ZERO EMISSION TRANSIT FUND

Step-by-Step Guide for Capital Projects application form

Infrastructure Canada

Canada

Aussi disponible en français sous le titre : Fonds pour le transport en commun à zéro émission : Guide étape par étape pour le formulaire de demande pour projets d'immobilisation.

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Step-by-Step Guide for Capital Projects application form

How to complete the Capital Projects application form (PDF)

Applicants are asked to respond to the following questions as part of the application process for a Capital project under the Zero Emission Transit Fund (ZETF). This is a smart form and depending on your responses, the form may allow you or block you from responding to subsequent questions. A red highlighted box indicates that a response is required.

Applicant Identification

Lead Applicant

- **Project Submission Name:** systems generated once the application is saved.

- **Legal Name:** Using the text box, provide the applicant organization's legal name as shown on the certificate of incorporation/registration. If you are applying on behalf of an eligible recipient, provide the legal name of the eligible organization.

- **Organization Type:** Select from the options provided, the 'eligible organization type'.

Project Location

- **Select the Province(s)/Territory(ies) where the project is located from the options provided.**

- **Provide the name(s) of the local / regional government, service district, reserve or settlement where project is located.**

- **Provide a project location map that identifies the geographical boundaries of the project, including the location of any new and/or ancillary infrastructure or facilities. This project location map should be submitted to Infrastructure Canada as an attachment to your application and should be in the form of a .KML file.**
  - Create and upload a .KML file that identifies the project location.
  - The .KML file should delineate the project boundaries and indicate all areas where project activities are expected to take place (i.e., modification of an existing facility, installation of charging infrastructure etc.). Multiple .KML files can be provided with the application.
  - The .KML file will be used for the Duty to Consult with Indigenous People and the *Impact Assessment Act* (*IAA*) Requirements.
  - Refer to **Annex A** for instructions on creating your .KML file.
  - Please save the .KML file(s) with the name of your project included in the title.

- **Provide the project site civic address (or future civic address if applicable)**
  - Using the text box, please provide the project site address, including the street number, name, city, province/territory, and postal code.

Project Information

- **Provide the project title.**
  - Using the text box, provide the project title for your capital project. Note that if your project is approved, this project title will be used for public announcements, for the funding agreement and for public reporting.

- **Select the relevant transportation sector from the options provided:**
  - Public transit
  - School transportation

- **Provide a brief overview of your existing fleet including the number of buses, class of bus, remaining life expectancy, and propulsion technology.**
  - Using the text box, provide an overview of your existing bus fleet including the number of buses, the class of bus, the remaining life expectancy and propulsion technology. Any additional information describing the existing bus fleet, or that is relevant to the project, should be provided as part of the capital project application.

- **Provide a brief overview of the project including information concerning the number of new zero emission buses (ZEB), and a description of the equipment, infrastructure and retrofits required to support the future operation of ZEBs.**
  - Using the text box, provide an overview of the capital project including the planned number of new ZEBs, the selected technology and a description of the charging equipment, infrastructure, facilities and retrofits required to support the future operation of ZEBs.
  - Detailed information concerning the capital project is to be provided in the "Project Planning" section of the application form.

Project Costs

- **Provide the total estimated project cost under the ZETF.**
  - Using the text box, provide the total estimated project cost for the capital project.
  - The total estimated project cost includes both eligible and ineligible costs.
  - Refer to ***Section 5 - Contribution Information*** of the Zero Emission Transit Fund Applicant Guide to assist with identifying which costs are eligible and ineligible under ZETF.

- **Provide the total eligible project cost under the ZETF.**
  - Using the text box, provide the total estimated eligible project cost for the capital project.
  - The federal share of the project costs, or the maximum amount requested under ZETF is determined by your total eligible project costs and not by your total project costs.
  - Refer to ***Section 5 - Contribution Information*** of the Zero Emission Transit Fund Applicant Guide to assist with identifying which costs are eligible and ineligible under ZETF.

- **Provide the total requested federal funding amount for the capital project under the ZETF.**
  - Using the text box, provide the total ZETF funding requested for the capital project.
  - Refer to ***Section 2 – Projects eligible for funding*** and ***Section 5 – Contribution Information*** of the Zero Emission Transit Fund Applicant Guide for information concerning maximum percentage of federal contributions under the ZETF for capital projects.

Project Activity Expenditure Breakdown

- **Provide an expenditure breakdown by project activity (e.g., ZEB procurement, charging infrastructure, facilities etc.) for each fiscal year (April 1 - March 31) of the project.**
  - Provide an expenditure breakdown by project activity for each fiscal year of the project by completing the table in the form.
  - Indicate in the table the ineligible and eligible project activities and the associated cost of each project activity for each fiscal year of the project.
  - Please ensure the 'total project cost' generated in the table matches all other entries where the 'total estimated project cost' is provided.
  - Please refer to ***Section 5 – Contribution Information*** of the Zero Emission Transit Fund Applicant Guide to identify which costs are eligible and ineligible under the ZETF.
  - If additional lines are required within the table, please include the information as an attachment to the email when submitting the capital project application. The file name (or tab in the Excel document) should clearly indicate the information being provided (e.g., "Project activity expenditure breakdown").

Project activity expenditure breakdown table example

Project activity	Project costs by fiscal year (April 1 – March 31)					
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Total
A – Ineligible expenditures by project activity and fiscal year						
List all ineligible expenditures	-	-	-	-	-	-
Ineligible expenditures A1 (e.g., costs before contribution agreement is signed)	-	-	-	-	-	-
Ineligible expenditures A2 (e.g., legal fees)	-	-	-	-	-	-
Ineligible expenditures A3 (e.g., acquisition of land)	-	-	-	-	-	-
Total ineligible costs:	**-**	**-**	**-**	**-**	**-**	**$ Total A**
B – Eligible expenditures by project activity and fiscal year						
List all eligible expenditures	-	-	-	-	-	-
Eligible activity B1 (e.g., environmental assessment)	-	-	-	-	-	-
Eligible activity B2 (e.g., Procurement of zero emission buses)	-	-	-	-	-	-
Eligible activity B3 (e.g., Charging equipment/infrastructure)	-	-	-	-	-	-
Eligible activity B4 (e.g., Construction of new facility)	-	-	-	-	-	-
Total eligible costs:	**-**	**-**	**-**	**-**	**-**	**$ Total B**
Total project costs (ineligible + eligible):	**-**	**-**	**-**	**-**	**-**	**$ Total A + $ Total B**

Project Costs by Funding Source and Fiscal Year

- **Provide a breakdown of funding by fiscal year (April 1 - March 31) for the project, identifying the source of funds (e.g., Zero Emission Transit Fund, Canada Infrastructure Bank's Zero Emission Transit Initiative, other).**

- Provide a breakdown of funding by fiscal year identifying each source of funds for the project, by completing the table in the form.
- Indicate in the table the source of funds for all ineligible and eligible costs for each fiscal year of the project.
- For each source of fund listed, indicate whether or not funding has been secured by selecting **Yes** or **no** or by providing (in brackets) indication that funding is secured or not.
- Please ensure the 'total project cost' generated in the table matches all other entries where the 'total estimated project cost' is provided.
- Please refer to ***Section 5 – Contribution Information*** of the Zero Emission Transit Fund Applicant Guide to identify which costs are eligible and ineligible under the ZETF.
- If additional lines are required within the table, please include the information as an attachment to the email when submitting the capital project application. The file name (or tab in the Excel document) should clearly indicate the information being provided (e.g., "Source of funds").

Project costs by funding source and fiscal year table example

Funding partners	Funding sources by fiscal year (April 1 – March 31)						
Funding source	Secured Funding (Yes/No)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Total
A – Funding source for the ineligible costs by fiscal year							
Applicant	-	-	-	-	-	-	-
Other sources of project funding (specify each)	-	-	-	-	-	-	-
Total ineligible costs:	-	-	-	-	-	-	**$ Total A**
B – Funding source for the eligible costs by fiscal year							
ZETF contribution	-	-	-	-	-	-	-
Applicant	-	-	-	-	-	-	-
Canada Infrastructure Bank							
Other sources of project funding (specify each)	-	-	-	-	-	-	-
Total eligible costs:	-	-	-	-	-	-	**$ Total B**
Total project cost:							**$ Total A + Total B**

- **Select the class of estimate**
  - Select from the options provided the current class estimate for your project (Class A, B, C or D)
  - Class estimates are cost estimates for your project that are provided at different steps of the design process. Class D estimates are generally estimates provided early in the design process, whereas Class A estimates can only be provided after all construction documents are verified and complete.
  - Class estimates are defined as:
    - *i.* Class A: Estimates made after bids for a project have been received, evaluated, verified and once a contract is ready to be signed. Budgets for projects at this stage usually include a contingency of 5% to 10%.

ii. Class B: Estimates made at the "Detailed Design" stage when the project is ready for tendering. Budgets for projects at this stage usually include a contingency of 11% to 15%.

iii. Class C: Estimates at the "Preliminary Design" stage and may be referred to as pre-tendering estimated. Budgets for projects at this stage usually include a contingency of 16% to 20%.

iv. Class D: Estimates at the "Conceptual Design" stage. Budgets for projects at this stage usually include a contingency of 21% to 30%.

