



ACTIVE TRANSPORTATION FUND

STEP-BY-STEP GUIDE FOR CAPITAL PROJECTS APPLICATION FORM

INFC

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How to Submit an Application to the Active Transportation Fund

Introduction

- Applicants must register for an [Infrastructure Canada \(INFC\) Applicant Portal Account](#). Registering for an Applicant Portal Account will provide access to the online application portal, including the planning and capital project application forms, step-by-step guides and applicant support services.
- By accessing your Applicant Portal Account through the INFC Applicant Portal, you will be able to create, save, edit, and submit applications to the Active Transportation Fund (ATF), as well as view your organization's list of submissions through "My Dashboard".
- Applicants who are unable to apply through the INFC Applicant Portal are asked to reach out to the Active Transportation Fund Team at atf-fta@infcc.gc.ca.
- Applicants that already have an INFC Applicant Account can skip to Step Two.

Step One: Register for an Infrastructure Canada Applicant Account

- Enter the [INFC Applicant Portal](#). Please use the most recent version of the following supported web browsers to access the INFC Applicant Portal:
 - Microsoft Edge
 - Apple Safari
 - Google Chrome
 - Mozilla Firefox
 - Internet Explorer (not recommended)
- Click **New User**.
- Confirm you have read the Privacy Notice Statement
- Register your account by:
 - providing a valid e-mail address
 - creating a username and password
- Activate your account by logging out after saving and returning to the sign in page



Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric.

Create your organization's profile

Have you previously applied to an Infrastructure Canada program?

For applicants who have previously applied to an INFC program, your organization's profile has already been created using information provided in previous applications. You can find your profile by searching the **Existing Organization Name** list. Once you find your organization's profile, review the information provided and ensure that it is up-to-date. Please edit your organization's profile if necessary. In the event that your organization is not found, you can proceed to create a **New Organization** profile.

How do I edit my organization's profile?

You can edit your organization's profile once you have made an INFC Applicant Portal Account by clicking on **Profile**.

1. Once you enter your **Profile** page, click on **Manage Organizations**. Here, you will be able to locate your organization.
2. Edit as needed and click **Save**.

Are you a New Applicant to an Infrastructure Canada program?

1. If you are a new applicant, create your organization's profile by clicking **New Organization**.
2. Fill in the required fields including:
 - the organization's full legal name
 - contact information
 - organization address
 - organization type
3. Click **Submit**.
4. Once you have created your organization's profile, find your organization from the **Existing Organization Name** list.
5. Enter the name and contact information for your organization.
6. Click **Save**.
7. Sign out by clicking on your name in the top right corner, selecting **Sign out** and sign back into your INFC Applicant Account.

Step Two: Managing your Infrastructure Canada Applicant Account

With your INFC Applicant Account within the INFC Applicant Portal, you are able to apply to the ATF. The INFC Applicant Portal is the place to access your organization's dashboard, application forms, and online resources.

Managing Permissions - Account Administrator/Owner

If you are the first person in your organization to register for an INFC Applicant Portal account, you will automatically be the primary contact for your organization's account and also be assigned the role of Account Administrator/Owner.

As Account Administrator/Owner, you will be responsible for:

- Reviewing and approving (or declining) requests from other members of your organization to access the INFC Applicant Portal and the ATF Application Form.
- Determining whether an approved team member(s) has "read only" capabilities or "update" (populating an application) capabilities.
- Determining whether an approved team member(s) can Attest to and/or Submit project applications.
- Determining whether an approved team member(s) can be your "delegate", which permits them to have the same account privileges as you and undertake the above-noted actions on your behalf (as the team Account Administrator/Owner).

How to grant access to the Active Transportation Fund application to members of your organization

In order for other members of your organization to access the INFC Applicant Portal and work on the ATF Application Form, you must grant them permission through your **Profile** page. It is only **after** you have made your INFC Applicant Portal Account that other members of your team can proceed to make their own INFC Applicant Portal accounts and start an application.

First, have your team members create their own INFC Applicant Portal Accounts. When asked to identify the **Lead Applicant Organization**, ensure that they “link” themselves to your organization by selecting it from the **Existing Organization List**. It is only through this process that they will be linked to your organization and be able to access your organization’s ATF Application. Once your team members have created their accounts, you will receive an e-mail notification titled: “Your action required”.

Next, go to your **Profile** page. Click on **Manage Permissions**. Here, you will see a list of individuals who are requesting access to the INFC Applicant Portal and ATF Application Form.

1. Click the drop down menu located next to their name and account information.
2. Click **Edit**.
3. Answer the questions as prompted:
 - Enable Portal Access
 - Portal contact role
 - Update
 - Enable updating of application contents
 - No ability to modify the organization’s contact and account information
 - No ability to attest and/or submit the Application Form
 - Read
 - Read-only mode
 - Status
 - Can Attest
 - Can Submit
 - Is Delegate

Once you have assigned roles to your team members and saved this information, they will be able to see your ATF Application Form in their own accounts under **My Dashboard**. Any changes that are made and saved to your Application Form by your team will be visible to all accounts linked to the Application Form.

My Dashboard

Your dashboard will list your ongoing and completed application forms at INFC Canada. Use the dashboard to navigate to your application form(s) and keep track of the progress and status of your application(s). You do not need to complete your online application in one attempt. The application can be saved and edited as many times as necessary before the submission deadline.

Apply for Funding

To apply, you will find a link to the application form on the Applicant Portal. There is no limit on the number of applications that can be submitted by an eligible Applicant. Each project can be submitted as its own application. Alternatively, projects can be bundled into a single application.

An application, regardless of bundling, must describe how the project(s) will support the objectives of the ATF and satisfy the ATF's merit criteria.

Release Notes

The **Release Notes** tab in the Applicant Portal is where INFC officials will make general announcements pertaining to the application process. Checkback in this tab from time to time to see if there is any news and/or updates.

Help

While using the Applicant Portal, applicants will have access to support services at any stage of the application process. To contact support services, click on **"INFC support"** in the bottom left corner of any page within the Applicant Portal. If, at any time, your account is inaccessible, please email the support team at crmsupport-soutiengrc@infc.gc.ca.

Applicant Guides

You will find links to the Applicant Guide as well as the Step-by-Step Guides for both Planning and Capital Projects.

Step Three: Apply for Funding

After creating and confirming your organization account, to access the ATF Application Forms:

- Click **Apply for Funding**
- Click **Apply** for the Public Transit Funds (PTF)
- Click **Apply** for the Active Transportation Fund (ATF)
- Select the program stream (Planning Projects or Capital Projects) you are applying for based on your organization type. Applications will be accepted through a combination of timed intakes (i.e., with an open and close date), and rolling intakes with continuous assessment.


Projects from Indigenous applicants will be accepted through rolling intakes and continuous assessment.

- Confirm the "Privacy and Eligibility" Statements
 - Read the Privacy and Third Party Notice Statement and confirm that you have read the statement by selecting "Yes".
 - Read the Organization Eligibility Self-Assessment and confirm that your Organization meets all of the eligibility requirements for funding under the Active Transportation Fund and that you are duly authorized to submit this application on behalf of the Organization by selecting "Yes". Refer to the ATF Applicant Guide for details on organization eligibility.

Step-by-Step Guide for Capital Projects (Contribution Program)

Important tips when preparing your application

All applicants are encouraged to prepare their application in an external document and then copy and paste their answers into the fields within the application.

To edit or delete information that is displayed in table format, click on the  icon and select either edit or delete.

Unless otherwise noted, the maximum character count for questions requiring a narrative answer (text box) is 2,000 characters.

Frequently, click **Save** to save your answers. This allows you to pause and resume work on your application without losing any information.

Questions marked with a red asterisk (*) are required and will need to be completed to validate and submit your application.

Once you have completed all questions in a section, click **Validate**. In addition to saving your work, this will verify that you have submitted all of the required information, and the tab at the top of the page will turn green.

All sections must be validated in order to submit your application to INFC.

Apply for Funding	
Project Title	Using the text box provided, please provide, in 300 characters or less, a concise but meaningful title and the location of the project (e.g., “New Bike Lanes in Village-Creek, Province of XX”). Note that if your project is approved, this project title will be used for public announcements, for the funding agreement and for public reporting. INFC will be responsible for the translation of your project title in both official languages.
Lead Applicant	The lead applicant will be prefilled from your Account Profile within the Applicant Account.
Eligible Organization Type	Using the dropdown menu please select the organization type: <ul style="list-style-type: none">• Province• Territory• Municipal, Local or Regional Government• Public sector body• Indigenous governing body• Indigenous development corporation• Not-for-profit mandated to improve Indigenous outcomes/serve Indigenous communities• Registered not-for-profit organization

	Academic institutions are considered public sector bodies.
Indigenous Group	<p>If you selected either Indigenous governing body, Indigenous development corporation or not-for-profit mandated to improve Indigenous outcomes/serve Indigenous communities as your Eligible Organization Type, you will need to identify the Indigenous Group. Using the dropdown menu please select from:</p> <ul style="list-style-type: none"> • First Nations • Inuit • Métis • Multiple Indigenous/Other <p>If “Multiple Indigenous/Other” is selected, using the textbox provided, please specify.</p>

Applicant Identification	
Lead Applicant	
Legal Name	The legal name will be prefilled from your Account Profile within the Applicant Account.
Lead Applicant Organization Type	The organization type will be prefilled from your Account Profile within the Applicant Account. Click on the “>” to view information prefilled from your Applicant Profile.
Mailing Address	<p>The mailing address will be prefilled using information from your Applicant Account.</p> <p>Updates to the mailing address for the lead applicant, can be made on the Profile page (click on your name in the top right corner of the page).</p>
Lead Applicant Contacts	
Primary	<p>Please provide the name of this application’s primary contact using the search button (magnifying glass icon). The search will be limited to those users registered under the organization profile.</p> <p>This individual will be the contact that INFC will reach out to with any questions regarding this application.</p>
Secondary	Please provide the name of this application’s secondary contact using the search button. The search will be limited to those users registered under the organization profile.
Applicant Details	
Are you partnering with other organization(s) to deliver the project?	Using the “Yes” or “No” checkboxes, please indicate if you are partnering with other organization(s) to deliver the project.

