
PPP Canada

# P3 Canada Fund

## *Program Overview, Submission Guide & Project Submission Form: Round Two*

## (May - June 2010)

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# Overview

## *Purpose of the Guide*

This Guide is intended for provincial, territorial, municipal, First Nations governments and other public authorities seeking to procure public infrastructure as a Public Private Partnership ("P3") / Alternative Financing and Procurement ("AFP"). For a further description of a P3 / AFP, please refer to Section 5.3. All other interested applicants should contact PPP Canada for information on submitting a project to the P3 Canada Fund.

This Guide is designed to provide support to procuring public authorities in determining whether a planned infrastructure project may qualify for financial support from the P3 Canada Fund in Round Two.

All interested applicants are encouraged to contact PPP Canada and their provincial contact, if applicable, to discuss their project before filing a submission.

In order to facilitate project evaluations, if you have difficulty answering the questions in the Preliminary Submission Form, or your project does not squarely fit within the guidelines which are provided, please contact PPP Canada to discuss solutions. Based on the feedback we receive, PPP Canada may also be able to revise the criteria in future Rounds to better serve our clients.

For those interested applicants whose projects are not ready for submission in Round Two, PPP Canada would be interested in opening a dialogue in anticipation of Round Three in 2011.

## *Contents*

This Guide includes:

- an overview of the P3 Canada Fund program and details about the Round 2 process
- a submission guide
- a Preliminary Submission Form for submitting project information to PPP Canada (Appendix B)
- an indicative P3 / AFP Suitability Self-Assessment framework to help potential applicants assess whether a given project is a strong candidate for procurement via P3 / AFP (Appendix C)
- A glossary of key terms

## *Enquiries*

All enquiries should be directed to:

**PPP Canada**
Attn: P3 Canada Fund, Round Two
100 Queen Street, suite 630
Ottawa, ON
K1P 1J9
1-877-947-9480
info@p3canada.ca

# 1.0 Introduction to the P3 Canada Fund

## *1.1 Objectives*

P3s can be a better way for governments to deliver infrastructure projects to meet the needs of Canadians, especially where projects are large, complex and where innovation can add value, reduce lifetime costs and deliver better infrastructure. They offer three major benefits, which are greater value and timeliness and the transfer of financial risks associated with the public infrastructure away from the taxpayer.

The Government of Canada is committed to supporting the adoption of P3 procurement, where they can deliver better value for money than traditional procurement.

The P3 Canada Fund was created to improve the delivery of public infrastructure and provide better value, timeliness and accountability by increasing the effective use of P3 / AFP. The P3 Canada Fund is the first infrastructure funding program, anywhere in Canada, which directly targets P3 and AFP projects.

The P3 Canada Fund is a merit-based program which helps deliver quality infrastructure, by co-funding public infrastructure projects which are best delivered via a P3 or AFP.

PPP Canada works with provincial, territorial, municipal, First Nations, federal and private partners to support greater adoption of public-private partnerships in infrastructure procurement. To be eligible for a P3 Canada Fund investment, the infrastructure project must be procured, and supported by a province, territory, municipality or First Nation (*i.e.*, a public authority).

The P3 Canada Fund complements other components of the Building Canada Plan and Canada's Economic Action Plan. Each infrastructure project considered by the P3 Canada Fund must contribute to one of: fostering economic growth; supporting a cleaner environment; and/or promoting stronger communities.

## *1.2 Background*

PPP Canada successfully completed its first call for project submissions to the P3 Canada Fund in October 2009. Twenty submissions were received from various provincial and territorial governments, as well as Indian and Northern Affairs Canada. Six of the submissions were for municipal projects. Projects ranged in size from $45 to $500 million in capital costs and represented 8 different infrastructure sectors.

PPP Canada's first investments were approved in early 2010.

## *1.3 Administration*

P3 Canada Fund is administered by PPP Canada, a federal Crown corporation.

PPP Canada and the P3 Canada Fund are governed by a Board of Directors, which provides strategic policy direction and recommends investment decisions for projects to the federal government for approval.

## 2.0 Submissions for Round 2

PPP Canada will receive project submissions for Round 2 from May 12, 2010 until June 30, 2010. In order to facilitate administration, there have been changes to the process for Round 2.

1) The application process for Round 2 will proceed as follows:

- **Submissions for provincial and territorial projects** must be submitted directly to PPP Canada by June 30, 2010; and
- **Submissions for municipal projects** must be submitted to the respective contact provided in Appendix A by June 30, 2010;
- **Submissions for Aboriginal projects** must be submitted to Gail Mitchell, Director General, Community Infrastructure Branch, who can be reached by telephone at (819) 953-4636 (see Appendix A) by June 30, 2010;

2) Interested applicants are encouraged to contact PPP Canada to discuss their projects before filling out the submission form.

3) In order to be considered for funding in Round Two, the submission must include a completed *Preliminary Submission Form* and accompanying documentation. (See *Appendix B*).

**Note to Applicants:**

- Before a final funding commitment is issued by PPP Canada, a letter of support must be received from the provincial Minister of Finance, or Treasury Board, or the designated Infrastructure Minister for provincial and territorial submissions; municipal projects will require a resolution from the municipal government; and First Nations projects will require a supportive Band Council resolution. The supportive resolution must specifically reference the project and the request to PPP Canada.

- Where applicable, receipt of support through the P3 Canada Fund triggers certain requirements under federal legislation, including but not limited to environmental assessment requirements in accordance with the Canadian Environmental Assessment Act.

# 3.0 P3 Canada Fund Assessment Process

This section describes the process steps undertaken by PPP Canada in the assessment of submissions to the P3 Canada Fund: Round 2, as well as anticipated timelines for consideration of submissions.

| Process Stage | Responsible Party | Indicative Timing |
|---|---|---|
| **Project Identification:** public authorities considering a submission to the P3 Canada Fund are encouraged to contact PPP Canada, directly, before preparing a project submission. | Applicant | May – June 2010 |
| **Preliminary Submission** (Sec. 3.1) | Applicant | June 2010 |
| **Preliminary Assessment** (Sec. 3.2) | PPP Canada | June 2010 - September 2010 |
| **Business Case Submission** (Sec. 3.3 and Appendix D) | Applicant | August 2010 - March 2011 |
| **Comprehensive Assessment** (Sec. 3.4) | PPP Canada | September 2010 – June 2011 |

## *3.1 Preliminary Submission*

The Project Submission Form (*Appendix B*) is the basis upon which PPP Canada will undertake the Preliminary Assessment of a project. The Project Submission Form includes the following sections:

**Part A** — Applicant Information
**Part B** — Project Information
**Part C** — Procurement Information
**Part D** — Funding Information
**Part E** — Declarations

## 3.2 Preliminary Assessment

PPP Canada will review each Project Submission according to the following Preliminary Assessment criteria.

Please note, the sub-bullets should be considered indicative not exhaustive.

