



***Canada-British Columbia***  
***NEW BUILDING CANADA FUND -***  
***SMALL COMMUNITIES FUND***

**Provincial Program Guide**

## Foreword

The British Columbia Provincial Program Guide provides an overview of the New Building Canada Fund - Small Communities Fund (NBCF-SCF) program requirements. This Guide will walk you through the application process, and provide helpful information to assist in preparing and submitting an application under the NBCF-SCF Program.

The Appendix A contains Category Specific Supplements for each project category:

- Brownfield Redevelopment
- Connectivity and Broadband
- Disaster Mitigation Infrastructure
- Drinking Water
- Green Energy
- Highways and Major Roads
- Innovation
- Local and Regional Airports
- Public Transit
- Short Sea Shipping
- Shortline Rail
- Solid Waste Management
- Wastewater

The Category Specific Supplements have been created to identify pertinent information that must be reviewed during the application process. This additional information will be required to ensure a comprehensive application is submitted.

The following project categories are required to submit a Project Justification/Business Case as part of their application (see Appendix B): Brownfield Redevelopment, Connectivity and Broadband, Disaster Mitigation Infrastructure, Highways and Major Roads, Innovation, Local and Regional Airports; Public Transit, Short Sea Shipping, and Shortline Rail.

The following green project categories are required to submit a category specific Supplementary Form as part of their application (go to [www.gov.bc.ca/smallcommunitiesfund](http://www.gov.bc.ca/smallcommunitiesfund) for supplementary forms): Drinking Water, Green Energy, Solid Waste Management, and Wastewater.

The Program Guide contains the significant references to the NBCF-SCF Program Agreement which can be found at [www.gov.bc.ca/smallcommunitiesfund](http://www.gov.bc.ca/smallcommunitiesfund).

In the event of a conflict between the Program Guide and the NBCF-SCF Agreement, the Agreement prevails.

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The Program Guide has been amended as follows:

Section(s)	Date
Change the Ministry’s name from the Ministry of Community, Sport and Cultural Development to the Ministry of Municipal Affairs and Housing on the document	October 30, 2019
Appendix E – Project Sign Guidelines	April 24, 2019

# 1. INTRODUCTION

## 1.1 ABOUT THE PROGRAM

Canada and British Columbia governments are investing up to \$218 million under the New Building Canada Fund - Small Communities Fund (NBCF-SCF) Program to support infrastructure projects in communities with a population of less than 100,000 people. The federal and provincial governments will each contribute up to \$109 million of the total program funds.

Applications for funding will be evaluated on the extent to which the project meets the following program objectives:

- economic growth;
- a clean environment; and
- building stronger communities.

It is expected that there will be more projects that qualify for funding than there are program funds available. Consequently, eligible projects will be ranked according to the extent to which they meet the program's objectives and the eligibility criteria.

An Oversight Committee consisting of two representatives each from the federal and provincial governments is responsible for managing the NBCF-SCF Agreement.

## 1.2 PURPOSE

The NBCF-SCF will help communities with populations of less than 100,000\*, address their infrastructure needs to help develop economic growth, cleaner environment and stronger communities for all British Columbians.

*\*as determined by Statistics Canada's Final 2011 census*

## 1.3 APPLICATION DEADLINE

The application intake deadline is **April 28, 2016**.

## 1.4 LIMIT ON NUMBER OF APPLICATIONS

Eligible applicants may submit **one** application per intake. Applications not approved from the first intake may be re-submitted. This will count towards the limit on the number of applications submitted.

Regional districts may submit **one** application per intake for each community in their area\*.

*\* A community is defined as a settlement area within a regional district electoral area or an established or proposed service area.*

Private sector bodies, including for profit and non-profit organizations may submit **one** application per intake, supported by a municipal or regional government by way of a resolution from the municipal or regional government council or board.

If a local government is applying on behalf of a non-governmental organization, the limit on number of applications (**one** for a municipality) still applies. \*\*

*\*\* A local government is defined as the council of a municipality or the board of a regional district.*

If a private sector body is applying on behalf of a local government, the limit on number of applications (**one** for a municipality) still applies.

Applications from improvement districts or water utilities must be made by the local government in which the project is located. If the application is successful in obtaining program funding, the ownership of the infrastructure and associated assets must be transferred to the sponsoring local government.

## 1.5 COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD

This program offers funding up to a maximum of two-thirds of the total eligible project costs. One-third is contributed by the Government of Canada and one-third by the Province of British Columbia. The remaining eligible project costs, plus all ineligible projects costs are the responsibility of the applicant. Where applicants plan to use or have applied for funds from other federal or provincial programs, the source of these funds must be indicated on the application form. The disclosure of other funding sources must be provided by the successful recipient up to the completion of the project.

Through cost-sharing, the funding provided by the federal government towards infrastructure projects is matched by other partners, such as provinces, municipalities or the private sector.

The maximum federal or provincial contribution from all sources will be one-third (33.3 per cent) of the total eligible costs of a project, with the following exceptions:

- For all traditionally-procured projects in the Highways and Major Roads category where the asset is **provincially-owned**, and those in the Public Transit category, the maximum federal or provincial contribution **from all sources** will be fifty percent (50%) of the total eligible costs; and
- For all projects that are delivered as public-private partnerships or where the applicant is from the for-profit private sector, the maximum federal or provincial

contribution from **all sources** will be twenty-five percent (25%) of the total eligible costs.

- The provincial contribution will be equal to the federal contribution.

For projects advanced by a First Nation applicant, with regard to financial support that the First Nation receives from Aboriginal Affairs and Northern Development Canada (AANDC), only funding received from the First Nations Infrastructure Fund (FNIF) would be counted towards the federal stacking limits for NBCF-SCF. All other sources of funds the First Nation receives from AANDC would not count towards the stacking limits.

## 2. APPLICANTS

### 2.1 ELIGIBLE APPLICANTS

- A municipal or regional government established by or under British Columbia legislation;
- A provincial entity or public sector body (e.g., a department, corporation or agency) that provides municipal-type infrastructure services to communities, established under British Columbia legislation;
- A band council within the meaning of section 2 of the *Indian Act*, or a government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between Her Majesty the Queen in right of Canada and an Aboriginal people of Canada, that has been approved, given effect and declared valid by federal legislation.
- A private sector body, including for-profit organizations and not-for-profit organizations, whose application is supported by a municipal or regional government referred to above by way of a resolution from the municipal council or regional government board.

### 2.2 INELIGIBLE APPLICANTS

- Municipalities having a population in excess of 100,000 as determined by Statistics Canada's Final 2011 census.
- Federal entities, including federal Crown Corporations.
- Applicants not defined in section 2.1.

## 3. PROJECTS

### 3.1 ELIGIBLE PROJECTS

Infrastructure is defined as “publicly or privately owned tangible assets in British Columbia primarily for public use or benefit”. To be eligible for funding, a Project must:

- a) demonstrate that it will be able to operate and maintain the resulting infrastructure over the long term;
- b) fall within one of the applicable project categories (see 3.3), be consistent with the objectives of the category and directly related to one of its subcategories (see Appendix A), meet one or more of the project outcomes of the category and meet the specific project criteria of the category;
- c) be for the acquisition, construction, renewal, rehabilitation or material enhancement of infrastructure, excluding normal maintenance or operation;
- d) be supported by:
  - a project justification/business case(see Appendix B) for project categories: Brownfield Redevelopment, Connectivity and Broadband, Disaster Mitigation Infrastructure, Highways and Major Roads, Innovation, Local and Regional Airports; Public Transit, Short Sea Shipping, and Shortline Rail; or
  - a project specific supplementary form for project categories: Drinking Water, Green Energy, Solid Waste Management, and Wastewater;
- e) the application and supporting documents should be comprehensive, credible, and feasible;
- f) stipulate a construction completion date of no later than March 31, 2022;
- g) be implemented in communities served by Local Governments with a population of less than 100,000 people, as set out in the Statistics Canada Final 2011 Census;
- h) be duly authorized or endorsed by, as applicable:
  - in the case of a local government applicant, a resolution of its council/board; or
  - in the case of a private sector body, including for-profit and not-for-profit organizations, a resolution of its board of directors and a resolution of the local government where the proposed project to be located;
- i) meet all the program criteria identified in this Guide;
- j) contributions to for-profit, private sector bodies through the NBCF-SCF will be considered only when these projects will be for public use or benefit. In these cases, applicants will be required to demonstrate the broader public benefits of the project;
- k) First Nations projects, located partially or entirely on reserve, that are aligned with the parameters of the program are eligible if they can demonstrate benefits extending beyond the reserve community, in addition to meeting the above conditions (a-i).

## 3.2 INELIGIBLE PROJECTS

A project will be deemed ineligible if:

- a) the tender has been awarded or construction has already begun or project is completed prior to approval;
- b) the project will be completed after March 31, 2022;
- c) the project deals with assets owned by the Government of Canada including federal Crown Corporations;
- d) it does not meet the conditions outlined in Section 3.1.

## 3.3 ELIGIBLE PROJECT CATEGORIES

The following are eligible project categories:

- Brownfield Redevelopment
- Connectivity and Broadband
- Disaster Mitigation Infrastructure
- Drinking Water
- Green Energy
- Highways and Major Roads
- Innovation
- Local and Regional Airports
- Public Transit
- Short Sea Shipping
- Shortline Rail
- Solid Waste Management
- Wastewater

## 3.4 PHASING PROJECTS

For large, long-term improvements to infrastructure projects that require significant funding support, proponents may consider implementing the project in distinct stand-alone phases. While applicants can apply for a larger project, they also may instead focus on a single component of the phased project that best meets program objectives.

If applying for a phase of a larger project, identify how the project will be phased. This should be demonstrated in the accompanying cost estimates, and the project descriptions should be organized to easily understand each of the distinct phases of the project and which phase is the subject of the funding request.