	<p>If “Yes” is selected, please complete the “Partner Organization” section.</p> <p>If your organization is a registered not-for-profit organization or a not-for-profit mandated to improve Indigenous outcomes/serve Indigenous communities, to validate and submit your application, you <u>must</u>:</p> <ul style="list-style-type: none"> • Complete the “Partner Organizations” section, identifying the ultimate eligible recipient (another eligible recipient). • Provide a letter of support from the ultimate eligible recipient confirming the partnership authority between the lead applicant and the ultimate eligible recipient. The letter should identify the name of the project and clearly express the ultimate eligible recipient’s support for the project. <p>Please refer to section 3.0 in the Applicant Guide for a list of eligible recipients.</p>
<p>Partner Organizations For each partner, you will need to select “Add” and enter the information below. If there is more than one partner organization, please list each partner and describe their role.</p>	
<p>Legal Name of Partner Organization</p>	<p>Search for and then select the legal name of partner organization. The Organization Type and Mailing Address for the partner will be prefilled.</p> <p>If the partner organization does not already exist within the INFC Applicant Portal, the applicant may create a new account for the partner organization by selecting “New” from the “Lookup Records” pop up box. After creating the new organization, please select it as a partner organization.</p>
<p>Role of the Partner</p>	<p>Using the text box, describe the role of the partner organization on this project.</p>
<p>Project Location In this section, you <u>must</u> provide information about where your project is located. In some cases, this may differ from where your organization’s office is located. Select “Add” and enter the information below.</p>	
<p>Province(s)/Territory(ies) where project is located</p>	<p>Select the Province or Territory where the project is located. A minimum of one must be selected to submit.</p>
<p>City/Municipality where project is located</p>	<p>Select the City or Municipality where the project is located. A minimum of one must be selected to submit.</p>
<p>Provide a KML file of the project’s asset(s) location(s)</p>	<p>Refer to Annex A for instructions on creating your KML file.</p> <p>Select “Add” and name and attach at least one KML file that identifies the project’s asset(s) location(s). The file should</p>

	<p>show the project footprint or trail location. If you upload more than one KML file, please ensure the name of each file includes the project name and specific details about the file you are attaching (e.g., “KML-New Bike Lanes in Village-Creek, Province ofXX”).</p> <p>The KML file will be used for the Duty to Consult with Indigenous groups and Impact Assessment Act (IAA) Requirements.</p>
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Project Details	
Project Identification	
Project Title	Your project title will be prefilled based on your submission from the “Apply for Funding” section.
Project Description	<p>Using the text box, please provide, in 4,000 characters or less:</p> <ul style="list-style-type: none"> ○ A meaningful description of the work to be completed, including the nature of the project and a description of all major quantifiable components. Include, where appropriate, a map or plan showing key project components in schematic form (e.g., a Google map indicating physical location of the work, connections to amenities). You may attach your schematic in the “Uploaded Documents” section if appropriate. To upload a file, select “Add note”; please include a short description of the file in the “Note” text box (e.g., “Schematic for New Bike Lanes in Village-Creek, Province ofXX”). ○ A description of the key output(s) the project will generate (e.g., km of new/rehabilitated pathways, signage, benches, etc.). ○ A description on what are you looking to achieve with the project. Please describe the main benefit(s), including information on the communities and any vulnerable populations that will benefit from it. Please note that this information may be used by INFC for public reporting. ○ If you are submitting a bundled project: <ul style="list-style-type: none"> ○ Describe how the project will support the objectives of the ATF and satisfy the ATF’s merit criteria. Depending on the project type, the

	<p>expected outcomes and the synergies, it may be better to submit one bundled application or multiple applications.</p> <ul style="list-style-type: none"> ○ Identify the other projects in your bundle by providing the Lead Applicant Name and Project Title. ○ If you are submitting multiple capital projects, you may include a rationale for prioritizing the projects. However, INFC will evaluate each project using a merit-based approach to ensure that selected projects support the ATF's objectives. Please note that INFC does not guarantee that projects ranked higher by applicants will be selected for funding.
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Asset Type

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 or not their project requires an Environmental Impact Assessment under the federal IAA, Modern Treaties or Northern Regimes.

INFC also has an obligation to determine whether the project requires consultation with Indigenous groups, based on the information provided by the Applicant. It is therefore critical that the correct asset type and activities are identified.

Before selecting the asset type for your project, **please review all asset lists under Levels 1, 2 and 3** to ensure that all activities being undertaken for your project align with the project description.

Depending on the asset type and level, you may be asked for additional information to meet the Environmental Assessment and Indigenous Consultation requirements.

A complete glossary of the assets can be found in [Annex B](#) at the end of this Guide.

Using the “Create” button under the appropriate level, select the applicable asset(s) type and work description receiving investments for your project, and specify the count or length (km) as applicable. Each asset in the project will need to be created individually.

<p>Level 1</p>	<p>Sidewalks (length)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, repair, or increasing width of existing sidewalk in developed areas <p>Curbing (length)</p> <ul style="list-style-type: none"> • Curb divider replacement • Enhanced curb dividers in developed area • Repair, rehabilitation or replacement of curbing in a developed area • New curb dividers in developed area • Extension of curbing in a developed area (less than 1,000 m²)
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	<p>Bicycle lane (length)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, repair, or upgrade of bicycle lane • New bicycle lane on existing roadway <p>Active transportation bridges/overpasses/tunnels (length)</p> <ul style="list-style-type: none"> • New bridge/overpass connecting two existing buildings or structures <p>Cross-walk (count)</p> <ul style="list-style-type: none"> • Repair, rehabilitation, replacement, or expansion of existing cross-walk • Replacement cross-walk signage • Replacement cross-walk pavement markings • New cross-walk signage • New cross-walk pavement markings <p>Speed Bumps (count)</p> <ul style="list-style-type: none"> • Replacement, repair, upgrade, or enhancement of existing speed bumps • New speed bumps in developed areas <p>Pavement markings (count)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, repair, or enhancement of existing pavement markings • New pavement markings in developed areas <p>Signage and trail markers (count)</p> <ul style="list-style-type: none"> • Repair, rehabilitation, or replacement of existing signage • Enhancement of existing signage • New signage in developed areas <p>Bike racks and lockers (count)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, repair, or enhancement of existing bike rack or locker • New bike rack or locker in developed areas under 100 m² total footprint <p>Washrooms and changerooms (count)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, repair, upgrade, or enhancement of existing washroom or changeroom • Expansion of existing washroom or changeroom within an existing building • New washroom or changeroom within an existing building <p>Lockers (count)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, repair, upgrade, or enhancement of existing lockers • Expansion of existing lockers within an existing building • New lockers within an existing building <p>Lights (count)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, or repair of existing lights
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	<ul style="list-style-type: none"> • Enhancement of existing lighting • New lights in developed areas <p>Benches (count)</p> <ul style="list-style-type: none"> • Replacement, repair, rehabilitation, or upgrade of existing benches • New benches in developed areas <p>Greenery, trees and landscaping (count)</p> <ul style="list-style-type: none"> • Repair, rehabilitation, or replacement of existing non-greenery landscaping • Enhancement of existing non-greenery landscaping • Replacement or rehabilitation of existing living roof vegetation • New living roof vegetation • Planting trees on private lands not within 15 m of a water body <p>Fencing and barriers (length)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, or repair of existing barriers • Enhanced raised barriers installed to existing transportation routes (for protection of active commuters) in developed areas • New raised barriers installed to existing transportation routes (for protection of active commuters) in developed areas • Repair, rehabilitation, replacement, or upgrade of existing fencing (not expanding or changing location of existing fencing) <p>Other (count)</p> <ul style="list-style-type: none"> • Repair, rehabilitation, or replacement ramps for accessibility, hand railings, wheelchair accessibility to existing transit facilities • New ramps for accessibility, hand railings, wheelchair accessibility to existing transit facilities
Level 2	<p>Sidewalk (length)</p> <ul style="list-style-type: none"> • New sidewalk in a developed area • New sidewalk in an undeveloped area less than 100 m² <p>Curbing (length)</p> <ul style="list-style-type: none"> • Extension of curbing in a developed area (more than 1,000 m²) <p>Bicycle lane (length)</p> <ul style="list-style-type: none"> • Increasing width of bike lane in a developed area • New bicycle lane in a developed area (not on existing roadway) <p>Pedestrian paths (length)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, or repair of an existing pedestrian path in a developed area

