

A banner with a purple-to-blue gradient background. On the right side, there is a photograph of a person in a white shirt and dark pants, holding a child. The person is pointing towards a glowing, abstract network of nodes and lines that appears to be a digital or data visualization. The text "Universal Broadband Fund" is written in white, sans-serif font on the left side of the banner.

Universal Broadband Fund



**Connecting
Communities BC**

Connected Communities British Columbia - Recipient Guide

**Process for Submitting Required Milestone
Deliverables to the Connected Communities British
Columbia Fund**

Note to Readers

This document contains information and guidance on requirements to be met by recipients when managing Contribution Agreements (CA), including meeting reporting requirements. The information contained herein is provided for ease of reference only and is subject to change without notice at the sole discretion of the Minister of Innovation, Science and Economic Development Canada (ISED). Recipients should always refer to the relevant provisions of the CA, which are binding and take precedence over this document in case of conflict or discrepancy.

This document does not limit or prejudice in any manner any right or discretion of the Minister, the Minister's representatives, the Auditor General of Canada, or anyone acting on behalf of the Auditor General of Canada, including, without limitation or prejudice to the generality of the foregoing, any of their rights or discretion under the CA to request and obtain from recipients or third parties information or documents in addition to, or different from, those specified herein.

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1. PURPOSE

The purpose of this document is to provide Recipients who have entered into a Contribution Agreement under the Connecting Communities British Columbia (CCBC) program with instructions for preparing milestone deliverables, required by the dates set out in Annex A-1 of the Contribution Agreement.

2. THE MILESTONE REPORTING PROCESS

As outlined in Schedule A of the Contribution Agreement, a number of milestones and deliverables are identified to be completed within set dates throughout the project's lifecycle. You are expected to submit completed milestone deliverables to the CCBC Program to demonstrate that your project is being implemented as planned. These deliverables should be submitted as they are completed as per the timelines identified in Annex A-1 of Schedule A of the Contribution Agreement.

Your milestone documents will be reviewed by a UBF officer as well as Provincial program staff, who may request for additional clarifications and will advise you of any additional documents required.

The milestone process is as follows. Approximately four weeks prior to a milestone delivery due date, an CCBC officer will contact you and provide a customized CCBC Milestone Report outlining the documents required to be submitted. Recipients are then required to return the requested documents by the date set out in the Contribution Agreement. Upon receiving the documents, an CCBC officer will analyse them and request clarifications and/or additional documents as required. This process is repeated for each milestone delivery due date specified in your Contribution Agreement.

3. GUIDELINES FOR SUBMISSION OF REQUIRED MILESTONE DOCUMENTATION BY THE RECIPIENT

As part of the project monitoring and claims process, the submission of milestone documentation is required at key points of the project's lifecycle. The milestone events are listed as follows:

- Milestone 1: Network design is complete
- Milestone 2: Network build is complete
- Milestone 3: Broadband service is available

The customized CCBC Milestone Report will include individual sheets which identify all project deliverables. The Milestone Summary Update sheet identifies general project deliverables, and the separate sheets for Milestones 1, 2 and 3, identify deliverables which are due at those specific milestone phases. Each time the project reaches a new milestone phase, the customized CCBC Milestone Report will be resent to you, and any new deliverables that are due will be identified. As the project progresses, the CCBC Milestone Report will continue to be updated until all project deliverables have been completed. Note that documentation may only be requested for certain project sites, or may not be

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required depending on the project type. All milestone deliverable documentation requirements will be described in the following sections.

Naming Convention

To help expedite the processing of milestones, please submit files using the following naming convention:

CCBC-Province Code (e.g. BC)-Project Number-Recipient Name-MS # (e.g. 1, 2, or 3)-Due Date (YY-MM-DD)-Name of file

For example: CCBC-BC-01234-Company X-MS2-2023-12-31-Photos.zip

4. MILESTONE DOCUMENTATION REQUIREMENTS

The following subsections detail the information required to fulfill the requirement of each milestone document that may be requested by your CCBC officer.