### 1. Is the project eligible?

- Is the project for the construction, renewal or material enhancement of public infrastructure?
- Is the submission from an eligible public authority (see section 4.0)?
- Does the project satisfy one of the eligible project categories (see section 5.1)?
- Does the project satisfy the P3 Canada Fund definition of P3 or AFP (see section 5.2)?

### 2. Is the project prepared for a Comprehensive Assessment?

- Will a suitable business case be prepared by March 2011, at the latest (see *Appendix D*)?
- Is sufficient funding available, or is there significant potential it will be made available to make the project viable?

### 3. Will the project develop the Canadian P3 / AFP market?

- Is this the first P3 / AFP procurement for the jurisdiction?
- Does this project diversify the use of P3 / AFP procurement into a new infrastructure sector, in this market?
- Does the project develop new learning about the application of the P3 / AFP model?
- Etc.

### 4. Can the project potentially succeed as a P3 / AFP?

- What is the result of a qualitative analysis of procurement options (see *Appendix C*)?
- What is the result of a quantitative analysis of procurement options, if available?
- What is the experience of the public authority with P3 / AFP procurement?
- Does the public authority plan to use P3 / AFP best practices?
- Who are the advisors / consultants / experts engaged by the public authority?

Following PPP Canada's Preliminary Assessment, all applicants will be given feedback on their submissions. If projects are approved for Comprehensive Assessment, PPP Canada will request that a Business Case be submitted in order to enable a more detailed review of the project.

## 3.3 Business Case Submission

If the project qualifies for Comprehensive Assessment, PPP Canada will invite the public authority to submit a Business Case. A sample Table of Contents is provided for guidance in *Appendix D*. During Business Case development, PPP Canada may provide further guidance, as requested.

The earlier the business case is submitted by the applicant, the earlier PPP Canada will be able to issue a funding decision.

## *3.4 Comprehensive Assessment Criteria*

Beginning in Fall 2010, PPP Canada will conduct a Comprehensive Assessment of projects that have passed the Preliminary Assessment phase, to determine their suitability for funding. The assessment will consider the following factors:

### 1. Public benefit

PPP Canada will ensure that the project represents public infrastructure for the public benefit. This could include elements such as providing important services, generating revenue that will be used for other public services, and improving the quality of life of communities.

### 2. Financial analysis

This part of the review will assess if the proposed project is sound financially. Proponents will be expected to provide a financial model covering the term of the P3 agreement. PPP Canada will work with the public authority to review the assumptions and inputs used, and assess the sensitivity of the financial model to changes in these assumptions and inputs. The public authority must provide a Value for Money (VFM) analysis showing that the P3 approach will offer better value to taxpayers compared to traditional procurement, and alternate P3 / AFP models. Project applicants should use an approach that has been accepted as best practice in Canada. P3 Canada can help an applicant identify acceptable VFM models.

### 3. Project structure and procurement process

The review will consider if the procurement process and documents follow best practices, particularly with respect to fairness, openness and transparency. The process must also be attractive to bidders and generate sufficient competitive tension amongst them. PPP Canada will review procurement and contract documents to see how risks have been identified, transferred and managed in the proposed P3 arrangement.

### 4. Funding Support

PPP Canada will work with the public authority to determine the level and form of support necessary for the project to succeed, in accordance with the Terms and Conditions of the P3 Canada Fund. This will include a specific examination of the potential for repayability.

The Comprehensive Assessment will require applicants to develop a P3/ AFP Business Case, or a similar document composed of source materials, which informs the assessment criteria listed above.

A recommendation to the P3 Canada Board of Directors related to the level, form and conditions of any funding support will follow the Comprehensive Assessment.

# Submission Guide

The following sections provide additional information to help applicants respond to the *Preliminary Submission Form* in Appendix B.

## 4.0 Eligible Applicants

The following public authorities are eligible to apply to the P3 Canada Fund in Round 2:

- province / territory;
- an on-reserve and on-Crown land First Nation;
- municipal or regional government established by or under provincial / territorial statute; or
- public sector body that is established by or under provincial / territorial statute or by regulation or is wholly owned by a province, territory or municipality (*e.g.*, municipal utility, provincial university, municipal airport, etc).

If you do not fall in one of the eligible applicant categories above, but you represent a private sector entity and you are interested in learning more about the P3 Canada Fund, in general, please contact PPP Canada (see *Enquiries*). Likewise, if you represent a private sector entity and you are interested in learning how the P3 Canada Fund could financially support a particular public infrastructure project, please ask your procuring public authority to contact PPP Canada.

## 5.0 Eligible Projects

### *5.1 Is My Project In An Eligible Infrastructure Category?*

The P3 Canada Fund supports public infrastructure projects in the following sixteen different eligible categories exclusively. (**Note:** The sub-categories serve as examples and are indicative only.)

1. **Water Infrastructure**
   - i) Drinking water treatment infrastructure.
   - ii) Drinking water distribution systems.

2. **Wastewater Infrastructure**
   - i) Wastewater collection systems and/or wastewater treatment facilities or systems (which may include grey water reuse).
   - ii) Separation of combined sewers and/or combined sewer overflow control, including real-time control and system optimization.
   - iii) Separate storm water collection systems and/or storm water treatment facilities or systems.
   - iv) Wastewater sludge treatment and management systems.

## 3. Public Transit Infrastructure

i) Transit infrastructure including, but not limited to, rail and bus rapid transit systems, and related facilities.
ii) Buses, rail cars, ferries, para transit vehicles, and other rolling stock and associated infrastructure, for the expansion of services.
iii) Green buses for expansion services and for replacement capacity.
iv) Intelligent Transport Systems (ITS) including, but not limited to, fare collection, fleet management, transit priority signalling, and real time traveller information systems at stations and stops.
v) Related capital infrastructure including, but not limited to, transit queue-jump lanes, reserved bus lanes, turning lanes or other related enhancements in support of public transit, streetcar/trolley infrastructure, storage and maintenance facilities, security enhancement, and transit passenger terminals.

## 4. Core National Highway System Infrastructure

Construction projects on highways (or ferry services) that form part of the Core National Highway System (NHS), including:

i) Additional capacity (e.g., turning lanes, truck lanes, grade separations, interchanges, roundabouts, rest areas, etc.) and new urban bypasses that connect to the Core NHS at both ends.
ii) Rehabilitation of highway and bridge assets. Such projects must meet the definition of 'rehabilitation' as agreed upon by the Council of Ministers responsible for Transportation and Highway Safety in 2005.
iii) Safety-related improvements.
iv) Intelligent Transportation Systems (ITS) projects.

## 5. Green Energy Infrastructure

i) Reinforcement, expansion of existing and construction of new transmission grids to transmit clean electricity.
ii) Hydrogen infrastructure (generation, distribution and storage).
iii) Electric Vehicle Infrastructure (centralized refuelling stations).
iv) Biofuels distribution/storage infrastructure.
v) Thermal heat/cooling delivery system (i.e. district energy systems) using renewable or combined heat/power (CHP) plants.
vi) Clean coal facilities.
vii) Renewable Electricity Generation facilities for municipal consumption (e.g., wind energy, solar energy).
viii) Municipal building energy retrofits.