	<ul style="list-style-type: none"> • Expansion or increasing width of pedestrian path in a developed area • New pedestrian path in a developed area • New pedestrian path in an undeveloped area under 100 m² <p>Neighbourhood community pathways (length)</p> <ul style="list-style-type: none"> • Expansion or increasing width of a neighbourhood community pathway in a developed area • Replacement, rehabilitation, or repair of existing neighbourhood community pathway in developed areas • New neighbourhood community pathway in a developed area • New neighbourhood community pathway in an undeveloped area under 100 m² <p>Multi-use paths (length)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, or repair of existing multi-use paths in developed areas • Expansion or increasing width of a multi-use path in a developed area • New multi-use paths in a developed area • New multi-use paths in an undeveloped area under 100 m² <p>Bicycle Paths (length)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, or repair of existing bicycle paths in developed areas • Expansion or increasing width of bicycle paths in a developed area • New bicycle paths in a developed area • New bicycle paths in an undeveloped area under 100 m² <p>Expanding transit connections/pathway(s) (count)</p> <ul style="list-style-type: none"> • Expanding transit connections/pathway(s) in a developed area <p>Active transportation bridges/overpasses/tunnels (length)</p> <ul style="list-style-type: none"> • Repair, rehabilitation, or replacement of existing bridge/overpass with no works in or over water • Repair, rehabilitation, replacement, or upgrade to existing bridge/overpass not over water • Repair, rehabilitation, replacement, or upgrades to an existing pedestrian tunnel • New bridge/overpass over a roadway on developed lands • New pedestrian tunnel in an urban or subdivision area • Repurposing existing bridge/overpass for active transportation
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	<p>Recreational trails (length)</p> <ul style="list-style-type: none"> • Repair, rehabilitation, replacement, or upgrades to existing trails • Minor (i.e., less than 1,000 m²) expansion (i.e., widening and lengthening) of existing trail network • New trail area developed on agricultural lands or previously cleared areas, in an urban area • New trail on developed land in an urban area (not on agricultural lands or previously cleared areas) • New trails in a subdivision area • Repurposing existing rail tracks for trails <p>Cross-walk (count)</p> <ul style="list-style-type: none"> • New activated signaled crossing in a developed area <p>Washrooms and changerooms (count)</p> <ul style="list-style-type: none"> • Expansion of existing washroom or changeroom in a developed area • New washroom or changeroom in a developed area <p>Lockers (count)</p> <ul style="list-style-type: none"> • Expansion of existing lockers in a developed area • New lockers in a developed area <p>Benches (count)</p> <ul style="list-style-type: none"> • New benches in undeveloped areas <p>Greenery, trees and landscaping (count)</p> <ul style="list-style-type: none"> • New non-greenery landscaping • Planting trees on private lands within 15 m of a water body <p>Fencing and barriers (length)</p> <ul style="list-style-type: none"> • New raised barriers on a new transportation route • Expansion to existing fencing • New fencing in a developed area • Repair, rehabilitation, replacement, or upgrades to retaining walls and sound barriers • Expansion of retaining walls and sound barriers in a developed area • New retaining walls and sound barriers in a developed area <p>Other (count)</p> <ul style="list-style-type: none"> • Other rehabilitation and upgrade work to existing active transportation infrastructure not listed
Level 3	<p>Sidewalk (length)</p> <ul style="list-style-type: none"> • New sidewalk in an undeveloped area <p>Curbing (length)</p> <ul style="list-style-type: none"> • Enhanced curb dividers in undeveloped areas • New curb dividers in undeveloped areas • Installation of curbing in an undeveloped area <p>Bicycle lane (length)</p> <ul style="list-style-type: none"> • New bicycle lanes on undeveloped lands

	<p>Pedestrian paths (length)</p> <ul style="list-style-type: none"> • New pedestrian path in an undeveloped area over 100 m² <p>Neighbourhood community pathways (length)</p> <ul style="list-style-type: none"> • New neighbourhood community pathway in an undeveloped area over 100 m² <p>Multi-use paths (length)</p> <ul style="list-style-type: none"> • New multi-use paths in an undeveloped area over 100 m² <p>Bicycle paths (length)</p> <ul style="list-style-type: none"> • New bicycle paths in an undeveloped area over 100 m² <p>Active transportation bridges/overpasses/tunnels (length)</p> <ul style="list-style-type: none"> • Repair, rehabilitation, replacement, or upgrade to existing bridge/overpass over water • New bridge/overpass over a roadway on undeveloped lands • New bridge/overpass over water • New pedestrian tunnel in a non-urban or subdivision area <p>Recreational trails (length)</p> <ul style="list-style-type: none"> • Major (i.e., more than 1,000 m²) expansion (widening and lengthening) of existing trail network • New trails on undeveloped lands <p>Cross-walk (count)</p> <ul style="list-style-type: none"> • New activated signaled crossing in an undeveloped area <p>Pavement markings (count)</p> <ul style="list-style-type: none"> • New pavement markings in an undeveloped area <p>Signage and trail markers (count)</p> <ul style="list-style-type: none"> • New signage in undeveloped areas • Other signage works <p>Bike racks and lockers (count)</p> <ul style="list-style-type: none"> • New bike rack or locker in undeveloped areas or over 100 m² total footprint <p>Washrooms and changerooms (count)</p> <ul style="list-style-type: none"> • New washrooms or changeroom in an undeveloped area <p>Lockers (count)</p> <ul style="list-style-type: none"> • New lockers in an undeveloped area <p>Lights (count)</p> <ul style="list-style-type: none"> • New lights in undeveloped areas <p>Greenery, trees and landscaping (count)</p> <ul style="list-style-type: none"> • Replacement of existing greenery (i.e., bushes, shrubs) • New greenery (i.e., bushes, shrubs) along existing active transportation route
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	<ul style="list-style-type: none"> • New greenery (i.e., bushes, shrubs) along new active transportation route • Planting trees on municipal lands • Planting trees on provincial, territorial or federal lands <p>Fencing and barriers (length)</p> <ul style="list-style-type: none"> • New fencing in an undeveloped area • Expansion of retaining walls and sound barriers in an undeveloped area • New retaining walls and sound barriers in an undeveloped area
Project is not described by any of the above	<p>Project is not described by any of the above</p> <ul style="list-style-type: none"> • Using the text box, please describe any activities not displayed above (identify the count or length)
<p>Additional Project Information Using the “Yes” or “No” checkboxes, please provide additional information about your project.</p>	
Is your project consistent and/or in-line with local planning documents, e.g., official plans, transportation plans, or active transportation strategies?	If “Yes” is selected, in the text box provided, please list all applicable documents.
Have you already or will you be undertaking consultations or similar engagement activities with the public, and, if applicable, with consideration to planning and consultation with Indigenous communities?	If “Yes” is selected, in the text boxes provided, describe the: <ul style="list-style-type: none"> ○ Types of consultations undertaken, including results of the consultations. Examples of consultations undertaken could include community meetings, surveys, phone calls, etc. ○ Specific groups that may have been engaged.
Does your project address and resolve/improve existing safety and/or security concerns on <u>existing active transportation infrastructure</u> ?	If “Yes” is selected, in the text box, please describe how the project addresses these concerns. Please note that this question is asking about safety/security concerns on <u>existing</u> active transportation infrastructure that you are looking to rehabilitate, repair, replace, or upgrade.
Does your active transportation project include specific measures to ensure safety and security for users?	If “Yes” is selected, in the text box, please identify the safety measures and how the implementation of the project addresses these concerns. Please attach any relevant documentation by selecting “Upload Document”. Please name (e.g., “ Specific Safety Measures for New Bike Lanes in Village-Creek, Province of XX ”) and attach your file.
Describe how the project could improve the user experience by providing improved trip quality by active transportation or transit, by reducing travel time, enhancing user comfort, removal of conflicts, etc.	In the text box, please describe how the project could improve the user experience.

<p>Does your active transportation project result in increased accessibility to active transportation by expanding the network and/or increasing connections between existing network elements?</p>	<p>If “Yes” is selected:</p> <ul style="list-style-type: none"> ○ In the text box, please provide, where possible, quantitative information, including current and projected number of annual users. ○ Choose from among the options all the relevant connections that apply to your project: <ul style="list-style-type: none"> • Transit stations • Transit stops • Existing active transportation network • Community centre • Tourist attractions • School • Shopping centre or district • Arena • Urban centre • Employment centres • Parks • Health centres • Residential centres • Other ○ If your type of connection(s) is not listed, please select “Other” and use the text box to list the type of connection(s). ○ If you selected “Tourist attractions”, please note that you do not need to provide a list.
<p>Will the highest published accessibility standard, code, or by-laws in the jurisdiction be met or exceeded?</p>	<p>If “No” is selected, please note the project may be deemed ineligible.</p>
<p>Project Schedule</p>	
<p>Forecasted Site Preparation Start Date</p>	<p>Please provide, if applicable, the date on which you will begin to prepare your site before construction/work can start, including any vegetation clearing or utility relocation.</p>
<p>Forecasted Construction Start Date</p>	<p>Please provide the date on which substantial work on your project will begin.</p> <p>This is when your contractor (main contract) begins the construction or work on your project.</p>
<p>Forecasted Construction End Date</p>	<p>Please provide the date on which the project will be substantially completed.</p> <p>A project will be considered substantially completed when an engineer or other professional determines that all construction/work objectives have been met, or the date on which the building/asset will be open to the public.</p> <p>Please note that all projects receiving funding must be completed by March 31, 2026.</p>

Project Benefits

Economic Benefits

The Government of Canada is aiming to increase the mobility of people and goods through:

- Reduced traffic congestion;
- Household transportation savings through vehicle trips avoided, particularly in high-needs households which are more likely to use active transportation out of need instead of choice;
- Increase tourism from active travelers and growth of active tourism and economy;
- Increase spending at active transportation-related businesses; and
- Increase foot traffic at businesses through the implementation of active transportation projects.

Using the “Yes” or “No” checkboxes, please provide INFC with additional information about the economic benefits of your project.

What are the economic benefits of this project to your community or region?	In the text box provided, please describe the economic benefits of this project to your community or region.
Will the project result in jobs within the community during the construction of this project (i.e., increase jobs in the construction industry and supply chain)?	If “Yes” is selected, in the text box provided, please provide quantitative and/or qualitative information on the total number of jobs created during the implementation of this project.
Will the project result in increased tourism?	If “Yes” is selected, in the text box provided, please specify by quantifying if possible, and explaining. For example, total number of visits to an asset before investment and estimated total number of visits to an asset after project conclusion.
Will the project result in increased active transportation traffic to businesses?	If “Yes” is selected, in the text box provided, please specify by quantifying if possible, and explaining. For example, total number of users of the asset before investment and estimated total number of users of the asset after project conclusion.

Environmental and Climate Benefits

The Government of Canada is aiming to reduce greenhouse gas emissions and improve air quality resilience by increasing the modal share of active transportation through the implementation of active transportation projects.

Using the “Yes” or “No” checkboxes, please provide INFC with additional information about the environmental and climate benefits of your project.

