

Canada 



***Canada-British Columbia  
Investing in Canada Infrastructure Program***

***Community, Culture, and Recreation***

**Program Guide**

*Intake 2*

## Foreword

This Program Guide (Guide) provides an overview of the Investing in Canada Infrastructure Program (ICIP) Community, Culture, and Recreation (CCR) requirements for British Columbia. This Guide has been developed to provide information to assist in preparing an application to the Program.

Canada's ICIP will create long-term economic growth, build inclusive, sustainable communities and support a low carbon, green economy. Under ICIP, the CCR Stream is focused on projects that improve citizen's access to and quality of cultural, recreational and community spaces.

The Program supports projects that can be completed in five years following approval. Design work can be included as part of the capital grant and the program supports projects that are medium-term priorities (detailed design will be ready to begin one-year from application submission; projects are required to be at an advanced stage of planning but not "shovel-ready").

Projects must meet related federal outcomes to be eligible. Eligible projects will support public infrastructure, defined as tangible capital assets primarily for public use and benefit.

The Guide contains references to the Canada – British Columbia ICIP Integrated Bilateral Agreement (the Agreement) which can be found at:

<http://www.infrastructure.gc.ca/prog/agreements-ententes/2018/2018-bc-eng.html>. In the event of a conflict between the Guide and the ICIP Integrated Bilateral Agreement, the Agreement prevails.

***The Guide has been revised for the second application intake and published on June 25, 2020.***

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# 1. INTRODUCTION

## 1.1 ABOUT THE PROGRAM

The Community, Culture, and Recreation ([CCR Program](#)) will fund infrastructure projects that will support projects that improve citizen's access to and quality of cultural, recreational and community spaces.

The [CCR Program](#) is a component of the over-arching ICIP which provides funding through an Integrated Bilateral Agreement (IBA) between Canada and British Columbia for capital projects. The goals of ICIP are to create long-term economic growth, build inclusive, sustainable communities and support a low carbon, green economy.

The governments of Canada and British Columbia are investing in the second intake of the CCR Program to support infrastructure projects in communities\* across the province. Funding under the first intake, which represented a commitment of up to \$134 million by the Canadian and British Columbia governments, has been fully allocated.

*\*For the purpose of this program a community will be defined as a Municipality or a settlement area within a Regional District Electoral Area.*

A project must meet the following outcome to be eligible:

- Improved access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations.

Local Governments, Indigenous applicants, and not-for-profit organizations are eligible ultimate recipients for this merit-based funding. \*\*

*\*\* See Section 2.1 on Eligible Applicants for details.*

Eligible projects will improve or create infrastructure, specifically tangible capital assets, as defined by the General Accepted Accounting Principles (GAAP), that are primarily for public use and benefit.

Funding is competitive and it is anticipated that there will be more projects that qualify for funding than there are program funds available. Consequently, eligible projects will be subject to technical evaluation and ranked according to the extent to which they meet the program's objectives and the eligibility criteria.

The size of funding requests should be reasonable as compared to the funding envelope. Project applications under ICIP should ideally represent a standalone project funded solely under the program (scope distinctly separate from projects approved under other senior government programs) to avoid stacking and other program conflicts. Applicants are encouraged to phase projects where possible to achieve this where the program outcome can still be strongly met on completion of the phase.

Projects with total estimated eligible expenditures of \$10 million or more will be subject to climate lens assessments (including a greenhouse gas emissions assessment that includes a cost-per-tonne calculation and a climate change resilience assessment) to be completed to British Columbia and Canada's satisfaction prior to Canada's approval of a project for funding.

Approved projects will be subject to reporting requirements as the projects progress. Applicants are encouraged to familiarize themselves with the requirements described in this Guide.

The Program supports projects that can be completed in five years following approval. Design work can be included as part of the capital grant and the program supports projects that are medium-term priorities (detailed design will be ready to begin one-year from application submission; projects are required to be at an advanced stage of planning but not "shovel-ready").

An Oversight Committee consisting of representatives from the federal and provincial governments will be responsible for administration of the Agreement.

## **1.2 PURPOSE**

The CCR Program will develop funding partnerships between the Federal Government, Provincial Government and ultimate recipients including: Local Governments, Indigenous Ultimate Recipients (both on and off-reserve), and Not-for-Profits.

The CCR Program will help communities address their infrastructure needs, while improving access to and/or increased quality of CCR infrastructure for Canadians, including Indigenous people and vulnerable populations.

## **1.3 APPLICATION INTAKE DEADLINE**

The deadline for the second application intake is October 01, 2020.

A business BCeID credential and password are required to access the online application system and we encourage you to set this up now. See [Accessing the Online Application](#) instructions on the website for details. BCeID requests are required to have been submitted at least 3 weeks prior to the program intake closing date. After receiving your BCeID credentials, you must request access to the online application system (the Local Government Information System).