## 6. Disaster Mitigation Infrastructure

i) Construction, modification or reinforcement of structures that protect from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change.
ii) Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme natural events and impacts or events related to climate change. This excludes the relocation of whole communities.

**Note:** Construction, modification or reinforcement of structures exclude normal routine, maintenance and operational work (*e.g.*, dredging of sediment, gravel removal, debris traps, etc.).

## 7. Solid Waste Management Infrastructure

i) Solid waste diversion projects:
   a) Recycling.
   b) Composting.
   c) Anaerobic digestion.
ii) Solid waste disposal projects:
   a) Thermal processes, including gasification.
   b) Landfill gas recovery.

## 8. Brownfield Redevelopment Infrastructure

Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:

i) The construction of public infrastructure as identified in the context of any other eligible project category, and/or;
ii) The construction of municipal use public parks and publicly-owned social housing.

## 9. Culture Infrastructure

i) Museums.
ii) Preservation of designated heritage sites.
iii) Provincial, territorial and local government-owned libraries and archives.
iv) Facilities for the creation, production and presentation of the arts.
v) Infrastructure in support of the creation of a cultural precinct within an urban core.

## 10. Sport Infrastructure

i) Sport facilities, excluding facilities used primarily by professional athletes.
ii) Community recreation spaces.
iii) Fields and parks, fitness trails, bike paths and lanes, playgrounds, and other facilities.

## 11. Connectivity and Broadband Infrastructure

i) High-speed backbone.
ii) Point of presence.
iii) Local distribution within communities.
iv) Satellite capacity.

## 12. Local Road Infrastructure

i) Additional capacity and rehabilitation of roads within a municipal boundary, and high-occupancy and/or transit vehicle lanes, grade separations, interchange structures, bridges, tunnels, intersections, and roundabouts. Where provinces or territories act as a local government, or where there is a governing entity that is established by a province or territory, such projects are eligible.

ii) Infrastructure pursuant to compliance with accessibility, such as wheel chair let down.

iii) Intelligent Transportation Systems (ITS).

iv) Active transportation projects, including sidewalks, bicycle lanes, pedestrian/bike/multi-use pathways as a component of a larger project.

v) Rehabilitation of bridges and major elevated or depressed structures (except those on the core National Highway System which are eligible under the National Highway System Category).

**Note:** Rehabilitation projects must meet the definition of 'rehabilitation' as agreed upon by the Council of Ministers responsible for Transportation and Highway Safety in 2005.

## 13. Shortline Rail Infrastructure

i) Construction of industrial branch lines to allow a railway to serve a group of companies (an industrial park), an intermodal yard, a port, or a marine terminal.

ii) Construction, rehabilitation and/or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel at speeds deemed acceptable for safe and efficient operations.

iii) Construction, development or improvement of facilities to improve the interchange of goods between modes.

iv) Procurement of technology and equipment used to improve the interchange of goods between modes.

**Note:** Shortline operators must offer year round services.

## 14. Short Sea Shipping Infrastructure

i) Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities.

ii) Capitalized equipment for loading/unloading required for expansion of short sea shipping.

iii) Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS).

**Note:** For greater clarity, the purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding.

## 15. Regional and Local Airport Infrastructure

Construction projects that enhance local and regional airports that are accessible all year-round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure:

a) Aeronautical infrastructure includes, but is not limited to, runways, taxiways, aprons, hangars, lighting, Navaids, maintenance sheds, airside mobile equipment and associated shelters, air terminal building, and groundside safety-related.

b) Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities.

## 16. Tourism Infrastructure

i) Community public attractions.

ii) Convention or trade centres.

iii) Exhibition hall-type facilities.

## 5.2 Is My Project a P3 or AFP?

The P3 Canada Fund supports many P3 / AFP models however all projects must meet the following minimum requirements in order to be eligible:

- the private sector must either **Design** or **Build**;

  **AND**

- the private sector must either **Finance** or **Maintain/Operate**.

In addition to these minimum requirements, PPP Canada will give greater consideration for the use of a P3 model that maximizes value for money and optimizes the risk transfer.

If you are a public authority planning a new public infrastructure project, and are considering procuring the project by way of a P3 or AFP, please consult the *P3 / AFP Suitability Self-Assessment Guide* at *Appendix C and contact PPP Canada*. The *Suitability Assessment Guide* will help you to determine if P3 / AFP is an appropriate procurement model to consider for your public infrastructure project(s).

If the project is not currently proposed as a P3 or AFP, however, the *Suitability Assessment Guide* suggests your project could be successfully procured as a P3 or AFP, please contact PPP Canada. Our analysts can help determine whether your project is a good candidate for the P3 Canada Fund.

## 5.3 Is My Project Ready To Be Submitted In Round 2?

Applicants to Round Two of the P3 Canada Fund should be prepared to submit their Business Case between September 2010 and March 2011, at the latest.

If your project's timetable varies greatly from the included in *Section 3.0: P3 Canada Fund Assessment Process*, please contact PPP Canada to discuss its readiness for submission in Round Two.

For those interested applicants whose projects are not ready for submission in Round Two, PPP Canada would be interested in opening a dialogue in anticipation of Round Three in 2011.

# 6.0 Financial Support

The P3 Canada Fund will provide financial contributions up to 25% of a project's eligible direct construction costs. The level, form and conditions of any financial support may vary, depending on the needs of a given project.

## *6.1 Financial Instruments*

> ***Please note:***
>
> This Guide is intended for public authorities seeking non-repayable and repayable contributions.
>
> Private sector entities seeking information with respect to loans and loan guarantees should encourage the relevant public authority to contact PPP Canada.

The P3 Canada Fund has the flexibility to appropriately support a variety of P3 / AFP projects. PPP Canada will support public authorities through **repayable contributions** and **non-repayable contributions**. PPP Canada will support private sector concessionaires through **loans** and **loan guarantees**.

**Non-repayable contributions** are available to help a public authority afford payments to a concessionaire, during or immediately after construction of the asset.

**Repayable contributions** are available to help a public authority afford payments to a concessionaire, during or immediately after construction of the asset. PPP Canada will consider a repayable contribution if the infrastructure asset is expected to generate direct revenues to the public authority (*e.g.*, tolls, landing fees). The contribution may be fully-repayable or partially-repayable; repayability will be interest-free.

**Loans** and **loan guarantees** are available to help concessionaires find sufficient capital to construct a project. PPP Canada will provide construction financing where the concessionaire expects to derive significant user-paid revenues during the operating/maintenance period of the concession. (*e.g.*, tolls, user fees). PPP Canada will participate alongside other lenders to the concessionaire.

## *6.2 Level and Timing of Support*

The P3 Canada Fund contribution to a given P3 / AFP project, whether through a single financial instrument or multiple instruments, will not exceed 25% of the project's eligible direct construction costs.

Further, the combined value of the P3 Canada Fund contribution with any other direct federal assistance (*e.g.*, Building Canada Fund, Infrastructure Stimulus Fund), shall not exceed 25% of the project's eligible direct construction costs. Contributions from Indian and Northern Affairs Canada are not considered federal assistance for the calculation of this limit, with the exception of the First Nations Infrastructure Fund.