It is important to note that the approval of one phase of a project does not guarantee that other phases will receive NBCF-SCF funding.

## 4. COSTS

See Appendix C for examples of eligible and ineligible costs.

### 4.1 ELIGIBLE COSTS

Eligible costs are limited to the following:

- a) the capital costs of acquiring, constructing or renovating a tangible asset, as defined and determined according to generally accepted accounting principles in Canada;
- b) the costs directly associated with joint federal and provincial communication activities (press releases, press conferences, translation, etc.) and with federal and provincial project signage;
- c) all planning (including plans and specifications) and assessment costs specified in the agreement such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services, to a maximum of 15% of total funding award;
- d) the costs of engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the *Canadian Environmental Assessment Act 2012* and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment;
- e) the expenditures for project-related signage, lighting, project markings and utility adjustments;
- f) the costs of Aboriginal consultation;
- g) the incremental costs of the eligible recipient's employees or leasing of equipment related to construction of the project may be included as eligible costs under the following conditions:
  - i. The recipient is able to demonstrate that it is not economically feasible to tender a contract;
  - ii. The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
  - iii. The arrangement is approved in advance and in writing by the Province.
- h) other costs that, in the opinion of Canada and British Columbia, are considered to be direct and necessary for the successful implementation of the project and have been approved in writing prior to being incurred.

## 4.2 INELIGIBLE COSTS

The following are deemed ineligible costs:

- a) costs incurred prior to the approval of the project;
- b) costs incurred after the project completion date with the exception of expenditures related to audit and evaluation requirements pursuant to the agreement;
- c) costs related to developing a funding application, business case or supporting documentation;
- d) costs related to purchasing land, buildings and associated real estate and other fees;
- e) financing charges and interest payments on loans;
- f) leasing land, buildings and other facilities;
- g) leasing of equipment, except those noted under 4.1 g);
- h) furnishing and non-fixed assets which are not essential for the operation of the asset/project;
- i) general repairs and maintenance of a project and related structures, unless they are part of a larger capital expansion project;
- j) services or works normally provided by the recipient, incurred in the course of implementation of the project, except those specified as eligible expenditures;
- k) costs related to any goods and services which are received through donations or in kind;
- l) any overhead costs, including salaries and other employment benefits of any employees of the recipient, its direct or indirect operating or administrative costs of ultimate recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with b) and g) of the list of eligible expenditures above;
- m) taxes for which the ultimate recipient is eligible for a tax rebate and all other costs eligible for rebates; and
- n) legal fees.

## **5. GENERAL REQUIREMENTS**

### **5.1 FUNDING**

Applicants must demonstrate that their share of funding has been, or is being secured. Further, they must demonstrate, where applicable, that funds have been committed to operate, maintain and plan for replacement of the capital assets resulting from the project during its life cycle. The evidence necessary to demonstrate these commitments may include:

- A council/board resolution or by-law, committing the proponent to contribute its share of the eligible project costs and all the ineligible costs. The resolution/bylaw must identify the source of the proponent's share of the projects costs.
- A council/board resolution committing to complete an Alternative Approval Process (AAP) and by-law to authorize the borrowing of funds or a resolution committing to hold a referendum to borrow the necessary funds. The AAP and by-law or referendum must be completed within 6 months of receiving NBCF-SCF approval for the project unless an extension has been approved by the Province.

### **5.2 SELECTION PROCESS AND CRITERIA**

Please ensure that your application addresses the required criteria, the category specific criteria, as well as outcomes and benefits.

#### **5.2.1 Required Criteria**

- Application form and mandatory documents have been filled out in full and submitted.
- Application must be submitted by an "eligible applicant" (defined in Section 2).
- Application must be for an "eligible project" (defined in Section 3).
- Application includes an authorization to proceed with the project from all appropriate approval authorities.
- Application includes a commitment to pay the applicant share of the eligible costs and ongoing (operating and other) costs associated with the project.
- In order to properly assess an application, the questions must be completed and remember to be clear and succinct.
- Project is consistent with applicable provincial, regional or municipal plans (e.g., land-use, integrated watershed management plan, municipal official plans, Integrated Community Sustainability Plans).
- Major risks related to extreme natural events and/or climate change risks with a potential impact on the project during construction or once completed have been considered, and, where applicable, a mitigation plan developed.
- For newly constructed or materially rehabilitated infrastructure intended for use by the public, the project must provide appropriate access for persons with disabilities,

including meeting the requirements of the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CAS B651-04) or any acceptable or similar provincial or territorial standards (describe the variances and plans to achieve compliance).

- For newly constructed or materially rehabilitated infrastructure intended for use by the public, the project must meet or exceed the energy efficiency requirements of the Model National Energy Code for Buildings, where applicable (describe the variances and plans to achieve compliance).
- Successful applicants must meet all applicable legislative or regulatory requirements. This includes requirements for a federal Environmental Assessment (FEA) process, provincial Environmental Assessment process and requirements for Aboriginal Consultation. Where a project is excluded from a review under the Canadian Environmental Assessment Act, it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

For project categories under the responsibility of the Ministry of Municipal Affairs and Housing, there will be a **financial analysis** of each application. This will contain a review of the periodic financial information submitted to the Ministry of Municipal Affairs and Housing (the Ministry).

This required financial reporting is available on Ministry files, and thus does not need to be submitted with an application. However; local government applicants should recognize that the ranking of applications may reflect the extent to which applicants have met financial criteria such as:

- Met the deadlines for legislated financial reporting, including the financial plan, audited financial statements, Local Government Data Entry (LGDE) forms and Statement of Financial Information (SOFI).
- Submitted the financial plan to the Ministry to meet requirements of s 165 of the Community Charter found in Financial Circulars 08:10 (Financial Plan: New Revenue Policy Disclosure Requirements) and 08:15 (Guide to the Amortization of Tangible Capital Assets).
- Measures of financial stability and sustainability which include property tax structures and development costs charge structure.

### **5.2.2. Individual Category Specific Criteria**

Individual category specific criteria and documentation is outlined in the Appendix A - Category Specific Supplements.

## **5.3 PROJECT OUTCOMES AND BENEFITS**

It is vital that all projects demonstrate that they will achieve measurable project benefits as outlined in Appendix A – Category Specific Supplement.

## 5.4 PROJECT RANKING

Project applications will be evaluated based on how well the project meets the federal and provincial program objectives of economic growth; a cleaner environment; and, stronger communities. In addition, projects will be assessed based on funding history, regional distribution, community size, and the degree to which they meet the following:

- represents good value for money;
- enhances and protects public health;
- enhances and protects environmental health;
- supports sustainability principles;
- consistent with integrated long-term planning and management;
- utilizes best technologies and practices;
- demonstrates efficient use of resources;
- uses new and innovative approaches;
- supports sustainable long-term economic growth;
- is situated within, and advances, the sponsoring local government's development and financial plans;
- exhibits long-term sustainability, including operational viability, asset management (maintenance), and environmental sensitivity;
- contributes to environmental, economic, community and innovation objectives;
- requires the federal and provincial governments' financial support to enable the proposed project to be implemented, its scope enhanced (increase in size - expressed in the form of a percentage) or its timing accelerated (by number of years);
- the best available economically feasible technology, if applicable.

## 5.5 PROJECT JUSTIFICATION/BUSINESS CASE GUIDELINES (SEE APPENDIX B)

This is a requirement for the following project categories:

Brownfield Redevelopment, Connectivity and Broadband, Disaster Mitigation Infrastructure, Highways and Major Roads, Innovation, Local and Regional Airports; Public Transit, Short Sea Shipping, and Shortline Rail.

## 6. APPLICATION PROCESS

All proposed projects must complete and submit an on-line application form. In addition, a signed certification form and supporting documentation are to be emailed or mailed to the lead ministry by the application deadline.

The following mandatory documents must be clearly identified and submitted as separate documents as part of your application:

- Certification Form
- Detailed Cost Estimates

- Project Justification/Business Case or Supplementary Form
- Site Plan / Map
- Council/Board Resolution
- List and status of required licenses, permits and approvals

The following documents may be used to support the application:

- Options Assessment
- Feasibility Assessment
- Business Plan
- Cost Benefit Analysis or Other Study

Applicants are responsible for ensuring full and accurate information is submitted.

**Applications will not be considered for funding until all mandatory documents are fully completed and submitted by the application deadline.**

## 6.1 OPTIONS ASSESSMENT

It is vital that applicants conduct an assessment to ensure that they have considered the options and chosen the best engineering solution for a particular issue. This assessment should identify what the solution is and why it is being recommended and should address capital and life cycle expenditures; annual operating costs, emerging technologies, environmental considerations and societal impacts.

## 6.2 LIST OF REQUIRED LICENSES, PERMITS AND APPROVALS

All applicants are required to investigate and submit a list of licenses, permits and approvals which are required for their project to proceed and they must advise on the status of any that have been applied for. This is important as it demonstrates that a project is on track or that the proponent has considered and commenced applications for these required items.

## 6.3 DETAILED COST ESTIMATES

Detailed costs estimates must include but not limited to: an itemized description, cost per unit of measure, number of units, as well as design, engineering, contingency costs, and tax rebate breakdowns. Applicants are to identify which costs are eligible and which are ineligible and to state what class or confidence level the estimates are (e.g., class B or the level of confidence of the proposed cost). If a project can be broken into phases, each phase must be clearly identified separately in the detailed cost estimate.

If the project is part of a larger project, the detailed cost estimates should only include the costs for the project.

It is important to note that projects will be reviewed in the context of the *Canadian Environmental Assessment Act (CEAA) 2012* and regulations as discussed in Section 7. Where applicable, project cost estimates should include costs to conduct a CEAA study.

**IMPORTANT:** It is necessary to provide **up-to-date cost estimates** and identify and account for inflation, increasing construction costs and possible delays in start and completion dates. Factors that may delay construction include: the timing of the grant announcement date, fisheries window, public consent, weather and construction seasons, delays in the CEAA process, right of way negotiations, regulatory applications, etc.