## **1.4 LIMIT ON NUMBER OF APPLICATIONS**

### **1.4.1 Applicant Limits**

Municipalities may submit one application per intake.

Regional Districts may submit one application for each community. A community is defined as a settlement area within a regional district electoral area or an established or proposed service area.

Not-for-Profit entities may submit one application per intake. Please see section 2.1.2 for the definition of Not-for-Profit organization.

Indigenous Ultimate Recipients may submit one application per intake. Please see Section 2.1.4 for the definition of Indigenous Ultimate recipients.

## **1.4.2 Application Parameters**

Applications not approved from an earlier intake may be revised and a new application regarding the same project submitted to a subsequent intake. This will count towards the limit on the number of applications submitted.

An applicant may apply to more than one ICIP program for the same project, however, the project will only be funded through one program. If an application submitted to more than one program (for the same project) is successful, it will be funded under the program as determined by the Ministry. This decision is final and not subject to appeal.

If a project is approved under one ICIP Program, it becomes ineligible for funding under another ICIP Program. For example, if a project is approved for funding under the Rural and Northern Communities (RNC) Program, the same project will be ineligible for funding under the CCR Program.

ICIP programs have different funding shares and eligibility considerations. Applicants are welcome to seek advice from program staff on where to best target application efforts according to community needs and alignment with program criteria.

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

The funding provided towards infrastructure projects is cost shared by other partners that include the local governments, not-for-profit and Indigenous Ultimate Recipients.

Applicants must be prepared to finance project construction and their cost-share of the project, as well as cover any cost over-runs. The program is claims based. Please see Section 9.7 Claims for additional details. The levels of federal and provincial contributions towards eligible program costs are:

**Table 1: CCR Program Funding Splits**

<i>Ultimate Recipient</i>	<i>Government of Canada Contribution (up to)</i>	<i>Province of British Columbia Contribution (up to)</i>	<i>Total Senior Government Contribution (up to)</i>
Local government	40%	33.33%	73.33%
Not-for-profit	40%	25%	65%
Off Reserve Indigenous	75%	15%	90%
On-reserve Indigenous	75%	0%	75%

The remaining eligible project costs, ineligible project costs, and cost overruns 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 and in the Confirmation of Funds document. The disclosure of other grant funding sources must be provided by the successful recipient up to the completion of the project.

Applicants who have confirmed or potential sources of other senior government funding for their project should note that this program is subject to federal stacking rules\*:

- Federal funding towards the project is limited to the Government of Canada contribution in Table 1, from all federal sources. However, there is an exception for Indigenous Ultimate Recipient applicants who may, with approval from Infrastructure Canada, use other sources of federal funding up to 100% of eligible project costs).
  - Gas Tax Community Works Funds count towards the federal contribution for these purposes and will not be able to be utilized for the ultimate recipient’s funding contribution to the project.
- Applicants should familiarize themselves with stacking rules under other senior government programs, which funding under ICIP may affect.
- Applicants may utilize smaller provincial funding contributions towards their share of project costs. The preference is to separate project scope under multiple funding programs to have separate and clearly distinct projects under each.
- In all cases, no more than 100% of project costs will be funded (it is the responsibility of ultimate recipients to declare any overlapping funding).
- Project applications under ICIP should ideally represent a standalone project funded solely under the program (scope distinctly separate from projects approved under other senior government programs) to avoid stacking and other program conflicts. Applicants are encouraged to phase projects where possible to achieve this where the program outcome can still be strongly met on completion of the phase.

\*Federal rules and policy are subject to Canada’s interpretation; this presents a summary only.



## 2. APPLICANTS

### 2.1 ELIGIBLE APPLICANTS

Eligible applicants are:

#### 2.1.1 Local Governments

A local government established by or under British Columbia statute that is:

- An incorporated municipality.
- A regional district applying for a community, where a community, for the purpose of application to the program, is considered to be a settlement area within a regional district electoral area. A community's boundaries may also coincide with a service area boundary (existing or proposed)

#### 2.1.2 Not-for-Profit

To be considered a Not-for-Profit organization, the applicant must be:

- An organization incorporated as a not-for-profit corporation or society formed under an Act of Canada or a province or territory of Canada and in good standing under the relevant Act.
- An organization that operates primarily for community benefit.
- An organization with a location in British Columbia and active within the province.

#### 2.1.3 Indigenous Ultimate Recipient

To be considered an Indigenous Ultimate Recipient, the applicant must be:

- A band council within the meaning of section 2 of the [Indian Act](#);
- A First Nation, Inuit or Métis 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 Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation;
- A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure; or
- A Not-for-Profit organization whose central mandate is to improve Indigenous outcomes, working in collaboration with one or more of the Indigenous entities referred to above, a local government, or British Columbia.