For more information, please refer to the Cost Estimate Definitions.

- **Provide the contingency percentage (%) included in the project cost estimates.**

Class	Expected Contingencies (%)
A	Less than 10
B	10 to 15
C	15 to 20
D	20 to 30

Project Planning

System-Level Planning

- **Describe in detail the project objectives, the planning studies and analysis undertaken in selecting and developing the zero emission technology and charging strategy for the new ZEB fleet, the various options evaluated, assumptions made and all other relevant considerations in relation to the project**
  - **Provide a detailed summary of:**
    - The specific project objectives
    - What planning studies and analysis were undertaken and how each study impacted the selection, development, and future adoption of zero emission technology and infrastructure.
    - The propulsion technology selected and why.
    - The potential options developed, how these options were evaluated, and how the final recommended project proposal was achieved. Provide reasons for why options were chosen based on topography, route length, ridership numbers, fuel availability, costs and/or other variables. For example, a project might decide to implement a FCEB fleet due to long route lengths, high ridership numbers and ranging topography.
    - Considerations in the design/project that would facilitate the future expansion of the fleet (technology interoperability, scalable charging infrastructure, etc.).
    - The assumptions made and other relevant considerations for the chosen proposed project.

- **Describe in detail the planned fueling and/or charging technologies and related infrastructure, including their location and capacity. Provide the information and assumptions made in the analysis which support the selection of fueling and charging infrastructure and if a future expansion of fleet could be accommodated.**
  - For **battery electric buses,** information must include but may not be limited to:
    - Charging type (i.e., high powered opportunity or on-route charging, low-powered in-depot or overnight charging, a combination of these charging types, other)
    - Charging level (i.e., Level 2 alternating current, level 3 direct current charging, other)
    - Standards and codes to which the project components conform such as SAE J1772, SAE J3068, SAE J3105, IEC-62196, and the associated benefits with conformance.

  - For **fuel cell electric buses,** information must include but may not be limited to:
    - Type of fueling system (i.e., delivery, on-site generation, a combination, etc.)
    - If on-site generation, hydrogen production methodology (i.e., steam-methane reforming, electrolysis, other)
    - Type of electrolysers used (Polymer Electrolyte Membrane, Alkaline, Solid Oxide, other)

- **Describe in detail the existing and/or planned facilities, and how they will be adapted to accommodate the changes to the bus fleet, the propulsion technology selected, and if future expansion of fleet could be accommodated.**
  - Provide any plans to harmonize the project with other infrastructure either already in place or planned for the future. For example, outline what infrastructure already in place can be used for the project. Include potential synergies with other projects, groups, etc. Interoperability is highly desired.
  - Provide a description of any new or existing infrastructure or facilities which will be retrofitted or constructed as part of the project, including a brief overview of the scope of work, the planned locations and design drawings.
  - Provide the planned future operations for the project facilities, if any, after completion of the project.
  - Indicate whether property or rights of way need to be secured and when this is expected to be complete.

- **Describe in detail the planned work concerning energy supply, power requirements to charge the fleet, utility work, grid capacity, potential limitations and the level of involvement with utility companies for the project.**
  - Provide detailed assumptions and limitations based on the items listed above. Outline how much energy will be required and at what time of day energy will be required for all parts of the project.
  - Provide confirmation that local utilities have been consulted, or that they have confirmed that the projected power requirements can be met with the existing utility infrastructure or with upgrades to existing utility infrastructure that will be implemented.

- **Describe what provisions (i.e., backup power supply) are included in the project to ensure service reliability for continued operations during project implementation or in the event of an electrical outage.**
  - Include details on potential provisions such as, but not limited to smart charging, vehicle to grid or alternative power supplies.

**Supporting documentation must be provided as part of the application and may include operational or system-level strategic plans, contingency plans, etc. Name the file based on its corresponding heading and attach the document to the capital form email submission.*

Operational Planning

- **Describe in detail the route modelling undertaken to determine the routes selected to operate zero emission buses, including the parameters considered in the modeling of ZEB operations (e.g., route characteristics, topography, climate, operating range, weight limitations, speeds etc.)**
  - Provide a detailed summary of the:
    i. Tools used,
    ii. Modelling approach (e.g., vehicle activity-based, fuel-based, etc.),
    iii. Assumptions made for all of the potential variables including but not limited to duty cycle (idling and speed-acceleration profile), route grade, passenger loading, meteorology, terrain, etc., and
    iv. Results. The modelling must support the technology chosen and that will be able to provide service to the routes proposed in all potential circumstances.

- **Describe in detail the planned maintenance and operational practices to support the deployment and operation of the new ZEB fleet and how they will be adapted during and after project implementation.**
  - Include a proposed preventative maintenance plan and emergency response plan. Include information on third-party maintenance, leasing opportunities and other plans to ensure project success.
  - Include a training plan for bus operators and maintenance staff.
  - Provide lifecycle analysis information including battery recycling opportunities, if any, and what percentage of the batteries proposed can be recycled. For FCEBs, provide information on any refurbishment programs available.

- **Describe in detail the planned charging and storage strategies to be undertaken in the operation of the ZEB technology (e.g., charging schedules, indoor vs outdoor storage during cold weather, contingency plans etc.).**

**Supporting documentation must be provided as part of the application and may include operational or system-level strategic plans, contingency plans, etc. Name the file based on its corresponding heading and attach the document to the capital form email submission.*

Deployment Strategy

- **Describe in detail the implementation plan for the project, including timelines, project milestones, and details on the phasing and deployment of the new fleet.**
  - Using the text box, provide an overview of the implementation plan for the project, including the timelines for the various project activities and the critical path, project milestones and details on the phasing, delivery of buses and deployment of the new fleet.
  - Provide a project schedule including all project activities and milestones. Please provide a detailed project schedule to Infrastructure Canada as an attachment with the capital project application. (ex. Gantt chart)

- **Describe the strategy developed to measure the performance of the project.**
  - Using the text box, describe the strategy by which you will evaluate and measure the successful implementation of the project. The strategy should include identifying the main outcomes the project is seeking to achieve and how the outcomes will be measured through performance indicators.
  - Describe each performance indicator and the methodology which will be used to measure progress. This should include identifying the baseline, performance targets, data sources, and the frequency at which the data will be collected.

- **Provide the following key dates concerning the project and procurement of ZEBs:**
  - Anticipated project start date: Select the forecasted date which indicates when the project is expected to begin (i.e., contract start date, date when contractor will be mobilized and on site or when substantial work is expected to begin).
  - Anticipated project end date: Select the forecasted date when the project is expected to be substantially completed.
  - Planned ZEB procurement process start date: Select the forecasted date when it is expected that the procurement process will begin. This may be a fixed date or the target date to launch the ZEB procurement process (RFP or RFQ).
  - Planned ZEB delivery date: Select the forecasted date when it is expected that the ZEBs will be delivered. If there are multiple dates, indicate the final date when all ZEBs have been delivered.
  - Planned ZEB deployment date: Select the forecasted date when it is expected that all ZEBs will be in operation

  **Approximate dates are required in the form, however Infrastructure Canada recognizes that they are subject to change during the project evaluation process.*

- **Indicate the status of relevant permits and agreements required for the project.**
  - In the text box, include a list of the permits and agreements (instruments) required for the project, with whom they are required, how each instrument(s) impacts the project, when these instruments need to be acquired and the current status of these instruments in relation to the project.
  - Provide any supporting and/or relevant documentation to Infrastructure Canada as an email attachment with the capital project application.

Procurement Strategy

- **Provide an overview of the planned procurement strategy for all the various components and services involved in the project.**

  - Describe the planned procurement methods or strategy to implement the project and include all relevant information concerning Public-Private Partnerships (P3), design build components, procurement consultations, etc.

Non-Competitive Contract

- **Will non-competitive procurement be required for the planning project?**
  - Select **Yes** or **No**

- If **Yes,** provide the information below for all non-competitive contracts:
  - Name of Company/Consultant
  - Amount of contract: Indicate the amount of the contract ($)
  - Nature of work: Outline the nature of the work. What work will be done, when, and how?
  - Rationale: Outline the rational for having this work completed through non-competitive procurement

**If you have more than four entries, please provide this information in an additional document that should be submitted to Infrastructure Canada as an attachment to your email application.*

Cost Savings Forecast

- **Provide the forecasted financial lifecycle cost savings associated with the project relative to the baseline scenario, including details on fuel and maintenance costs savings.**
  - Please indicated the average annual expected savings from operations, as well as the estimated savings over the project's lifetime. Please attach financial projections and/or budget documents that support this forecast that include the relevant assumptions.