## 6.4 CONTACT INFORMATION

For the following project categories:

Brownfield Redevelopment, Connectivity and Broadband, Disaster Mitigation Infrastructure, Highways and Major Roads, Innovation, Local and Regional Airports; Public Transit, Short Sea Shipping, and Shortline Rail.

### **Ministry of Transportation and Infrastructure**

**PO Box 9850 Stn Prov Govt  
5C - 940 Blanshard St.  
Victoria, BC V8W 9T5  
Phone: 250-952-0675  
Fax: 250-356-0897  
Email: [infrastructure@gov.bc.ca](mailto:infrastructure@gov.bc.ca)**

For the following project categories:

Drinking Water, Green Energy, Solid Waste Management, and Wastewater.

### **Ministry of Municipal Affairs and Housing**

**PO Box 9838 Stn Prov Govt  
4<sup>th</sup> Floor 800 Johnson St.  
Victoria, BC V8W 9T1  
Phone: 250-387-4060  
Fax: 250-356-1873  
Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)**

## **7. CANADIAN ENVIRONMENTAL ASSESSMENT ACT, 2012 REQUIREMENTS**

The *Canadian Environmental Assessment Act 2012* (the Act) and its regulations are the legislative basis for the federal practice of environmental assessment. A Federal Environmental Assessment (FEA) is a process to evaluate the environmental effects and identify measures to mitigate potential adverse effects of a proposed project. The Act ensures that the environmental effects of a project are carefully reviewed before a federal department/agency makes a decision to allow the proposed project to proceed.

Detailed information on the *Canadian Environmental Assessment Act* and regulations can be found at the Canadian Environmental Assessment Agency's website: [www.ceaa-acee.gc.ca/](http://www.ceaa-acee.gc.ca/).

All projects that receive funding through the NBCF-SCF Agreement have to comply with the Act. However, since not all projects are on federal lands or affect the environment in a significant way, many projects may not require an environmental assessment under the Act. It is the responsibility of the Proponent to determine the FEA requirements and contact the relevant Federal departments, as indicated below.

### **7.1 HOW TO DETERMINE IF A FEDERAL ENVIRONMENTAL ASSESSMENT (FEA) IS REQUIRED**

An FEA will be required under CEAA 2012 if the project meets the definition of a designated project and or it is located on federal lands.

#### ***Is it a designated project?***

Designated projects can be found on the *Regulations Designating Physical Activities*: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-147/page-1.html#docCont>  
Only projects on the designated project list require FEA or projects designated by the Minister due to potential for environmental effects or public concerns. Should the Project meet the definition of a designated project, proponents must provide to the Canadian Environmental Assessment Agency a description of their proposed project to initiate the process.

#### ***Is the project on federal lands?***

Projects on federal lands are subject to an assessment of environmental effects. Information must be provided to NBCF-SCF program staff on whether or not the project will be located on federal lands. Proponents must engage with the federal lands' owner to establish the process and requirements to meet CEAA, 2012.

For more information refer to the Operation Policy Statement:

<http://www.ceaa-acee.gc.ca/default.asp?lang=En&n=22CA364E-1>

## 7.2 TIME AND COST CONSIDERATIONS

Time and Costs involved in completing the FEA and associated studies will depend on site accessibility and the availability of local expertise, the nature and complexity of the project, potential environmental implications and the level of public/First Nations interest. When developing the project cost estimates, please consider the potential expenses involved in preparing a FEA.

## 7.3 DIALOGUE WITH ENVIRONMENTAL AGENCIES

For projects that require a FEA, proponents are encouraged to contact relevant federal departments or provincial ministries (e.g., Fisheries & Oceans Canada, Environment Canada - Canadian Wildlife Service or BC Ministry of Environment). A proactive discussion with such agencies during the project-planning phase will assist in identifying potential environmental impacts and necessary mitigation measures.

### **IMPORTANT NOTE:**

- NBCF-SCF funding is conditional upon completion of an environmental assessment review of the project under the Act with a satisfactory outcome.
- Starting BC and Canada environmental assessments early in the planning of a project will assist the British Columbia and the Government of Canada in discharging the legal duty to consult and, if appropriate, accommodate Aboriginal peoples when the Crown contemplates conduct that might adversely impact established or potential Aboriginal or Treaty rights.
- Successful applicants must agree to adhere to mitigation requirements as may be specified in the FEA and/or recommended by federal departments and agencies participating in the review process.
- Any changes to the scope of the project while it is underway could re-open the FEA review and cause the project to have construction delays. In addition, project scope changes need to be brought to the NBCF-SCF program staff immediately as they need the Province's approval prior to going forward with any changes to the original approved scope.

## 7.4 OTHER REGULATORY CONSIDERATIONS

Projects must meet all applicable federal and provincial environmental legislation and standards. Even though a project is excluded from a review under the *Canadian Environmental Assessment Act*, it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

## 7.5 B.C. ENVIRONMENTAL ASSESSMENT PROCESS

Proposed projects that are subject to the *British Columbia Environmental Assessment Act* (BCEAA) are specified in the Environmental Assessment Reviewable Project Regulations by both category and minimum-size threshold. All applicants should review a copy of the regulations for information on projects that may be subject to the BCEAA. Information must be provided to NBCF-SCF program staff on whether or not the project will be subject to BC Environmental Assessment.

Refer to BC Environmental Assessment Office's website at [www.eao.gov.bc.ca](http://www.eao.gov.bc.ca) or contact their office at:

**1st Floor 836 Yates Street  
PO Box 9426 Stn Prov Govt  
Victoria, BC V8W 9V1  
Phone: 250-356-7441**

## 8. ABORIGINAL CONSULTATION

Proponents may be required to consult with Aboriginal groups if the project is located in an area where Aboriginal communities have potential or established Aboriginal or Treaty rights. It is the responsibility of the Proponent to determine whether or not the project requires consultation with Aboriginal groups. Information must be provided to NBCF-SCF program staff on whether or not the project will be subject to Aboriginal Consultation.

For more information on British Columbia's consultation policy:

<http://www2.gov.bc.ca/gov/topic.page?id=8CF98F756A984198AFD80AEA0E472F05>

For more information on Aboriginal Consultation in Federal Environmental Assessment:

<http://www.ceaa-acee.gc.ca/default.asp?lang=En&n=ED06FC83-1>

## 9. APPROVED APPLICATIONS

Successful recipients will be notified in writing if their application is approved.

Funding is conditional upon the recipient signing a shared cost agreement with the Province.

The Province of British Columbia will advise applicants in writing of the terms and conditions of their award through a shared cost agreement.

The Province will provide a shared cost agreement to those proponents approved for funding outlining the terms and conditions associated with the funding.

**Note:** If a signed shared cost agreement between the recipient and the Province is not in place two years from the approval date, the Province may withdraw the offer to fund the project.

## 9.1 SHARED COST AGREEMENT

**“Shared Cost Agreement”** means an agreement between the Province of British Columbia and a Recipient whereby the Province agrees to contribute financially to an approved project.

## 9.2 CONTRACT PROCEDURES AND PROVISIONS

**“Contract”** means a Contract between a Recipient and a Third Party whereby the latter agrees to contribute a product or service to a project in return for financial consideration which may be claimed as an Eligible Cost.

**All contracts will be awarded in a way that is transparent, competitive and consistent with value for money principles.**

The following objectives for procurement activity for goods, services and construction are based on the principles of fair and open public sector procurement: competition, demand aggregation, value for money, transparency and accountability:

- acquisitions are managed consistent with the policy of the Province of British Columbia (The Province of British Columbia Policies can be accessed at: [www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/06\\_Procurement.htm](http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/06_Procurement.htm));
- proponents receive the best value for money spent on contracts;
- vendors have fair access to information on procurement opportunities, processes and results;
- acquisition opportunities are competed, wherever practical;
- proponents only engage in a competitive process with the full intent to award a contract at the end of that process;
- proponents are accountable for the results of their procurement decisions and the appropriateness of the processes followed; and
- the cost of the procurement process, to both vendors and proponents, is appropriate in relation to the value and complexity of each procurement.

**Proponents are responsible for:**

- planning, managing and fully documenting the process to acquire goods, services and construction;
- managing solicitation and contract award processes in a prudent and unbiased manner that fairly treats all potential vendors and bidders;
- ensuring that contracts for goods, services and construction are designed to provide the best value; and
- ensuring that all acquisitions are consistent with policy and applicable legislation.

**It is expected that all contracts for works associated with projects that are approved for NBCF-SCF funding will be publicly tendered. If this is not feasible or practicable, the Recipient must notify the Province in writing before proceeding with the project.**

**The Province reserves the right to review a Recipient's procurement and tendering policies and practices relating to contracts for works associated with projects funded through this program at any time from the date of approval of the project to three years after project completion date.**

Two resources are available to help applicants to achieve excellence in the awarding of contracts in a way that is transparent, competitive, and consistent with value for money principles:

- The Master Municipal Construction Documents Association (MMCD) provides its members with standardized contract documents and training programs to maximize the benefits of the documents. The Province of British Columbia encourages British Columbia Municipalities to use the Master Municipal Construction Documents for the construction of municipal services. Many B.C. local governments have been, and continue to, subscribe to the MMCD documents, certification, training and procedures. For further information about MMCD access its website at: [www.mmcd.net/](http://www.mmcd.net/).
- BC Bid, the e-Procurement site of the Province of British Columbia can be accessed at: [www.bcbid.gov.bc.ca/open.dll/welcome](http://www.bcbid.gov.bc.ca/open.dll/welcome).

### **9.3 CHANGES OR VARIATIONS TO AN APPROVED PROJECT**

Applicants need to advise the lead provincial Ministry, **in writing**, of any variation from the approved project (e.g. changes to financial forecast, milestones, project title, completion dates) before such changes are implemented.