### 2.2 INELIGIBLE APPLICANTS

Ineligible applicants are:

- Federal entities, including federal Crown Corporations.
- Applicants not defined in section 2.1.

- Applicants not operating within the Province of British Columbia.

### 3. PROJECTS

#### 3.1 ELIGIBLE OUTCOME

The CCR Program reflects an outcome based rather than a project category-based approach. In addition to clearly demonstrating public use and benefit, project eligibility is based on its ability to meet the following outcome set out by the Canada. A project must meet the following outcomes to be considered eligible.

- Improved access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations.

#### 3.2 ELIGIBLE PROJECTS

The CCR Program must support public infrastructure, which is defined as “tangible capital assets in British Columbia primarily for public use or benefit”. To be eligible for funding under the Program outcome, a project must:

- be community-oriented, non-commercial in nature and open for use to the public and not limited to a private membership;
- not serve as a home facility for professional or semi-professional sports teams;
- if a CCR project that provides dedicated space for healthcare or education, have specific benefit to Indigenous peoples by advancing the [Truth and Reconciliation Commission of Canada’s Calls to Action](#);
- be put forward by an applicant who demonstrates that they will be able to operate and maintain the resulting infrastructure over the long term;
- meet the Program outcome (see Section 3.1);
- be for the construction, renewal, rehabilitation or material enhancement of infrastructure, excluding normal maintenance or operation;
- be supported by all requirements set out in Section 5 – General Requirements;
- include an application and supporting documents that are comprehensive, credible, and feasible;
- stipulate a construction completion date of no later than March 31, 2026;
- be duly authorized or endorsed by:
  - in the case of a local government applicant, a resolution of its council/board; or
  - in the case of an Indigenous Ultimate applicant, a resolution of its band council;
  - or
  - in the case of a not or profit organization, a resolution from its board of directors;
- be for broad public use or benefit and clearly demonstrate this within the application;
- meet or exceed any applicable energy efficiency standards for buildings outlined in the [Pan-Canadian Framework on Clean Growth and Climate Change](#) where a building is constructed and exceed by 25% the energy efficiency requirements of the

[National Energy Code of Canada for Buildings 2017](#) (or the building will rank in the equivalent of the top 25% of its building type under ENERGY STAR [certification not required]);

- for publicly accessible buildings, meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, defined as the requirements in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-12), in addition to applicable provincial building codes and relevant municipal bylaws;
- be located in the Province of British Columbia; and
- meet all the program criteria identified in this Guide.

### 3.3 INELIGIBLE PROJECTS

A project will be deemed ineligible if:

- the construction began or a tender has been awarded prior to the date of approval into the Program;
- the estimated project start date is more than 2 years after the date of application;
- the project will be completed after March 31, 2026;
- the project deals with assets owned by the Government of Canada including federal Crown Corporations;
- it does not meet the CCR Program outcome outlined in Section 3.1;
- projects that are constructed solely for administrative services such as Municipal Halls, Band offices and not-for-profit offices;
- it involves relocation of whole communities;
- it constructs housing;
- it is submitted by a private sector, for-profit Ultimate Recipient;
- it is a stand-alone daycare facility, for-profit daycare facility, daycare facility associated with a school board, or a daycare facility funded under Canada's [Early Learning and Child Care](#) initiative;
- it is a religious site that serves as a place of assembly for religious purposes, which includes among others, a site, church, mosque, synagogue, temple, chapel (e.g., within a convent or seminary), shrine or meeting house;
- it is a professional or semi-professional sports team facility that is primarily a commercial operation, such as those that serve major junior hockey leagues; and
- elements of the Project that include dedicated spaces for healthcare, education or tourism purposes, provincial or local government services, or for-profit uses are ineligible, except for dedicated healthcare or education spaces that benefit Indigenous people by advancing the [Truth and Reconciliation Commission's Calls to Action](#).

The government endeavors to support projects through the program which are well planned, support local and provincial priorities, and will continue to provide community benefits over the long term supported by sustainable infrastructure management. Projects may not be

funded if they present risks to program funders, for example if any of the following are deemed likely:

- a high probability of the project not being able to be completed within the program timeline;
- potential for the project to not proceed due to applicant funding difficulties;
- a high probability that the project will require a significant change in scope to proceed due to limited planning being undertaken prior to application;
- the project may not provide the level of service identified;
- the project does not have public support;
- the project has the potential to cause environmental or social issues; or
- the applicant does not demonstrate they are able to manage, maintain and finance the project over the long term.

The applicant should clearly demonstrate within the application that risks related to the project have been considered and include mitigation measures for these.

Note that this does not preclude the consideration of innovative concepts and technology, and inclusion of these will be viewed positively where they are suitable for the purpose.

### **3.4 PROJECT EXAMPLES**

Examples of projects which meet the outcome in Section 3.1 will be made available on the [CCR Program](#) website. This is not an exhaustive list and is intended as a sampling only. The Program utilizes an outcome-based approach rather than defined categories to allow for innovation and flexibility. Projects that support the Program outcome and align with other eligibility criteria will be considered for funding.