PPP Canada supports **direct construction and development costs**, including: design, engineering, manufacturing, equipment, surveying, construction, environmental remediation, fees paid to relevant professional consultants and construction finance. Direct construction costs will be incurred by the concessionaire.

The P3 Canada Fund will support direct construction costs through payments to the public authority, as reimbursement for milestone payments and / or substantial completion payments. The milestone and / or substantial completion payments will flow from the public authority to the concessionaire.

The P3 Canada Fund does not support payments made by the public authority during the operating and / or maintenance period (i.e., availability payments).

# Appendix A – Contacts for Preliminary Submission

Each Preliminary Submission Form (Appendix B) and accompanying documents must be submitted to the relevant contact, as follows, by the submission deadline of June 30, 2010.
Submissions are being directed to provincial and territorial contacts for reasons of administrative efficiency. A submission to the P3 Canada Fund does not constitute an application for provincial or territorial financial support. PPP Canada will consult with provinces and territories, with regard to municipal submissions that are received in Round 2.

| Jurisdiction | Contact | Address |
|---|---|---|
| **INAC** | Gail Mitchell<br>Director General,<br>Community Infrastructure Branch | Indian and Northern Affairs<br>10 Wellington Street, Room 1401A<br>Gatineau, Quebec K1A 0H4<br>Tel: 819-953-4636<br>Fax : 819-997-3107<br>email: p3@ainc-inac.gc.ca |
| **Alberta** | Neill McQuay,<br>ADM, Strategic Capital Planning,<br>Treasury Board<br><br>CC: Geeta Ahlawat | 5th Floor, Oxbridge Place<br>9820 – 106 Street<br>Edmonton, AB T5K 2J6<br>Tel: (780) 415-1076<br>email: neill.mcquay@gov.ab.ca<br>email: geeta.ahlawat@gov.ab.ca |
| **British Columbia** | Susan Tinker<br>Vice President, Partnerships Services | Partnerships British Columbia<br>PO Box 9478 Stn Prov Gov't<br>Victoria, BC V8W 9W6<br>Tel: 250-356-2382<br>Fax: 250-356-2222<br>email: susan.tinker@partnershipsbc.ca |
| **Manitoba** | Karlene Maharaj<br>Executive Director<br>Canada-Manitoba Infrastructure Secretariat | 1140 – 363 Broadway<br>Winnipeg, MB R3C 3N9<br>Tel: 1-800-268-4883<br>Fax: 204-948-2035<br>email: Karlene.Maharaj@gov.mb.ca |
| **New Brunswick** | Fred Blaney<br>Executive Director, Engineering<br>Department of Transportation | Kings Place<br>P. O. Box 6000<br>Fredericton, NB<br>E3B 5H1<br>Tel: (506) 453-2849<br>email: fred.blaney@gnb.ca |
| **Newfoundland & Labrador** | Weldon Moores<br>Assistant Deputy Minister<br>Strategic and Corporate Services<br>Department of Transportation and Works | Confederation Building<br>P.O. Box 8700<br>Prince Philip Drive<br>St. John's, NL A1B 4J6<br>Tel: (709) 729-6882<br>email: wmoores@gov.nl.ca |

| | | |
|---|---|---|
| **Nova Scotia** | Jane Fraser<br>Executive Director<br>Strategic Capital and Infrastructure Planning<br>Department of Transportation and Infrastructure Renewal | P.O. Box 186<br>Halifax, Nova Scotia<br>B3J 2N2<br>Tel: (902) 722-1411<br>email: FRASERJC@gov.ns.ca |
| **Northwest Territories** | Sandy Kalgutkar<br>Deputy Secretary of the Financial Management Board<br>Department of Financa | Government of the Northwest Territories<br>5th Floor Arthur Laing Building<br>5003-49th Street<br>P.O. Box 1320<br>Yellowknife, NT X1A 2L9<br>Tel: (867) 920-8689<br>email: Sandy_Kalgutkar@gov.nt.ca |
| **Nunavut** | Kathleen Lausman<br>Deputy Minister,<br>Community and Government Services | P.O. Box 1000, Station 700<br>Government of Nunavut<br>Iqaluit, NU X0A 0H0<br>Tel: (867) 975-5306<br>Fax: (867) 975-5305<br>cell: (867) 222-0114<br>email: klausman@gov.nu.ca |
| **Ontario** | Rob Mackay | 630-100 Queen Street<br>Ottawa, ON K1P 1J0<br>Tel: (613) 992-5542<br>email: rob.mackay@p3canada.ca |
| **Prince Edward Island** | Steve MacLean<br>Deputy Minister<br>Transportation and Infrastructure Renewal | Government of Prince Edward Island<br>11 Kent St.<br>Charlottetown, PEI C1A 7N8<br>Tel: (902) 368-5130<br>email: scmaclean@gov.pe.ca |
| **Québec** | Pierre Benoit<br>Directeur, Projets<br>Infrastructure Québec | 500, boulevard René-Lévesque Ouest<br>6e étage, bureau 6.400<br>Montréal, QC H2Z 1W7<br>Tel: (514) 873-9026<br>email: Pierre.Benoit@infra.gouv.qc.ca |
| **Saskatchewan** | Terry Schmidt<br>ADM, Operations,<br>Gov't of Saskatchewan | 1200 - 1855 Victoria Avenue<br>Regina, Saskatchewan S4P 3T2<br>Tel: (306) 787-4859<br>email: Terry.Schmidt@gov.sk.ca |
| **Yukon Territory** | Scott Milton<br>Director, Business and Economic Research | Department of Economic Development, Yukon<br>Tel: 867-667-8011<br>email: Scott.Milton@gov.yk.ca |

# Appendix B – Preliminary Submission Form

The submission process for Round 2 will proceed as follows:

- **Submissions for provincial and territorial projects** must be submitted directly to PPP Canada by June 30, 2010; and
- **Submissions for municipal projects** must be submitted to the respective contact provided in *Appendix A* by June 30, 2010;
- **Submissions for Aboriginal projects** must be submitted to Gail Mitchell, Director General, Community Infrastructure Branch, who can be reached by telephone at (819) 953-4636 by June 30, 2010;

Interested applicants are encouraged to contact PPP Canada and their provincial contact, if applicable, to discuss their projects before filling out the submission form.

If submitted in hard copy or via PDF, the Preliminary Submission Form must be accompanied by an electronic copy in Microsoft Word (may be submitted via email or electronic storage device).

## *Part A — Applicant Information*

Please review section 4.0 of the Submission Guide: Round 2

- If you represent a private sector entity and you are interested in learning how the P3 Canada Fund could financially support a particular public infrastructure project, please contact PPP Canada or ask the procuring public authority to contact PPP Canada.