4.1 Project Updates Centre

The following documentation should be provided to your CCBC officer, if requested in the customized CCBC Milestone Report. These deliverables are general to the project and are not tied to a specific milestone.

a) Project Design is Up to Date

If the final network design and project timelines remains unchanged from the design outlined in Schedule A of your Contribution Agreement, a separate written statement confirming there are no changes is sufficient to meet this requirement. This statement must be signed off by a Professional Engineer or an Authorised Signatory of the Recipient.

If the proposed final network design or project timelines has changed from what was outlined in your Contribution Agreement, please describe the proposed change using the CCBC Project Change Form and include a brief description of the changes. Also, please provide an updated LND if the network design has been impacted.

Please refer to Section 5 Project Change Request on how to request and submit the change.

b) Coverage Map is Up to Date (last mile and/or mobile)

If the final coverage map remains unchanged from the design outlined in Annex A of your Contribution Agreement, a separate written statement confirming there are no changes is sufficient to meet this requirement. This statement must be signed off by a Professional Engineer or an Authorised Signatory of the Recipient.

If the proposed coverage has changed, please describe the change using the CCBC Project Change Form and provide the proposed updated coverage in Google Earth (kml or kmz) format.

Please refer to Section 5 Project Change Request on how to request and submit the change.

4.2 Milestone 1: Network Design Complete

Once the network design is complete for a segment or the entirety of your proposed network, the following documentation should be provided to your CCBC officer, if requested in the customized CCBC Milestone Report.

a) Ownership Update

Provide a comment in the Milestone Report Recipient Comment box to confirm if you are the owner of the network. If you are not the network owner, provide an update on the contractual agreement between you and the third party network owner.

b) Operation Plan Update

Provide a comment in the Milestone Report Recipient Comment box to confirm if you are the operator of the network. If you are not the network operator, provide an update on the contractual agreement between you and the third party network operator.

c) Coverage and/or Backbone Maps

Detailed maps of the last mile coverage and/or the backbone routes, as specified by the CCBC Officer. The maps should be provided in Google Earth (kml or kmz) format, showing all new and existing segments related to the project, and identifying the technology used for each segment (fibre, wireless, etc.).

d) Environmental Assessment

The CCBC officer will review your project's requirements for Environmental Assessment based on the other deliverables provided and follow up if additional documentation/information is required to complete this deliverable.

e) Indigenous Consultation (Duty to Consult)

The CCBC officer will review your project's requirements for Indigenous Consultation based on the other deliverables provided and follow up if additional documentation/information is required to complete this deliverable.

f) Logical Network Diagram

If applicable, provide a detailed Logical Network Diagram. If the Logical Network Diagram in Annex A of your Contribution Agreement remains unchanged, provide a comment confirming there are no changes. If there are any changes to the network design, please provide an updated LND.

g) Internet Gateway Capacity Update

Provide an update on obtaining sufficient internet gateway capacity as per Part 1.9.1 of Annex A-1 of Schedule A. This update can be a summary of ongoing negotiations, or an analysis of possible options.

Please note that proof of sufficient internet gateway capacity is part of the Milestone 2 requirements.

h) Transport Capacity Update

Provide an update on obtaining sufficient transport capacity as per Part 1.9.2 of Annex A-1 of Schedule A. This update can be a summary of ongoing negotiations, or an analysis of possible options.

Please note that proof of transport capacity is part of the Milestone 2 requirements.

i) Satellite Agreement Update

Provide an update on obtaining a Satellite Agreement as per Schedule A of the Contribution Agreement for projects with a backbone network using broadband satellite technology to connect the last-mile and/or mobile network.

Please note that proof of satellite agreement is part of the Milestone 2 requirements.

j) Radio and Spectrum Licenses Update

Provide an update on the application status on obtaining the required radio and spectrum licenses as per Part 1.9.3 of Annex A-1 of Schedule A.

