

## APPENDIX B – ROUND THREE APPLICATION FORM

Interested applicants are encouraged to contact PPP Canada to discuss their projects before filling out the Application Form. You can contact PPP Canada at:

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

Information provided in the Application Form will be initially evaluated through the Screening phase, as described in section 1.3.1 of the Application Guide. Projects that satisfy the Screening phase criteria will then be selected to continue through the P3 Canada Fund assessment process. For more information on the overall assessment process, the evaluation criteria, and how to fill-out this application, please see sections 1.3 and 2 of the Application Guide.

Also, for your reference, a glossary and a list of frequently asked questions can be found at the end of this guide (Appendix E and F, respectively).

Please remember that the quality and completeness of your Application Form will be a fundamental factor in evaluating your project. Therefore, we encourage you to send along with your application relevant supporting documentation that would facilitate the evaluation of your project. Also, please ensure that your application is signed by an authorized official and submitted to PPP Canada through your designated contact as indicated in Appendix A (signed copies of your application can be sent by email, fax or mail to your designated contact).

**All applications for Round Three must be received  
by designated contacts no later than June 30, 2011.**

**Project Name:**

**Project Location:**

### **Part A — Applicant Information**

**1. Preferred Language / Langue de correspondance préférée:**

- English / Anglais
- French / Français

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

**3. Is the proposed recipient of funding same as applicant?**

- Yes
- No

If No, please identify proposed recipient:

**4. Applicant Contact Information (include mailing address, telephone number, fax number and e-mail address).**

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**5. Contact persons – Please complete the table below:**

	Project Leader	Alternate contact person (required)
Name:		
Title:		
Telephone number:		
E-mail address:		
Mailing Address (if different from question 4):		

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

- A province, territory, or a municipal or regional government established by or under provincial or territorial statute;
- A public sector body that is established by or under provincial or territorial statute or by regulation or is wholly owned by a province, territory or municipality (e.g., provincial public universities, municipal airports, etc.);
- On-reserve and on-Crown land First Nations;

For applications made on behalf of a private sector entity, please answer question 7. For any of the three boxes above, please identify the applicable statute or regulation under which the applicant was established:

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**7. Is this application made on behalf of a private sector entity as defined in section 1.2.1 of the Application Guide?**

- Yes
- No

If “Yes”, indicate the full legal name of the private sector entity and its legal structure and ownership:

**Part B — Project Information**

**PART B1- GENERAL PROJECT INFORMATION**

**8. Please indicate the eligible project category and subcategory of your project as per section 1.2.3 of the Application Guide:**

Eligible Category:

Subcategory:

**9. Describe the infrastructure project, including the following items (non-exhaustive list):**

- a) Location (please attach to your application a map and/or preliminary design, if available)

b) Scope (if your project encompasses eligible and non-eligible infrastructure, please identify what is the eligible infrastructure component)

c) Describe whether this is a new building, refurbishment, or expansion of a facility

d) Briefly describe the need for the project and the expected public benefits of the infrastructure asset. If available, please provide supporting documentation, such as the results of feasibility studies or associated studies that confirm this need.

## 10. Project cost information

Total project capital costs	\$	
Total public infrastructure capital costs	\$	
Total land costs and furnishings <sub>1</sub>	\$	
P3 Canada Fund support requested <sub>2</sub>	\$	
Other government funds requested	\$	
Total funding currently secured	\$	
Annual estimated revenues (if applicable)	\$	

<sub>1</sub> Please note that land and furnishings are not eligible costs.

<sub>2</sub> Must be based on the value of the public infrastructure capital costs only.

