenditures and that the Projects on the Project List meet the provisions as specified in the Bilateral Agreement.
2. Project Incrementality has been met when one of the following conditions has been met:
 - i) The project would not otherwise have taken place in 2016-17 or 2017-18; and/or
 - ii) The project would not have been undertaken without federal funding.

This would include projects included in Ontario's 2016 Budget or 2016 municipal budgets where projects require additional funding to proceed and/or accelerate.

Dated, this [insert date].

Signature

[insert name]

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

13. APPENDIX E: PROGRAM FUNDING REQUEST – PROJECT LIST GUIDELINE

(These Guidelines are based on the federal PTIF Reporting Guidelines provided by Infrastructure Canada.)

Purpose of These Guidelines

This Appendix E (Program Funding Request – Project List Guideline) provides definitions and information on reporting and data to assist municipalities in submitting project information under the Public Transit Infrastructure Fund (PTIF).

The information provided will enable the Ontario Ministry of Transportation to recommend projects to Canada to enable Infrastructure Canada (INFC) to assess project eligibility, and to report accurately on project commitments.

Project List

The following sections outline the meaning and expected content of the project fields. Please note that INFC will not be able to accept a Project List that does not follow these Guidelines.

Project Information

Unique Project ID

A unique alphanumeric value generated and assigned by the Grants Ontario system, that links all of the project's respective information together.

In cases where a project spans multiple calendar years, the same unique Project ID must be maintained.

Ultimate Recipient

The Province or municipality providing public transit that will be the direct beneficiary of the project being funded.

When the ultimate recipient is a municipality, the following syntax is to be used:

- North Bay, City of
- York, Region of

Project Location

For the municipality where the planned project would take place, the following syntax is to be used:

- North Bay, City of

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

- York, Region of

Actual Project Site (civic address or geo coordinates)

This is the civic address of the site where construction activity will take place (e.g. 180 Kent Street, Ottawa ON, K1P 0B6) or, where applicable, the location where transit assets will operate. For projects that are built over a large geographical area, an address that represents the approximate center of the project, or the location with the most construction activity is to be used. For rolling stock that will operate over a large geographical area, an address for a maintenance facility is to be used.

In cases where civic addresses are not available, geo coordinates can be provided. A common latitude and longitude (in degrees minutes seconds) format should be used. For example:

- 45°25'04.9"N 75°42'05.5"W

Project Title

A concise but meaningful description of the asset and the work to be completed. For example:

Acceptable	Not Acceptable
Restoration of multiple OC Transpo pedestrian shelters	Bus Shelter
Replace existing vehicles (e.g. buses and/or streetcars) and the addition of growth vehicles to meet ridership demand	Fleet management

Project Description

A brief outline of the main objectives of the project, the scope of the project, and the approximate output the ultimate recipient or its constituents would achieve upon completing the project.

Project descriptions should include approximate quantitative values where possible and appropriate.

Eligible Investments Category

- I. Capital projects for the rehabilitation, optimization and modernization of public transit infrastructure, or that improve the efficiency, accessibility and/or safety of public transit infrastructure (including rehabilitation or enhancement of existing

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

guide ways, maintenance and storage facilities, transit stations or other public transit capital assets; refurbishment or replacement of existing rolling stock; intelligent transportation systems and replacement or enhancement of transit stations);

- II. Expenditures to support the asset management capacity of a public transit system;
- III. Expenditures to support the design and planning for the future expansion and improvements to public transit systems, including transportation demand management measures and studies and pilot projects related to innovative and transformative technologies; and
- IV. Projects for system expansion, which may include active transportation, if they can be completed within the program timeframe.

Note: Active transportation infrastructure includes those elements that support active transportation, including but not limited to: improved sidewalks, dedicated bike lanes, pedestrian-bicycle signals and safer crossing points, bike racks, and greenways for walking and cycling. Infrastructure investments can contribute to building integrated networks of pedestrian and cycling paths that are designed for efficient transportation and make access to public transit easily integrated with pedestrian and cycling facilities.

Project Nature

The project nature categories are: New (capital project), Rehabilitation, Expansion or Study/Planning/Asset Management.

Forecasted Start Date (YYYY/MM/DD)

This is the calendar date when construction on the project is expected to begin (i.e. shovels in the ground).

In the case of a study, a plan or an asset management activity, indicate the calendar date when the work is expected to begin.

This date should be updated as necessary in the semi-annual Progress Reports to ensure Infrastructure Canada (INFC) has a reasonable forecast of planned projects.