**Attach any documents to support the above information. Name the file based on its corresponding heading and attach the document to the capital form email submission.*

Capacity to Implement the Technology

- **Describe in detail your experience with the zero emission technology selected for your project and how that experience will support the successful implementation of the project; or describe lessons learned that have been incorporated from comparable projects.**
  - Include experience in resource planning undertaken for past projects of similar scope and/or level of complexity, as well as experience with the technology itself that will support the successful implementation of the project; or describe lessons learned from comparable projects that have been incorporated in the development of your project.
- **Describe in detail the resources to be leveraged to support the short- and long-term success of the project.**
  - Include information on capacity building, knowledge sharing, networking, partnerships, memberships and dedicated staff to support the roll out and deployment
  - Resources can be internal or external to the organization
  - Pilot lessons learned if the opportunity to run a pilot was available
  - Include programs such as battery leasing options, engine/motor swapping option from manufacturers, extended warranties and maintenance support.

**Attach any documents to support the above information. Name the file based on its corresponding heading and attach the document to the capital form email submission.*

Environmental Benefits

- **Provide the quantification methodology and follow the format as described in the GHG + PLUS Guidance Module.**
  - *This section should be completed in tandem with the GHG+ PLUS Guidance Module, that will help you understand the quantification methodology and standards for arriving at the responses below. The Module calculations should be submitted as part of the application (as an attachment in the manner of your choosing, following the format of the module).*
  - *Clarifications regarding the module or further assistance and guidance in filling out the Module is available, please email the ZETF mailbox indicating needs and appropriate resources will be made available.*

- **What zero emission technology will buses procured in the project use?**
  - Please select Battery Electric, Hydrogen Fuel-Cell or Both, if the replacement fleet is using both technologies.
  - Applications using both technologies will need to calculate the impacts separately (delineated and submitted as part of module calculations to be attached) and added together for the purpose of the questions below

- **Will the project be replacing old buses, procuring new buses for fleet expansion, or both?**
  - Select bus replacement, expansion of fleet, or both.

- **Have considerations been given to using, requiring or encouraging the use of low carbon materials in the construction and/or procurement of the project?**
  - Select **Yes** or **No.**
  - If you selected **Yes**, please indicate in the manner of your choosing steps you have taken to lower the carbon impact of construction and/or procurement of this project. For example, this could include using concrete with a lower carbon concertation in the construction of your facility or procuring buses from facilities in low-carbon jurisdictions.

- **What are the estimated average annual and cumulative GHG emissions for each year of the operation of the project? How does it compare to the baseline scenario? The baseline scenario should be either the continued operation of the current mobile fleet (if viable), or the purchase of a new conventional gas or diesel-based mobile fleet with average fuel efficiency (if existing vehicles being replaced are at end of life) as described in the GHG+ Plus guidance module.**

  - Complete the table provided. Use the estimated yearly calculations from the module to the complete the average annual (total emissions/operating years) and cumulative (total emissions) boxes. Full calculations are to be provided separately as part of the GHG+ Plus guidance module calculations that are to be attached to the capital form email submission. Ensure the attached calculations include the same fields and structure as provided within the form.

- **What is the estimated average annual and cumulative air pollutants associated with each year of operation of the project and how does it compare to the baseline scenario? The baseline should be either the continued operation of the current mobile fleet (if viable), or the purchase of a conventional gas or diesel-based mobile fleet with average fuel efficiency (if existing vehicles being replaced are at end of life) as described in the GHG+ Plus guidance module.**

- Complete the table provided. Use the estimated yearly calculations from the module to the complete the average annual (total pollutants/operating years) and cumulative (total pollutants) boxes. Full calculations are to be provided separately as part of the GHG+ Plus guidance module calculations that are to be attached to the capital form email submission. Ensure the attached calculations include the same fields and structure as provided within the form.

- **What is the estimated noise reduction in decibel from peak acceleration associated with the operation of a single project ZEB, compared to the bus used in the baseline scenarios in the previous questions?**

  - Complete the answer in the text box. Manufacturer estimates are acceptable.

For the following two questions, please read and complete the Adaptation & Resilience section of the GHG+ PLUS Guidance Module, to help you understand climate risks and adaptation measures. Clarifications regarding the module or further assistance and guidance in filling out the Module is available, please email the ZETF mailbox indicating needs and appropriate resources will be made available.

- **Is any part of the project (facility, on route charger) in a location that is at risk or vulnerable to climate-influenced natural hazards such as flooding, wildfire risk, permafrost thaw or coastal erosion?**
  - Select **Yes** or **No**
    a. If **Yes,** provide a brief description of all of the current and future climate risks facing the project over the entire lifespan.
    b. If yes, list all of the climate parameters (e.g., increased precipitation, sea level rise, lightning, etc.) that were explored, and the data sources used (climatedata.ca, Climate Atlas of Canada, regional climate report, etc.) in order to determine any of the current and/or future climate risks facing your project.
- **Is the project reliant on and/or vulnerable to interruptions of the electricity grid?**

  - Select **Yes** or **No.**
  - If **Yes**, provide a brief description of the mitigation strategy in place in case a climate-influenced natural hazards affects the electricity grid?

- **Will the project incorporate renewable energy generation for bus charging?**

  - Select **Yes** or **No.**
  - If **Yes**, please describe the type of renewable energy generation being used and the estimated electricity production and expected positive impacts on resilience to natural hazards.
- **Does the project align with a climate action plan in place?**

  - Select **Yes** or **No.**
  - If **Yes**, provide details on how the project aligns with the plan.

Attach any documents to support the above information.** Name the file based on its corresponding heading and attach the document to the capital form email submission.*

Project Risks and Mitigation

- **Provide a risk management plan for the project, or describe the potential risks associated with the project, as well as the monitoring plan or a description of mitigation measures developed to manage or mitigate risks that may arise in all aspects or stages of the project (procurement, operational, technical, scheduling and financial).**

  - Infrastructure projects can be complex. Describe the risks associated with your project (e.g., project readiness, technologies, multiple partners, land acquisition, skilled labour shortages, public reaction, etc.) as well as corresponding mitigation measures for each risk. Include how the risk management process is integrated in the projects overall management system.
  - Provide consideration to the infrastructure system life cycle phases including the view that one infrastructure project can have an effect on other infrastructure.
  - Identify the risks associated with awarding any non-competitive contracts as well as the corresponding mitigation measures. Please note that you must receive the authorization from the Government of Canada prior to signing any non-competitive contract. Additional information will be required, and approval delays should be anticipated.
  - Risk management processes can include the following steps: context establishment, risk identification, risk analysis, risk evaluation and risk treatment. Communication/consultation with stakeholders and monitoring/review occurs continuously throughout the process.
    A stakeholder is defined as a person or organization that can affect, be affected by, or perceive themselves to be affected by a decision or activity. A decision maker can be a stakeholder.

- **What contingencies are in place in case of delays?**
  - Include solutions for potential project delays and contingency plans. For example, define a clear project scope, obtain competent resources, consider management of change for every change request, include schedule buffers based on risk analyses, and periodically assess the schedule adding resources or compressing the schedule when required.

- **Provide a description of your organization's internal capacity (i.e., current and future resources) and expertise to execute and manage the project.**

Accessibility and Community

- **Does the project have a para-transit or accessible transit component?**
  - Select **Yes** or **No**

- **Is the project expected to benefit vulnerable population (including youth, seniors, Indigenous peoples, persons with disabilities and low-income populations) by providing accessible and safe access to clean transportation? Please identify any targeted vulnerable populations and expected benefits (e.g., clean air for school-aged children, accessibility features of future fleet).**
  - Please clearly identify the vulnerable populations and expected benefits from the project.
    The intent of this questions is to demonstrate how a completed, in-service project will benefit populations served by transit. This could include, but is not limited to, estimated air quality or transit service improvement that will improve quality of life, notably for at-risk communities identified through planning activities.

- **Will the project employ target groups (e.g., apprentices, women, Indigenous people, persons with disabilities, veterans, youth, new Canadians), or support procurement to small, medium and social enterprises, if applicable.**
  - Please clearly identify the targeted groups and or procurement targets as part of the delivery of this project. This could be delivering on pre-identified human resourcing strategies and/or targeted efforts aimed at increasing employment rates of identified populations.

- **Provide an overview of stakeholders consulted for this project as well as the outcomes of these consultations. Indicate timelines and potential interest for any planned stakeholder consultation for the project.**
  - Please clearly identify the key stakeholders consulted and the results of the consultations including changes made to the project scope.
  - Please clearly indicated any future stakeholders consultations (including participants), and the possible impacts on the project.

Duty to Consult with Indigenous People and Impact Assessment Act Requirements

- **Refer to Annex B for more information.**

Document Checklist

If applicable and at a minimum, confirm that you have attached the following documents:

☐ Project location map in .KML format (mandatory for all projects)

☐ Project map or plan showing project elements in schematic form

☐ Additional information on the current status of bus fleet

☐ Additional information on project planning

☐ Additional information for costing

☐ Consultation records that involve provinces or territories, and Indigenous communities and affected communities in PDF format

☐ Council resolution (for local governments) or Board of directors letter, supporting the project

☐ The GHG+ Plus Guidance Modules

☐ Other (please identify and attach document)

The Government of Canada reserves the right to request additional documentation to supplement the application.

