

DEPARTMENT of MUNICIPAL AFFAIRS and ENVIRONMENT
2017-2020 MULTI-YEAR CAPITAL WORKS
PROJECT GUIDELINES

It is essential for the municipality and also the municipal engineer or engineering consultant to comply with the following guidelines in order for the project to be efficiently implemented, and satisfactory cost controls are maintained.

FINANCIAL

- 1.1. Funding will be provided based on Council's assurance to this Department of its ability to meet its share of the cost. The Municipality must meet its share of principal and interest charges, and this Department will not, under any circumstances contribute by way of special grants or otherwise, any amount in excess of the approved project costs. If Council's financial position has changed so that it cannot meet its share, then Council should immediately notify the Minister and this project will be required to be cancelled.
- 1.2. Eligible project costs include construction costs, associated land acquisition costs, engineering and other professional fees. The Department will not be incurring any interim interest charges during construction.
- 1.3. The Provincial payment will be advanced in a timely fashion based on projected cash flows when project costs are committed through a contract award. Final project payment will be based on the costs indicated in the status report and job control sheet.
- 1.4. Project funding has been reduced by the amount of GST rebate due to the municipality if the full project costs are expended. The municipality is required to apply for the appropriate rebates. The GST rebate is to be used by the municipality as part of the project funding. Interim financing of the GST rebate will be the responsibility of the municipality.
- 1.5. The Town must submit a copy of the monthly bank statement to their consultant indicating expenditures to be included in status reports as per clause 3.3 below.
- 1.6. The municipality may not charge more than a nominal fee sufficient to cover royalties and reasonable equipment rental rates if council equipment is used for loading material supplied from a municipality owned borrow pit for use on the project. This applies regardless of whether the material is supplied directly to the project or to the contractor for incorporation in the project. Approval of the Regional Engineer is required before any costs can be charged relating to this clause.
- 1.7. Council is required to advise the Minister in writing of its decision to accept or reject the funding prior to the date specified in the Minister's project approval letter.

ENGINEERING & CONSTRUCTION

The Minister's approval is required before Council can engage or change a consulting engineering firm in relation to this program.

- 2.1 If an engineering consultant is engaged for this project, no engineering work is to be undertaken until the Engineer/Client Agreement has been approved by the Regional Engineer and signed by the municipality and engineering consultant. This agreement must indicate the services to be provided, the rates to be charged and a completion schedule. Rates charged are to be in line with the service rendered not necessarily the seniority of the engineering staff involved.
- 2.2 To obtain approval the consultant must forward a copy of the proposed Engineer/Client Agreement to the appropriate Regional Engineer. After signing, the consultant must forward copies of the signed Engineer/Client Agreement to the Municipality and the Regional Engineer. Municipalities are not to pay any engineering fees unless a signed Engineer/Client Agreement is in place. In this regard the Department will not advance any funds until they have a copy of this agreement. Engineering fees in excess of the amount approved in the Engineer/Client Agreement will not be eligible for funding unless agreed to and requested by the municipality and approved by the Regional Director.
- 2.3 The municipal engineer or engineering consultant must liaise with the Regional Office on all aspects of the project.
- 2.4 The municipal engineer or engineering consultant must complete the special form which the Environment Branch requires when applying for a Permit. The Regional Engineer requires a copy of this form at the time of submission of plans and specifications for approval to tender.
- 2.5 Before construction can commence or tenders can be called, plans, specifications and a current detailed cost estimate must be submitted to the appropriate Regional Engineer. In accordance with the *Municipalities Act, 1999* tenders cannot be called or contracts awarded without the approval of the Minister. The municipal engineer or engineering consultant must also submit, prior to tender calls, a copy of the plans and specifications to the municipality and all Government departments and agencies such as the Environment Branch, Fire Commissioner's Office, Department of Transportation and Works, and other agencies that might have jurisdiction for approval.
- 2.6 A copy of the signed contract documents for the construction of the project must be forwarded within one week of signing to the appropriate Regional Engineer. Contracts should be signed at the earliest opportunity. The engineering consultant must notify the Regional Office of the time and location of the preconstruction meeting in a timely manner to allow a representative of the Regional Office an opportunity to attend.

- 2.7 It is the responsibility of the Council and its engineering consultants to ensure that all easements and rights-of-way are acquired before the contract is awarded. Rights-of-way and easements, as they apply to Councils, are covered under Sections 167 inclusively in the *Municipalities Act, 1999* and amendments.
- 2.8 Authority and process for the issuance of change orders will be advised in the letter of contract award.
- 2.9 The municipal engineer or engineering consultant must submit copies of the as-built drawings within two months of substantial completion of the project, the preparation of which is to be included as one of the engineering services in the engineering contract. Copies must be submitted to the municipality, the Regional Engineer and the Manager of Municipal Planning & Design Engineering. As-built drawings and related Municipal Information System (MIMS) data must be submitted on CD in AutoCad format (Version 2000 or newer) and comply with the current version of the Department's MIMS data standards document. The Municipality shall not delete the requirement for as-built drawings. Funds must be allocated for this vital engineering service. Tenders will not be authorized until the as-builts for the previous phase have been submitted.
- 2.10 Where applicable, the engineering consultant must produce a system operation and maintenance manual and submit it to the municipality.
- 2.11 Road reconstruction eligibility is described further in these guidelines.