## PART B2- P3 PROJECT INFORMATION

11. **Proposed P3 model – Please check the areas where you envision the private sector taking responsibility and briefly describe why.** In doing so, please address the following questions to the best of your ability:

- Design: Will sufficient scope be left for the private sector to innovate and realize efficiencies?  
Please explain:

- Build: Will the private partner be responsible for the overall construction of the bid design? Will the private partner deliver the asset for a fixed price and date? Please explain:

- Finance: Will the private partner arrange for construction financing to ensure the project is delivered in accordance with the P3 Agreement? Will the private partner arrange for long term financing during the construction phase and O/M period? Please explain:



- Operate: Will performance levels be identified at the early stages of the procurement? Will the operator be involved as part of the design and construction stages to ensure the infrastructure is built to optimize performance during the operating and maintenance period? Please explain:

- Maintain: What risks for long term lifecycle requirements will be transferred to the private sector? Will the P3 agreement specify the conditions under which the asset is to be handed back? Please explain:

**12. Overall, why is a P3 approach right for your project?**

Explain what you would like to achieve with the P3 model, e.g.: transfer of risk, time and budget certainty, innovations brought by the private sector, revenue sharing, leveraging of public assets, etc.

**13. Briefly describe the proposed P3 transaction by addressing the following questions:**

- a) Expected life of the proposed asset and length of the concession period

- b) If known, please explain the expected relationship between the project applicant, the private partner and other stakeholders (if possible, please attach to your application a diagram that shows this transaction structure)

- c) If available, please describe the results of market soundings, requests for Expression of Interest, and/or information on the type of market, market experience with P3 model, etc.

**14. Describe the project's procurement schedule by responding to the questions below:**

- a) Has the procurement started?

- Yes  
 No

- b) If yes, how far has the procurement process advanced?

c) Please indicate any deadlines driving your procurement

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d) How will you ensure the procurement process is a transparent, fair and competitive?

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e) Preliminary P3 procurement schedule – please indicate the dates below. If a more detailed procurement schedule is available, please send it along with your application.

Procurement Stage	Estimated Date
Business case and P3 procurement approval by Authority (Council, Ministry, Treasury Board, etc.)	
Release RFQ	
Release RFP (and draft concession agreement)	
Select Preferred Proponent	
Construction Commencement	
Construction Completion	

## Part C – Status & Project Planning

**15. Is there a project champion? If yes, please indicate name and position.** The project champion is a public spokesperson who is usually at the political or senior executive level. This role centers around advocating the project internally and with external stakeholders. Furthermore, the champion may obtain budget authority for the project, seek the required approvals, and oversee the overall execution of the project.

**16. Project Status** – List the relevant studies that you have completed, that are underway or that you intend to carry out. Please indicate completion dates (or expected date) for each study (e.g., operational/technical/financial feasibility studies). If available, please attach the supporting documentation to your application.

**17. Why is this project a priority?**

- a) Indicate if funding for the project has been approved, by which appropriate authority, and where it is referenced, e.g., strategic plan, capital plan, or other policy document.

b) Indicate the required project approvals and anticipated schedule.

Examples of internal approvals: support of preliminary feasibility studies, support of preliminary business case, support of environmental assessment evaluation, etc.

Examples of external approvals: support from provincial minister, or Treasury Board or designated infrastructure minister.

Required Internal Approval	Date
Required External Approval	Date

**18. Describe the P3 procurement experience of the applicant, the Project Leader and its procurement team. If applicable, please include any P3 advisors you have or will be engaging.**

a) Describe internal and external teams that will be responsible for the P3 procurement process:

b) Indicate the procurement team experience with P3 and/or complex procurements.

## Part D — Funding Information

**19. Other than support from the P3 Canada Fund, list all sources of planned or anticipated project funding.** If known, please specify the source of funds for long-term operations.

Source of Funds	Amount	Approval Status

**20. List all sources of federal funding:**

If you have 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. If available, please attach to your application letters of commitment.

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

Examples of in-kind amount: value of land, services, buildings, equipment, etc.



**NOTE**

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 costs (which include direct construction costs and development costs). Contributions from Indian and Northern Affairs Canada (INAC) are not considered federal assistance for the calculation of this limit, with the exception of the First Nations Infrastructure Fund.

**21. Are there potential revenues that could be generated by the project to offset the costs? If yes, please explain:**

**22. Please indicate the nature of the P3 Canada Fund financial support requested and why:**

Definitions of the types of support can be found in section 1.5 of the Application Guide.