**Language Preferred for Correspondence / Langue de correspondence préférée:**

☐ English/Anglais ☐ French/Français

**1. Date:**

**2. Legal status of the applicant:**

- ☐ province / territory;
- ☐ an on-reserve and on-Crown land First Nation;
- ☐ municipal or regional government established by or under provincial / territorial statute; or
- ☐ public sector body that is established by or under provincial / territorial statute or by regulation or is wholly owned by a province, territory or municipality

Applicable statute or regulation: _____

**Note:** If you are a private-sector entity, seeking a loan or loan guarantee, your submission must be made by one of the eligible applicants listed above, on your behalf.

**3. Full legal name of the applicant:**

**4. This submission is made on behalf of a private sector entity:**

☐ Yes ☐ No

If "Yes", indicate the full legal name of the private sector entity:

**5. Mailing address of the applicant** (include telephone number, fax number and e-mail address)**:**

**6. Name, title and address of Project Leader:**

## *Part B — Project Information*

Please review section 5.1 of the Submission Guide: Round 2

**7. Project Name:**

**8. Briefly describe the infrastructure asset, including location and purpose** (500 word maximum)**.** Please attach a map and/or preliminary design, if available.

**9. Indicate the eligible project category and subcategory** (see Section 5.1)**:**

Eligible Category: _____

Subcategory: _____

**10. Briefly describe the expected public benefits of the infrastructure asset.** Please attach any associated studies.

## *Part C — Procurement Information*

Please review section 5.2 of the Submission Guide: Round 2

- If you know the details of your P3/AFP procurement, please fill in the following section
- If you are public authority planning a new public infrastructure project, and you are in the exploratory stage of considering procuring your project as P3 or AFP, please consult the *P3 / AFP Suitability Self-Assessment Guide* in *Appendix C*. The *Suitability Assessment Guide* will help you to determine if P3 / AFP is an appropriate procurement model to consider for your public infrastructure project(s). If the *Suitability Assessment Guide* suggests your project could be successfully procured as a P3 or AFP, please contact PPP Canada. Our analysts can help determine whether your project is a good candidate for the P3 Canada Fund.

**11. Indicate the proposed P3 / AFP procurement approach by checking all that apply:**

- ☐ Design
- ☐ Build
- ☐ Finance
- ☐ Operate
- ☐ Maintain

**12. Briefly describe the proposed P3 / AFP procurement** (500 word maximum)**.**

- duration of the concession period
- approach to payments during the concession period / construction period

**13. Briefly describe the P3 / AFP procurement experience of the applicant and Project Leader.** If applicable, please mention the executing authority and any P3 / AFP advisors (300 word maximum).

**14. Please indicate the proposed procurement schedule:**

| Procurement Stage | Date |
|---|---|
| Release RFQ | |
| Release RFP (and draft concession agreement, if applicable) | |
| Select Preferred Proponent | |
| Construction Commencement | |
| Construction Completion | |
| | |
| | |

**15. Please describe the required project approvals process and indicate the anticipated approvals schedule:**

| Required Approval | Date |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |

## *Part D — Funding Information*

Please review section 6.0 of the Submission Guide: Round 2

- If you are a private-sector entity seeking information with respect to loans and loan guarantees, please have the relevant public authority to contact PPP Canada for guidance.

**16. Please indicate the nature of the P3 Canada Fund financial support requested:**

- ☐ Non-repayable contribution
- ☐ Repayable contribution
- ☐ Loan (contact PPP Canada)
- ☐ Loan Guarantee (contact PPP Canada)

**17. Relevant project funding information:**

Total project capital costs: _____
P3 Canada Fund support requested: _____
Total funding currently secured: _____
Annual asset-generated revenues (est.) _____

**Please list all sources of planned or anticipated (non-federal) project funding:**

| Source of funds | Amount |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |

## *Part E — Declarations*

**18. *Conflict of Interest and Post-Employment Code*:**

Are there any employees working on, or managing, the project who are former public office holders who left the federal government in the last twelve months?

☐ Yes ☐ No

If "Yes", please ask the person to confirm, if they occupied an executive level (EX) position, whether they obtained from their previous department a confirmation letter of compliance with the post-employment provisions of the *Conflict of Interest and Post Employment Code*. Please submit a copy of that letter with this form.

**19. Other Sources of Federal Funding:**

If you applied, or plan to apply, for other forms of direct federal support in respect of this project, please indicate the amount to be contributed by these sources and whether the amount has been received or is anticipated. Attach letters of commitment.

| Source | Amount in Cash | In-Kind Amount | Confirmed Yes/No |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

**20. Lobbyist Registration Act:**

Does the applicant presently employ any persons to lobby on its behalf, in respect of this submission?

☐ Yes ☐ No

If you have answered "Yes", are the persons lobbying on your organization's behalf registered pursuant to the (federal) Lobbyist Registration Act

☐ Yes ☐ No

**I declare that:**

- All the information in this submission is accurate and complete;
- The submission is made on behalf of the organization named on the first page of the form with its full knowledge and consent; and
- I acknowledge that should this submission be approved, I will be required to enter into a financial agreement in order to receive a funding commitment from PPP Canada.

| Signature of authorizing official **(authority to bind)** | Date |
|---|---|
| | |

# Appendix C: Indicative P3 / AFP Suitability Self-Assessment

**Please consider the direction provided at section 5.2, with regard to P3 / AFP procurement options, before beginning the analysis of your project(s).**

## PART I: Suitability Self-Assessment

| Issue | Question | Guidance for Public Authority | Considerations for Determining P3/AFP Suitability |
|---|---|---|---|
| **Project Size** | Is the total project cost likely to exceed $50 million? | **Consider the estimated whole-life cost of the project.**<br>**Whole-life cost includes capital costs as well as operation and maintenance costs throughout the project's lifecycle**<br>**Costs should be estimated on the basis of traditional procurement option**<br>**See questions 8-10 for guidance on whole-life costing.** | Experience suggests that larger projects – in monetary terms – have broader scope and are likely to be more suitable for P3 / AFP procurement.<br><br>Larger projects have greater potential to generate the efficiency gains necessary to offset the fixed costs incurred by the public and private sectors during the development and procurement phases.<br><br>Smaller projects tend to have narrower scope and may be less suitable. |
| **Bundling of Contracts** | Is there potential to bundle a number of contracts (*e.g.*, design, construction, maintenance) into a single long–term contract? | **Will the project involve a number of individual contracts?**<br>**Examples of contracts include construction, cleaning, maintenance, training, etc.** | In many cases, the provision of infrastructure by the public sector is dependent on a number of separate contracts with different contractors (*e.g.*, a new road may involve contracts with designers, builders and maintenance firms).<br><br>P3 / AFP procurement provides the opportunity to bundle construction of an asset with related services into a single long-tem contract.<br><br>Combining construction and related service contracts simplifies the public authority's contract management task and provides incentives for the private sector to design an underlying asset which minimizes operating and maintenance costs. |