Attestation

- **Provide the name, position, and organization of the individual attesting to the information being provided for the capital application submission.**

Submitting the Application

- **Once the application is completed, submit the application by email to the ZETF mailbox. Follow the instructions below for submitting the email application.**
  - For the subject line of the email, please include the following: *Stage II ZETF Capital Application - (provide the project name)-(Date)*.
    Example Subject line: *Stage II ZETF Capital Application - ABC Project – Sept. 1, 2021*
  - For the body of the email, copy, paste, and complete the following template.

    Project Name:
    Expression of Interest (EOI) reference number:
    Provide the date of the email confirming the advancement to Stage II:

    Location for the project:
    Indicate whether this project(s) received funding for planning under the ZETF.
    - Indicate **Yes** or **No**.

    Estimated total cost of the capital project(s):
    Indicate whether Canada Infrastructure Bank (CIB) funding will be part of this project:
    - Indicate **Yes** or **No**. If yes, indicate the amount funded by the CIB.

    Project Summary: Write a brief 1-2 paragraph summary about the project.

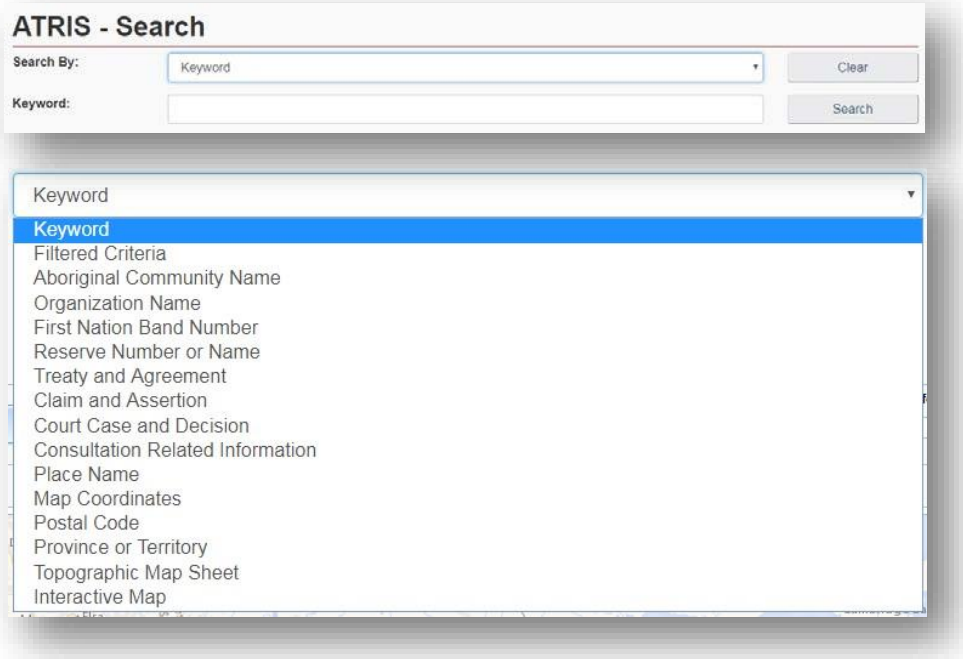
Annex A - How to Create a .KML File

We ask that all proponents provide their project location in one single format as a .KML file. This simple file type, designed specifically for the visualization of geographic data, is compatible with the work we need to perform and provides an accurate and detailed representation of the project location. Using a .KML allows a variety of point, polygon, and line data to be represented spatially with detail and consistency. A .KML file can be created easily by anyone using Indigenous and Northern Affairs Canada's (INAC) publicly available Aboriginal & Treaty Rights Information System (ATRIS) web-based application or Google Earth's free desktop application, as well as other geographic software packages like ArcGIS or QGIS. This guide will walk you through the steps to do so using ATRIS or Google Earth.

Using ATRIS:

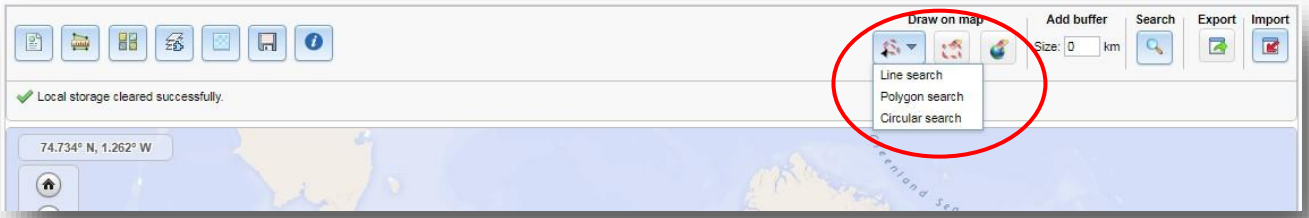
1. Navigate to INAC's publicly available ATRIS web-based application.

2. Navigate to the project location in the map viewer, either by clicking, dragging, and scrolling to zoom, or using the various search options available in the 'Search By:' drop down menu.



3. Draw your project on the map in the exact location using the "Draw on map" tools drop down located in the top right of the ATRIS interface. You may draw as many components of varying types (point*, line, polygon) as necessary to be saved as one single .KML file.

**ATRIS users will not be able to create a geometry "point" in GIS terms, but the "Circular Search" option allows users to create circular polygons able to mimic points in terms of scale.*



Choose the appropriate drawing tool for the type of component you are drawing:

- Line search
  - Click as many times as necessary to create a line that represents your linear project feature. Double click to complete.
  - Examples include: roads, sewer lines, railways, pipelines, trails, transmission lines, etc.

- Polygon search
  - Click as many times as necessary to create a closed polygon that represents the project feature. Double click to complete.
  - Examples include: building footprints, vegetation cuts, sewer/wastewater lagoons, etc.

- Circular search
  - Click on the map to automatically create a circle. To create a smaller circle similar to a point, zoom in as close as possible on the map before clicking. Alternatively, click and drag, then release to draw a circular project feature yourself.
  - Examples include: wells, outfalls, culverts, etc.

If at any time you wish to erase anything you've drawn, use the following two options:

Erase  by Exent: Click and drag to create a shape around what you want to delete. Anything intersecting the box will be deleted when you release.

 Global Erase: This will erase everything on the map. Click OK when prompted to clear the map viewer and start fresh.

4. Once you are satisfied with the drawn representation of your project, click the 'Export' button.

The .KML will download as 'SearchAreas.kml' (unless you have specified otherwise) to the location where your browser saves downloads.

The file name can be changed to something that reflects the project name before sending it to INFC.

Once saved, the .KML file is ready to be uploaded or sent via email.

Should you need any further assistance with ATRIS, please visit Indigenous and Northern Affairs Canada.

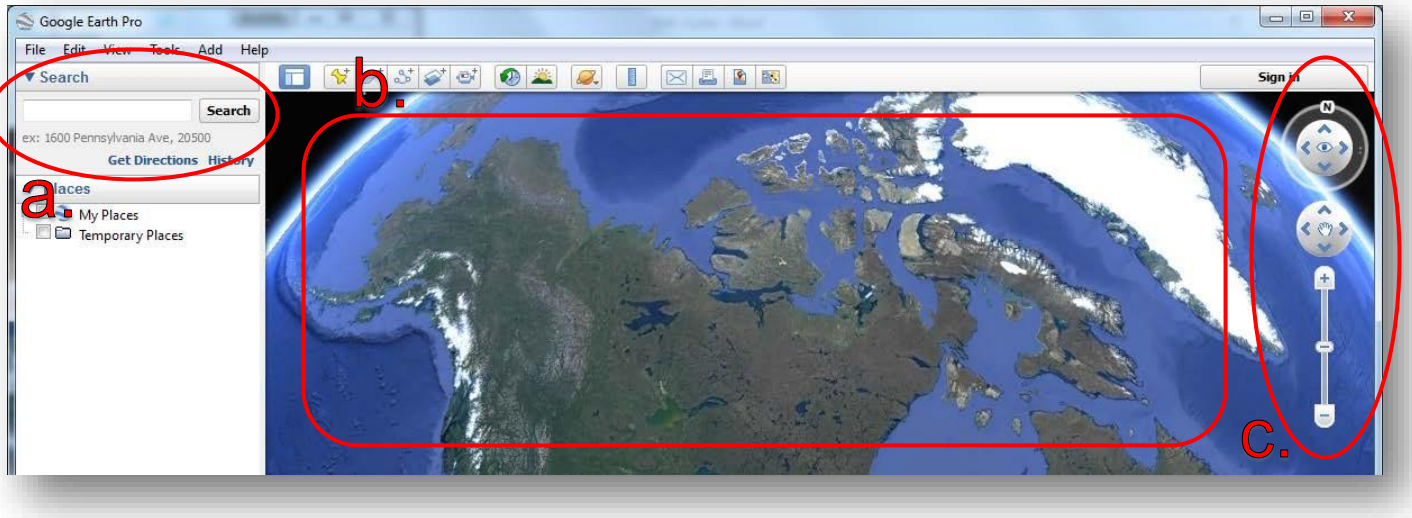
Using Google Earth:

*If you already have Google Earth installed on your system, skip to step 2.