Is the project in a location that is at-risk or vulnerable to climate-influenced natural hazards such as flooding, wildfire risk, permafrost thaw or coastal erosion?	If “Yes” is selected, in the text box provided, please describe all of the current and future climate risks facing the project over its entire lifespan.
Are you employing measures that increase the resiliency of your project	If “Yes” is selected, in the text box provided, please describe or provide examples of project elements that

and/or your community to climate impacts?	<p>increase the resiliency of your project and/or your community to climate impacts.</p> <p>If “No” is selected, in the text box provided, please describe why the project does not include resiliency measures.</p>
Have you consulted, or will you consult, climate change data and tools, such as future climate projections available through the Canadian Centre for Climate Services and ClimateData.ca?	If “Yes” is selected, in the text box provided, please list the climate data and tools that were or will be consulted to assess any current and future climate risks to your project.
What are the environmental benefits of this project (e.g., improved air quality; less space required for roads and parking; improved potential for nature-based solutions)?	In the text box provided, please describe.
<p>An objective of the Active Transportation Fund is to reduce greenhouse gas (GHG) emissions in the transportation sector and support a shift away from cars.</p> <p>Will your project promote a shift from cars to non-motorized mode(s) of transportation?</p>	<p>If “Yes” is selected, in the text box provided, please describe how your project will support a shift away from cars and other personal vehicles (e.g., by providing pathways for walking or biking, connections to public transit systems, etc.).</p> <p>If “No” is selected, in the text box provided, please explain why your project is not expected to promote a shift away from personal vehicles. For example, the project consists of improving service on an existing active transportation network but no expansion of the network (new bike racks, lighting, etc.).</p>
Are environmental best practices being incorporated into the design and construction of this project?	If “Yes” is selected, in the text box provided, please describe the best practices you are incorporating into this project.
Have you considered the use of low-carbon or recycled materials for this project?	If “Yes” is selected, in the text box provided, please list what low-carbon or recycled materials you considered for the project and describe how they will be used.
Does the project support any community sustainability goals (e.g., existing plans, studies)?	<p>If “Yes” is selected, in the text box provided, please describe how the project supports local sustainability goals.</p> <p>If relevant, use the second text box to include how the project promotes concepts such as intensification, community building, or livable cities (list not exhaustive). Please indicate if this is not applicable for the project.</p>
If applicable, will environmental innovations be incorporated into the project (e.g., solar panels, new environmental technologies)?	If “Yes” is selected, in the text box provided, please identify and describe how environmental innovations will be incorporated into the project.
Is it anticipated that this project will result in significant and measurable GHG reductions?	<p>If “Yes” is selected,</p> <ul style="list-style-type: none"> ○ Use “Create” to provide an estimate of the greenhouse gas (GHG) reductions in tonnes of carbon dioxide

	<p>equivalent (CO₂e) in each calendar year of project operation.</p> <ul style="list-style-type: none"> ○ Using the text box, briefly describe your methodology, calculations, assumptions, and any external resources you may have used when making the calculations. You may attach additional supporting documents in the “Uploaded Documents” section if appropriate. To upload a file, please select “Add note” and include a short description of the file in the “Note” text box (e.g., GHG reductions for New Bike Lanes in Village-Creek, Province of XX). <p>For guidance on how to conduct these estimates, please see the Climate Lens Supplementary Technical Guidance.</p>
<p>Social Inclusion Benefits</p> <p>The Government of Canada is aiming to improve mental and social health, as active transportation infrastructure:</p> <ul style="list-style-type: none"> • Makes people more likely to meet physical activity guidelines, which helps to reduce the risk of diabetes, obesity, and other related health issues; • Increases public space for social connectedness; • Improves access to amenities, health, education, and social services; and • Increases access to transit options to promote improved safety for vulnerable populations. <p>Using the “Yes” or “No” checkboxes, please provide INFC with additional information about the social inclusion benefits of your project.</p>	
<p>Will your project provide increased access to active transportation to vulnerable, underserved, higher needs, and/or other populations within your community?</p>	<p>If “Yes” is selected, please select which of the following groups will benefit from the project. Select all that apply:</p> <ul style="list-style-type: none"> • Racialized people • Indigenous peoples • Youth • Persons with disabilities • Seniors • Linguistic minorities • Newcomers to Canada (Immigrants, Permanent Residents, Refugees) • Women • Persons experiencing Poverty • Persons experiencing homelessness • LGBTQ2+ • Other <p>If “Other” is selected, in the text box provided, please provide a list of other populations not present in this list.</p>
<p>If you responded “Yes” to the previous question.</p>	<p>In the text box provided, please indicate how the project will benefit the above-mentioned populations within the community, including removal of barriers and/or improved</p>

	access. Where possible, provide quantitative information by group.
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Project Financials	
<p>Project Finances and Supplementary Information</p> <p>Information on federal cost share is found in the Active Transportation Fund - Applicant Guide. Use the table in section 6.1.2 in the Applicant Guide to determine the maximum program contribution you can request from the Active Transportation Fund based on your eligible organization type and the location of your activities.</p> <p>A list of eligible expenditures can be found in section 6.2 of the Applicant Guide.</p> <p>In the boxes provided, please provide the following information regarding project costs and funding, rounded to the nearest dollar. Refer to Annex D for an explanation and illustration of Total vs. Eligible Costs.</p> <p>Please note, project expenditures will only be eligible as of project funding approval, except for expenditures associated with Climate Lens assessments and Indigenous Consultation. These costs are retroactively eligible dating back to one year prior to the submission of the application. However, these expenses can only be reimbursed if and when project funding is approved and a contribution agreement has come into force.</p> <p>INFC will provide an approval letter which includes the date of project approval.</p> <p>Please note:</p> <div style="display: flex; align-items: center; justify-content: center; gap: 10px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Total Active Transportation Fund Amount Requested (A)</div> <div>+</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Applicant's Share of Estimated Eligible Costs (B)</div> <div>+</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Total Other Contributions (C)</div> <div>≤</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Total Estimated Eligible Project Costs (D)</div> </div>	
Total Estimated Project Cost	The estimated overall cost of your project, including eligible and ineligible costs.
Total Estimated Eligible Project Costs (D)	The sum of all your estimated eligible costs.
Total Active Transportation Fund Amount Requested (A)	The amount of funding you are seeking from INFC's Active Transportation Fund.
Active Transportation Fund %	<p>The percentage will be automatically generated using this formula multiplied by 100:</p> $\frac{\text{Total Active Transportation Fund Amount Requested}}{\text{Total Estimated Eligible Project Costs}}$
Applicant's Share of Estimated Eligible Costs (B)	The amount of the funding your organization will be contributing to the eligible costs of the project.

Sum of All Contributions Towards Estimated Eligible Costs	This field will be automatically generated based on the information you provide.
Other Contributors	
<p>In this section, please provide information about funding towards <u>all eligible project costs</u> other than the amount of funding requested from the Active Transportation Fund and your organization's contribution. If you are receiving funds from another federal department for eligible expenses related to this project, please include this information here.</p> <p>For multiple other contributors, please use "Create" to provide information specific to each contributor.</p>	
Contributor	Select the name of the organization from the list of available within the INFC Applicant Portal.
Other Contributor	If you cannot find the organization, enter the name of the organization in Other Contributor.
Contribution Amount	The amount of funding the Contributor/Other Contributor will provide to the project.
Funding Secured?	<p>Use the dropdown menu to select "Yes" or "No".</p> <p>If "No" is selected, in the text box provided, please indicate what further steps are required to secure the funding.</p>
Total Other Contributions (C)	This field will be automatically generated based on the information you provide in the section above. Click "Update Contributors" after you have completed the Other Contributor section.
Are all other sources of funding secured for the total project costs?	<p>Use the "Yes" or "No" checkboxes, please indicate if all other sources of funding are secured for the total project costs.</p> <p>The intention is to confirm that you have secured funding for the <u>total project costs</u>.</p>
Will the proponent own and operate the asset(s) involved in this project?	<p>Select "Yes" if your organization will <u>own and</u> operate the asset(s) to be repaired, replaced, rehabilitated, or upgraded, or, in the case of new construction, the land on which the new asset will be built.</p> <p>If "No" is selected, in the text box provided, please identify the organization that will own and operate the asset(s). Or, if your organization will own but not operate the asset, please identify the organization that will be responsible for operating the asset.</p>
Federal Share Cash Flows	
Provide the breakdown of the INFC contribution that your organization will be claiming per fiscal year (April 1 to March 31) from INFC.	The Government of Canada's fiscal year begins April 1 and ends on March 31. Please specify the amount of funding for eligible costs you will be claiming from the Active Transportation Fund for each fiscal year of your project's implementation. All projects receiving funding must be completed by March 31, 2026.

	<p>Note that this is not necessarily the year in which you will be incurring costs, but rather when you will be submitting them for reimbursement to INFC. For example, if expenses for your project are expected to be incurred in February/March, those expenses should generally not be included in your forecast for the fiscal year ending March 31, but rather in the next fiscal year, starting on April 1, when you would claim the expenses for reimbursement.</p> <p>Using “Create”, please provide numerical figures in the text boxes for the fiscal years that you will be seeking reimbursement:</p> <ul style="list-style-type: none"> • 2021-2022 • 2022-2023 • 2023-2024 • 2024-2025 • 2025-2026 <p>A minimum of one fiscal year must be completed to submit your application.</p>
<p>Non-Competitive Contract</p>	
<p>Recipients will ensure that contracts are awarded in a way that is fair, transparent, and competitive. If you are planning on awarding non-competitive contracts (sole source) as part of your capital project, you must receive the authorization from the Government of Canada prior to their signature for these costs to be deemed eligible for a federal reimbursement. Additional information will be required, and approval delays are anticipated.</p>	
<p>Will non-competitive procurement be required for the project?</p>	<p>Select “No” if your organization will be using a competitive procurement process for the project.</p> <p>If “Yes” is selected, use “Create” to provide the following information regarding each non-competitive contract in the text boxes provided.</p> <p>Please include all non-competitive procurement, regardless of municipal or provincial/territorial policies, including contracts where only one person or entity is capable of performing the work and small value contracts.</p>
<p>Name</p>	<p>Use the name of <u>your</u> organization.</p>
<p>Currency</p>	<p>Select Canadian Dollar.</p>
<p>Amount of Contract (\$)</p>	<p>The total value of the contract represented as a numerical figure.</p>
<p>Nature of Work</p>	<p>Describe the work to be completed by the company/consultant on the project.</p>
<p>Rationale</p>	<p>Describe why non-competitive procurement will be required for this project, including why the company/consultant will be used on the project.</p>

Name of Company/Consultant	The legal name of the organization who will receive the contract for work on this project.
Email Address	The email address of the organization who will receive the contract for work on this project.