| Issue | Question | Guidance for Public Authority | Considerations for Determining P3/AFP Suitability |
|---|---|---|---|
| **Project Characteristics** | Is this project new construction, refurbishment of an existing asset, or both? | **If both, provide an estimate of the relative proportions (new build vs. refurbishment) to the total estimated capital cost.**<br><br>**If the project includes a refurbishment component, does this limit the potential for partnering with the private sector for the operation, maintenance or other aspects of the project?** | Refurbishment projects (typically > 40% of total capital cost) may be poor candidates for the Design-Build-Finance-Maintain (DBFM) or Design-Build-Finance-Operate (DBFO) procurement models. Exceptions can occur if the refurbishment component is offset with significant new build.<br><br>Major refurbishments and expansions may still benefit from the Design-Build-Finance (DBF) procurement model (*e.g.*, various projects in Ontario).<br><br>Refurbishment / renovation / rehabilitation projects may be less suitable for P3 / AFP procurement due to the following factors:<br><br>They may be less attractive to the private sector due to increased uncertainty (latest risk of the existing asset);<br><br>It may be difficult to develop performance based incentives if it is not possible to clearly delineate between the performance of existing assets and the new construction; and<br><br>They provide less opportunity for integration of design, construction and performance resulting in less opportunity for effective risk transfer. |
| | Describe the extent of integration into existing assets or services? | **Describe in clear statements the extent of the project's physical integration into existing assets or services.**<br><br>**Does this integration limit the potential for partnering with the private sector for the operation, maintenance or other aspects of the project? If so, how?** | The nature of any integration should be closely examined when selecting a P3 / AFP model.<br><br>Generally, projects requiring a high degree of integration with existing assets or networks are less likely to be strong candidates for DBFM or DBFO models, due to the challenge of clearly delineating between the performance of existing assets and new construction (*e.g.*, an extension to a subway line which is part of a broader network).<br><br>However, some projects that require integration of assets can be successfully delivered under the DBFO model (*e.g.*, wastewater treatment facilities).<br><br>Benefits may also be realized through a DBF model. |

| Issue | Question | Guidance for Public Authority | Considerations for Determining P3/AFP Suitability |
|---|---|---|---|
| **Design and Service Output Specifications** | Will design or service requirements change over time? | **If 'yes', explain why and how.**<br><br>**Will the anticipated or potential changes in design or service requirements limit the opportunity to enter into a long-term contract with the private sector? If so, how?** | Changes to the P3 / AFP contract resulting from changes in service requirements during the life of the concession period (*i.e.*, 10 – 30 years) can be very costly. The project may still realize benefits through a DBF model and should not be overlooked. |
| | Are there any factors that could limit the public sector's ability to objectively and independently asses the quality of service being delivered? | **Yes or No. If 'yes', explain why.** | The applicant may not have developed key performance indicators for the project / asset; however, it is important to understand whether the quality of service delivered could be objectively assessed. The ability for services (*e.g.*, road availability, bridge maintenance, water quality) to be objectively assessed supports the development of design and service-based output specifications.<br><br>P3 / AFP payment mechanisms are generally structured around output specifications to provide incentives for achieving performance. In the event of poor performance, deductions can occur. |
| **Asset and Service Need Duration** | What is the expected useful life of the asset(s)? | **Provide the number of years** | There must be long-term demand for the asset to justify a DBFM or DBFO structure. The project must achieve a minimum term to: (a) provide sufficient profits to the private sector; (b) transfer lifecycle risk to the private sector; and (c) improve the marketability of the project as there is typically a preference in the private sector for projects with longer investment horizons.<br><br>If the asset is not necessary over the long-term (> 20 years), the project may not be suitable as DBFM or DBFO delivery models. Shorter durations may still realize benefits through a DBF model and should not be overlooked. |

| Issue | Question | Guidance for Public Authority | Considerations for Determining P3/AFP Suitability |
|---|---|---|---|
| **Whole-life Costing** | Describe the expected annual routine maintenance requirements for the asset(s). | **Describe the key maintenance activities over the life of the asset. Include annual cost estimates or present value analysis if these have been developed.** | Projects where operating, maintenance, and refurbishment (OMR) costs are a significant component of overall project cost can benefit from a P3 / AFP approach. Through a P3 / AFP approach, public authorities can transfer long-term risk in exchange for cost certainty. If OMR costs are relatively insignificant (for example, if the present value of OMR costs are < 20% of the total capital cost), other P3 / AFP models such as a DBF may generate greater benefits.<br><br>Integration of the design, build and operations/maintenance services can promote lifecycle cost savings. These savings are likely to be greater where the project is characterised by a higher operational content, providing incentive for the private sector to achieve lifecycle cost savings.<br><br>Lifecycle costing provides budgetary predictability over the life of the asset and reduces the risks of funds being diverted from asset maintenance / refurbishment. |
| | Describe the expected long-term refurbishment requirements for the asset(s). | **Describe the major refurbishment activities expected in the respective years over the life of the asset. Include cost estimates and present value analysis of each major refurbishment if these have been developed.** | |
| | Are there any factors that would limit the possibility of having the private sector operate and maintain the asset over its useful life? | **Yes or No. If 'yes', explain why.** | |
| **Innovation** | Could the private sector have flexibility in the design and construction of the asset(s) in order to meet your design output specifications? | **Yes or No. If 'no', explain why.** | The potential for achieving innovation in the design and construction of the asset, the delivery of services, or all, is a key reason for considering a P3 / AFP delivery model.<br><br>P3 / AFP approaches are suitable where it is determined that the private sector partner could for example: (a) be free to determine how to deliver the services to meet the public authority's requirements; (b) determine the manner of the design and construction of the asset; (c) provide additional services to the public; or (d) generate third party revenue by delivering the services to the public.<br><br>Consideration should be also given to market precedents with innovative outcomes. |
| | Are their opportunities for the private sector to generate revenue by delivering ancillary services to the public? | **Yes or No. If 'no', explain why.** | Infrastructure assets developed by public authorities are rarely used to generate additional revenue. In some instances, private sector providers are motivated to develop opportunities for revenue beyond the public authority payment stream and this could be used to reduce the cost to the public authority. |

| Issue | Question | Guidance for Public Authority | Considerations for Determining P3/AFP Suitability |
|---|---|---|---|
| **Market Capacity / Interest** | Is there any reason to believe that there would be insufficient market capacity or interest to deliver this project as a P3 / AFP? | **Is there reason to believe that the economics or structure of the project would result in no (or very few) interested bidders if this project was delivered as a P3 / AFP? If so, explain.**<br>**Is there reason to believe the private sector does not have the capacity to deliver the project as a P3 / AFP? If so, explain.** | Market precedents in Canada and other international jurisdictions should be considered in assessing the suitability of a P3 / AFP for the particular project. An existing market for similar projects is likely to improve competitive tension in the bidding process and increase VFM. |
| **Management and Operational Capacity** | Is there sufficient organizational and management support available for the project? | **Does the public authority have, and/or could it retain, the skills and resources sufficient to define, deliver and support the P3 / AFP procurement?**<br>**Is there an identified and accountable project management team to see the project through to final selection and award?** | Proper project management and governance is required for successful execution.<br>Individuals possessing experience with projects of this nature should be available to the project. |
| **Other** | Are there legislative / regulatory constraints on the inclusion of the private sector? | **Yes or No. If 'yes', explain.** | |