Changes of 25% or greater in the total eligible project costs or any changes in the project scope or a change in project location must be approved **in advance** by the appropriate ministry.

Program staff will adjust future claims and/or require the provincial government to be reimbursed if any costs that have been reimbursed are subsequently found to be ineligible.

## **9.4 PROGRESS REPORTS**

A Progress Report will be required quarterly, and a Budget Forecast Report will be required monthly or upon request by the Province. These are summary reports that update the federal and lead provincial agencies regarding timelines, percentage completion, milestones, forecasting and other information regarding the project. Progress reports are required whether or not a claim is made, or whether or not construction has begun. The reports are required for the period between project approval and project completion.

## **9.5 CLAIMS**

To receive both the federal and provincial governments' contributions for approved projects, claims must be submitted for eligible costs to the lead provincial Ministry. Only costs incurred, paid and consistent with and comparable to those identified in the signed shared cost agreement are eligible for reimbursement. Where multiple projects are ongoing (e.g. through different grant funding programs or through a phased approach), please ensure that claims are specific to the approved project only.

A summary of expenditures is required for each claim, including: name of payee, date paid, work rendered start/end dates, invoice number, invoice date, etc. An up-to-date progress report is also required with each claim. All projects are subject to site visits and audit at any time during the project and up to three years after the final settlement of accounts.

## **9.6 ACCOUNTING RECORDS**

Applicants must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the project. These records should include both the records of original entry and supporting documents of the applicant, divisions or related parties, and any third party, named in the application or contract, as appropriate to the project. Applicants must retain accounting records for a minimum of six years after the final settlement of accounts.

Failure to keep acceptable accounting records and tender documents may result in a cessation or interruption in funding.

The Province can require applicants to provide details of the types and amounts of all fees for consultants and contractors.

## 9.7 COMMUNICATIONS

### Procedures for Communications

An important aspect of the program is to communicate the program's impact in helping improve the quality of life in British Columbia communities. The purpose of joint communications activities is to provide information on the NBCF-SCF Program to the public in a well-planned, appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

### Timeline for Public Events

Please contact the lead provincial Ministry for your project at least **15 working days** prior to any scheduled public events. The federal and provincial Ministers, or their designated representatives, regularly participate in the events, thus need time to schedule for such an occasion.

## **APPENDIX A - Category Specific Supplement**

### **BROWNFIELD REDEVELOPMENT**

#### **I. Objective**

To invest in the remediation and redevelopment of public infrastructure and associated properties that contribute to economic growth, a clean environment and stronger communities.

#### **II. Subcategories**

Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:

- The construction of public infrastructure as identified in the context of any category under the NBCF-SCF; and
- The construction of municipal use public parks and affordable housing.

#### **III. Outcomes and Benefits**

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Removing or neutralizing the negative effects of brownfields on communities and the environment by remediating and redeveloping these properties in a sustainable manner;
- Reducing the environmental and health risks posed by contaminated sites within municipal boundaries;
- Increasing local or regional economic development and competitiveness;
- Increasing the supply of affordable housing; and
- Increasing the sustainability of municipal development and encouragement of more efficient and the intensification of land use.

#### **IV. Project Specific Criteria**

- Must demonstrate the economic advantages and the broader public benefits of the project.
- The eligible costs in respect of the remediation/decontamination shall be prorated based on the land use share of the eligible public infrastructure component (as described in the subcategories).

- Must be undertaken on properties that are contaminated, as determined using remediation criteria as established by the relevant jurisdiction for the proposed redeveloped land uses, as confirmed by a Phase II Environmental Site Assessment (ESA), which shall include a detailed historical description of the site's previous uses and owners.
- Must identify relationships, if any, to the originator(s) of the pollution source, as identified in the Phase I or II ESA, if known.
- Must have a remediation action plan, that includes the following:
  - description of contamination, including types of contaminants and potential for offsite contamination;
  - mediums and extent of contamination to be addressed (soil, sediment, groundwater, surface water, air, etc.);
  - remediation criteria to be used for addressing the contamination;
  - whether in-situ or ex-situ treatment, or removal and disposal of contaminated soils or materials will be the method of remediation, and the provision of an alternatives assessment to support the remedial action plan;
  - if excavation of contaminated material will be undertaken, final disposal location must be identified; and
  - method for addressing off-site contamination, where there is a potential risk, including implementation of appropriate monitoring systems.
- Must identify potential regulatory or civil liability risks and provide a risk management plan (including confirmation of pollution legal liability insurance).

## V. Sources for Best Practices

- BC Brownfield Renewal Strategy:  
[www.agf.gov.bc.ca/clad/ccs/brownfields/renewal\\_strategy.html](http://www.agf.gov.bc.ca/clad/ccs/brownfields/renewal_strategy.html).

## **APPENDIX A - Category Specific Supplement**

### **CONNECTIVITY AND BROADBAND**

#### **I. Objectives**

To invest in broadband infrastructure that contributes to economic growth, a clean environment and stronger communities.

#### **II. Subcategories**

- High-speed backbone
- Point of presence
- Local distribution within communities
- Satellite capacity

#### **Notes:**

- *In Canada, broadband service refers to download speeds of 1.5 Mbps or greater. In Telecom Regulatory Policy 2011-291, the CRTC established a universal broadband Internet access target download speed of 5 Mbps.*

#### **III. Outcomes and Benefits**

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Increasing in geographical area, to account for industrial/resource development investments, with access to broadband speeds of 1.5 Mbps or higher, contributing to improved economic development in remote areas; or
- Increasing in number of British Columbians with access to broadband speeds of 1.5 Mbps or higher, contributing to improving the quality, accessibility and effectiveness of public services.

#### **IV. Project Specific Criteria**

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Uses technological solutions that are appropriate, reasonable and available.
- Must promote competitiveness by conducting a commercially and technologically neutral Request for Proposal.
- Must provide for third party open access.
- Must be based on a practical needs assessment and is scalable to realistically meet future needs.

## APPENDIX A - Category Specific Supplement

### DISASTER MITIGATION INFRASTRUCTURE

#### I. Objectives

To invest in disaster mitigation infrastructure that contributes to economic growth, a clean environment and stronger communities.

#### II. Subcategories

- Construction, modification, reinforcement or relocation of public infrastructure that protects from, prevents, reduces the impact and/or likelihood of, or mitigates the potential damage resulting from natural hazards, including impacts or events related to climate change.

**Notes:** *Construction, modification or reinforcement of public infrastructure excludes normal routine, maintenance and operational work (e.g., dredging of sediment, gravel removal, debris traps, etc.). The relocation of entire communities is also excluded.*

#### III. Outcomes and Benefits

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Reducing the social, physical and/or economic risks associated with natural hazards and/or adverse effects related to climate change;
- Improving the resiliency of public infrastructure to natural hazards and/or adverse effects related to climate change; or
- Supporting an all-hazard risk assessment and related mitigation plan to address disaster risks.

#### IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Must have conducted a risk assessment that supports the proposed mitigation project. The risk assessment shall include: the likelihood of a natural hazard occurring and the potential impacts of such an event (including social, economic and environmental impacts).
- Must demonstrate that the project is the most-effective mitigation approach, including other structural and non-structural mitigation options.
- Must demonstrate that project design has taken into consideration the increasing magnitude of natural hazards and any “down-stream” negative consequences of the structural mitigation project.

## **APPENDIX A - Category Specific Supplement**

### **DRINKING WATER**

#### **I. Objective**

To invest in water infrastructure that contributes to economic growth, a clean environment and stronger communities.

#### **II. Subcategories**

- Drinking water treatment infrastructure.
- Drinking water distribution systems (may include metering as part of a larger project).

#### **III. Outcomes and Benefits**

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Improving the quality of drinking water, and where possible, alignment with the Guidelines for Canadian Drinking Water Quality;
- Increasing the number of households, industries, commercial establishments, and institutions provided with access to safe drinking water;
- Improving the efficiency and service reliability of water treatment facilities and/or distribution systems, as demonstrated by a reduction in water leakage or loss, use of treatment chemicals, energy use and/or number of boil water advisories;
- Improving water conservation (i.e. increased number of households equipped with residential metering, and decreased daily per capita water use);
- Improving the protection and/or management of drinking water sources.

#### **IV. Project Specific Criteria**

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Where the project involves the new construction of or material rehabilitation of a drinking water treatment plant, the drinking water quality following completion of the project must meet or exceed provincial/territorial standards.
- A multi-barrier approach to safe drinking water including, where possible, source water protection.
- For non-commercial ventures, the proponent must indicate whether full cost pricing supported by universal metering for water is in place, and if not, how cost recovery will be pursued and how capital and operating and maintenance shortfalls will be addressed.