Project Readiness	
Please indicate the current status and anticipated approval dates of the project planning and design.	In the text box provided, please describe the current status and anticipated approval dates of the project planning and design. Include if the project planning and design have already been completed or will if the project will include planning and design (i.e., design costs are included in this application).
Please indicate the status of permits and approvals required in order for the project to proceed.	In the text box provided, please list and describe the status of the permits and approvals required in order for the project to proceed.
Please indicate whether property or rights of way need to be secured, and, if applicable, when this is expected to be secured.	In the text box provided, please describe.

Risks and Mitigation	
Infrastructure projects can be complex, please describe the risks associated with your project.	Using the text box provided, please describe the risks associated with your project (e.g., project readiness, technologies, multiple partners, land acquisition, skilled labour shortages, extreme weather, etc.) as well as corresponding mitigation measures.
If you are planning to award any non-competitive contracts (sole source) as part of your project, please provide information here.	Using the text box provided, please identify, if known, the risks associated with your project by awarding any non-competitive contracts as well as 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.
Please describe your organization's internal capacity and expertise to manage and execute the project. If applicable, please include any past experience with the Government of Canada and the results of the project.	Using the text box provided, please describe.

Document Checklist	
<p>Document Checklist</p>	<p>Using the Document Checklist, please indicate using the “Yes” or “No” checkbox, if applicable, if you have attached the following documents:</p> <ul style="list-style-type: none"> • Project location map in KML format – mandatory for all projects • Project map or plan showing project elements in schematic form – if applicable • Consultation records that involve provinces or territories, and Indigenous communities and affected communities in PDF format – if applicable • Council resolution (for local governments) or Board of Directors letter supporting the project – if applicable • Not-for-Profit organizations whose mandate is to improve Indigenous outcomes must provide a letter of support from another eligible recipient • Not-for-profit organizations must provide a letter of support from an ultimate eligible recipient when submitting an application on behalf of an ultimate eligible recipient. • Other (please identify and attach document) <p>To save and validate this page, please select “Yes”.</p> <p>If “Yes” is selected for “Other”, please add your document(s) on the “Uploaded Documents” page, otherwise please select “No”.</p>

Uploaded Documents	
<p>Additional supporting documents may be attached in this section if appropriate.</p> <p>The Government of Canada reserves the right to request additional documentation to supplement the application.</p>	<p>To upload a file:</p> <ul style="list-style-type: none"> • Select “Add note” • Include a short description of the file in the “Note” text box (e.g., “GHG reductions for New Bike Lanes in Village-Creek, Province of XX”).

Environmental Assessment and Indigenous Consultation

Duty to Consult with Indigenous Peoples and *Impact Assessment Act* Requirements

Please refer to [Annex C](#)

Please note that the sub-sections required within the Duty to Consult with Indigenous Peoples and IAA Requirements sections will vary depending on which assets have been identified in the Asset Type section above:

- If you indicate that your project *only* includes Level 1 Asset Types, then the Detailed Environmental Assessment (EA) Project Description, EA Checklist, and EA Questionnaire sections are skipped. Those sections on the application will not be available to you as an applicant; however, **in order to submit your application, you will need to save and validate this page.**
- If you indicate that your project includes Level 2 assets but *no* Level 3 activities, you will be required to complete the Detailed EA Project Description and the EA Checklist sections.
 - If *any* responses in the EA Checklist sections are answered “Yes” or “Unknown”, you will be directed to the EA Questionnaire section. Otherwise, if *all* questions of the EA Checklist are answered “No”, the EA Questionnaire section is skipped.
- If you include *any* Level 3 assets, you will be required to complete the Detailed EA Project Description and the EA Questionnaire section.
- If your project includes assets under “Project is not described by any of the above”, all 3 sections will be required.

Attestation	
Validation Status	<p>Each section of application requires validation before submission to INFC. Once validated, the following sections will turn green:</p> <ul style="list-style-type: none"> ○ Applicant Identification ○ Project Details ○ Project Financials ○ Environmental Assessment and Aboriginal Consultation <p>If there a section that remains red, please go back to that section and confirm all required information is present and select “Validate”.</p> <p>If your project only involves Level 1 Asset Types, you will not be required to complete the questions in the Environmental Assessment and Aboriginal Consultation section; however, you will need to validate the page to submit your application.</p>
Please confirm that you hereby attest that the information provided in this submission has been reviewed and declare that it is accurate and based on reliable data and the best available science, that it complies with the general guidance provided in the Active Transportation Fund Applicant Guide, and that the project will comply with all applicable legislation.	<p>Read the “Privacy and Third Party Notice Statement” and select “Yes” to confirm you have read the statement.</p> <p>Select “Next” to proceed with the attestation.</p> <p>In the text boxes provided, please include:</p> <ul style="list-style-type: none"> ○ Your Name ○ Your Position within the Organization ○ Name of Organization <p>Using the checkbox, please select “I confirm” followed by “Attest” to complete your attestation.</p> <p>If you wish to modify your application before submitting, select “Cancel attestation”.</p> <p>Select “Submit” to send your application to INFC. At this point you will no longer be able to make modifications to your application.</p>

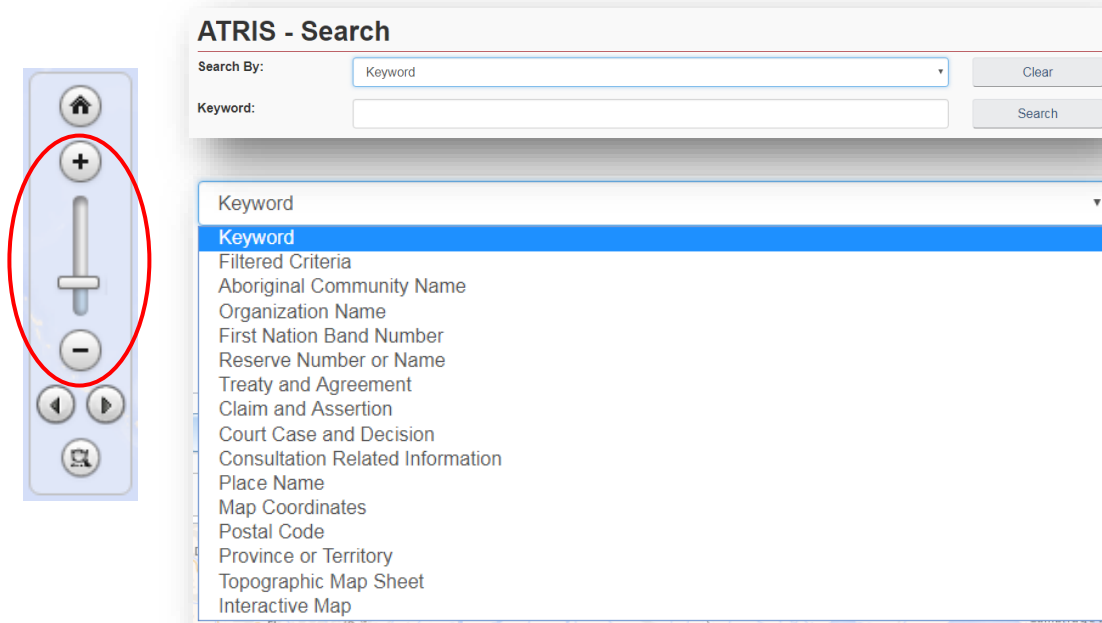
ANNEX A: How to Create a KML File

We ask that all applicants 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 Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) 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

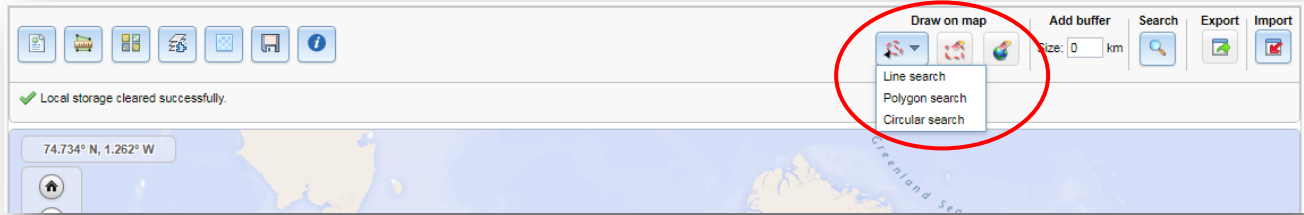
If you are using Windows 10, ATRIS only works on the Microsoft Edge browser

1. Navigate to [CIRNAC's publicly available ATRIS web-based application](#).
2. Navigate to the project location in the map viewer, either by clicking, dragging, 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.*

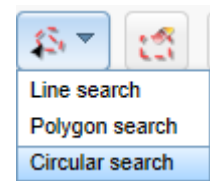
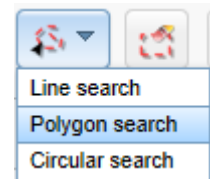
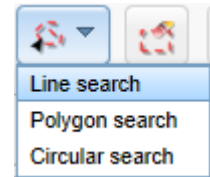


Choose the appropriate drawing tool for the type of component you are drawing:

- 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 extent: 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.

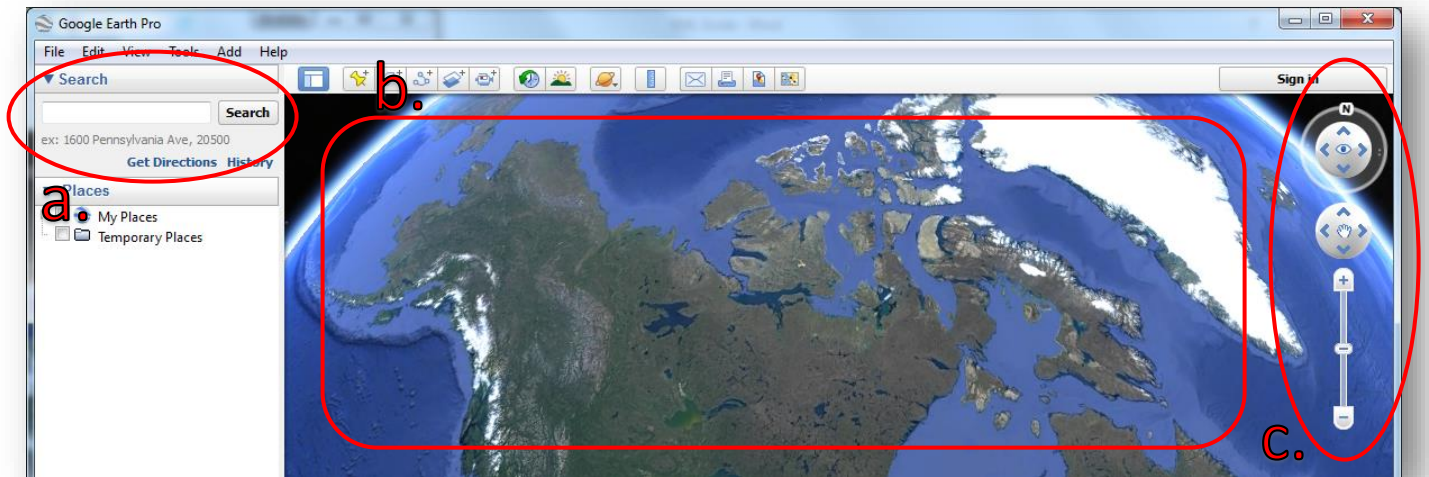
Once saved, the .KML file is ready to be uploaded or sent via email.

