



## Steps to a Loan: Local Services Boards

The following is a summary of the typical steps required as part of Infrastructure Ontario's (IO) loan application process for Local Services Boards (LSB).

### REGISTER



All loan applicants must complete our online Webloans application. If you have not previously applied for an IO loan you may request a username and password by contacting us at 1-800-230-0937.

The online application contains information regarding your LSB, project(s), project financing, related capital expense(s) and borrowing requirements. When completed, your application may be submitted and supporting documents forwarded to IO.

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### DOCUMENTATION



The following documents are required to support your application:

- ▶ Three years audited financial statements
- ▶ Description of the intended use of the IO financing which must be for infrastructure purposes
- ▶ Articles of Incorporation / Letter Patent (for incorporated LSBs)

The following documents are required prior to funding:

- ▶ Certificate of Officer Regarding Litigation using the IO template
- ▶ By-Law approving both short and long term financing (for incorporated LSBs)
- ▶ Borrowing Resolution (for unincorporated LSBs)
- ▶ Officer's certificate, authorizing resolution and borrowing by-law
- ▶ Legal opinion
- ▶ Loan application signature page
- ▶ The Order establishing the LSB pursuant to the Northern Services Act issued by the Minister of Northern Development, Mines and Forestry
- ▶ Certified true copy of Minister of Northern Development and Mines Order designating the powers listed in the Schedule under the Northern Services Board Act (Ontario) that the LSB may exercise

## UNDERWRITING REVIEW



IO's Underwriting Group uses the following information to assess the viability of project financing and long term-financing:

- ▶ Project overview and construction budget, if applicable
- ▶ Past and future financial performance
- ▶ Management and governance
- ▶ Other encumbrances and environmental risks

A detailed list of requirements specific to your project(s) is available from your Regional Relationship Manager.

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## CREDIT REVIEW



IO's Credit Group reviews the analysis prepared by the Underwriter and presents it to IO's Credit Review Committee which meets regularly to assess and approve applications.

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## LEGAL REVIEW



IO's Legal Counsel reviews applicable resolutions and any litigation that may impair your ability to meet the debt obligations.

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## FINANCING AGREEMENT



When the application is approved and supporting application documents have been received in good order, a Financing Agreement (FA) is drafted and sent to you. The FA provides the terms and conditions of the agreement, the financing schedule, associated resolutions, and banking information. You then must review the FA, provide the necessary signatures and return it to IO, at which point it is considered to be fully executed. Copies of the FA and all applicable documents are forwarded to you.

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## FUNDS ADVANCED



When the agreement has been fully executed and all conditions precedent have been met, you may request short or long-term financing according to the terms of the FA.

IO advances funds on the 1st and 15th of the month (or the next business day if the flow date is not a business day). In certain circumstances funds may be required immediately; IO will make all efforts to accommodate requests for advances between flow dates.

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For further clarification and/or assistance with your project assessment, please contact the Senior Relationship Manager for your area.