**Please contact PPP Canada if you are unsure whether P3 / AFP could be an option for your public infrastructure procurement.**

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# Appendix E – Glossary

| Term | Definition |
|---|---|
| **active transportation** | It is any form of human-powered transportation. It is any trip made for the purposes of getting yourself, or others, to a particular destination - to work, to school, to the store or to visit friends. As long as it is "active", you can choose the mode - walking, cycling, wheeling, in-line skating, skateboarding, ice skating (eg. on a canal). Walking and cycling are the most popular forms of active transportation. It can also involve combining modes such as walking/cycling with public transit. |
| **alternative financing and procurement; AFP** | see P3. |
| **air terminal** | A building in an airport or in a place near an airport where aircraft passengers meet before their flight leaves or from which they leave after their flight has arrived |
| **airside** | The area beyond passport and customs control in an airport terminal |
| **anaerobic digestion; AD** | Anaerobic digestion is a biological process that produces a gas composed principally of methane (CH4) and carbon dioxide (CO2) otherwise known as biogas. These gases are produced from wastes such as livestock manure, food processing waste and other organic materials. |
| **apron** | The extensive paved part of an airport immediately adjacent to the terminal area or hangars |
| **archives** | A collection of historical documents or records |
| **bicycle lane** | A portion of a roadway which has been designated by striping, signing and pavement markings for the preferential or exclusive use of bicyclists. |
| **bike path** | A bikeway physically separated from motorized vehicular traffic by an open space or barrier and either within the highway right-of-way or within an independent right-of-way. |
| **biofuel** | Fuel such as methane produced from renewable biological resources such as plant biomass and treated municipal and industrial waste. |
| **bridge** | A structure carrying a road, path, or railway across a river, road, etc. |
| **brownfield** | Refurbishment on an existing facility or building on a site where there have previously been major structure |
| **bypass** | A road section on the fringe of a town or village, to enable through traffic to pass around it. |
| **capitalize** | To treat as an amortizable investment in long-term capital assets rather than as an ordinary operating expense to be charged against revenue for the period in which it is incurred |
| **clean coal** | Clean coal is coal chemically washed of minerals and impurities, sometimes gasified, burned and the resulting flue gases treated with steam and reburned so as to make the carbon dioxide in the flue gas economically recoverable. |

| Term | Definition |
|---|---|
| **climate change** | Climate change refers to any significant change in measures of climate (such as temperature, precipitation, or wind) lasting for an extended period (decades or longer). |
| **combined heat power; CHP** | Combined heat and power – also known as cogeneration – is a way to increase the efficiency of power plants. Standard power plants effectively use just 40 percent of the fuel they burn to produce electricity. Sixty percent of the fuel used in the electric production process ends up being rejected or "wasted" up the smokestack. Combined heat and power uses these reject heat to heat buildings in a surrounding area through a district energy system. Combined heat and power is only possible when there is an area near the plant that has a need for the heat – a downtown area, a college campus or an industrial development. |
| **combined sewer overflows** | A small amount of sanitary wastewater diluted by a large amount of storm water that is released into a watercourse as a result of precipitation or melting snow. |
| **combined sewers** | A sewer system that carries both sewage and storm-water runoff. |
| **compliance** | conformity in fulfilling official requirements |
| **composting** | The controlled biological decomposition of organic material in the presence of air to form a humus-like material. Controlled methods of composting include mechanical mixing and aerating, ventilating the materials by dropping them through a vertical series of aerated chambers, or placing the compost in piles out in the open air and mixing it or turning it periodically. |
| **concessionaire** | Private sector party responsible for the designing; building; financing; maintaining and/or operating an infrastructure asset. Typically, this is a group of firms including architects, engineers, financiers and constructors. |
| **concession period** | The concession period is a measure for deciding when the project ownership will be transferred from the investor back to the government concerned; it also demarcates the benefits, authorities, and responsibilities between the government and private investors. |
| **connectivity** | The ability to make and maintain a connection between two or more points in a telecommunications system |
| **convention centre; trade centre** | A large civic building or group of buildings designed for conventions, industrial shows, and the like, having large unobstructed exhibit areas and often including conference rooms, hotel accommodations, restaurants, and other facilities. |
| **debris trap** | […] Debris Trap annually collects up to […] cubic metres of material which is swept downstream […] |
| **decontamination** | Removal of harmful substances such as noxious chemicals, harmful bacteria or other organisms, or radioactive material from exposed individuals, rooms and furnishings in buildings, or the exterior environment. |
| **depressed structure** | Pressed down, or situated lower than the general surface. |
| **disaster** | An event causing great damage or suffering. |

| Term | Definition |
|---|---|
| **dredging** | Removal of mud from the bottom of water bodies. This can disturb the ecosystem and causes silting that kill aquatic life. Dredging of contaminated muds can expose biota to heavy metals and other toxics. |
| **drinking water** | Water which must meet a certain number of criteria in order to be drunk by humans without endangering their health. |
| **electric vehicle; EV** | Something, as an appliance, vehicle, or toy, operated by electricity. |
| **elevated highway** | Raised especially above the ground or other surface <an elevated highway> |
| **energy recovery** | Obtaining energy from waste through a variety of processes (e.g. combustion). |
| **energy retrofit** | A modification to lighting, heating, water heating, ventilating, air conditioning systems and auxiliary equipment, or a modification to building envelopes to reduce energy consumption and costs. |
| **exhibition hall** | A large room for gatherings or entertainment |
| **extreme natural event** | Extreme natural events like hurricanes, coastal storms, floods, and droughts are relatively short term changes that can wreak havoc […] over just a matter of hours or days. |
| **feasibility study** | Analysis and evaluation of a proposed project to determine if it (1) is technically feasible, (2) is feasible within the estimated cost, and (3) will be profitable. |
| **ferry** | A boat or ship for conveying passengers and goods, especially as a regular service. |
| **field** | A piece of land used for a sport or game. |
| **fitness trail** | Course composed of a series of obstacles which provide opportunities to develop the physical fitness. |
| **fleet management** | Deployment of human and material resources allowing vehicle fleet operators to locate their vehicles and allocate and monitor staff. |
| **gasification** | Any chemical or heat process used to convert a substance to a gas |
| **grade separation** | A grade crossing employing an underpass and overpass. |
| **gravel** | A loose mixture of small stones, often used for paths and roads. |
| **grey water** | Grey water is wastewater generated from household sources such as dish washing, hand washing, laundry and bathing/showering. |
| **groundside** | The area of an aerodrome not intended to be used for activities related to aircraft operations and to which the public normally has unrestricted access. |
| **hangar** | A large building with an extensive floor area, typically for housing aircraft. |
| **heritage site** | Heritage sites are protected for aesthetic, historical or ecological reasons. |
| **industrial park** | An area of land developed as a site for factories and other industrial use |