- Non-repayable contribution
- Repayable contribution
- Loan and Loan guarantee

Please explain why:

## Part E — Declarations

### 23. 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 attach a copy of that letter with this application form.


### 24. I declare that:

1. All the information in this application is accurate and complete;
2. I have read all sections and appendices of the Application Guide and understood the requirements;
3. The application is made on behalf of the organization named on the first page of the form with its full knowledge and consent, and that I am an authorized official to sign this Application Form (as indicated in section 2.1);
4. I acknowledge that, should my project receive financial assistance from PPP Canada, the project name and brief description of the project provided herein may be made public (as indicated in section 1.5);
5. I acknowledge that should this application be approved and my project considered for an investment from the P3 Canada Fund, I will be required to provide an unlocked financial model of the project to PPP Canada (as indicated in section 1.3.2);
6. I acknowledge that should this application be approved, I will be required to enter into a financial agreement in order to receive a funding commitment from PPP Canada (as indicated in section 1.5);
7. I acknowledge that before a final funding commitment is issued by PPP Canada, a letter of support from the provincial Minister of Finance, or Treasury Board, or the designated Infrastructure Minister for provincial and territorial applications must be provided; municipal projects will require a resolution from the municipal government; and First Nations projects will

require a supportive Band Council resolution (BCR). The supportive resolution must specifically reference the project and the request to PPP Canada (as indicated in section 2.3);

8. I acknowledge that, 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 (as indicated in section 2.3).

Please note that, if requested, PPP Canada is willing to enter into a Confidentiality Agreement with applicants to protect proprietary information on their projects.

<b>Name:</b> Jeff Barber	
<b>Title:</b> Library Director & CEO	
<b>Signature:</b> 	<b>Date:</b> 29-Jun-11

All application forms, both hard copy or electronic, must be signed by an authorized official. For applications submitted electronically, the authorized official is required to print Part E - Declarations of the application and sign it. The original signed form may then be scanned and attached to the application form.

For applications submitted in hard copy (mail or fax), the Application Form must be accompanied by the electronic PDF version of the application, via email or electronic storage device.

**Additional Notes**

<b>Form Item</b>	<b>Notes</b>
<b>4</b>	<b>Applicant Contact Information</b>
Notes	<p>Jeff Barber Library Director &amp; CEO Regina Public Library Box 2311 Regina, SK S4P 3Z5</p> <p>Phone: 306-777-6099 Direct Line: 306-777-6070 Fax: 306-949-7263 Cell: 306-535-3277 Email: jbarber@reginalibrary.ca</p> <p>Street Address: 2311 – 12<sup>th</sup> Ave. Regina, SK S4P 0N3</p>
<b>8</b>	<b>Subcategory</b>
Notes	<p>(1) Provincial, territorial and local government-owned libraries and archives (2) Facilities for the creation, production and presentation of the arts</p> <p>Two subcategories have been noted to reflect the scope of activities undertaken by Regina Public Library in its service to the community. While a public library in the traditional sense, RPL is also unique among Canadian public libraries in the additional services and programs that it provides. RPL includes, among its departments/units:</p> <ul style="list-style-type: none"> <li>• Dunlop Art Gallery – a nationally ranked Class A gallery with its main gallery at the Central Library</li> <li>• RPL Film Theatre – the community’s only arts and independent cinema with a continuous program featuring two films each week</li> </ul>
<b>9 (a)</b>	<b>Location (please attach to your application a map and/or preliminary design, if available)</b>
Notes	<p>The Regina Public Library's Central branch is currently located at 2311 – 12<sup>th</sup> Avenue in downtown Regina – the southwest corner of 12<sup>th</sup> Ave. &amp; Lorne St. The Regina Public Library – Central Library Development Project currently proposes relocation of the public library to mid-block on Lorne St. between Victoria Ave. and 12<sup>th</sup> Ave. In the attached, "Regina Public Library/Regina Cultural Centre Development Feasibility Report", maps on pages 7, 15, and 24 show the development relative to Victoria Park in downtown Regina.</p> <p>The development proposes a new Central Library of just over 150,000 ft<sup>2</sup> with 134,150 ft<sup>2</sup> available initially and the remainder being leased to generate revenue. The Library (and the second phase of the development) is situated on top of an underground parking lot for approximately 340 vehicles.</p>