## V. Sources for Best Practices

- British Columbia Water and Waste Association (BCWWA): This non-profit association is dedicated to the safeguarding of public health and the environment through the sharing of skills, knowledge and experience in the water and wastewater industries. BCWWA's website provides several resources including best management practices. <http://www.bcwwa.org/>
- Water Conservation Guide for BC: The guide supports small to mid-size BC local governments in developing or improving water conservation plans. <http://www.obwb.ca/water-conservation-guide-for-bc-now-available/>
- Canada Mortgage & Housing Corporation Healthy Housing – Water Conservation: Provides highlights of recent Canadian and international research and efforts in the field of water conservation. <http://www.cmhc-schl.gc.ca/en/inpr/su/waho/index.cfm>
- Greater Vancouver Regional District Water Conservation Initiatives: Provides information on a range of water conservation initiatives such as conducting water use audits for businesses. <http://www.metrovancouver.org/services/water/conservation/Pages/default.aspx>
- InfraGuide Best Practices for Potable Water: Provides technical solutions to challenges municipalities commonly face with potable water. <http://www.fcm.ca/home/programs/past-programs/infraguide.htm>
- Living Water Smart: B.C.'s Water Plan: Living Water Smart is the provincial government's vision and plan to keep our water healthy and secure for the future. Through this plan, the Province commits to new actions and targets, and builds on existing efforts to protect and keep our water safe. <http://www.livingwatersmart.ca/>
- Ministry of Health Services – Drinking Water Program: This program works to ensure safe, reliable and accessible drinking water for all British Columbians. [http://www.health.gov.bc.ca/protect/dw\\_index.html](http://www.health.gov.bc.ca/protect/dw_index.html)
- Water Conservation Strategy for BC: The Strategy promotes water as a highly valuable resource and provides a framework to guide and encourage efficient and cost-effective water use throughout the province. [http://www.env.gov.bc.ca/wsd/plan\\_protect\\_sustain/water\\_conservation/wtr\\_cons\\_strategy/toc.html](http://www.env.gov.bc.ca/wsd/plan_protect_sustain/water_conservation/wtr_cons_strategy/toc.html)
- Water Use Efficiency Catalogue for B.C.: Written as a companion piece to the Water Conservation Strategy for B.C., the Catalogue encourages cooperation and information sharing, and promotes a proactive approach to water conservation. [http://www.env.gov.bc.ca/wsd/plan\\_protect\\_sustain/water\\_conservation/wtr\\_use\\_eff\\_c\\_at\\_bc/toc.html](http://www.env.gov.bc.ca/wsd/plan_protect_sustain/water_conservation/wtr_use_eff_c_at_bc/toc.html).

- Water Conservation Calculator: A free, web based decision support tool used to investigate how specific water conservation measures can yield both fiscal and physical savings for communities. <http://www.waterconservationcalculator.ca>

## **APPENDIX A - Category Specific Supplement**

### **GREEN ENERGY**

#### **I. Objectives**

To invest in green energy infrastructure that contributes to economic growth, a clean environment and stronger communities.

#### **II. Subcategories**

- Reinforcement, expansion of existing and construction of new transmission grids to transmit clean electricity, including smart grid technologies.
- Renewable Electricity Generation facilities (e.g., wind energy, solar energy, small scale hydro).
- Thermal heat/cooling delivery system (i.e. district energy systems) using renewable or combined heat/power plants.
- Projects for new or material rehabilitation or expansion of carbon transmission and storage infrastructure;
- Electric vehicle infrastructure.
- Clean coal facilities.

#### **III. Outcomes and Benefits**

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Increasing the security of British Columbia's clean electricity supply;
- Increasing installation of clean energy technologies that improve air quality and/or reduce greenhouse gases;
- Increasing the number of private sector and public sector installations and/or use of clean-energy technologies;
- Providing open-access to a large number of carbon capture facilities; or
- Increasing electricity trade connections between provinces, and/or between Canada and the United States that facilitate the transfer of clean electricity.

#### IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- For Transmission grid projects, the project must:
  - Support the development or transfer of clean electricity, especially to displace more carbon-intensive electricity; and
  - Support the security of electricity supplies, allowing for more efficient electricity markets/electricity use.
- For carbon transmission and storage project, the project must address:
  - Pipeline networks, or parts thereof, for transporting CO<sub>2</sub> that has been captured from large industrial emitters; or
  - Centralized hubs for injecting, monitoring, and permanently storing CO<sub>2</sub> in a geological formation.
- For clean coal facilities, the proponent must deploy technology to reduce air pollutants and GHG emissions at least as low as natural gas combined cycle technology such that it will satisfy the Canadian regulations for the coal-fired electricity sector, set to come into force on July 1, 2015.

#### V. Sources for Best Practices

- A Vision and Implementation Plan for Growing a Sustainable Energy Cluster in British Columbia: Provides a framework that promotes building smart, sustainable energy systems that leverage innovations to enhance how the province generates, delivers and uses energy.  
[http://www.llbc.leg.bc.ca/public/pubdocs/bcdocs/402789/aept\\_report.pdf](http://www.llbc.leg.bc.ca/public/pubdocs/bcdocs/402789/aept_report.pdf)
- BC Hydro Power Smart: Provides tips, tools, programs and products that are designed to enhance energy management expertise, so you can improve energy efficiency.  
<http://www.bchydro.com/powersmart.html>
- BC Sustainable Energy Association: This non-profit association of citizens, professionals and practitioners is committed to promoting understanding, development and adoption of sustainable energy, energy efficiency and conservation in British Columbia. <http://www.bcsea.org/>
- Canada Green Building Council: The Council is a broad-based inclusive coalition of representatives from different segments of the design and building industry that work to accelerate the design and construction of Green Buildings across Canada.  
<http://www.cagbc.org/>

- Community Energy Association: This charitable, non-profit society is taking action on climate change and energy sustainability by assisting communities to develop and implement energy efficiency and green energy initiatives.  
<http://communityenergy.bc.ca/>
- BC Energy Plan: Provides updates on the 55 policy actions outlined in the BC Energy Plan, which focus on the province's key natural strengths and competitive advantages of clean and renewable sources of energy.  
<http://www.energyplan.gov.bc.ca/default.htm>
- The BC Climate Action Plan: Provides summary of BC's actions to date and highlights new and future initiatives to reduce BC's carbon footprint.  
[http://www.livesmartbc.ca/attachments/climateaction\\_plan\\_web.pdf](http://www.livesmartbc.ca/attachments/climateaction_plan_web.pdf)
- BC Climate Action Charter: Details on how BC communities can commit to the goals of being carbon neutral.  
[http://www.cscd.gov.bc.ca/lgd/greencommunities/climate\\_action\\_charter.htm](http://www.cscd.gov.bc.ca/lgd/greencommunities/climate_action_charter.htm)
- Weather, Climate and the Future: Links to articles and information on BC air Quality.  
[www.env.gov.bc.ca/air/climate/cc\\_plan/pdfs/bc\\_climatechange\\_plan.pdf](http://www.env.gov.bc.ca/air/climate/cc_plan/pdfs/bc_climatechange_plan.pdf)
- Greening the Building Code: Provides information on how green building supports sustainable communities. [www.housing.gov.bc.ca/building/green/index.htm](http://www.housing.gov.bc.ca/building/green/index.htm)
- Air Action Plan: Sets out actions to reduce air pollution, complementing the government's plan to reduce greenhouse gas emissions.  
<http://www.bcairsmart.ca/docs/bcairactionplan.pdf>
- BC Bioenergy Strategy: Provides information on how to reduce greenhouse gas emissions and strengthen BC's electricity self-sufficiency.  
[www.energyplan.gov.bc.ca/bioenergy](http://www.energyplan.gov.bc.ca/bioenergy).

## APPENDIX A - Category Specific Supplement

### HIGHWAYS AND MAJOR ROADS

#### I. Objective

To invest in highways and major roads, including bridges that have broad public benefits, and that contribute to economic growth, to a clean environment, and stronger communities.

#### II. Subcategories

New construction, additional capacity, or rehabilitation of highways and major roads, including bridges and tunnels that are:

- High capacity roads such as freeways, expressways or major arterials with an Annual Average Daily Traffic count greater than 3,000 vehicles.
- Highways and roads related to natural resource development opportunities; or,
- Road/rail grade separations on one of the above highways or major roads.

#### Notes:

- *Project under this category could include: Intelligent Transportation Systems (ITS), and/or active transportation infrastructure (e.g. sidewalks, bicycle lanes, pedestrian/bike/multi-use pathways) components as a part of the overall project.*

#### III. Outcomes and Benefits

These benefits support one or more of the following outcomes:

- Increasing efficiency and mobility by supporting efforts to reduce congestion, effectively manage traffic volume, and reduce travel time;
- Improving safety;
- Improving access for remote areas affected by resource development-related activity, and/or improved social and economic outcomes in affected communities; or
- Extending the life of the existing asset.

#### IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Must be compatible with official transportation plans or other transportation strategies, where appropriate.

- Must demonstrate that the proposal is based on current demand (e.g., significant volumes of traffic and/or trucks), and if the project is intended to expand existing asset or build new asset, the intended results must be substantiated.
- For projects with Intelligent Transportation Systems (ITS) components, such components or system must be compliant with the ITS Architecture for Canada and/or the Border information Flow Architecture where applicable.

## APPENDIX A - Category Specific Supplement

### INNOVATION

#### I. Objectives

To invest in infrastructure at post-secondary institutions that contributes to economic growth, a clean environment and stronger communities.

#### II. Subcategories

- Post-secondary research and development laboratories and centres, and related teaching facilities.
- Office space for the purpose of conducting research and development.
- Research libraries associated with the research laboratories and centres.

**Notes:** *Eligible investments under each sub-category could include installation of underlying connective infrastructure as necessary (e.g. water/sewer connections, electricity connections, new technologies and implementation of approaches for improved energy efficiency in laboratories, telecommunications infrastructure).*

#### III. Outcomes and Benefits

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Enhancing capacity of post-secondary institutions to develop and transfer new knowledge through leading-edge basic and applied research and teaching;
- Increasing opportunities for collaboration between public institutions and the private sector supporting the transfer of innovative technologies and research to market; and,
- Developing a highly-skilled workforce driving innovation in sectors that support increased diversification or competitiveness of the national, regional, or local economy and contribute to sustained long-term growth.

#### IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Demonstrates that there is an existing or new research or teaching program and committed funding associated with it.
- Demonstrates that the project will primarily support basic or applied research and development, and teaching programs in one or more of the following disciplines: natural sciences; health sciences; engineering; computer science, technology and mathematics; or demonstrates that the project will primarily support development in the area of industrial innovation.

## APPENDIX A - Category Specific Supplement

### LOCAL AND REGIONAL AIRPORTS

#### I. Objective

To invest in airport infrastructure that has broad public benefits, and contributes to economic growth, a clean environment and stronger communities.