1. If you don't already have Google Earth (free) installed on your system, follow the download instructions.

2. Navigate to your project location using one or more of the following options:

   a. Typing an address or coordinates in the search bar.
   b. Clicking, dragging, and scrolling in the map viewer.
   c. Using the navigation tools



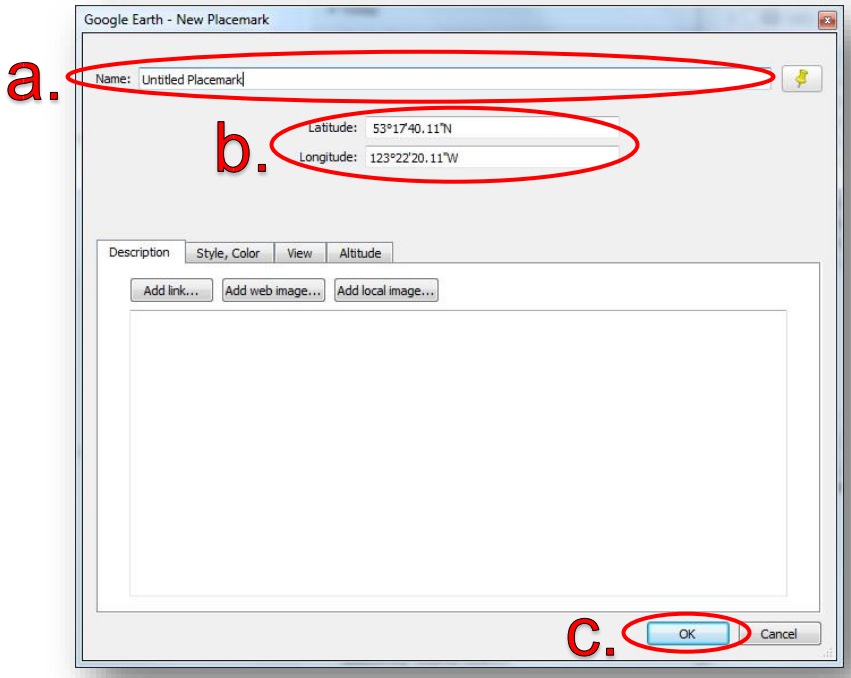
3. Draw your project on the map in the proper location using the placemark, polygon, and path tools (pictured below). You may draw as many components of varying types (point, line, polygon) as necessary.

Choose the appropriate drawing tool for the type of component you are drawing:

a. Placemark: point project components

– Examples include: wells, outfalls, culverts, etc.

Clicking this button will add a placemark to the map and bring up a corresponding dialogue box (see below).



– You can move the placemark by clicking and dragging it to the desired location, or entering the desired latitude and longitude coordinates in the dialogue box (a).

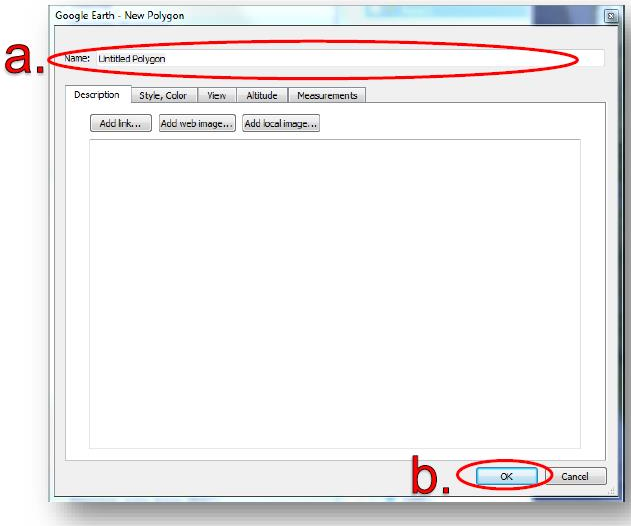
– You can rename the placemark by changing the entry in the 'Name' field of the dialogue box (b).

– Click 'OK' when finished (c).

b. Polygon: project components that consist of an area of any shape

– Examples include: building footprints, vegetation cuts, sewer/wastewater lagoons, etc.

Clicking this button will bring up a dialogue box and a crosshair cursor (see below). Click as many times as necessary to create a closed polygon that represents your project feature.



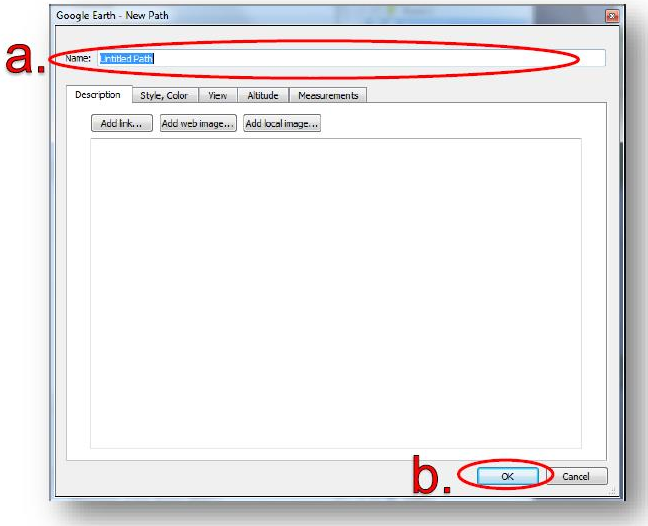
– You can rename the polygon by changing the entry in the 'Name' field of the dialogue box (a).

– Click 'OK' when finished (b).

c. Path: linear project components

– Examples include: roads, sewer lines, railways, pipelines, trails, transmission lines, etc.

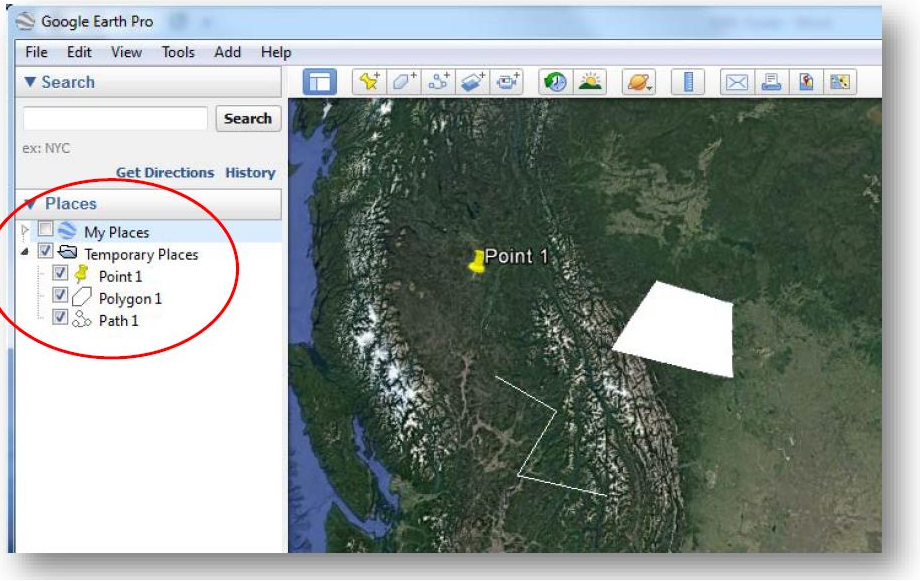
Clicking this button will bring up a dialogue box and a crosshair cursor (see below). Click as many times as necessary to create a line that represents your project feature.



– You can rename the path by changing the entry in the 'Name' field of the dialogue box (a).

– Click 'OK' when finished (b).

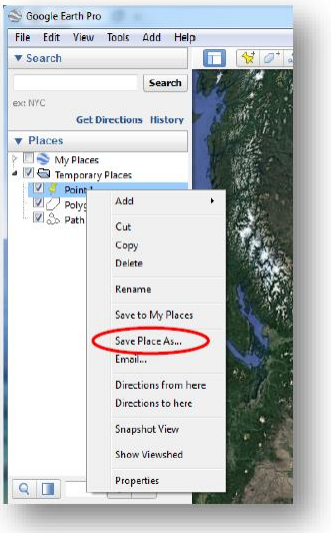
All drawn components will appear in the 'Places' sidebar under the 'Temporary Places' folder.



