

## LOCAL SERVICES BOARDS

### ELIGIBLE APPLICANTS

Local Services Boards in Ontario may apply for an Infrastructure Ontario Loan for capital expenditures relating to their authorized activities. These may include any combination of the following services as set out in the Northern Services Boards Act:

- Water Supply
- Fire Protection
- Garbage Collection
- Sewage
- Street or Area Lighting
- Recreation
- Roads
- Public Library Service
- Emergency Telecommunications

### ELIGIBLE PROJECTS

Infrastructure Ontario's Loan Program provides affordable long-term financing to eligible boards for all capital expenditures. Financing is not available for working capital needs.

### REGISTRATION

Register for a username and password by contacting Infrastructure Ontario at 1-800-230-0937.

The following documents will need to be provided to Infrastructure Ontario to obtain a username and password:

- The Order establishing the Local Services Board pursuant to the Northern Services Act issued by the Minister of Northern Development, Mines and Forestry
- Most recent audited financial statement
- Description of the intended use of the Infrastructure Ontario financing which must be for infrastructure purposes, if available

A user name and password will be e-mailed after Infrastructure Ontario has verified the registration information.

All applicable forms and templates are available within the Webloans application.

### ONLINE APPLICATION PROCESS

- Register for a Webloans username and password by contacting Infrastructure Ontario at 1-800-230-0937
- Complete an online application form
- Submit application and all required supporting documents

### TERMS AND RATES

Clients may select repayment terms of 5 to 30 years; but in any event, the repayment period must not exceed the expected life of the capital asset. The loan interest rate varies with the term of the loan (i.e., a 10 year loan term would have a different rate than a 30 year loan).

Borrowers can access our lending rates by contacting their Relationship Manager who will provide an indicative rate, as well as answer any financing questions. Loan applications are subject to pricing based on the borrower's market sector.

Infrastructure Ontario reserves the right to withdraw applications if they become inactive for more than one year after the date of submission.

## LEGAL AND CREDIT REVIEW

Once the application is complete and has been submitted, Infrastructure Ontario will undertake a legal and credit review. Infrastructure Ontario relies on data obtained from financial statements and other materials provided as part of the application process to complete the reviews.

A legal review is conducted to ensure that the borrower has the requisite authority to borrow from Infrastructure Ontario. Any pending, existing or threatening litigation that may impair the borrower's ability to meet its debt obligations is also reviewed.

A credit review assesses each borrower's ability to repay the loan. More specifically, the Borrower will need to provide a business case which addresses risks under the following headings:

- Project construction
- Past and future financial performance
- Management and governance
- Sustainability of the business model
- Legal structure and security
- Other encumbrances and environmental risks

Once the reviews are complete and approved, applicants will be notified.

## FINANCING AGREEMENT

After the Legal and Credit review have been completed, a Financing Agreement will be drafted by Infrastructure Ontario for review and execution by both parties.

After the Financing Agreement has been executed and expenditures have been incurred, a short-term advance may be requested. Or, if the project is substantially complete, clients may wish to begin the long-term financing process. Amounts taken as short-term advances are typically converted to a long-term promissory note upon completion of the project.

## TYPES OF FINANCING

### *Long-Term Financing*

The client shall issue a long-term promissory note to Infrastructure Ontario for up to the approved amount of the loan as per the Financing Agreement on an agreed upon date. The promissory note specifies when principal and interest payments are due. The interest rate is fixed for the committed term of the loan. Long-term financing conversions will close on the 1st and 15th of every month.

Infrastructure Ontario offers both a mortgaging and serial long-term financing options to clients. With a mortgaging promissory notes, borrowers pay equal amounts of blended principal and interest on each payment date. Alternately, with serial promissory notes, borrowers pay equal amounts of principal on each payment date and interest is calculated on the declining balance.

### *Short-Term or Construction Financing*

Short-term (construction) financing is available to clients during the construction period of an approved project based on incurred costs. Interest is calculated and payable monthly on the 1<sup>st</sup> day of each month based on the applicable short-term rates. Short-term advances are processed on the 1<sup>st</sup> and 15<sup>th</sup> of every month and Infrastructure Ontario requires five business days notice to process a payment.

**Note:** Proceeds of the loan are advanced after a Financing Agreement has been executed and expenditures have been incurred.

## **DEFAULT**

In the event that a borrower misses a scheduled payment, penalty interest will be charged on the amount outstanding. Infrastructure Ontario has the right, at its discretion, to terminate the Financing Agreement if a borrower remains in default of its obligations.

In addition, in the event of a default Infrastructure Ontario is authorized to request the Minister of Finance to intercept, on Infrastructure Ontario's behalf, certain amounts payable to the borrower by the Province.

## **PROJECT MANAGEMENT REPORTING REQUIREMENTS**

To help ensure the effective and efficient delivery of projects financed (in whole or in part) with funds from the Loan Program, Infrastructure Ontario has established reporting requirements for capital construction projects only. Loan clients are responsible for submitting project reports according to the Estimated Project Start Date as indicated in their online application and Financing Agreement.

More detailed Project Management Reporting Requirements may be found within the online application.

## **CONTACT INFORMATION**

If you have any questions regarding Infrastructure Ontario's Loan Program or would like clarification on guidelines or eligibility, please visit us online, or contact an Infrastructure Ontario representative any time.

Telephone (Toronto): 416-212-3451

Toll-free Telephone: 1-800-230-0937

Email: [loans@infrastructureontario.ca](mailto:loans@infrastructureontario.ca)