#### II. Subcategories

Construction projects that enhance airports that are accessible all year-round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure:

- Aeronautical infrastructure includes, but is not limited to: runways, taxiways, aprons, hangars, lighting, aids to navigation (Nav aids), maintenance sheds, airside mobile equipment and associated shelters, air terminal buildings, and groundside safety-related infrastructure;
- Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities.

#### Notes:

- Local and regional airports are defined as those sites **having scheduled passenger traffic**, not located in the national capital or a provincial/territorial capital and not classified by Transport Canada as an Arctic or remote airport.*
- Federally-owned airports and federal assets are not eligible for funding.*
- Safety and security projects that are eligible for funding under Priorities 1 and 2 of Transport Canada's Airports Capital Assistance Program (ACAP) are funded under that program, and are not eligible for funding unless they are part of a larger project.*

*ACAP priorities 1 and 2 may be described as:*

*Priority 1: Safety-related airside projects required to accommodate the aircraft providing year-round, regularly scheduled passenger service such as rehabilitation of runways, taxiways, aprons, associated lighting, visual aids, sand storage sheds, utilities to service eligible items, related site preparation costs including directly associated environmental costs, aircraft firefighting equipment and equipment shelters which are necessary to maintain the airport's level of protection as required by regulation.*

*Priority 2: Heavy airside mobile equipment (safety-related) such as runway snow blowers, runway snowplows, runway sweepers, spreaders, winter friction testing devices, and heavy airside mobile equipment shelters.*

### **III. Outcomes and Benefits**

Proponents must demonstrate the economic advantages and the broader public benefits of the project.

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Improving efficiency (e.g., increased traffic volumes, passenger volume, cargo etc.);
- Increasing regional or local economic development (e.g., number of new carriers, new businesses operating at the airport, increased volume of interprovincial/territorial and international trade such as in the resource sector);
- Improving safety; or
- Increasing accessibility of local and regional airports (e.g., to remote and northern communities, to larger population centres).

### **IV. Project Specific Criteria**

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Local and Regional Airport projects must demonstrate financial support from provincial and/or regional/local governments by meeting the following criteria:
  - For all projects, the provincial government contribution must be no less than the federal government contribution;
  - For local and/or regional assets, local/regional government interests must furnish at least one-third (33.33 percent) of the total project costs.
- For non-provincial assets, a municipal council resolution in support of Local and Regional Airport projects must be submitted.
- Must demonstrate that projects are consistent with long-term regional development plans and provide significant economic benefits across the region.
- Must demonstrate that projects do not negatively impact other airports in their vicinity and the overall provision of airport and air transportation services in the region, and demonstrate broad public benefits.
- If the project includes an ITS component or system, that the ITS component or system is compliant with the ITS Architecture for Canada and the Border Information Flow Architecture, or expand in new areas of national interest.

## **APPENDIX A - Category Specific Supplement**

### **PUBLIC TRANSIT**

#### **I. Objectives**

To invest in public transit infrastructure that contributes to economic growth, a clean environment and stronger communities.

#### **II. Subcategories**

- Transit infrastructure and rolling stock, including but not limited to bus rapid transit (BRT), light rail transit (LRT), subways, buses, urban passenger ferries and regional commuter rail.
- Transit facilities and supporting infrastructure including but not limited to transit queue-jump lanes, reserved bus lanes, turning lanes or other related enhancements in support of public transit, streetcar/trolley infrastructure, storage and maintenance facilities, security enhancements, and transit passenger terminals.
- Intelligent Transportation Systems (ITS) in support of public transit services.

#### **III. Outcomes and Benefits**

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Supporting efforts to reduce urban congestion;
- Increasing transit ridership;
- Improving safety; or
- Improving mobility (e.g., improved access, reduced travel times).

#### **IV. Project Specific Criteria**

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Must be part of an official, integrated land-use and transportation development plan or strategy. Where applicable, projects must be consistent with the approved plans of regional transportation bodies.
- For project with Intelligent Transportation Systems (ITS) components, such components or system must be compliant with the ITS Architecture for Canada.

## APPENDIX A - Category Specific Supplement

### SHORT SEA SHIPPING

#### I. Objective

To invest in improvements to short sea shipping infrastructure that contribute to economic growth, a clean environment and stronger communities.

#### II. Subcategories

New construction, additional capacity, and rehabilitation of the following capitalized and fixed port infrastructure that increases short sea shipping capacity:

- Wharves and associated infrastructure;
- Intermodal facilities, multi-modal, or transfer facilities; or
- Capitalized and fixed equipment for loading/unloading required for expansion of short sea shipping.

#### Notes:

- Short sea shipping is defined as the movement of cargo by water over relatively short distances, excluding trans-oceanic voyages.*
- Projects under this category could include Intelligent Transportation Systems (ITS) components as part of the overall project.*
- The purchase of vessels, infrastructure that supports passenger-only ferry services, maintenance of existing facilities, as well as maintenance activities including dredging, are not eligible for funding.*

#### III. Outcomes and Benefits

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Improving efficiency (e.g., reduced traffic congestion, increased freight capacity and speed, results in new shippers and trade movements);
- Improving safety;
- Reducing the environmental footprint and providing environmental benefits such as air quality improvement; or
- Improving integration between transportation modes.

#### **IV. Project Specific Criteria**

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Demonstration that the project improves access to at least one of the following:
  - Multi-modal transportation corridors, and/or intermodal transfer facilities;
  - Commercial and/or industrial sites; or
  - Regions with significant natural resource potential.
- Confirmation that the project will be built on or adjacent to port lands.

## APPENDIX A - Category Specific Supplement

### SHORTLINE RAIL

#### I. Objective

To invest in improvements to existing shortline rail infrastructure that contribute to economic growth, a clean environment and stronger communities.

#### II. Subcategories

New construction, additional capacity or rehabilitation of rail infrastructure including:

- Industrial branch lines to allow a railway to serve a group of companies, an industrial park, a logistic park, an intermodal yard, a multimodal facility, a port, a transfer facility, or a marine terminal;
- Tracks and structures, excluding regular or deferred maintenance, to ensure safe travel at speeds deemed acceptable for safe and efficient operations;
- Facilities to improve the interchange of goods between modes; or
- Capitalized equipment for loading/unloading required for expansion of shortline rail.

#### Notes:

- a. Shortline rail is typically defined as a Class III railway that provides regional service to a small number of towns or industries and/or serves as a feeder line for one or more larger railroads.*
- b. Projects under this category could include Intelligent Transportation Systems (ITS) components as part of the overall project.*

#### III. Outcomes and Benefits

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Improving efficiency (e.g., increased traffic volumes, new shippers, increased speed, etc.);
- Increasing freight capacity of short-line railways (e.g., heavier traffic loads and volume, etc.); or
- Improving safety.

#### **IV. Project Specific Criteria**

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Must demonstrate that their proposal is based on current demand (e.g., significant volumes of rail traffic), and if projects are intended to expand existing assets or build new assets, the intended results must be substantiated.
- If the project includes an ITS component or system, that the ITS component or system is compliant with the ITS Architecture for Canada and the Border Information Flow Architecture, or expand in new areas of national interest.

## **APPENDIX A - Category Specific Supplement**

### **SOLID WASTE MANAGEMENT**

#### **I. Objective**

To invest in solid waste infrastructure that contributes to economic growth, a clean environment and stronger communities.

#### **II. Subcategories**

- Waste diversion infrastructure (e.g., recycling, composting, anaerobic digestion, eco centers).
- Waste disposal infrastructure (e.g., thermal processes, landfill gas recovery).

#### **III. Outcomes and Benefits**

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Increasing the quantity (kg/capita) of solid waste diverted from disposal;
- Reducing environmental impacts from landfills (e.g. greenhouse gas emissions, leaching of liquid waste, soil contamination); or
- Increasing energy recovery from solid waste management activities.

#### **IV. Project Specific Criteria**

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Solid waste diversion projects must result in a measurable increase in the quantity (kg/capita) of material diverted from disposal as measured against a baseline using the Generally Accepted Principles for Calculating Municipal Solid Waste System Flow.
- Disposal projects must be complemented by the implementation of a municipal waste management plan.

## **APPENDIX A - Category Specific Supplement**

### **WASTEWATER**

#### **I. Objective**

To invest in wastewater infrastructure that contributes to economic growth, a clean environment and stronger communities.

#### **II. Subcategories**

- Wastewater treatment facilities or systems
- Wastewater collection systems
- Separation of combined sewers and/or combined sewer overflow control, including real-time control and system optimization
- Separate storm water collection systems and/or storm water treatment facilities or systems
- Wastewater sludge treatment and management systems

#### **III. Outcomes and Benefits**

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Measurably and quantifiably reducing the volume and/or improvement in the level of treatment of wastewater effluent;
- Increasing the number of households, industries, commercial establishments, and institutions with untreated wastewater connected to sanitary wastewater systems;
- Reducing the volume and incidents of discharge of untreated wastewater effluent as a result of sanitary sewer and combined sewer overflow events;
- Improving quality of treated stormwater effluent;
- Improving the reliability or performance of the wastewater collection; and/or treatment system;
- Improving wastewater sludge treatment and management.

#### **IV. Project Specific Criteria**

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Projects for the construction of new or material rehabilitation or expansion of existing wastewater treatment facilities must result in wastewater effluent that meets the Wastewater Systems Effluent Regulations (WSER), where applicable.
  - In jurisdictions where the WSER does not yet apply, the afore-mentioned projects must meet provincial/territorial equivalency.

- Projects for the construction of new or material rehabilitation or expansion of existing wastewater sludge treatment and management facilities must meet applicable provincial/territorial and federal regulations and licensing requirements.