### **3.5 PROJECT SIZE**

Projects should provide the best value for the estimated project expenditures and be sized appropriately to their location and the community directly benefitting.

The CCR Program funding decision takes into consideration multiple factors including alignment with program criteria, funding distribution, and program oversubscription. As such, a grant funding request representing less than the 10% of the program funding has a higher possibility of success as it provides more communities access to funding. Applicants should be guided by the project size from applications that were shortlisted in the previous CCR Program intake:

- An average grant request of \$2.5M; and
- One single largest grant of \$13.4M.

**Appropriately sized and scoped project applications are strongly encouraged.**

When applying, consider whether phasing as an option for larger projects. Where a phase is submitted for funding consideration, each phase should independently result in outcomes which align with the CCR program objectives.

If you have a project that you are considering applying for with a phased approach, need to discuss a smaller scope for a larger scale capital investment project for your community, or are seeking a grant to cover a portion of the project budget (with the remaining funds confirmed from other sources), we encourage you to call program staff to discuss prior to applying.

Applicants are also advised that projects with total estimated eligible expenditures of \$10 million or more will be subject to climate lens assessments (including a greenhouse gas emissions assessment that includes a cost-per-tonne calculation and a climate change resilience assessment) to be completed to British Columbia and Canada's satisfaction prior to Canada's approval of a project for funding.

## 4. COSTS

See Appendix C for examples of eligible and ineligible costs.

### 4.1 ELIGIBLE COSTS

Eligible costs will include the following:

- all costs considered to be direct and necessary for the successful implementation of an eligible project, in the opinion of Canada and British Columbia, excluding those identified under Section 4.2 (Ineligible Costs);
- the capital costs of constructing or renovating a tangible asset, as defined and determined according to generally accepted accounting principles in Canada;
- all planning (including plans and specifications), assessment and design 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;
- costs related to meeting specific Program requirements, including completing climate lens assessments (as outlined in Section 6) and creating community employment benefit plans (costs for climate lens assessments can be incurred prior to project approval, but can only be paid if and when a project is approved by both the Province and Canada for contribution funding);
- the costs of engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the [Impact Assessment Act 2019](#) and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment;
- the costs of Indigenous consultation, and where appropriate, accommodation;
- the costs directly associated with joint federal and provincial communication activities (press releases, press conferences, translation, etc.) and with federal and provincial project signage; and

- the incremental costs of the eligible recipient's employees related to construction of the project may be included as eligible costs under the following conditions:
  - the recipient is able to demonstrate that it is not economically feasible to tender a contract;
  - the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
  - the arrangement is approved in advance and in writing by the Province and by Canada.

*Note: Requests for the use of own labour and equipment will be subject to both provincial and federal approval and will only be allowed in certain circumstances. Approval must be sought prior to work being carried out.*

Eligible costs are limited to the following:

- costs incurred between the project approval date and the project completion date set out in the Shared Cost Agreement, except for costs associated with completing climate lens assessments and creating community employment benefit plans, which are eligible before project approval, but can only be paid if and when a project is approved by the Province and Canada and a signed Shared Cost Agreement is in place.

## **4.2 INELIGIBLE COSTS**

The following are deemed ineligible costs:

- costs incurred prior to the approval of the project, except for expenditures associated with completing climate lens assessments and creating community employment benefit plans as required (but can only be paid if and when a project is approved by the Province and Canada and a signed Shared Cost Agreement is in place);
- costs incurred after the project completion date set out in the Shared Cost Agreement with the exception of expenditures related to audit and evaluation requirements pursuant to the agreement;
- costs related to developing a funding application and application supporting documentation;
- costs incurred for cancelled projects;
- costs of relocating entire communities;
- costs related to dedicated space for emergency services;
- land acquisition;
- real estate and other fees related to purchasing land and buildings;
- financing charges, legal fees and interest payments on loans, including those related to easements (e.g. associated surveys);
- costs associated with operating expenses and regularly scheduled maintenance work;
- leasing land, buildings and other facilities;

- leasing of equipment other than equipment directly related to the construction of the project;
- overhead costs, including salaries and other employment benefits, direct or indirect costs associated with operating expenses, administration and regularly scheduled maintenance work, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff, except those indicated in Eligible Expenditures;
- costs related to furnishing and non-fixed assets which are not essential for the operation of the asset/project;
- any goods and services costs which are received through donations or in kind;
- taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- all capital costs, including site preparation, vegetation removal and construction costs, until Canada has been satisfied that the federal requirements under the [Impact Assessment Act 2019](#), other applicable federal environmental assessment legislation that is or may come into force during the term of the Agreement, and other applicable agreements between Canada and Indigenous groups have been met to the extent possible and continue to be met; and
- all capital costs, including site preparation, vegetation removal and construction costs, until Canada is satisfied that any legal duty to consult, and where appropriate, to accommodate Indigenous groups or other federal consultation requirement, has been met and continues to be met.