Form Item	Notes
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10	Project cost information				
Notes		Phase 1 (Library)	Phase 2 <sup>0</sup>	Full Project (After Phase 2 completion)	
	Project capital costs (detail)	\$			
	Building, demolition, utility relocation, parking, professional fees		84,435,000	115,300,000	211,435,000
	Leasable space (ineligible)		9,565,000	0	9,565,000
	Leasable space (future expansion)		0	12,270,000	
	Land acquisition (ineligible)		4,000,000	0	4,000,000
	Furnishings (ineligible)		5,000,000	0	5,000,000
	Total project capital costs	\$	103,000,000	128,000,000	230,000,000
	Total public infrastructure capital costs (costs known to be ineligible removed) <sup>1</sup>	\$	84,435,000	0	84,435,000
	Total land costs and furnishings <sup>2</sup>	\$	9,000,000	0	9,000,000
	P3 Canada Fund support requested	\$	21,108,750	0	21,108,750
	Other government funds requested <sup>3</sup>	\$	0	0	0
	Total funding currently secured <sup>4</sup>	\$	0	0	0
	Annual estimated revenues (if applicable) <sup>5</sup>	\$	568,000	408,000	976,000
	<p><sup>0</sup> The Phase 2 column shows some detail on the parts of that project that affect the Library directly. Some future leasable space in Phase 2 is for library expansion but the current plan assumes that the Library would not occupy this space until 10-15 years after completion. While Phase 2 will generate revenue for the Library through lease returns on the development and the additional parking revenue, the Phase 2 portion can be developed in a number of ways independently of Phase 1 – the Central Library.</p> <p><sup>1</sup> There are no “public infrastructure capital costs” applicable to Phase 2 of the project. The only public infrastructure costs sought through this application are those of the Central Library which is in Phase 1.</p> <p><sup>2</sup> This reflects that land costs are incurred to complete Phase 1 and no other land costs are anticipated. Furnishings for the Library are estimated at \$5,000,000 and there are no Library furnishing costs in Phase 2.</p> <p><sup>3</sup> The Library has had an introductory conversation with the provincial Ministry about the project but there has been no discussion about financial support at this time. Saskatchewan will be having a provincial election on 7 November 2011 and the Library expects to be able to engage the province in further conversation following that event.</p> <p><sup>4</sup> The Library maintains capital reserve funds to ensure that it is able to begin the work necessary to undertake the project. This could include the purchase of land, undertaking studies, engaging consultants, etc. A copy of RPL’s 2010 Audited Financial Statement is included with the application package.</p> <p><sup>5</sup> Annual estimated revenues are the revenues derived from the project and include revenues from leased space, parking, and the lease of the development of Phase 2 of Library-owned land.</p>				