| Term | Definition |
|---|---|
| **intelligent transportation systems; ITS** | Interactive system for the collection, processing and dissemination of information applied to the field of transportation, based on the integration of information and communication technologies into infrastructures and vehicles in order to improve the management and operation of transportation networks and associated user services. |
| **Interchange** | A road junction on several levels so that traffic streams do not intersect. |
| **intermodal** | Transportation movements involving more than one mode, such as shipments of containers on truck and rail. |
| **intersection** | A point at which two or more things, especially roads, intersect. |
| **landfill** | An area built up by landfill; a system of trash and garbage disposal in which the waste is buried between layers of earth to build up low-lying land |
| **local road** | A street that is primarily used to gain access to the property bordering it |
| **Multi-use pathway** | A multi-use pathway is physically separated from motor vehicle traffic, and can be either within the highway right-of-way or within an independent right-of-way. Multi-use pathways include bicycle paths, rail-trails or other facilities built for bicycle and pedestrian traffic. |
| **museum** | A building in which objects of historical, scientific, artistic, or cultural interest are stored and exhibited. |
| **National Highway System** | The National Highway System (NHS) is a designated set of highways that support functions of national significance. |
| **navigation aid; NAVAID** | A navigational device in an aircraft, ship, or other vehicle. |
| **operation and maintenance; O&M** | O&M are the activities related to the performance of routine, preventive, predictive, scheduled, and unscheduled actions aimed at preventing equipment failure or decline with the goal of increasing efficiency, reliability, and safety. |
| **para-transit** | The term […] used […] to describe special transport services for the handicapped |
| **park** | An area permanently dedicated to recreation use and generally characterized by its natural, historic or landscape features. |
| **parking facility** | Dedicated area, not part of a roadway, for parking a specified number of vehicles. |
| **pedestrian lane; sidewalk** | That portion of a road reserved for pedestrians. |
| **playground** | A piece of land used for and usually equipped with facilities for recreation especially by children |
| **point of presence; PoP** | A location at which the interconnection between facilities of a local telephone company and a long distance carrier is made. |
| **port** | A harbour town or city where ships may take on, or discharge cargo |
| **precinct** | The area within the walls or perceived boundaries of a particular place. |
| **public attraction** | A building or place which draws visitors. |
| **public park** | A large public garden in a town, used for recreation. |

| Term | Definition |
|---|---|
| **public transit** | Transportation system available to the public in an urban centre, using vehicles designed for use by multiple individuals, with fares, schedules and routes that are planned and available in advance. |
| **public private partnership; P3** | A service contract between a public authority and a private sector concessionaire, where the public authority pays the concessionaire to deliver infrastructure and related services, Typically, the concessionaire, who builds the infrastructure asset, is financially responsible for its condition and performance throughout the asset lifetime, or the duration of the agreement. |
| **procuring authority** | The public sector entity seeking private partners to build and maintain a public infrastructure asset (e.g., province; municipality; First Nation; municipal utility; university incorporated and owned by a province; First Nation's economic development corporation, etc.) This guide is intended for public authorities seeking to build P3/ AFP projects. |
| **rail car** | Motor coach fitted with a heat engine. |
| **recycle** | Convert (waste) into reusable material. |
| **refuelling** | To provide with additional fuel. |
| **remediation** | Cleanup or other methods used to remove or contain a toxic spill or hazardous materials from a site. |
| **renewable electricity** | Any naturally occurring, theoretically inexhaustible source of energy, as biomass, solar, wind, tidal, wave, and hydroelectric power, that is not derived from fossil or nuclear fuel. |
| **Request for Proposal; RFP** | Publication of detailed requirements by a prospective buyer in order to receive vendor offerings. |
| **Request for qualification; RFQ** | Request from a purchasing organization to a vendor (external supplier) to submit a quotation with regard to the supply of materials or the performance of services. |
| **reserved bus lanes** | A street lane intended primarily for buses, either all day or during peak hours, but which other traffic may use under certain circumstances; i.e., to make right turns. |
| **rest area** | An area adjacent to a highway at which restrooms and refreshments are usually available. |
| **rolling stock** | Locomotives, carriages, or other vehicles used on a railway. |
| **roundabout** | A road junction at which traffic moves in one direction round a central island to reach one of the roads converging on it. |
| **runway** | A strip of hard ground along which aircrafts take off and land. |
| **shelter** | A place giving protection from bad weather or danger. |
| **shortline rail** | A transportation system (as a railroad) operating over a relatively short distance connecting to their own higher-density operations. |
| **short-sea shipping** | Commercial waterborne transportation that does not transit an ocean. |
| **social housing** | Housing built, owned, and operated by a public authority and occupied by low-income families at a reduced rent, the difference in rent paid and housing costs being made up by government subsidy. Source, fiche 1, Definition 1 - public housing |
| **solar energy** | Energy derived ultimately from the sun. |

| Term | Definition |
|---|---|
| **solid waste** | Non-liquid, non-soluble materials ranging from municipal garbage to industrial wastes that contain complex and sometimes hazardous substances. Solid wastes also include sewage sludge, agricultural refuse, demolition wastes, and mining residues. Technically, solid waste also refers to liquids and gases in containers. |
| **stop** | A place designated for a bus or train to stop. |
| **storm water** | Surface water draining to a watercourse as a result of heavy rainfall. |
| **streetcar; trolley** | A vehicle on rails used primarily for transporting passengers and typically operating on city streets |
| **taxiway** | A route along which an aircraft taxies when moving to or from a runway. |
| **thermal energy** | Energy in the form of heat. |
| **transit** | The conveyance of passengers on public transport. |
| **transit passenger** | Passenger departing from an airport on the same flight as that on which he/she arrived. |
| **transit vehicle** | Vehicle designed for the use of multiple individuals as part of a transportation system in an urban area |
| **transmission grid** | An interconnected system of electric transmission lines and associated equipment for the transfer of electric energy between points of supply and points of demand. |
| **treatment** | The use of a substance or process to preserve or give particular properties to something. |
| **Tunnel** | An enclosed passageway, as for trains, automobiles, and so on, through or under an obstruction, such as a city, mountain, river, or harbour. |
| **Value for money** | Value for money, the combination of risk transfer, whole-life cost and service provided by the Facility, as a basis for deciding what offers the best value to the Public Authority. |
| **wastewater** | The spent or used water from a home, community, farm, or industry that contains dissolved or suspended matter. Water Pollution: The presence in water of enough harmful or objectionable material to damage the water's quality. |
| **wastewater sludge** | The solids and precipitates separated from municipal sewage and industrial wastes of a liquid nature by the unit processes of a treatment works. |
| **wastewater treatment** | Any process to which wastewater is subjected in order to remove or alter its objectional constituents and thus render it less offensive or hazardous to human health and the environment. |
| **wastewater treatment facility; WWTP** | A facility containing a series of tanks, screens, filters, and other processes by which pollutants are removed from water. Most treatments include chlorination to attain safe drinking water standards. |
| **wind energy** | The kinetic energy associated with the movement of large masses of air over the surface of the earth. |