## 5. GENERAL REQUIREMENTS

### 5.1 REQUIRED INFORMATION

Please ensure that your application addresses the following:

- Application form and mandatory documents have been filled out in full and submitted online using the Local Government Information System (LGIS).
- 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 authorities.
- Application includes a commitment to pay the applicant share of the eligible costs and ongoing (operating and other) costs associated with the project.
- Project is consistent with applicable provincial, regional, municipal, or band plans (e.g., land-use, integrated watershed management plan, municipal official plans, integrated community sustainability plans).
- Major risks with a potential impact on the project during construction or once completed have been considered, and, where applicable, a mitigation plan developed.
- All applicable legislative or regulatory requirements have been or will be met. This includes requirements for a Federal Environmental Assessment (FEA) process, provincial Environmental Assessment process and requirements for Indigenous

Consultation. Where a project is excluded from a review under [Impact Assessment Act, 2019](#) 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 identified and/or obtained.

- Where a building is constructed or material rehabilitated, the energy efficiency requirements of the [National Energy Code of Canada for Buildings 2017](#) will be exceeded by 25% or the building will rank in the equivalent of the top 25% of its building type under ENERGY STAR (certification not required), as well as meeting or exceeding any applicable energy efficiency standards for buildings outlined in the [Pan-Canadian Framework on Clean Growth and Climate Change](#).
  - Additional resources include:
    - BC Energy Step Code <https://energystepcode.ca/publications/>
    - BC Building Code <http://www.bccodes.ca/building-code.html>
    - BC Energy Efficiency <https://www2.gov.bc.ca/gov/content/industry/construction-industry/building-codes-standards/energy-efficiency>
  - For newly constructed or materially rehabilitated infrastructure intended for use by the public, the project will provide appropriate access for persons with disabilities, including meeting or exceeding the requirements of the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CAS B651-04) or any acceptable highest published accessibility standard, in addition to applicable provincial building codes and relevant local government by-laws.
    - BC Building Access Handbook [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/guides/2014\\_building\\_access\\_handbook.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/guides/2014_building_access_handbook.pdf)
  - Accessible design for the built environment [https://www.csagroup.org/wp-content/uploads/B651-12EN\\_ACC.pdf](https://www.csagroup.org/wp-content/uploads/B651-12EN_ACC.pdf).

Projects that are selected for funding will be required to provide additional information as outlined in Section 5.4 to British Columbia and Canada's satisfaction prior to Canada's approval of a project.

## 5.2 FUNDING

The applicant must demonstrate that their share of funding has been, or is being secured, and that a plan is in place to cover any cost overruns beyond budgeted contingencies. Further, the application must demonstrate that funds have been committed to operate, maintain and plan for replacement. Also see the "Evidence of Secured Funds", "Confirmation of Funds" and "Council/Board Resolution" sections under Section 6.

Applicants must be prepared to finance project construction. Please see Section 9.7 for additional details.



### 5.2.1 Local Government Recipients

If a local government has accumulated funds in a statutory reserve to finance a share of project costs, please submit evidence of these funds, at application date, by filling out the confirmation of funds form and including supporting information directing the use of reserve funds.

If a local government intends to borrow a share of costs, a bylaw to authorize the borrowing of funds should receive third reading by a local government prior to applying to the program. A copy of that bylaw should accompany the application. Municipalities that intend to borrow should also submit a Liability Servicing Limit Certificate for the amount authorized in the bylaw. Please also submit information about any sources of applicant share of project costs other than reserves or borrowing. Providing the evidence of the loan authorization bylaw submission and supporting information under the Program is separate from submission for approval by the Inspector of Municipalities. That is a separate process that must be completed when approval by the Inspector is desired. A preference may be given to funding projects that demonstrate secured funding.

A financial analysis will be completed as part of the application review. This will include a review of information submitted within the application and in addition, for local governments, a review of the periodic financial information submitted to the Ministry of Municipal Affairs and Housing (the Ministry). This required periodic financial reporting information 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 having:

- 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 for municipalities and Section 374 of the [Local Government Act](#) for regional districts; and
- measures of financial stability and sustainability which include property tax structures and development costs charge structure.

### 5.2.2 Indigenous Ultimate Recipients (on – reserve)

The applicant must demonstrate that their share of funding has been, or is being secured, and that a plan is in place to cover any cost overruns beyond budgeted contingencies. Further, they must demonstrate that funds have been committed to operate, maintain and plan for replacement within the application. Also see the “Evidence of Secured Funds”, “Confirmation of Funds”, and “Council/Board Resolution” sections under Section 6.