Should you need any further assistance with ATRIS, please visit the following link to find more information about [ATRIS training webinars](#).

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.

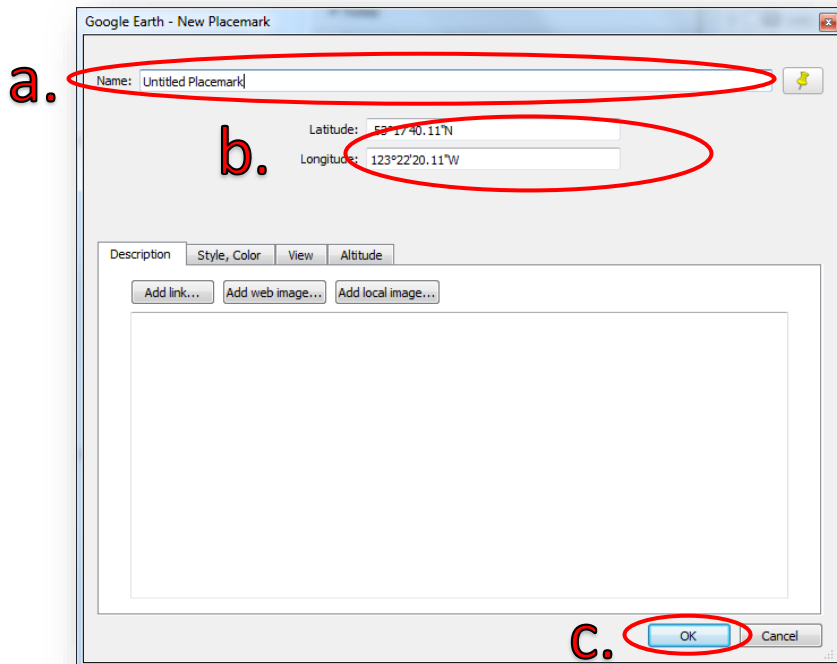


Choose the appropriate drawing tool for the type of component you are drawing:

- 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).



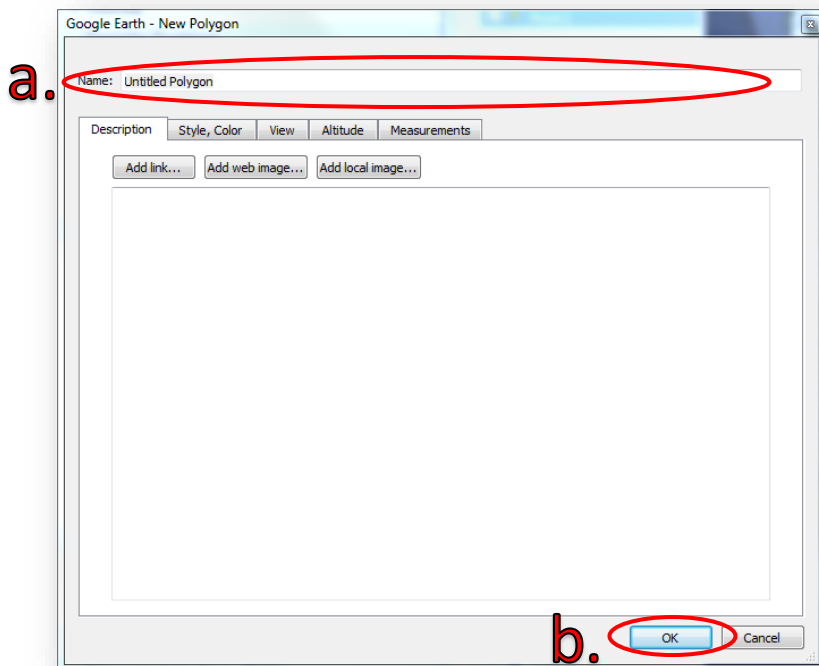
- You can move the placemark by clicking and dragging it to the desired location or entering the desired latitude and longitude coordinates in the dialogue box (a).
- You can rename the placemark by changing the entry in the 'Name' field of the dialogue box (b).
- Click 'OK' when finished (c).

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

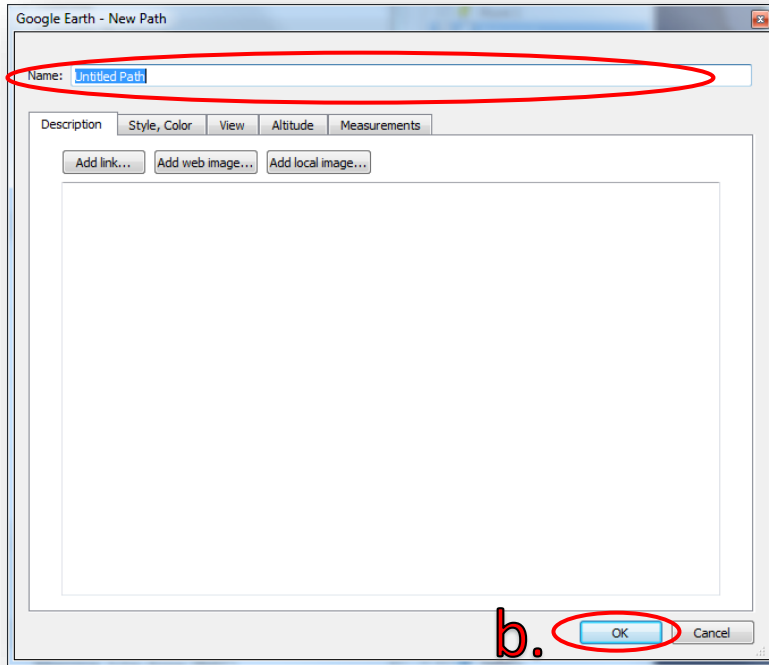
- Examples include: roads, sewer lines, railways, pipelines, trails, transmission lines, etc.



Clicking this button will bring up a dialogue box and a crosshair cursor (see below).

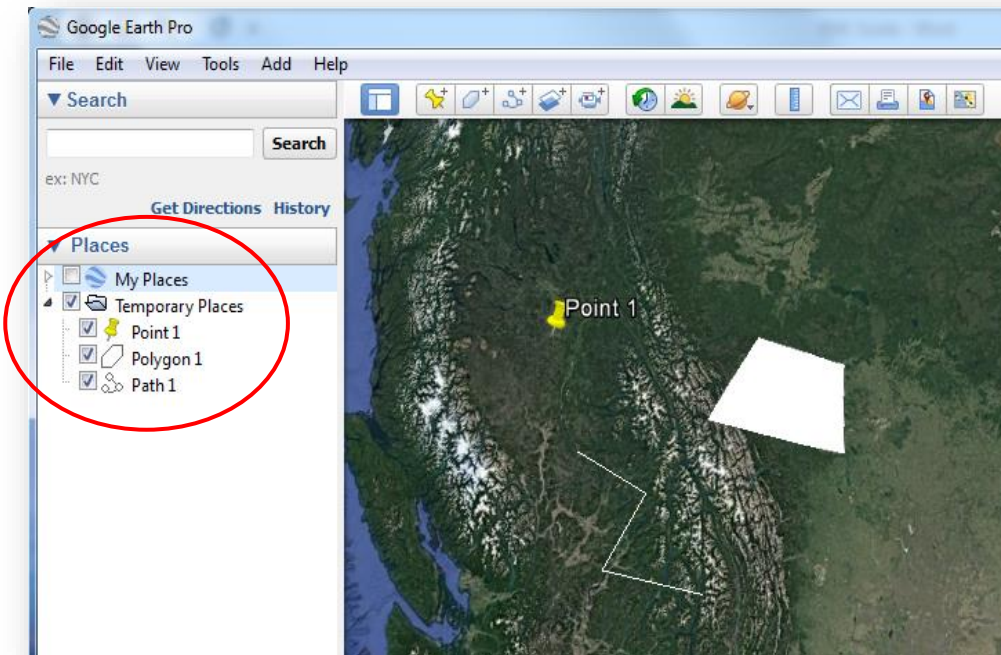
Click as many times as necessary to create a line that represents your project feature.

a.



- You can rename the path by changing the entry in the 'Name' field of the dialogue box (a).
- Click 'OK' when finished (b).

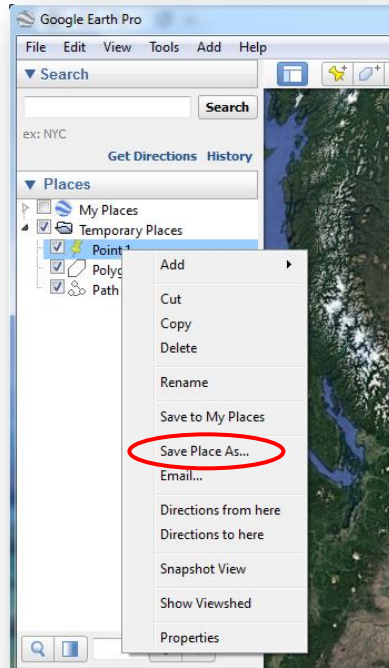
All drawn components will appear in the 'Places' sidebar under the 'Temporary Places' folder.