GENERAL ADMINISTRATION

- 3.1 All work will be in accordance with a Schedule "A" approved by the Department. Any extensions to a construction contract, if necessary, require the written approval of the Minister.
- 3.2 Council will be responsible for all overruns or funding commitments that exceed the approved program funding.
- 3.3 The municipal engineer or engineering consultant must submit status reports within 10 days of the end of each month to the department, the appropriate Regional Engineer and the municipality. These reports must span from the date of appointment of the consultant to the date of final completion of the project. The final status report must be marked as such and must be reconciled against the bank account records of the municipality. Copies of all engineering invoices, change orders, substantial performance certificates and contractor's progress payments associated with the project must also be submitted with the monthly status report. The municipality shall not pay engineering invoices unless the status report has been received and also shall not pay the final engineering invoice until the as-builts are received.

- 3.4 Project signs must be prominently displayed near the works within the municipality. The signs must conform to the approved design for Multi-Year Capital Works projects. Signs must be installed before construction commences and must be removed when the project is completed. The engineering consultant must certify that the project signs are in place before any progress claim is paid.
- 3.5 Any public announcements or official ceremonies concerning this project are to be organized and made jointly by the Province and the municipality. In this regard, Council is requested to co-ordinate all public announcements and official ceremonies with the Director of Communications of this Department.
- 3.6 Projects must be undertaken through a public tender and contract award basis, and not on a “project management basis”. “Project management” is defined as construction with council forces for the purposes of these guidelines.
- 3.7 For any new building construction that is within the limits of the project and is started after the contract has been awarded, the installation of the service laterals from the main to the building will be responsibility of the owner. The exception is where a permit has been given and the foundation of the new building has been installed, before the water and/or sewer mains have been installed in front of the building lot, the service lateral may be installed under the contract.
- 3.8 All work constructed under this program must conform to the Limit of Servicing Agreement.
- 3.9 Please use the Department’s project numbers on all correspondence, status reports, etc., relating to these projects.

Road Reconstruction Eligibility

Schedule 1 Eligible Costs	Schedule 2 Ineligible Costs
1. Engineering Costs	1. Sidewalks on all roads, except as in Item 8, Schedule 1
2. Road widening and horizontal and vertical re-alignment of existing roads	2. Patching - except where recapping of the whole area is to be done as part of the overall project. Example:
3. Re-capping of existing roads including preparatory patching	<ul style="list-style-type: none"> · patching depressions and potholes · repairs to edges of pavement · repairs to pavement as a result of cuts to permit installation of water and sewer services · repairs to broken or badly placed pavement
4. New pavement on existing roads	
5. New road construction including if deemed necessary by the Department	
6. Paving or upgrading of municipal owned parking lots	
7. Construction of new retaining walls relating to road construction	3. General Maintenance Work:
8. Construction or upgrading of concrete curb and gutter, concrete curb, combined concrete curb and sidewalk and sidewalks of concrete, asphalt, or other approved materials if and when undertaken as part of an overall street or road construction or reconstruction program	<ul style="list-style-type: none"> · repairs to roads - washouts, filling potholes, etc. · extensions on existing culverts where no other work on the road is planned · replacement of existing culverts - where existing culvert was originally installed improperly, or was damaged or made inoperable due to improper maintenance · cleaning out ditches · repairs to sidewalks · repairs to curb and gutter · scarifying and reshaping where no granulars or other surfacing is being applied
9. New storm drainage system relating to road improvements - storm sewers, manholes, catch basins, open ditches.	
10. Raising to grade - manholes, valves, catch basins, etc.	
11. Relocation of public utilities affected by road construction (poles, water and sewer lines, etc.)	4. (a) Private roads to and within private subdivision
12. Installation of guardrails	(b) Private roads in or leading to subdivision, will not be eligible for cost shared funding after takeover by the municipality, unless, at the time of takeover, the standard of that road is equal to or greater than the

<p>13. Reinstatement of affected property caused by road construction under the Program (lawns, fences, etc.)</p>	<p>highest standard of existing roads under the municipality's jurisdiction</p>
<p>14. Turn-a-rounds (cul-des-sacs)</p>	<p>5. Landscaping, except as is provided for in Item 13, Schedule 1</p>
<p>15. New bridge construction, overpass construction, underpass construction including handrails and walkways</p>	<p>6. Snow plowing, including sanding and salting of streets</p>
<p>16. Driveway culverts, where part of overall road upgrading program</p>	
<p>17. Replacement of existing culverts in order to increase capacity</p>	
<p>18. Property acquisition, where approved by the Department</p>	
<p>19. Traffic lights and traffic markings where approved by the Department</p>	
<p>20. Pavement management program</p>	
<p>Note: It is understood that all construction will be to acceptable Engineering Standards and conform to the Municipal Water & Sewer and Roads Master Specifications.</p>	