In addition, if using other senior government funding towards the projects, the applicant must supply the funding source/program name, amount of funding and a contact name/number from the program.

### **5.2.3 Indigenous Ultimate Recipients (off – reserve)**

The applicant must demonstrate that a plan is in place to cover any cost overruns beyond budgeted contingencies. Further, they must demonstrate that funds have been committed to operate, maintain and plan for replacement within the application. Also see the “Evidence of Secured Funds”, “Confirmation of Funds” and “Council/Board Resolution” sections under Section 6.

### **5.2.4 Not-for-profit Recipients**

The applicant must demonstrate that their share of funding has been, or is being secured, and that a plan is in place to cover any cost overruns beyond budgeted contingencies. Further, they must demonstrate that funds have been committed to operate, maintain and plan for replacement within the application. Also see the “Evidence of Secured Funds”, “Confirmation of Funds” and “Council/Board/Band Council Resolution” sections under Section 6.

## **5.3 SELECTION PROCESS AND CRITERIA**

The Program is merit based and projects are subject to a comprehensive technical ranking assessment and internal provincial review, with a list provided to the Oversight Committee and recommendations submitted to Canada for final approval. Previous intakes have been oversubscribed, and not all good applications have been able to be awarded funding.

Applicants must ensure that their application demonstrates how the project will be eligible for funding (Section 3.2), how the project benefits align with one or more of the outcomes (Section 3.1), how the project aligns with program criteria described in the application form and in this Guide, and how the project is supported by sustainable management and planning.

In addition to consideration of the required information in Section 5.1 and 5.2, projects will be evaluated with regard to the degree to which they meet the following:

- represent good value for money;
- contribute to community objectives and is based on community need for services;
- enhance and protect public health;
- enhance and protect environmental health;
- support sustainability principles;
- are consistent with integrated long-term planning and management;
- demonstrate efficient use of resources throughout the life of the assets created;
- are situated within, and advances, the organization’s capital works and financial plans;
- exhibit long-term sustainability, including operational viability, asset management for sustainable service delivery, and environmental sensitivity;

- will be able to be financially supported by the organization over the life of assets created including lifecycle and renewal costs;
- are supported by a high level of planning including identifying appropriate levels of service and demand;
- contribute towards reduction in demand for natural resources;
- consider adaptation and mitigation to climate change; and
- use the best available economically feasible technology, if applicable.

Projects that support the key actions identified as part of British Columbia's commitments under the [Pan-Canadian Framework on Clean Growth and Climate Change](#) may also be given additional priority.

Internal provincial review may include consideration of factors such as regional distribution of funding, previous funding, communities in need, and unmitigated project risks.

## 5.4 REQUIREMENTS PRIOR TO APPROVAL BY CANADA

Shortlisted projects will be given initial 'approval in principle' by the Province where additional requirements must be met prior to the project being formally accepted into the program. The following will be required to be completed to the Province's and Canada's satisfaction prior to Canada's approval of a project into the program:

- A federal form to determine if there are any federal environmental assessment requirements that could apply to the project and if there is a requirement to consult with Indigenous Groups
- For all projects with total estimated eligible expenditures of \$10 million or more, a climate lens - greenhouse gas emissions assessment that includes a cost-per-tonne calculation as required by Canada\* \*\*
- For all projects with total estimated eligible expenditures of \$10 million or more, a climate lens - climate change resilience assessment\* \*\*
- For all projects with total estimated eligible expenditures of \$25 million or more, the expected results for community employment benefits as required by Canada, unless waived at the discretion of the Province (see section 9.5 for additional information)\*\*\*

The following may be required on a case by case basis at the discretion of British Columbia:

- For projects with total estimated eligible expenditures of \$15 million or more and a sufficiently complex nature, a Value Engineering assessment

The intent of the Provincial "approval in principle" is to give applicants some assurance that funding will be received prior to having to complete these additional requirements.

Shortlisted projects that include sole sourced contracts or that involve federal assets may require additional federal approval requirements and requests for information. A federal Treasury Board submission process, which can add 6 months to the approval process, will be triggered where a project involves federal assets or includes sole sourcing, unless contracts:

- have an estimated value below \$40,000 for construction, or \$100,000 for architectural and/or engineering services; or
- are with a public sector entity; or
- can only be performed by one person or entity; or
- are with an Indigenous organization and/or governing body and there is a benefit to an Indigenous community.

\*Note that costs associated with greenhouse gas emissions and climate change resilience climate lens assessments will be considered as eligible as part of the funding.

\*\*Information on the requirements for climate lens assessments can be found at: <https://www.infrastructure.gc.ca/pub/other-autre/cl-occ-eng.html>.

\*\*\*Information on the requirements for community employment benefits reporting can be found at: <http://www.infrastructure.gc.ca/pub/other-autre/ceb-ace-eng.html>.