Form Item	Notes
<b>14 (c)</b>	<b>Please indicate any deadlines driving your procurement</b>
Notes	<p>The project has no inherent or legislative procurement deadlines. However, project work to date has assumed a continuous progression that would call for the recent completion of the concept designs and feasibility report to move without delay through the next phases of development. All communications with the community and the City have indicated the RPL Board's desire to advance the project as quickly as possible. The Library is at a critical juncture in its need to either build new infrastructure or begin the work of major repair of the current facility – accessibility, function, and anticipated occupational health and safety issues are key drivers for this project.</p>
<b>15</b>	<b>Is there a project champion?</b>
Notes	<p>The project champion is Darlene Hincks Joehnck, Chair, Regina Public Library Board. Before coming on the Library Board, Darlene had been on City Council for 18 years and has played a prominent role in provincial and federal politics, including nine years on the National Capital Commission.</p> <p>The Library is also appreciative of the support of the City of Regina in their endorsement of the project and assignment of resources to assist the Library.</p>
<b>16</b>	<b>Project Status</b>
Notes	<p>Studies and reports completed to date have been referenced throughout earlier questions in the application form and include:</p> <ul style="list-style-type: none"> <li>• Regina Public Library/Regina Cultural Centre Development Feasibility Report which, in turn, included: <ul style="list-style-type: none"> <li>- Interim Existing Facility Analysis</li> <li>- Functional Program for the Library portion of the project</li> <li>- extensive stakeholder and public consultation</li> </ul> </li> <li>• Funding and Delivery Options Review</li> </ul> <p>To continue to move forward in the fall, the project will also pursue:</p> <ul style="list-style-type: none"> <li>• Heritage property evaluation and assessment</li> <li>• Compliance opinion under the City of Regina bylaws concerning building around the park as part of the downtown plan</li> <li>• Environmental Assessment</li> </ul> <p>These assessments are expected to be carried out in the fall of 2011.</p> <p>The Regina Public Library currently owns about half of the land needed for the entire Regina Cultural Centre Project. Discussions have taken place over the past couple of years to acquire the other two parcels needed for the full project and these discussions will continue over Summer, 2011. The Library expects to have some resolution on land in early Fall, 2011. While there is some risk of not being able to purchase the land needed for the full project as detailed in the <i>Development Feasibility Report</i>, the new Central Library can be built on land already owned by the Library, if necessary, and can still include cultural and commercial partners.</p>

Form Item	Notes	
<b>17 (B)</b>	<b>Indicate the required project approvals and anticipated schedule.</b>	
Notes	<b>Required Internal Approval</b>	
	Development Feasibility Report	22 Mar 11
	Support for P3 Canada Application	14 Apr 11
	Funding and Delivery Options Review Report	14 Apr 11
	Business Case approval	15 Feb 12
	RFP approval	30 Jun 12
	Proponent Selection	01 Oct 12
	<b>Required External Approval</b>	
	City of Regina - City Endorsement	13 Jun 11
	City of Regina – Heritage property assessment and permit	01 Dec 11
	City of Regina – Urban Design Review	01 Dec 11
	Environmental Assessment Complete	31 Jan 12
	City of Regina – P3 Procurement/Financial Plan approval	31 Mar 12
	City of Regina – Discretionary Use Application	01 Dec 12
	City of Regina – Building Permit	01 Feb 13

Form Item	Notes
19	<p><b>Other than support from the P3 Canada Fund, list all sources of planned or anticipated project funding.</b></p>
Notes	<p>Within Saskatchewan legislation, Regina Public Library is a taxing authority – the Library establishes its own mill rate based on the annual budget process and the mill rate is presented to City Council. The City Council has the option to approve the mill rate as presented or another amount and Council also has the option to allocate a separate amount for capital. The Library’s mill rate is the final source for funding the project. The exact amount necessary cannot be readily determined at this point and varies depending upon the phase of the project but maximums are articulated in the “Funding &amp; Delivery Options Review” included as an attachment to this report. The principle is that the project revenues and fundraised amounts are used first to reduce the Library’s remaining required annual contribution and the mill rate is used for the remainder.</p> <p>Support for the public library in Regina is strong, both currently and historically. The Regina City Council has also shown its support for the public library through its support of the library mill rate and its endorsement of this project and the P3 Canada application. The lack of note about direct City financial support of the project is not an indicator of lack of support but of practicality. The City of Regina and the Regina Public Library have taxing authority over the same group of people (property owners) through the same mechanism (the mill rate) and in that sense, a City contribution separate from the Library contribution does not have the same meaning that it might in other jurisdictions. The City of Regina is, nonetheless, intimately involved in the project and its finance as any debt or debt-like instrument needed to ensure the project’s success would necessarily require City Council approval. Conversations between the City and the Library on the questions of debt have already taken place and will continue.</p> <p>As noted in #10, the Library has had an introductory conversation with the provincial Ministry about the project but there has been no discussion about financial support at this time. The Library expects to be able to engage the province in further conversation following the election.</p> <p>The source of funds for long-term operations is expected to be primarily from the Library mill rate. The Library also receives a resource sharing grant from the province and while there is no restriction on the use of the grant, the Library has typically allocated it to the operating budget.</p>