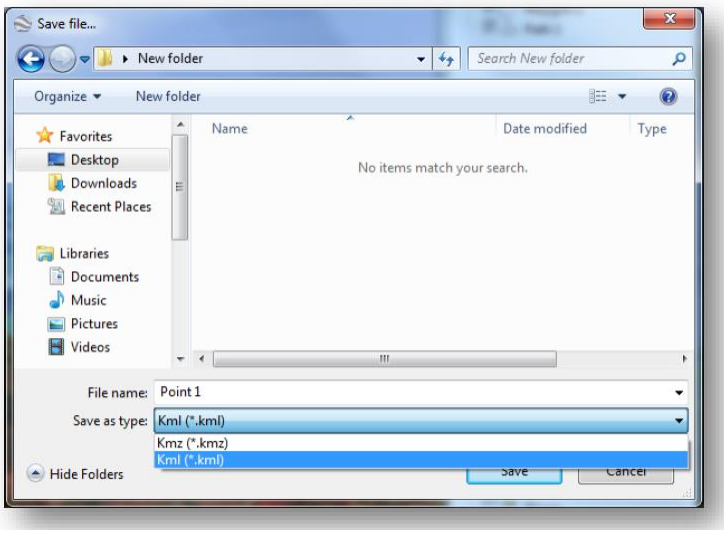
4. Export the shapes to .KML to be shared.

*** Warning: If you have multiple shapes, they will need to be exported individually as separate .KML files.**

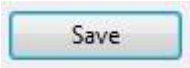
a. Right click on the component in the 'Places' sidebar and click 'Save Place As…'.



b. Change the file type from .KMZ to .KML using the 'Save as type:' drop down menu.



c. Choose the location where you would like to save the file in the file browser. You will need to locate it later on to send it to INFC.



Click ‘Save’ when you are finished. You are now ready to upload or email the file to INFC.

***Repeat Step 4 for as many project components as you have created if you have more than one.**

Annex B – Duty to Consult with Indigenous People and Impact Assessment Act Requirements

Environmental Assessment

Depending on where the project is located an environmental impact assessment may be required prior to undertaking certain activities. Applicants are responsible for providing information to determine whether their project may require an environmental impact assessment under the federal *IAA*, Modern Treaties or Northern Regimes. If you are unsure of the legislative responsibilities, please consult the appropriate provincial or territorial government for environmental assessment requirements and Impact Assessment Agency of Canada for the basics of the federal *IAA* requirements.

The *IAA* and its regulations are the legislative basis for the federal practice of environmental assessment. A Federal Impact Assessment (or Environmental Assessment (EA)) is a process to evaluate project impacts and identify measures to mitigate potential adverse effects of a proposed project.

An EA ensures that project impacts are carefully reviewed before a federal department/agency decides to allow the proposed project to proceed.

Detailed information on the *IAA* and regulations can be found at Impact Assessment Agency of Canada. Under the *IAA*, projects may be designated (s.8) or may be subject to requirements if they are on federal lands (s.82). EA requirements must be met for the project to proceed.

Duty To Consult with Indigenous People

INFC has an obligation to determine whether or not the project requires consultation with Indigenous groups based on the information provided by the Applicant. INFC may have a legal duty to consult with, and if applicable, accommodate, Indigenous Peoples when it contemplates conduct that might adversely impact Aboriginal and/or Treaty rights. These rights include, but are not limited to, the right to hunt, fish, trap and harvest. INFC will assess potential impacts of projects on these constitutionally protected rights, and ensure that those affected Indigenous communities are notified, consulted and, where required, accommodated. Costs associated with engagement and consultation are eligible expenditures and applicants should plan to include these costs in their project estimates. There is a limit on cost reimbursements which is based on program specific funding allocations. Consult with INFC programs staff for federal cost sharing amounts.

While the duty to consult with Indigenous Peoples is an obligation that rests with the Crown, INFC will expect funding applicants to carry out certain procedural aspects of consultation on a proposed project, where appropriate. These could include, but are not limited to, providing notification letters and organizing consultation sessions with Indigenous communities that will be affected by the proposed project. More information on Infrastructure Canada's duty to consult requirements is available at Infrastructure Canada Consultation with Indigenous Peoples.

- **Please select all construction and procurement activities applicable to the project**:

Level 1

a) Procurement/retrofit of rolling stock ☐
b) Retrofits, rehabilitation, modification, upgrade of existing supporting facility (with no expansion of infrastructure) ☐
c) Retrofits of conventional fuel buses to ZEB (zero-emission bus) ☐
d) Retrofits, rehabilitation, modification, upgrade of existing utility infrastructure (with no expansion of infrastructure footprint). ☐
e) Maintenance of an existing electrical transmission line in a developed area ☐

Level 2

a) Installation of charging infrastructure (taking place on developed land – minimal physical disturbance, no vegetation clearing required). ☐
b) Installation of charging infrastructure (taking place on undeveloped land, must be less than 100 m^2, may require vegetation clearing (removal of trees, bush, including roots, works taking place within 15 m of a waterbody). ☐
c) Expansion of existing supporting facility on developed land (1000 m2 or less). ☐
d) Construction of a new supporting facility on developed land (1000 m2 or less). ☐

Level 3

a) Construction of a new supporting facility on undeveloped land. ☐
b) Installation of charging stations (more than 100 m2 on undeveloped land), may require vegetation clearing (removal of trees, bush, including roots, works taking place within 15 m of a waterbody). ☐
c) Expansion of or construction of new utility infrastructure. ☐
d) Maintenance or retrofit of an existing electrical transmission line in an undeveloped area. ☐
e) New electrical transmission station, new capacitor station on developed land. ☐
f) Extension of an existing electrical transmission line on an existing right of way, in an undeveloped area, or in a rural developed area. ☐
g) New electrical transmission line in an undeveloped area, or in a rural developed area. ☐

Project is not described by any of the above. ☐

Detailed Project Description

Environmental Assessment & Aboriginal Consultation

All projects under the Active Transportation Program are required to comply with "horizontal federal requirements" namely the IAA and *Canadian Environmental Assessment Act* (2012), Indigenous consultation and accommodation obligations, and modern treaty obligations, and must meet or exceed the highest published accessibility standard (e.g. the Canadian Standards Association Technical Standard

Accessible Design for the Built Environment (CAN/CSA B651-12, or newer), in addition to applicable provincial or territorial building codes, and relevant municipal by-laws. Recipients must complete the following EA & Aboriginal Consultation sections to ensure program requirements are met.

Detailed EA Project Description

- For projects identified as Level 2 or Level 3 please describe the project purpose, components, associated works, undertakings/activities and schedule. When describing the project components and activities (e.g., clearing, demolition of existing works, excavation or drilling, dredging, decommissioning etc.), please provide a description of the environment where this work is taking place. For example, are the works and related undertakings taking place on developed land (e.g., deforested, built-up, or agricultural land), or land that is forested, vegetated or previously undeveloped? It is important to describe any work taking place near water and to indicate who owns and controls the land that will be affected by the project. Clearly indicate the size of the project (e.g., new construction, expansions) and project activities (e.g., area to be cleared) in m². *

- *Please provide detailed information in the text box.*

This question is asking for a detailed project description. When describing the project purpose include details related to any increases in infrastructure capacity, if the project includes replacement or repairs to existing infrastructure, or if new infrastructure will be developed or increase an existing building footprint. This section can also describe how the project may benefit Indigenous groups or the environment.

Please include a detailed breakdown per component, including the size of project components (in square meters). When describing project activities be as descriptive as possible (e.g., clearing vegetation, scrubbing, grading, demolition of existing works, excavation or drilling, dredging, new construction, retrofitting, repairing or rehabilitating, expansions of buildings or infrastructure footprint, or decommissioning existing structures, etc.).

Please provide a description of the environment where this work is taking place. For example, are the works and related undertakings taking place on developed land (e.g., deforested, built-up, or agricultural land), or land that is forested, vegetated or previously undeveloped? It is important to describe any work taking place in water, over water, near water or under a water body and the distance of works from any waterbodies. Also, describe the lands where the project is located and indicate who owns and controls the land that will be affected by the project.

Clearly indicate the size of the project (e.g., new construction, expansions include side of building footprint), various project components (e.g., new trails include length in m or km) and project activities (e.g., size of area to be cleared) in m².

Environmental Assessment & Aboriginal Consultation

- Is the project located on federal lands (includes Indian Reserve lands)?
  - *Please Select Yes, No, or Unknown.*

This question is asking if the project or any of its components or project activities are located on federal lands.

A Federal land (defined in the *IAA*), includes - (a) lands that belong to Canada, 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;

(b) the following lands and areas: (i) the internal waters of Canada, in any area of the sea not within a province, (ii) the territorial sea of Canada, in any area of the sea not within a province, (iii) the exclusive economic zone of Canada, and (iv) the continental shelf of Canada; and

(c) 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. (territoire domanial).

Examples of federal lands are: Department of National Defence lands, Transport Canada lands, Port Authority lands, Parks Canada lands, Indian Reserve lands and National Wildlife Areas.

- Is the project located in a **Migratory Bird Sanctuary**, **National Wildlife Area** or **Marine Protected Area**?
  - *Please Select Yes, No, or Unknown*

This question is asking if the project or any of its components or project activities are located in a Migratory Bird Sanctuary, National Wildlife Area or Marine Protected Area.

All National Wildlife Areas are federal lands. A Migratory Bird Sanctuary, or Marine Protected Area could be a federal land, but this depends on the who owns the lands and may need to be investigated further by federal authorities.