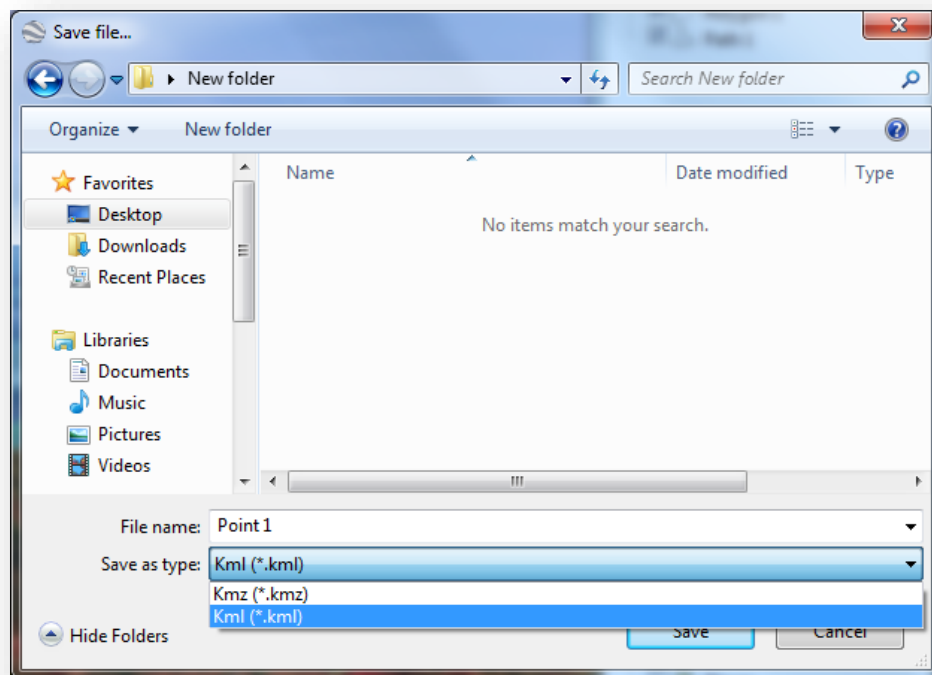
4. Export the shapes to .KML to be shared.

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

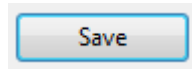
a. Right click on the component in the 'Places' sidebar and click 'Save Place As...'



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: Glossary of Assets

Asset Definitions	
Active transportation bridge/overpass/tunnel (<i>pont/pont d'étagement/tunnel pour le transport actif</i>)	A bridge, overpass, or tunnel dedicated exclusively to active transportation (e.g., pedestrian tunnel, multi-use bridge).
Bench (<i>banc</i>)	Furnishing designed for seating.
Bicycle lane (<i>bande cyclable</i>)	A corridor, either separated or unseparated, expressly reserved for bicycles, existing on a street or roadway in addition to any lanes for use by motorized vehicles.
Bicycle path (<i>piste cyclable</i>)	A path, not alongside roadways, designed exclusively for bicycle use.
Bike racks and lockers (<i>supports et cases à vélo</i>)	Racks and locked storage facilities for parking bicycles.
Cross-walk (<i>passage pour piétons</i>)	A place marked where pedestrians, bicycles, and other active transportation users may cross a road.
Curbing (<i>bordure de trottoir</i>)	A border, usually upstanding, of stone, concrete or other material at the edge of pavement.
Expanding transit connections/pathway(s) (<i>élargissement des points de correspondance/des sentiers</i>)	Paths specifically connecting to public transit (i.e., stops, stations, or facilities). Note that this is distinct from other paths and pathways, and should be counted separately.
Fencing and barriers (<i>clôtures et barrières</i>)	Fencing and barriers, including retaining walls and sound barriers.
Greenery, trees, and landscaping (<i>verdure, arbres et aménagement paysager</i>)	Trees, bushes, and shrubbery, as well as other landscaping improvements.
Lights (<i>éclairage</i>)	Safety lighting for visibility or signal lights for traffic control.
Lockers (<i>casiers</i>)	Personal storage lockers, either standalone or within an existing or new facility.
Multi-use paths (<i>sentiers polyvalents</i>)	Paths designed exclusively for mixed-use active transportation (walking, biking, rollerblading, etc.).
Neighbourhood community pathways (<i>sentiers communautaires de quartier</i>)	Paths and/or pathways designed exclusively for pedestrian use, with the goal of increasing mobility and connections within a community.
Pavement markings (<i>marquages de chaussée</i>)	Markings on the pavement served to regulate, guide, or channelize traffic, and to supplement regulations or warnings of other traffic control measures.
Pedestrian paths (<i>allées piétonnières</i>)	Paths, not alongside roadways, designed exclusively for pedestrian use.
Recreational trails (<i>sentiers récréatifs</i>)	Trails designed specifically for recreational purposes (hiking, cycling, etc.).
Sidewalk (<i>trottoir</i>)	A portion reserved exclusively for pedestrians adjacent to a roadway.

Signage and trail markers (<i>signalisation et balises de sentiers</i>)	Includes traffic signage and other indicative signage, including trail markers and electronic signage.
Speed bumps (<i>dos d'âne</i>)	A raised area of a roadway designed to limit the speed of motorized vehicles for the benefit of active transportation users.
Washrooms and changerooms (<i>toilettes et vestiaires</i>)	A designated room or building dedicated to washrooms or changerooms.
Other (<i>autre</i>)	Various improvements, including rehabilitation and upgrade works to existing active transportation infrastructure and accessibility components to existing transit facilities not listed under an established category.
Project is not described by any of the above	If an activity under your proposed project is not described by any of the above, please specify the activities under this category.

Activity Definitions	
Enhancement (<i>amélioration</i>)	Increasing the capacity of an existing asset.
Expansion (<i>expansion</i>)	Increasing the footprint of an existing asset.
Extension (<i>rallongement</i>)	For linear assets, increasing the length of the existing asset(s).
Increasing width (<i>augmentation de la largeur</i>)	For linear assets, increasing the width of existing the asset(s).
New (<i>nouveau</i>)	New construction where no such asset was present prior.
Rehabilitation (<i>remise en état</i>)	The restoration of an existing asset to good working condition.
Repair (<i>réparation</i>)	The restoration of an existing asset to good working condition.
Replacement (<i>remplacement</i>)	Where a currently existing asset is being replaced with an asset of the same type.
Repurposing (<i>réhabilitation</i>)	Taking an existing asset designed for one purpose and converting it for another use.
Upgrade (<i>mise à niveau</i>)	Increasing the quality of an existing asset.

ANNEX C: Duty to Consult with Indigenous Peoples 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. A provincial or territorial environmental assessment may also be required. If you are unsure of the legislative responsibilities, please consult the appropriate provincial or territorial government for environmental assessment requirements and the [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 the 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 Peoples

INFC has an obligation to determine whether the project requires consultation with Indigenous Peoples 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. Refer to [section 6.1 in the Active Transportation Fund Applicant Guide](#) for information on 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 INFC's duty to consult requirements is available at [Infrastructure Canada Consultation with Indigenous Peoples](#).

Detailed Environmental Assessment Project Description

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 provided.

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 and Indigenous Consultation Checklist

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:

	<p>(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;</p> <p>(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</p> <p>(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.</p> <p>Examples of federal lands are: Department of National Defense lands, Transport Canada lands, Port Authority lands, Parks Canada lands, Indian Reserve lands, and National Wildlife Areas.</p>
<p>Is the project located in a Migratory Bird Sanctuary, National Wildlife Area or Marine Protected Area?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>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.</p> <p>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.</p> <p>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 Migratory Bird Sanctuary.</p> <p>National Wildlife Area – An area which are 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</p>

	<p>National Wildlife Areas. National Wildlife Areas can only be designated on lands owned by the federal government (i.e., federal land).</p> <p>Marine Protected Area – A part of the ocean that is legally protected and managed to achieve the long-term conservation of nature. Further information about Marine Protected Areas.</p>
<p>Does the project include works in-water (includes streams, rivers, lakes, ponds, wetlands)?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>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, and the placement of fill in a waterbody.</p> <p>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.</p>
<p>Is the project and works within 15 m of a water body?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>The question asks if the project, or any associated project works, will take place within 15m of a water body.</p> <p>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.</p>
<p>Is the project and works taking place on undeveloped or undisturbed lands?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>The question asks if the project, or any associated project works, will take place on undeveloped or undisturbed lands.</p> <p>An Undeveloped land is land not cleared of vegetation, in a natural state, and not currently used for human purposes. Undeveloped lands include undeveloped shorelines, riverbanks or gullies, grasslands, forested areas, and scrub/brush areas.</p> <p>An Undisturbed land is land in its natural state and not currently used for human purposes.</p>

	<p>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, or road right of way (ROW).</p>
<p>Does the project require vegetation clearing? (i.e., removal of vegetation that has not previously been cleared)</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>The question asks if the project, or any associated project works, requires vegetation clearing.</p> <p>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.</p> <p>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, or road right of way (ROW).</p> <p>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.</p>
<p>Does the project involve the placement of temporary or permanent fill in a water body?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>The question asks if the project, or any associated project works, involves the placement of temporary or permanent fill in a water body.</p> <p>Fill may include soil, clay, stone, or rock as well as other substances being used for the purpose of structure development or isolation of the worksite.</p> <p>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 <i>Fisheries Act</i>.</p>
<p>Does the project require excavation?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p>

	<p>The question asks if the project requires any work that involves excavation or digging.</p> <p>Typically, excavation requires the use of heavy machinery to move earth and prepare a construction site.</p> <p>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".</p>
<p>Does the project involve the disturbance of known or suspected subsurface contamination?</p>	<p>Please select "Yes", "No", or "Unknown".</p> <p>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).</p> <p>Subsurface Contamination is any addition of undesirable substances to soils and/or groundwater caused by human activities is considered to be contamination (e.g., Landfill leachate, leaking gasoline storage tanks, leaking septic tanks, and accidental spills).</p>
<p>Will the project involve the removal of, or cause damage to, any structure or resource that is of known historical, archaeological, paleontological or architectural significance?</p>	<p>Please select "Yes", "No", or "Unknown".</p> <p>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).</p>
<p>Will the project cause a change to migratory birds or nests, as defined in subsection 2(1) of the Migratory Birds Convention Act, 1994?</p>	<p>Please select "Yes", "No", or "Unknown".</p> <p>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?</p> <p>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;</p> <p>A Nest means the nest of a migratory bird and includes parts of the nest.</p>
<p>Will the project cause a change to wildlife species, or residences or</p>	<p>Please select "Yes", "No", or "Unknown".</p>