## 6. APPLICATION PROCESS

All proponents must complete and submit an online application form via the LGIS. A Business BCeID is required to set up access in LGIS. This can take up to 15 business days. New users are encouraged to start the process of requesting a BCeID as early as possible. See [Accessing the Online Application](#) document on the website for more details.

A statement by a Financial Approver and Project Manager certifying that the information contained in the application is correct and complete will be required as part of the online application submission.

The following mandatory documents (15 MB limit per document) must be clearly labeled and uploaded to LGIS as part of your online application by the application deadline:

- Council/Board/Band Council Resolution
- Project Location: .KML file (see instructions on the CCR Program website)
- Detailed Cost Estimate (must use the template found on the CCR Program website)
- Evidence of Secured Funds (when applicable)
- Confirmation of Funds (must use the template on the CCR Program website)
- Site Plan / Map
- Project Study or Plan
- List and status of required licenses, permits and approvals (or indicate if not applicable)
- For all Indigenous Ultimate Recipient Applicants that are a Not-for Profit entities with a central mandate that improves Indigenous outcomes:
  - A letter from the benefitting Indigenous community/nation supporting the project.

Attached supporting documents should be clearly labelled, succinct and submitted in a searchable format where possible. Where attachments are large, for the document to be

included in the Ministry review, specific sections of each document should be referenced in application fields or highlighted.

Applicants are responsible for ensuring full and accurate information is submitted. Applications will not be reviewed unless all necessary information has been submitted, including mandatory documents.

The following documents may be used to support the application; however, the relevant information should be referenced within the application:

- Partnership agreement/Letter of Support/Memorandum of Understanding (MOU) between project partners if applicable
- Options Assessment
- Business Plan
- Cost Benefit Analysis or Other Study
- Design Drawings or Details
- Letters of Support
- Asset Management Plan

Letters of support, partnership agreements, or MOUs from the other partners are recommended for projects done in partnership with others or that will have joint ownership.

## **6.1 PROJECT LOCATION .KML FILE**

The project location must be submitted in the form of a .KML file. Please see the instructions for creating a .KML file on the [CCR Program website](#).

## **6.2 COUNCIL/BOARD/BAND COUNCIL RESOLUTION**

A resolution or bylaw endorsing the project must be approved by the appropriate authorized governing body such as a council, board or band council and must be submitted within one month of the program closing date. The resolution or bylaw will commit the proponent to contribute its share of the eligible costs, ineligible costs and potential overruns related to the project.

The resolution/bylaw must identify the source of the proponent's share of the project costs. The resolution should show support for the project from a municipality's Council, a regional district Board, or an Indigenous applicant's Band Council or other appropriate authorized body. An example of the resolution can be found on the [CCR Program website](#).

Where possible, the resolution should be submitted as part of the application package. Where the applicant is unable to submit the resolution with the application (e.g. due to timing considerations with when the Council or Board or band council meets), it must be

submitted within one month after the submission deadline. Please indicate on the application form when submission of the resolution will be expected to occur.

**Projects not supported by an appropriate resolution will not be reviewed.**

### 6.3 DETAILED COST ESTIMATE

A detailed cost estimate template **has been provided on the [CCR Program website](#) and submission of a completed cost estimate is a mandatory document.** Detailed costs estimates must include but are 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, which are ineligible and to **state the class** or confidence level the estimates are (e.g., class B or the level of confidence of the proposed cost). Cost estimates must be dated.

The preference is that submitted projects are planned to the degree that required works are identified, generally represented by a cost estimate of Class C (representing +/- 25 to 40% variability in costs) or better (Class A or B). This creates more certainty of the estimated costs involved and allows for these costs to be included as part of the proportional grant amount, as opposed to unexpected costs needing to be addressed by a successful applicant outside of the grant as they arise. Applicants are advised to consider the potential cost variability of their cost estimate based on the current level of design that has been completed when assigning contingencies.

Projects where design remains preliminary in nature should ensure that plans are in place to cover potential cost overruns and that adequate contingencies are included within the cost estimate. Otherwise, there may be additional risk linked to the proposed project given the potential cost uncertainties.

If the project as submitted in the application is a phase or part of a wider initiative, the detailed cost estimate should only include the costs for the project being applied for.

If a project can be broken into phases, while still meeting a program outcome, and the applicant would be willing to accept funding for an independent phase(s), each distinct phase should be clearly described. This should be demonstrated in the accompanying **Detailed Cost Estimate** document by completing a separate tab within the cost breakdown for each phase in addition to the full project cost breakdown in the original tab. The project description must be organized to easily understand each of the distinct phases of the project.

It is important to note that projects will be reviewed in the context of the *Impact Assessment Act (IAA), 2019* and regulations as discussed in Section 7. Where applicable, project cost estimates should include costs to conduct an Impact Assessment study.

Projects requiring climate lens assessments as outlined in Section 5.4 should include costs to complete these and have them attested to by a qualified assessor.