Forecasted End Date (YYYY/MM/DD)

This is the calendar date when the asset is expected to be operational for its intended use; or when the plan, study or asset management activity is completed.

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

This date should be updated as necessary in the semi-annual Progress Reports to ensure Infrastructure Canada has a reasonable forecast of projects nearing completion.

Federal Land

Project Located on Federal Land (Y/N)

A 'yes' or 'no' indicating whether the project is located on federal lands as defined in section 2(1) of the *Canadian Environmental Assessment Act* (CEAA), 2012:

"lands that belong to Her Majesty in right of Canada, or that Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut; the internal waters of Canada, in any area of the sea not within a province, the territorial sea of Canada in any area of the sea not within a province, the exclusive economic zone of Canada, and the continental shelf of Canada; and reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the Indian Act, and all waters on and airspace above those reserves or lands."

Note that projects on federal lands may require the appropriate federal authority to complete an assessment pursuant to Sec. 67 of CEAA, 2012. This should be discussed with the appropriate federal authority (e.g. land owner).

As INFC will not be a federal authority for PTIF projects, INFC has no direct obligations pursuant to Sec. 67 of CEAA, 2012; however, INFC will need to ensure CEAA, 2012 requirements are met prior to paying any claims related to construction on federal lands.

Work on federal lands cannot proceed until the federal authority has met its obligations pursuant to Sec. 67 of CEAA, 2012, and INFC has provided a written confirmation that it is satisfied.

For more information, please refer to the Canadian Environmental Assessment Agency Operational Policy Statement for Projects on Federal Lands and Outside Canada under the CEAA, 2012.

www.ceaa-acee.gc.ca/default.asp?lang=En&n=22CA364E-1

Financial Information

Total Project Cost

The sum of all costs (eligible and ineligible) associated with the project.

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

Total Eligible Cost

The sum of all eligible costs associated with the project as per the Eligible Expenditures and Ineligible Costs sections of the Program Guide. The total eligible cost helps determine the PTIF contribution, as defined in the Bilateral Agreement between Canada and Ontario.

Program Contribution (Eligible Expenditures)

This is the planned amount of funding to be approved for the project under the PTIF by INFC. This value should not exceed the upset limit of the Allocation. Note that the sum of all contribution fields must equal the total eligible costs field.

Other Federal Contributions (Eligible Expenditures)

This is the planned amount of funding being provided from federal programs other than the PTIF towards the total eligible costs of the project.

Note that the total contribution from all federal sources must not exceed the limit of 50% federal funding share (75% if in a Territory) set out in the PTIF Bilateral Agreement, and that the sum of all contribution fields must equal the total eligible costs field.

Provincial Contribution (Eligible Expenditures)

This is the planned amount of funding being provided by Ontario towards the total eligible costs of the project.

Note that the sum of all contribution fields must equal the total eligible costs field.

Municipal Contribution (Eligible Expenditures)

This is the planned amount of funding being provided by the municipality towards the total eligible costs of the project.

Note that the sum of all contribution fields must equal the total eligible costs field.

Other Contribution (Eligible Expenditures)

This is the planned amount of funding being provided by any non-government sources such as private sector or not-for-profit organizations towards the total eligible costs of the project.

PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PROGRAM

PHASE ONE – GUIDE

Note that the sum of all contribution fields must equal the total eligible costs field.

Project Objectives

Identify which of the three following objectives the project supports:

- Increased capacity or lifespan of the asset
- Enhanced service
- Improved environmental outcomes

Select one or more of the proposed objectives that apply to the project.

Incrementality

Evidence of Incrementality (Y/N)

Indicate whether or not the ultimate recipient has evidence of incrementality.

Note: Provinces and territories need to ensure documentation exists to support an attestation on incrementality and that proof will be able to be made available for an audit or to INFC upon request. The following documentation will be deemed valid:

- New council motion for funding new projects;
- Documentation that shows that projects were not identified or were not funded in capital plans;
- Documentation that shows that projects were brought forward in capital plans from future years; or
- Other proof as agreed to by Canada.

Risk Assessment

Risk Factors

Include significant factors that could result in a delay or cancellation of the project. These factors could include: approvals (regulatory and permits), financial and technical resources, consultations required, etc.

A risk rating for the project, where the risk is related to project completion within the timelines of the program, can also be provided, but is not required.

Please note that the information provided in this section (Risk Assessment) is intended for monitoring purposes and will not be used to assess project eligibility.