## V. Sources for Best Practices

- British Columbia Water and Waste Association (BCWWA): This non-profit association is dedicated to safeguarding of public health and the environment through the sharing of skills, knowledge and experience in the water and wastewater industries. <http://www.bcwwa.org/>
- Canadian Council of Ministers of the Environment: Canada-wide Strategy for the Management of Municipal Wastewater Effluent: The strategy will provide specific measures to improve management of municipal wastewater in a consistent manner that will better protect the environment and human health. [http://www.ccme.ca/en/resources/water/municipal\\_wastewater\\_effluent.html](http://www.ccme.ca/en/resources/water/municipal_wastewater_effluent.html)
- Environmental Operators Certification Program: The Program's objective is to protect human health, the environment, and the investment in facilities through increased knowledge, skill and proficiency of the members of the Program. <http://www.eocp.org/>
- InfraGuide Best Practices for Wastewater: Technical solutions to challenges municipalities commonly face with storm and wastewater. <https://www.fcm.ca/home/programs/past-programs/infraguide.htm>
- Ministry of Health Services – Land Use Program (Sewerage): Provides expert advice to Health Authorities and develops legislation and guidelines regarding all aspects of sewerage systems. [https://www.health.gov.bc.ca/protect/lup\\_index.html](https://www.health.gov.bc.ca/protect/lup_index.html)
- Municipal Sewage Regulation – Highlights Regarding Use of Reclaimed Water: This fact sheet describes the production and use of reclaimed water. <https://www2.gov.bc.ca/gov/theme.page?id=1D1E3C96BFEE11B9960E8FFEC5AF406A>.

## **APPENDIX B – PROJECT JUSTIFICATION/BUSINESS CASE GUIDELINES**

### **INTRODUCTION**

The project justification/business case is an essential document that complements your application for funding. Its purpose is to elaborate on elements contained in the application and to provide any further details or relevant information that was not captured on the application form. The information contained in this document is intended to help you develop a sound rationale which may help you in obtaining funding under the NBCF-SCF program.

*Note: This is a requirement for the following project categories: Brownfield Redevelopment, Connectivity and Broadband, Disaster Mitigation Infrastructure, Highways and Major Roads, Innovation, Local and Regional Airports, Public Transit, Short Sea Shipping, and Shortline Rail.*

### **ASSESSMENT**

The assessment of proposals is a criteria-based process for evaluating proposals submitted by applicants for funding. The assessment determines the merits of the proposal and informs the decision for recommending proposals to the appropriate decision-making bodies and parties.

Below are a few examples of factors that impact the assessment of your proposal and will be considered in determining if it is eligible for funding.

- How your project responds to an identified Infrastructure need within the community?
- How realistic are the objectives and are the expected results achievable? Will the activities identified be completed within your proposed timeframe?
- How does your proposed project fit with local, regional and national priorities?
- How you, as the applicant have the capacity to see the project through from beginning to end?
- How do you plan to mitigate the risks associated with your project?
- How realistic is the budget and breakdown of costs?
- How will you manage the asset over its life cycle? Do you have operating funds?

### **ELEMENTS OF A GOOD BUSINESS CASE**

A good business should give the reader a clear understanding of the “Who, What, Where, Why, When and How” of the project. The business case should be able to be

extracted as a stand-alone document for the purposes of describing the entire project. Additionally, it should not depend on future funding in order to achieve its desired project outcomes.

The business case should include, but not be limited to, the following:

- Problem statement
- Identification and analysis of options (relevance, feasibility)
- Rationale for chosen option
- Project objective
- Description of activities
- Timelines and milestones
- Expected benefits
- Performance and progress measures
- Project risks
- Rationale
- Budget

## WRITING THE BUSINESS CASE

<b>Project Objective</b>
This is one of the most important sections of the business case. The objective should respond to your problem statement and be clear, concise and easy for you to achieve. The objective must also be measurable. A clear statement of your project objective makes the assessment easier.
<b>Proposed activities</b>
Provide a description of proposed activities that addresses: <ul style="list-style-type: none"> <li>• The scope of the project (local, regional, national)</li> <li>• The location</li> <li>• How the project responds to the goals, objectives and priorities of the program</li> <li>• Who will most benefit and how.</li> </ul>
<b>Project Rationale</b>
This section should: <ul style="list-style-type: none"> <li>• Provide a synopsis of what is happening currently within the municipality or region and what might happen if no action is taken at this time, if your project is not approved. It should also give the reader a sense that your project is important and thus demonstrate the need for funding.</li> <li>• Make sure you clearly define the project. If statistical information is available to support your project make sure you include the data and state where it can be found.</li> </ul>
<b>Expected Benefits</b>
Expected benefits must: <ul style="list-style-type: none"> <li>• Identify the project outcomes according to the program (sub) categories that apply to the project being proposed.</li> <li>• Indicate all the project benefits and how the benefits were obtained.</li> </ul>

<b>Timelines and Milestones</b>
<p>It is important to indicate the duration of your project, how long you expect it to take from start to finish. In addition, you should highlight how your project is broken down by project activities, phases and/or stages. This should be done on a quarterly basis. (i.e. 1st quarter - list of activities to be accomplished (planning, studies, etc.); 2nd quarter – additional activities (construction to commence)).</p>
<b>Performance and Progress Measures</b>
<p>In this section, you should clearly identify how the project will meet expected benefits; and, how these will be measured and monitored throughout the course of your project duration. (i.e. phase development, planning phase, regular site visits, construction start/end-dates, etc.</p>
<b>Project Risks</b>
<p>What are the significant project risks and what is your strategy to mitigate those risks? Risks are uncertainties or constraints that may prevent the project from being completed on time, on budget, or in its original scope. Few projects are completely without risk; however, most successful projects manage or mitigate their risks through good planning and ongoing management.</p> <p>This section should indicate any known risks (such as short construction season, possible uncertainties in building site that might influence cost, etc.) and specify how those uncertainties may impact the performance of the project (either in duration, cost, or meeting the requirements). Then, indicate what actions could possibly be taken in advance, or during the project lifecycle, to reduce the effect of the risk (mitigation).</p>
<b>Project Budget</b>
<p>A comprehensive budget must include:</p> <ul style="list-style-type: none"> <li>• An anticipated start and end date of expenditures (funding period). No expenditures can be incurred outside the start and end dates of the shared cost agreement.</li> <li>• A detailed breakdown of expenses such as overhead operating costs, salaries, capital costs, phases of construction etc. if applicable.</li> <li>• A listing of other funding sources and those amounts.</li> <li>• Cash flow projections throughout project lifecycle.</li> <li>• A capital cost estimate for the infrastructure that includes an amount for contingency costs, and an amount for inflation.</li> <li>• A comprehensive budget summary indicating the sources of financing for the construction, operation and replacement of the infrastructure.</li> <li>• The sources should include, as applicable, grants, property taxes, fees, debt, Integrated Resource Management (IRM)* strategies and other sources.</li> <li>• The financing should be matched by expenditures for the construction and subsequent operation and maintenance of the infrastructure <u>as well as a contribution to a reserve fund for the replacement of the infrastructure.</u></li> <li>• A description of how rate structures (if applicable) will encourage</li> </ul>

conservation of resources, reduce operating costs, and defer the need to expand infrastructure.

- Where the potential for revenue from IRM exists, a brief description of the proposed strategy.
- A discussion of the method by which the infrastructure will be amortized to meet the new requirements for financial reporting under Generally Accepted Accounting Principles.
- An indication that information in the five year budget provided is or will be incorporated into the financial plan required under s.165 of the *Community Charter* or s.815 of the *Local Government Act*.
- Grant per person served: the total Federal/Provincial request divided by the number of individuals served by the infrastructure.
- For Regional Districts, the number, type and assessed value of properties served by the infrastructure and a description of the area that will be served by the infrastructure and how the costs of the service will be allocated among participants in the service.

\*Revenue from Integrated Resource Management (IRM) –utilizes solid and liquid waste to create energy, reduce greenhouse gas emissions, conserve and re-use water, and recover nutrients.

### Project Justification/Business Case Checklist

To ensure that you have addressed all aspects of the project justification/business case, see the below checklist.

- Is there a Problem Statement
- Does your business case include a rationale for decision on chosen option
- Did you state your project’s objective
- Is there a description of activities included
- Have timelines and milestones been addressed
- Did you list the expected benefits of your project
- Performance and progress measures
- Have you indicated the risks associated with the project
- Is there a rationale on file
- Has the budget been included
- Is there a breakdown of expenses
- Location
- Who will benefit
- Any statistical information to include
- Is there any relevant documentation that details the issues addressed by the project, i.e. copies of studies, reports, letters from agencies, etc.

## APPENDIX C – Examples of Eligible Costs and Ineligible Costs

**Please note:** If a cost is not listed below, contact program staff prior to undertaking the cost. (See Section 6.4 for contact information)

### General

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Costs paid under contract for goods or services necessary to implement the project</li> </ul>	<ul style="list-style-type: none"> <li>Any unpaid costs including invoices or holdbacks</li> <li>Accrued costs</li> </ul>
<ul style="list-style-type: none"> <li>Costs paid by the Recipient only after project approved by the Province and Canada, and deemed properly and reasonably incurred</li> </ul>	<ul style="list-style-type: none"> <li>Costs incurred prior to the Province and Canada approving the project and/or after the project completion date</li> </ul>
<ul style="list-style-type: none"> <li>Capital costs as defined by Generally Accepted Accounting Principles (except capital costs included in <b>INELIGIBLE COSTS</b>)</li> </ul>	<ul style="list-style-type: none"> <li>Services or works normally provided by the Recipient, including:                             <ul style="list-style-type: none"> <li>overhead costs</li> <li>salaries and other employment benefits of any employees of the Recipient</li> <li>leasing of equipment except those noted under section 4.1 g)</li> <li>purchasing equipment</li> <li>accounting fees incurred in the normal course of operation</li> <li>auditing fees incurred in the normal course of operation</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates</li> </ul>

### Environmental Assessment/Aboriginal Consultation Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Environmental reviews</li> <li>Environmental costs</li> <li>Remedial activities</li> <li>Mitigation measures</li> <li>Aboriginal consultation</li> </ul>	<ul style="list-style-type: none"> <li>Costs incurred prior to the Province and Canada approving the project and/or after the project completion date.</li> </ul>