Migratory Bird Sanctuary – An area which provides safe refuge for migratory birds in the terrestrial and marine environment, managed by The Canadian Wildlife Service of Environment and Climate Change Canada. They are listed under the Schedule in the Migratory Bird Sanctuary Regulations, which prescribe rules and prohibitions regarding the taking, injuring, destruction or molestation of migratory birds or their nests or eggs in the sanctuaries. Hunting of listed species under the Act is not permitted in any of the Migratory Bird Sanctuary locations.

National Wildlife Area – An area which is created and managed for the purposes of wildlife conservation, research, and interpretation. Environment and Climate Change Canada uses an ecosystem approach to manage and plan for National Wildlife Areas. National wildlife areas can only be designated on lands owned by the federal government (i.e., federal land).

Marine Protected Area – A part of the ocean that is legally protected and managed to achieve the long-term conservation of nature.

- Does the project include works in-water (includes streams, rivers, lakes, ponds, wetlands)?
  - *Please Select Yes, No, or Unknown*

This question asks if the project or any associated works will take place within a waterbody. This includes but is not limited to: shoreline work below the high water mark, installation of underwater cable or piping, blasting shoreline/embankment areas, installation of bridge or dock piers in-water, placement of fill in a waterbody.

A water body can include a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the annual high-water mark, but does not include a sewage or waste treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout or a ditch that does not contain fish habitat as defined in subsection 2(1) of the *Fisheries Act.*

- Is the project and works within 15 m of a water body?
  - *Please Select Yes, No, or Unknown*

This question asks if the project, or any associated project works, will take place within 15 m of a water body.

A **water body** can include a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the annual high-water mark, but does not include a sewage or waste treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout or a ditch that does not contain fish habitat as defined in subsection 2(1) of the *Fisheries Act*.

- Is the project and works taking place on **undeveloped** or undisturbed lands?
  - *Please Select Yes, No, or Unknown.*

This question asks if the project, or any associated project works, will take place on undeveloped or undisturbed lands.

An **Undeveloped land** is land not cleared of vegetation, in a natural state, not currently used for human purposes. Undeveloped lands include undeveloped shorelines, riverbanks or gullies grasslands, forested areas, scrub/brush areas.

An **Undisturbed land** is land in its natural state and not currently used for human purposes.

A **Developed land** is land that was previously cleared of vegetation and used for human purposes. Developed lands include highly developed urban areas, rural areas that were previously cleared and used for agricultural purposes, brownfields, railways, road right of way (ROW).

- Does the project require **vegetation clearing** in the province of Quebec (removal of vegetation that has not previously been cleared)?
  - *Please Select Yes, No, or Unknown.*

This question is asking to identify projects, or any associated project works, that will occur in the province of Quebec and will require vegetation clearing.

Vegetation clearing is the intensive removal of undisturbed vegetation including trees, stumps, logs, bush, shrubs, and grasses, including tree root systems and requires the use of heavy equipment or

industrial machinery for clearing and grubbing an area. This does not include removing vegetation in previously developed areas, manicured lawn or turf areas, or grassed ditches.

Developed land is land that was previously cleared of vegetation and used for human purposes. Developed lands include highly developed urban areas, rural areas that were previously cleared and used for agricultural purposes, brownfields, railways, road right of way (ROW).

Vegetation removal includes the removal of lawn or turfed areas or grass from ditches and is not considered vegetation clearing. Vegetation removal is less intensive than vegetation clearing as it is not occurring in an undisturbed or an undeveloped area.

- Does the project involve the placement of temporary or permanent fill in a water body?
  - *Please Select Yes, No, or Unknown.*

This question asks if the project, or any associated project works, involves the placement of temporary or permanent fill in a water body.

Fill may include soil, clay, stone, rock as well as other substances being used for the purpose of structure development or isolation of the worksite.

A **water body** can include a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the annual high-water mark, but does not include a sewage or waste treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout or a ditch that does not contain fish habitat as defined in subsection 2(1) of the *Fisheries Act*.

- Does the project require excavation in any of the following locations: Ontario, Prince Edward Island or Quebec?
  - *Please Select Yes, No, or Unknown.*

This question is asked to identify projects that will occur in Ontario, Prince Edward Island or Quebec and will require any work that involves excavation or digging.

Typically, **excavation** requires the use of heavy machinery to move earth and prepare a construction site.

If the project requires the use of heavy machinery to excavate select yes. If the project does not require the use of heavy machinery to excavate select no. When it is unclear if excavation is required, please select unknown.

- Does the project involve the disturbance of known or suspected **subsurface contamination**?
  - *Please Select Yes, No, or Unknown*

This question is asking if the project requires disturbance of known or suspected subsurface contamination or removal of any contaminated soils or contaminated areas (e.g., removal of old inground storage tanks or removal of old railroad ties).

Subsurface Contamination is any addition of undesirable substances to soils and/or groundwater caused by human activities and is considered to be **contamination** (e.g., landfill leachate, leaking gasoline storage tanks, leaking septic tanks, and accidental spills).

- Will the project involve the removal of, or cause damage to, any structure or resource that is of historical, archaeological, paleontological or architectural significance?
  - *Please Select Yes, No, or Unknown*

This question is asking if the project will either damage a structure of known historical, archaeological, paleontological or architectural significance or if the project requires the removal of one of the above (e.g., removal of a historical building, damage an area of known archaeological significance).

- Will the project cause a change to **migratory birds or nests**, as defined in subsection 2(1) of the *Migratory Birds Convention Act*, 1994?
  - *Please Select Yes, No, or Unknown.*

This question is asking whether there is any potential to impact migratory birds and/or their nests. Key questions to consider include whether construction activities will be taking place during migratory birds nesting season and whether nesting birds could be impacted and whether project activities, such as tree cutting, or vegetation removal could cause damage to migratory birds and/or their nests?

The *Migratory Bird Convention Act* provides *a description of a* ***Migratory bird*** *and* includes the sperm, eggs, embryos, tissue cultures and parts of the bird (*oiseau migrateur*).

A ***Nest*** means the nest of a migratory bird and includes parts of the nest (*nid*).

- Will the project cause a change to **wildlife species, or residences or critical habitats of wildlife species** as defined in subsection 2(1) of the *Species at Risk Act* that are listed in Schedule 1 of that Act?
  - *Please Select Yes, No, or Unknown*

The question is asking if the project will result in a change or cause an impact to wildlife species, or the residences or critical habitats of wildlife species listed in the *Species at Risk Act.* Changes could include alteration, disturbance or destruction of wildlife species or habitat that could result in impacts to individuals of a species or that could have impacts at the population level.

A list of species can be found here using the Species at Risk Public Registry.

Wildlife Species (defined in the *Species at Risk Act*) refers to a species, subspecies, variety or geographically or genetically distinct population of animal, plant or other organism, other than a bacterium or virus, that is wild by nature and **(a)** is native to Canada; or **(b)** has extended its range into Canada without human intervention and has been present in Canada for at least 50 years (*espèce sauvage*).

Residence means a dwelling-place, such as a den, nest or other similar area or place, that is occupied or habitually occupied by one or more individuals during all or part of their life cycles, including breeding, rearing, staging, wintering, feeding or hibernating (*résidence*).

Critical Habitat means the habitat that is necessary for the survival or recovery of a listed wildlife species and that is identified as the species' critical habitat in the recovery strategy or in an action plan

for the species (*habitat essentiel*).

- Is your project within 10 km of an Indian Residential School Site?
  - *Please Select Yes, No, or Unknown*

If the project is located within 10 km of an Indian Residential school site, please select yes. If the project is taking place on an Indian Residential School site or within a residential school building, please select yes.

Given the recent discoveries of unmarked graves across Canada, INFC is looking to identify, at an early stage, any projects that may fit into this category to ensure these projects are identified at the outset.

A list of Indian Residential School sites in Canada is available on Wikipedia.

Environmental Assessment-Aboriginal Consultation Questionnaire

- **Is the project located on federal lands?**
  - *Please Select Yes, No, or Unknown.*

    If yes - Is the project taking place on Indian Reserve lands?
    - *Please Select Yes or No*
      - *i.* If yes, provide name of reserve and land code (if applicable)

This question is asking if the project or any of its components or project activities are located on federal lands and Indian Reserve lands.

A **Federal land** (defined in the IAA), - (a) lands that belong to Canada, 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;

(b) the following lands and areas: (i) the internal waters of Canada, in any area of the sea not within a province, (ii) the territorial sea of Canada, in any area of the sea not within a province, (iii) the exclusive economic zone of Canada, and (iv) the continental shelf of Canada; and

(c) 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 *(territoire domanial)*.

Examples of federal lands are: Department of National Defense lands, Transport Canada lands, Port Authority lands, Parks Canada lands and Indian Reserve lands. All National Wildlife Areas are federal lands. A Migratory Bird Sanctuary, or Marine Protected Area could be a federal lands, but this depends on the who owns the lands and may need to be investigated further by federal authorities.

The sub question asks if the project is taking place on federal lands and is the project located on Indian Reserve lands. When a project is taking place on Indian Reserve lands the next sub question asks for the name of the reserve and if there is a land code associated with the reserve.