Please note that proof of spectrum licenses is part of the Milestone 2 requirements.

k) Land Access Agreement/Permit Update

Provide an update on acquiring permits or obtaining access to projects sites. This can be an update in the status of negotiations or an update in the process for requesting permits.

Please note that proof of land access and permit evidence is part of the Milestone 2 requirements.

4.3 Milestone 2: Network Build Complete

Once the network build is complete for a segment or the entirety of your proposed network, the following documentation should be provided to your CCBC officer, if requested in the customized CCBC Milestone Report.

a) Internet Gateway Capacity Evidence

Evidence that sufficient Internet gateway capacity, as per Part 1.9.1 of Annex A-1 of Schedule A, has been obtained. This deliverable is not required if the Recipient is its own Internet gateway capacity supplier.

An example of an acceptable document is a contract with a third party from which Internet gateway capacity is acquired.

b) Transport Capacity Evidence

Evidence that sufficient transport capacity, as per Part 1.9.2 of Annex A-1 of Schedule A, has been acquired. Transport capacity is a third-party network connection that transports data traffic from an Internet gateway to a third party or recipients point of presence. This deliverable is not required if the Recipient does not depend on transport capacity from a third party.

An example of an acceptable document is a contract with a third party showing the access to transport capacity, to fibre strands or to DWDM channels.

c) Satellite Agreement Evidence

Provide proof of a Satellite Agreement as per Schedule A of the Contribution Agreement for projects using broadband satellite technology for the backbone network to connect the last-mile and/or mobile network.

An example of an acceptable document is an agreement with a satellite provider showing the total bandwidth (Hz) on the satellite, in download and upload capacity (bps). The agreement may also include the satellite or constellation name, as well as the teleports of this project. The agreement should be valid and active for a minimum of 5 years following the completion of the project.

d) Land Access/Permit Evidence

Provide supporting documentation indicating you have acquired permits or have been granted access to the project site for at least 5-years after project completion, or have an option to extend the lease for that duration.

Acceptable documentation includes:

- copies of lease agreements,
- letters from land owners providing access such as in-kind contributions, permits or resolution letters from the local government responsible for that jurisdiction authorizing the use of public land,
- tower-colocation agreement with 3rd party tower owners, or
- proof of access to right-of-way (municipal, provincial or other).

e) Radio and Spectrum Licenses

Proof of radio and spectrum licenses from the Government of Canada for projects with a wireless component in a licensed band, or proof of registration with the Government of Canada for projects with a wireless component in a lightly licensed band.

Acceptable documentation includes:

- A “print screen” from the ISED website displaying the radio license or permit,
- An excel spreadsheet of license numbers detailing the type of use (radio link or last mile) and expiry date, or
- A copy of the actual license or permit.

f) Photographs of Project Sites

Provide photographs of the project site(s), both indoor and outdoor. **For each photograph provided, please include the Project Site and Equipment type in the file name.** The photographs must be representative of the construction, and the installation of the equipment. The indoor photographs must give a broad view of the project site, as well as a detailed view of the equipment installed (for example equipment within racks and cabinets).

In the case of towers, photographs of the equipment mounted on the tower must be provided. In cases where it is not practical to take a clear photograph of tower-mounted equipment after installation, a photograph of the equipment at the site prior to installation is acceptable. The following are examples of the types of photographs expected:

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g) Point of Presence Confirmation

Provide a separate written statement indicating the current capacity of each established POP site. The statement should also confirm that the POP site is able to deliver the Dedicated Broadband Service as described in the *Community Benefits – Points of Presence* table in Annex A-2 of Schedule A. The statement needs to be signed off by a Professional Engineer or an Authorised Signatory of the Recipient.