<p>critical habitats of wildlife species as defined in subsection 2(1) of the <i>Species at Risk Act</i> that are listed in Schedule 1 of that Act?</p>	<p>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.</p> <p>A list of species can be found here using the Species at Risk Public Registry.</p> <p>Wildlife Species as defined in the <i>Species at Risk Act</i> 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.</p> <p>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.</p> <p>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.</p>
<p>Is your project within 10 km of an Indian Residential School Site?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>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”.</p> <p>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.</p> <p>A list of Indian Residential School sites in Canada is available at Recognized Indian Residential Schools.</p>
<p>Environmental Assessment Questionnaire</p>	
<p>Is the project located on federal lands?</p>	<p>Please select “Yes” or “No”.</p>

	<p>If “Yes” is selected, is the project taking place on Indian Reserve Lands?</p> <p>Please select “Yes” or “No”.</p> <p>If “Yes” is selected, provide name of reserve and land code (if applicable).</p> <p>This question is asking if the project or any of its components or project activities are located on federal lands and Indian Reserve lands.</p> <p>A Federal land (defined in the IAA),</p> <ul style="list-style-type: none"> 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 <i>Indian Act</i>, and all waters on and airspace above those reserves or lands. <p>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 land, but this depends on the who owns the lands and may need to be investigated further by federal authorities.</p> <p>The sub question asks that if the project is taking place on federal lands 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.</p>
<p>Indicate if the project will result in any of the following: Rehabilitation/Retrofit, New Construction, Expansion of existing</p>	<p>Please select all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rehabilitation/Retrofit <input type="checkbox"/> New Construction

<p>Infrastructure, Expansion of fleet vehicles</p>	<p><input type="checkbox"/> Expansion of existing infrastructure</p> <p><input type="checkbox"/> Expansion of fleet vehicles</p> <p>Rehabilitation/Retrofits are works done to existing infrastructure.</p> <p>New Construction is the development of new infrastructure (e.g. construction of a new building, new park or new roadway).</p> <p>Expansion of existing infrastructure includes widening an existing roadway, construction of an addition to an existing building that increases the building footprint, or construction of a new level on an existing building (vertical expansion does not increase building footprint).</p> <p>Expansion of fleet vehicles refers to the purchase of additional fleet vehicles.</p>
<p>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)?</p>	<p>Please select “Yes”, “No” .</p> <p>If “Yes” is selected, indicate the size of project area in m².</p> <p>The 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.</p> <p>The Keyhole Markup Language (.kml) files that you upload on the Project Details page should show the new build location(s) or area of expansion.</p> <p>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.</p> <p>Expansion of existing infrastructure includes widening an existing roadway, construction of an addition to an existing building that increases the building footprint, or 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.</p>
<p>Does the project involve vegetation clearing?</p>	<p>Please select “Yes”, “No” .</p> <p>If “Yes” is selected, indicate the size of area to be cleared of vegetation in m².</p>

	<p>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.</p> <p>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, or road right of way (ROW).</p> <p>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.</p>
<p>Is the project on developed or disturbed land?</p>	<p>Please select "Yes", "No".</p> <p>The question asks if the project, or any associated project works, will take place on undeveloped or undisturbed lands.</p> <p>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, or road right of way (ROW).</p> <p>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, and scrub/brush areas.</p> <p>A Disturbed land is land that has been altered by humans and includes physical disturbance of the surface layer.</p> <p>An Undisturbed land is land in its natural state and not currently used for human purposes.</p>
<p>Does the project involve excavation?</p>	<p>Please select "Yes", "No".</p> <p>The question asks if the project, or any associated project works, will require excavation or digging.</p> <p>If "Yes" is selected, indicate the size of area to be excavated in m².</p>

	<p>Typically, excavation requires the use of heavy machinery to move earth and prepare a construction site.</p> <p>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”.</p>
Does the project involve works in water?	<p>Please select “Yes”, “No”.</p> <p>If “Yes” is selected, describe the nature of the works in water.</p> <p>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, and the placement of fill in a waterbody.</p> <p>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 <i>Fisheries Act</i>.</p> <p>When there are works in water the sub-question asks for a description of the work or activities that will take place in water.</p>
Does the project involve works within 15 m of a water body?	<p>Please select “Yes”, “No”.</p> <p>The question asks if the project, or any associated project works such as vegetation clearing for site preparation, a new outbuilding, installation of fencing, or creating a new walking trail will take place within 15m of a water body.</p> <p>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 <i>Fisheries Act</i>.</p>
Does the project involve the operation of a motor vehicle on water (water taxi, vessel, ferry, etc.)?	<p>Please select “Yes”, “No”.</p> <p>If “Yes” is selected, attach route that the vehicle will travel (.kml) AND provide details on the vehicle use, schedule, route, and area of travel. Attach the KML file by selecting “Upload Document”. Please name (e.g., “KML file for Motor</p>

	<p>Vehicle on Water for New Bike Lanes in Village-Creek, Province of XX”) and attach your file.</p> <p>The question asks if the project will involve the use or operation of a motorized vehicle (e.g., boat or vessel) on water.</p> <p>The sub-question asks for details to be included on the route and use of the vehicle.</p>
<p>Has the project been assessed by the Impact Assessment Agency of Canada to determine if there is a federal EA requirement?</p>	<p>Please select “Yes”, or “No”.</p> <p>If “Yes” is selected, provide the response from the Impact Assessment Agency of Canada explaining their review.</p> <p>The question asks if the project was submitted to the Impact Assessment Agency of Canada to review for any requirements related to the IAA.</p>
<p>Does the project have any requirements related to the IAA?</p>	<p>Please select “Yes”, “No” or “Maybe”.</p> <p>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.</p> <p>Projects that are listed on the Physical Activities Regulations of the IAA are very likely to have a requirement under the IAA.</p> <p>Projects that are taking place on federal lands (lands belonging to Canada such as Department of Defense land, Transport Canada land, and Indian Reserve land) could have a requirement under Section 82 of the IAA.</p>
<p>Is the project described on the Physical Activities Regulations of the <i>Impact Assessment Act</i>?</p>	<p>Please select “Yes”, “No”, or “Maybe”.</p> <p>The 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.</p> <p>If “Yes” is selected, the sub-question asks if have you provided the Impact Assessment Agency of Canada with a project description as per Section 10(1) of the IAA?</p> <p>Please select “Yes” or “No”.</p> <p>The sub-question asks if a project description was provided to the Impact Assessment Agency of Canada for their review.</p>

<p>Does the project have any requirements related to a Modern Treaty, Self-Government Agreement, or Northern EA Regime?</p>	<p>Please select “Yes” or “No”.</p> <p>If “Yes” is selected, please identify which Modern Treaty, Self-Government Agreement, or Northern EA Regime from the drop-down menu options.</p> <p>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).</p> <p>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.</p> <p>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.</p> <p>Additional information on Indigenous rights is available at Crown Indigenous Relations and Northern Affairs Canada.</p>
<p>Has there been engagement with Indigenous groups about the project?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>If “Yes” is selected, please list all Indigenous groups that have been notified of the project.</p> <p>Attach any records of consultation, meeting minutes, letters of support, a Band Council Resolution, or consultation transcripts. Attach the documents using “Upload Document”. Please name (e.g., “Record of Consultation for New Bike Lanes in Village-Creek, Province of XX”) and attach your file.</p> <p>This question asks if any Indigenous groups including Aboriginal groups, 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, or consultation transcripts.</p>

<p>Have concerns been raised by Indigenous groups or organizations?</p>	<p>Please select “Yes”, or “No”.</p> <p>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.</p>
<p>Does the recipient attest that all concerns have been addressed?</p>	<p>Please select “Yes”, or “No”.</p> <p>If “Yes” is selected, using the text box justify how concerns have been addressed (refer to where concerns have been addressed in consultation record).</p> <p>This question asks to confirm that all concerns raised by Indigenous groups were resolved in some way. If all concerns were addressed, please answer “Yes”. If there are outstanding concerns, please answer “No”. If the applicant is unsure if concerns are addressed, please answer “No”.</p>

ANNEX D: Total vs. Eligible Costs

TOTAL vs. ELIGIBLE COSTS - Who is paying for what?

Federal Share and *Applicant Share* of funds are important concepts to understand and consider to ensure the success of your project. The maximum *Federal Share* of the costs of your project under the Active Transportation Fund is determined by your total eligible project costs, not by your total project costs. All ineligible costs are part of the *Applicant Share*. These are your responsibility and will not be eligible for federal reimbursement.

Note: Any cost increases or cost overruns will not be covered by INFC. It is therefore important that you include in your budget all contingency amounts according to the stage of your project (conceptual, preliminary design, detailed design, and ready to tender).

For example, a municipal project in a province could include the following costs, which includes contingency costs:

- \$1.5M for design contracts costs
- \$3.5M for construction contracts costs
- \$1M for land acquisition for proposed building expansion
- \$500K for salaries within your organization

Please refer to the maximum federal contribution table in the [Applicant Guide](#) to determine the maximum federal contribution of your project.

Under the Active Transportation Fund, only the design and construction contracts are eligible costs (\$5M). The remaining costs are ineligible (\$1.5M). The total project cost is the sum of the total eligible costs and the ineligible costs (\$5M + \$1.5M = \$6.5M).

If the *Federal Share* is 60% of eligible costs for a municipality in a province ($60\% * \$5M = \$3M$), then the *Applicant Share* is the balance of funds that needs to be secured by your organization ($\$6.5M - \$3M = \$3.5M$).

In the application, you will provide detailed information about the eligible project costs and simply indicate if all other sources of funding are secured for the total project costs.