- **Indicate if the project will result in any of the following:**
  - *Please select from: Rehabilitation/Retrofit, New Construction, Expansion of existing Infrastructure, Expansion of fleet vehicles.*

i. **Rehabilitation/Retrofit ☐**
ii. **New Construction ☐**
iii. **Expansion of existing Infrastructure ☐**
iv. **Expansion of fleet vehicles ☐**

Rehabilitation/Retrofits are works done to existing infrastructure.

New Construction is the development of new infrastructure (e.g., construction of a new building or a new park or new roadway.

Expansion of existing infrastructure includes widening an existing roadway, construction of an addition to an existing building that increases the building footprint, construction of a new level on an existing building (vertical expansion does not increase building footprint).

Expansion of fleet vehicles refers to the purchase of additional fleet vehicles.

- **Does the project involve construction of a new physical asset or the or expansion of an existing physical asset. (vehicle storage, expansion/new utilities infrastructure)?**
  - *Please Select Yes or No.*
    If yes, indicate size of project area in m² _____.

This question asks if the project will result in a new physical asset (i.e., new physical infrastructure of any kind) or if there will be an expansion of an existing physical asset.

Please submit a .KML file/s that show the new build location(s) or area of expansion.

Construction of a new **physical asset** is the development of new infrastructure, which can include the construction of a new building or a new park or new roadway.

Expansion of existing infrastructure includes widening an existing roadway, construction of an addition to an existing building that increases the building footprint, construction of a new level on an existing building. If the building is being expanded only vertically (adding another level to an existing building) please indicate the expansion is vertical. Any expansion that results in an increase in the footprint of an existing building is considered an expansion.

Expansion of fleet vehicles refers to the purchase of additional fleet vehicles.

- **Does the project involve vegetation clearing?**
  - *Please Select Yes or No.*
    If Yes - Size of area to be cleared of vegetation in m² _____.

Vegetation clearing is the intensive removal of undisturbed vegetation including trees, stumps, logs, bush, shrubs, and grasses, including tree root systems and requires the use of heavy equipment or industrial machinery for clearing and grubbing an area. This does not include removing vegetation in previously developed areas, manicured lawn or turf areas, or grassed ditches.

Developed land is land that was previously cleared of vegetation and used for human purposes. Developed lands include highly developed urban areas, rural areas that were previously cleared and used for agricultural purposes, brownfields, railways, and road right of way (ROW).

Vegetation removal includes the removal of lawn or turfed areas or grass from ditches and is not considered vegetation clearing. Vegetation removal is less intensive than vegetation clearing as it is not occurring in an undisturbed or an undeveloped area.

- **Is the project on developed or disturbed land?**
  - *Please Select Yes or No.*

The question asks if the project, or any associated project works, will take place on developed or disturbed lands.

A **Developed land** is land that was previously cleared of vegetation and used for human purposes. Developed lands include highly developed urban areas, rural areas that were previously cleared and used for agricultural purposes, brownfields, railways, and road ROW.

An **Undeveloped land** is land not cleared of vegetation, in a natural state, not currently used for human purposes. Undeveloped lands include undeveloped shorelines, riverbanks or gullies grasslands, forested areas, scrub/brush areas.

A **Disturbed land** is land that has been altered by humans and includes physical disturbance of the surface layer.

An **Undisturbed land** is land in its natural state and not currently used for human purposes.

- **Does the project involve excavation?**
  - *Please Select Yes or No.*
    If Yes – Indicate the size of area to be excavated in m^2 _____.

Typically, excavation requires the use of heavy machinery to move earth and prepare a construction site.

If the project requires the use of heavy machinery to excavate select yes. If the project does not require the use of heavy machinery to excavate select no. When it is unclear if excavation is required select unknown.

- **Does the project involve works in water?**
  - *Please Select Yes or No.*
    If yes, please describe the nature of the works in water.

Works in water include: shoreline work below the high water mark, installation of underwater cable or piping, blasting shoreline/embankment areas, installation of bridge or dock piers in-water, placement of fill in a waterbody.

Water includes the following types of water bodies: a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the annual high-water mark, but does not include a sewage or waste

treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout or a ditch that does not contain fish habitat as defined in subsection 2(1) of the *Fisheries Act*.

When there are works in water the sub question asks for a description of the work or activities that will take place in water.

- **Does the project involve works within 15 m of a water body?**
  - *Please Select Yes or No*

The question asks if the project, or any associated project works such as vegetation clearing for site preparation, a new outbuilding, installation of fencing, creating a new walking trail will take place within 15 m of a water body.

A **water body** can include a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the annual high-water mark, but does not include a sewage or waste treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout or a ditch that does not contain fish habitat as defined in subsection 2(1) of the *Fisheries Act*.

- **Does the project involve the operation of a motor vehicle on water** (water taxi, vessel, ferry, etc.)?
  - *Please Select Yes or No.*

If yes, attach a document outlining the route that the vehicle will travel (.KML file) AND provide details on the vehicle use, schedule, route and area of travel. This document should be submitted to Infrastructure Canada as an attachment to your email application.

The question asks if the project will involve the use or operation of a motorized vehicle (e.g., boat or vessel) on water.

The sub question asks for details to be included on the route and use of the vehicle.

- **Has the project been assessed by the Impact Assessment Agency of Canada to determine if there is a federal EA requirement?**
  - *Please Select Yes, No, or Unknown.*

  If yes – Provide the response from the Impact Assessment Agency of Canada explaining their review.

The question asks if the project was submitted to the Impact Assessment Agency of Canada to review for any requirements related to the *IAA*.

- **Does the project have any requirements related to the *Impact Assessment Act*?**
  - *Please Select Yes, No, or Maybe.*

The Impact Assessment Agency of Canada is responsible for conducting impact assessments under the *IAA*. The *IAA* outlines a process for assessing the impacts of major projects and projects carried out on federal lands or outside of Canada.

Projects that are listed on the Physical Activities Regulations of the *IAA* are very likely to have a requirement under the *IAA*.

Projects that are taking place on federal lands (lands belonging to Canada such as Department of Defense land, Transport Canada land, Indian Reserve Lands) could have a requirement under Section 82 of the *IAA*.

- **Is the project described on the Physical Activities Regulations of the Impact Assessment Act?**
  - *Please Select Yes, No, or Maybe.*

  If yes – Have you provided the Impact Assessment Agency of Canada with a project description as per Section 10(1) of the *IAA*?
  - *Please Select Yes or No*

This question asks if the project is listed on the Physical Activities Regulations of the *IAA*. Projects that are listed on the Physical Activities Regulations of the *IAA* are very likely to have a requirement under the *IAA.*

The sub question asks if a project description was provided to the Impact Assessment Agency of Canada for their review.

- **Does the project have any requirements related to a Modern Treaty, Self-Government Agreement, or Northern EA Regime?**
  - *Please Select Yes or No.*
  - *If Yes, please identify which Modern Treaty, Self-Government Agreement, or Northern EA Regime from the drop-down menu options.*

Modern treaties negotiated with Indigenous groups (after 1975) may include consultation and participation requirements, ownership of lands, wildlife harvesting rights, financial settlements, participation in land use and management in specific areas, self-government, resource revenue sharing and measures to participate in the Canadian economy and preparations for when the agreement takes effect (such as implementation planning).

Different forms of governance or self-government have been negotiated in Canada. One example is the Nunavut Agreement, a modern treaty where the self-government aspirations of Inuit are expressed through public government.

The environmental assessment process in Canada's northern territories is based on a unique co-management approach, rooted in the legal and cultural frameworks of land claims agreements with Indigenous peoples.

Additional information on Indigenous rights is available at Crown-Indigenous Relations and Northern Affairs Canada.

- **Has there been engagement with Indigenous groups about the project?**
  - *Please Select Yes, No, or Unknown.*

If yes, which Indigenous groups have been notified of the project? Please list all groups:

Attach any records of consultation, meeting minutes, letters of support, a Band Council Resolution, consultation transcripts as a separate document. This document should be submitted to Infrastructure Canada as an attachment to your email application.

This question asks if any Indigenous groups including First Nations, Metis, and Inuit were provided with information about the project. Were any groups contacted through email, letter or phone calls? Were there any meetings held with Indigenous groups to get their feedback and opinions on the project? If yes, please provide all related documentation. Attach any records of consultation, meeting minutes, letters of support, a Band Council Resolution, consultation transcripts

- **Have concerns been raised by Indigenous groups or organizations?**
  - *Please Select Yes or No.*

This question asks if any Indigenous groups (First Nations, Metis or Inuit) indicated they had concerns or were opposed to the project or to any of the project components or activities. Provide context to the issues raised.

- **Does the recipient attest that all concerns have been addressed?**
  - *Please Select Yes or No.*

If yes, justify how concerns have been addressed (refer to where concerns have been addressed in consultation record).

This question asks to confirm that all concerns raised by Indigenous groups were resolved in some way. When all concerns were addressed please answer yes. If there are outstanding concerns, please answer no. If the applicant is unsure if concerns are addressed, *IAA* please answer no.