4.4 Milestone 3: Broadband Services are Available

Once broadband services are available and paying customers are connected to the new network (or network segment), the following documentation should be provided to your CCBC officer, if requested in the customized CCBC Milestone Report.

a) Proof of Ownership

If you are not the network owner, provide a contract between you and the third-party network owner.

b) Proof of Operation Plan

If you are not the network operator, provide a contract between you and the third-party network operator.

c) Network Build Follows Final Design

Provide a separate written statement, certified by a Professional Engineer or an Authorized Signatory of the Recipient, indicating that the network has been built in its entirety as per the finalized design.

d) Declaration of Dedicated Broadband Service

For each POP site, provide a signed declaration from an Authorized Signatory of the Recipient stating that Dedicated Broadband Service is available as listed in the *Community Benefits – Points of Presence* table of Annex A-2 in Schedule A and will be made available to the communities for a minimum of five (5) years from the Project Completion Date, and will be offered at rates no higher than the rates specified in the table.

e) Proof of Mobile Service Availability

For each community, provide a link to your website or a copy of promotional materials detailing the service packages offered and coverage area for the new network (or network segments).

f) Mobile Test Results

Provide test reports or screen shots from a mobile test device for each community, showing that the new mobile service is available on the roadways, at the edge of the mobile coverage areas shown in the Contribution Agreement. Test results must show the geolocations where the test was performed and that the test device had established an LTE or 5G connection to one of the project towers. A signed attestation by a Professional Engineer or an Authorized Signatory should be included confirming which project tower (ie. Project Site ID) the device was connected to at the time the test was performed.

g) Proof of Paying Clients per Last Mile Community

For each community, provide a copy of a service agreement, contract or invoice of one paying customer connected to this last-mile project site. Information on provided proof should match package details included in the Contribution Agreement (Annex A-2/Section 5).

An example of an acceptable documentation is a copy of a service agreement, contract or invoice of one paying customer connected to a 50/10 Mbps or greater service in the coverage area. The service shall be made available for a minimum of five (5) years from the project completion date.

h) Last Mile Test Results

Provide last mile test results from each community, signed off by a Professional Engineer or an Authorised Signatory of the Recipient. The test results need to demonstrate the project's capacity to deliver the Residential Broadband Service described in the CA.

The test results must indicate the download and upload speed at a residential customer premise (or equivalent). The speed tests should meet the minimum service offering described in the Contribution Agreement (Annex A-2/Section 5).

i) Proof of Residential Broadband Service Availability

For each community, provide a link to your website or a copy of promotional materials providing the details of all the service packages offered and coverage area for the new network (or network segments). In cases where the promotional material is the same for all project sites, the information can be provided once for all sites. In addition, provide a signed declaration from an Authorised Signatory of the Recipient stating that the Residential Broadband Service in the Coverage Area will be made available for a minimum of five (5) years from the Project Completion Date, on the terms specified in the Residential Broadband Service table described in Annex A-2 of Schedule A.

5. PROJECT CHANGE REQUEST

Under the Connecting Communities British Columbia Fund (CCBC) program, if any details outlined in the Contribution Agreement (CA) have changed, the recipient is responsible to inform the CCBC Officer assigned to the project as soon as possible.

A change is defined as a change of any substantive aspect of the project, including changes to:

- Key Project Dates
- Logical Network Diagram
- Geographical Backbone Transport Routes (for projects with a backbone component)
- Table of Project Sites
- Table of Fixed Wireless and Mobile Wireless Tower Installations
- Table of Community Benefits – Last Mile or Mobile
- Table of Points of Presence
- Project Dependencies on Wholesale Internet Capacity Suppliers
- Project Dependencies on Third-Party Transport Networks
- Project Dependencies on Radio and Spectrum Licenses

The CCBC Officer will initiate the project change by providing the recipient with the Project Change Form. The recipient is required to complete the Project Change Form by providing details of the change outlining a description of the change, the business or technical justification for the change, the impact on the project. The Project Change Form must be signed off by the Authorised Signatories of the Recipient

The CCBC Officer will analyse the proposed change(s), request additional information as required, and provide feedback with the proper course of action.