## Design / Engineering Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, and engineering of a project.</li> </ul>	<ul style="list-style-type: none"> <li>Costs incurred prior to the Province and Canada approving the project and/or after the project completion date</li> </ul>
<ul style="list-style-type: none"> <li>Accommodation costs included in consulting fees or disbursement for out of town/province professionals</li> </ul>	<ul style="list-style-type: none"> <li>Any legal fees including those for land transfers (easements, Right of Way)</li> </ul>
	<ul style="list-style-type: none"> <li>Feasibility studies, planning costs, and/or costs related to preparing an application and accompanying documents.</li> </ul>

## Construction/Materials Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Tenure fee – Ministry of Agriculture and Lands &amp; Plan of Statutory Right of Way.</li> </ul>	<ul style="list-style-type: none"> <li>Cost of purchasing land and associated real estate and other fees</li> <li>Value of donated land</li> <li>Interim financing and interest costs</li> <li>Appraisal fees</li> <li>Land title fees</li> <li>Leasing of land or facilities</li> </ul>
<ul style="list-style-type: none"> <li>Permit fees</li> </ul>	<ul style="list-style-type: none"> <li>Building permit charged by proponent to itself</li> <li>Development cost charges</li> </ul>
<ul style="list-style-type: none"> <li>Insurance related to construction</li> </ul>	<ul style="list-style-type: none"> <li>Liability insurance for directors</li> </ul>
<ul style="list-style-type: none"> <li>Project management fees</li> </ul>	
<ul style="list-style-type: none"> <li>Material testing necessary to prove suitability of soils and specified structural elements</li> </ul>	
<ul style="list-style-type: none"> <li>Fencing for the construction site</li> <li>Permanent fencing</li> </ul>	
<ul style="list-style-type: none"> <li>Towing heavy equipment to and from the construction site</li> </ul>	<ul style="list-style-type: none"> <li>Towing vehicles</li> </ul>
<ul style="list-style-type: none"> <li>Security guard &amp; First Aid attendant (contracted for construction project)</li> </ul>	<ul style="list-style-type: none"> <li>Ambulance for workplace accidents</li> <li>First aid courses</li> </ul>
<ul style="list-style-type: none"> <li>Furniture and/or equipment essential for operation of the project</li> </ul>	<ul style="list-style-type: none"> <li>Tools (e.g. hammer, broom, shovel, rakes, hoses, hose nozzles, measuring tapes, leather gloves)</li> </ul>
<ul style="list-style-type: none"> <li>Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to the site property line</li> </ul>	<ul style="list-style-type: none"> <li>General repairs and maintenance of a project and related structures</li> </ul>

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Safety equipment to be kept at the project site (e.g. safety goggles, beakers, eye wash bottles, latex gloves, UV lamp, vacuum hand pump, forceps, etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>Fire protection equipment as required by the fire department</li> </ul>	
<ul style="list-style-type: none"> <li>Third party (contractor) rental of a trailer/site office</li> </ul>	
<ul style="list-style-type: none"> <li>Permanently installed 2 way radios, phone system for facility</li> </ul>	<ul style="list-style-type: none"> <li>Monthly bills for utilities and phone/internet</li> </ul>
	<ul style="list-style-type: none"> <li>Contributions in kind</li> </ul>
<ul style="list-style-type: none"> <li>Fuel costs for rental equipment</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle maintenance and fuel costs</li> </ul>
<ul style="list-style-type: none"> <li>Temporary construction or permanent signage, specific to the project</li> <li>Street signage (during construction) if specific to the project (e.g. 1<sup>st</sup> Street Closed)</li> </ul>	<ul style="list-style-type: none"> <li>General construction signs (e.g. detour, street closed)</li> </ul>
<ul style="list-style-type: none"> <li>Relocation/renovation kiosk signs for public information</li> </ul>	<ul style="list-style-type: none"> <li>Temporary “Hours of Business” signs</li> </ul>
<ul style="list-style-type: none"> <li>Surveys necessary to determine the site’s suitability for the intended purpose</li> </ul>	<ul style="list-style-type: none"> <li>Any other surveys except to determine the site’s suitability</li> </ul>
<ul style="list-style-type: none"> <li>Demolition of unwanted structures from the site</li> </ul>	
<ul style="list-style-type: none"> <li>Landscaping to restore construction site to original state following construction</li> <li>Installation of landscaping</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining landscaping</li> </ul>
<ul style="list-style-type: none"> <li>Newspaper/radio ads related to contract tenders and contract award notifications; or public safety, road closure or service interruption notices related to the project</li> </ul>	
<ul style="list-style-type: none"> <li>Printing and distribution costs for public information materials regarding the project</li> </ul>	
<ul style="list-style-type: none"> <li>Printing costs for preparing contract documents or tenders, blue prints, plans/drawings</li> </ul>	
<ul style="list-style-type: none"> <li>Courier services, specific to project e.g. delivering drawings/designs</li> </ul>	
<ul style="list-style-type: none"> <li>Paving of access and curb cuts</li> </ul>	

## Communication Activities Costs

<b>ELIGIBLE</b>	<b>INELIGIBLE</b>
<ul style="list-style-type: none"> <li>• Any costs reasonably incurred to undertake communication activities, such as, but not limited to:                             <ul style="list-style-type: none"> <li>- federal or provincial funding</li> <li>recognition signage</li> <li>- permanent commemorative plaques</li> <li>- A/V rental and set up costs</li> <li>- event equipment rental and set up costs, such as stage and podium for joint events</li> <li>- event photography</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Media consultant</li> <li>• Event planners</li> <li>• Gifts</li> <li>• Hospitality costs, such as, but not limited to:                             <ul style="list-style-type: none"> <li>- food/beverages</li> <li>- liquor</li> <li>- entertainment</li> </ul> </li> </ul>

## **APPENDIX D – COMMUNICATIONS PROTOCOL**

### **PURPOSE**

This Communications Protocol shall guide all communications activity planning, development and implementation with a view to ensuring efficient, structured, continuous and coordinated communications to British Columbians.

The provisions of this Communications Protocol shall apply to all communications activities related to any Projects funded through the Small Communities Fund Program, or allocations. Such communications activities may include, but are not limited to, public or media events, news releases, reports, web and social media products or postings, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, and multi-media products.

### **GUIDING PRINCIPLES**

Communications activities undertaken through this Communications Protocol should ensure that British Columbians are informed of infrastructure investments made to help improve their quality of life and that they receive consistent information about funded Projects and their benefits.

The communications activities undertaken jointly by Canada, British Columbia, and the Ultimate Recipient shall recognize the funding of all parties to the Projects.

### **PROGRAM COMMUNICATIONS**

The Ultimate Recipients will not unreasonably restrict Canada and British Columbia from using, for their own purposes, public communications products related to Projects funded through the Small Communities Fund Program and if web-based, from linking to it.

### **OPERATIONAL COMMUNICATIONS**

The Ultimate Recipients are solely responsible for operational communications with respect to Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.

The Ultimate Recipients shall share information promptly with the lead ministry staff should significant media inquiries be received or emerging media or stakeholder issues arise relating to the Projects.

## **MEDIA EVENTS AND ANNOUNCEMENT FOR PROJECTS**

Media events include, but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases.

The Ultimate Recipients will have regular media events about the funding and status of the Projects. Key milestones may be marked by public events, news releases and/or other mechanisms.

Media events related to the Projects shall not occur without the prior knowledge and agreement of Canada and British Columbia.

The Ultimate Recipients shall provide at least **15 working days' notice** to the lead ministry staff of their intention to undertake a media event. The event shall take place at a mutually agreed date and location.

All joint communications material related to media events shall be approved by Canada and British Columbia and recognize the funding of all funding partners, as appropriate.

All joint communications material shall reflect Canada's policy on official languages and the federal identity program.

## **COMMUNICATIONS COSTS**

The eligibility of expenditures related to communication activities will be subject to Eligible and Ineligible Costs under the Small Communities Fund Program.

## **SIGNAGE**

See Appendix E.

## APPENDIX E – PROJECT SIGN GUIDELINES

### CONSTRUCTION SIGN

Further to consultations with federal departments, provincial and municipal associations, the new signage approach uses one multi-partner sign that is more informational in nature (Infrastructure Project Sign Design and Installation Guidelines (<http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>))

#### Manufacturing and Installation

- In general, signs should be installed 30-days before construction begins and stay in place until 30-days after construction is completed.
- The cost of signs manufactured and installed in accordance with these guidelines is an eligible project cost.
- Signs should always be securely installed in a prominent area. They should not obstruct traffic or cause safety concerns, particularly if located near a road. To avoid potential safety issues, ensure that the appropriate provincial and municipal authorities are consulted. No signs should be installed on third-party property without their permission.
- Signs are to be manufactured of materials that are fully recyclable to reduce burdens on the environment.
- You are required to submit a layout of the sign to the lead ministry staff for approval prior to final production.

Local governments may order the construction signage directly from Queen's Printer or from a sign company of their choice. For all others, construction signage can only be ordered from a sign company.

Below is the contact information for Queen's Printer:

Paula Peterson  
Print Agent  
Queen's Printer  
Shared Services BC  
Phone: (250) 387-9364  
Fax: (250) 356-7380  
E-mail: [Paula.Peterson@gov.bc.ca](mailto:Paula.Peterson@gov.bc.ca)

**For details on Project Signage Guidelines, please click on this link**

<http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

## **PERMANENT SIGN OR PLAQUE**

- Where the Ultimate Recipient decides to install a permanent plaque or other suitable marker with respect to the Project, it shall recognize the federal and provincial contribution.
- You are required to submit a layout of the permanent sign or plaque prior to final production to the lead ministry staff for approval.
- The cost of Project permanent signs or plaques is an eligible project cost.