**IMPORTANT:** It is necessary to provide **up-to-date, detailed, and complete 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 IAA process, right of way negotiations, regulatory applications, indigenous consultation, etc. It is important to plan your project to start following final project approvals. The second intake is designed to target projects which will be initiated starting in 2021 or 2022. The Program supports projects that can be completed in five years following approval. Design work can be included as part of the capital grant and the program supports projects that are medium-term priorities (detailed design will be ready to begin one-year from application submission; projects are required to be at an advanced stage of planning but not “shovel-ready”).

## 6.4 EVIDENCE OF SECURED FUNDS

Evidence that the applicant’s full share of funding has been or will be secured is required. This evidence may be in the form of recent bank statements showing that the amount is on hand, a line of credit letter of approval (for non-local government entities), staff reports and/or resolutions of board/council/band council directing the use of reserve funds, and for local governments who are recovering their share of funding through borrowing, a Liability Servicing Limit Certificate indicating that borrowing is within a local government’s assent free borrowing limit, a loan authorization bylaw that has received third reading, and/or a date that borrowing has been approved through a formal public approval process and a copy of the related bylaw. Other evidence may be accepted at the discretion of the Ministry. Not-for-Profit entities must provide a financial statement:

- An internally prepared financial statement for projects with eligible costs up to \$500,000; or
- A statement reviewed by an independent public accountant for projects with eligible costs \$500,001 and above.

The applicant will be prompted for required documents through the LGIS online application process.

## 6.5 CONFIRMATION OF FUNDS

A **Confirmation of Funds** template has been provided on the [CCR Program](#) website and submission of the completed form is mandatory. This form will assist the applicant and the Ministry with ensuring that all sources of funds are confirmed for the applicant portions and that there are sufficient funds for cost overruns, if they occur.

## 6.6 SITE PLAN/MAP

A site plan/map should include the location and the general layout of the works in the proposed project.

## 6.7 FEASIBILITY STUDY

This study should be completed by a professional with expertise relevant to the subject area (i.e. an engineer, architect, etc.) and should identify what the solution is, why it is being recommended and should also address capital and lifecycle expenditures, annual operating costs, emerging technologies, environmental considerations and societal impacts. This study should include more information than will be supplied in the brief project description and list of works.

This study can be completed by the organization itself or an external consultant, and existing work can be submitted in order to fulfill this requirement; a new study doesn't need to be commissioned in support of the grant application. Where no study exists, a summary of planning discussions and actions to date can be submitted.

## 6.8 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 the project to proceed and advise on the status of any that have been applied for. This demonstrates that a project is on track and/or that the proponent has considered and commenced applications for these required items.

## 6.9 CONTACT INFORMATION

Applications and mandatory documents will be submitted through the online LGIS application. Questions can be directed to:

**Ministry of Municipal Affairs and Housing**

**Phone: 250-387-4060**

**Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)**

## 7. The IMPACT ASSESSMENT ACT, 2019 REQUIREMENTS

The [Impact Assessment 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 decides to allow the proposed project to proceed.

Detailed information on the [Impact Assessment Act](#) and regulations can be found at the Impact Assessment Agency's website: [www.canada.ca/en/impact-assessment-agency.html](http://www.canada.ca/en/impact-assessment-agency.html)

All projects that receive funding through the Agreement must 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 the [Impact Assessment Act](#) if the project meets the definition of a designated project and or it is located on federal lands.

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

The Project List (Also known as the *Physical Activities Regulation*) identifies types of projects that may require an assessment under the Act: <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 Impact Assessment Agency of Canada a description of their proposed project to initiate the process.

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

Projects on federal lands are subject to an assessment of environmental effects. Information must be provided to program staff on whether the project will be located on federal lands. Proponents must engage with the federal lands' owner to establish the process and requirements to meet the [Impact Assessment Act](#). For more information refer to the Impact Assessment Process Overview:

<https://www.canada.ca/en/impact-assessment-agency/services/policy-guidance/impact-assessment-process-overview.htm>

## **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 an 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:**

- Where necessary, ICIP funding is conditional upon completion of an environmental assessment review of the project under the Act with a satisfactory outcome.
- Starting British Columbia and Canada environmental assessments early in the planning of a project will assist the Province of 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 Ministry 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 [Impact 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 or modifications to existing projects that are subject to the *British Columbia Environmental Assessment Act* (BCEAA) are specified in the Environmental Assessment Reviewable Project Regulations by project type, design capacity, and diversion or extraction rate. 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 Ministry program staff on whether 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:

**2nd Floor 836 Yates Street  
PO Box 9426 Stn Prov Govt  
Victoria, BC V8W 9V1**

Email: [eaoinfo@gov.bc.ca](mailto:eaoinfo@gov.bc.ca)

## 8. INDIGENOUS CONSULTATION

Proponents may be required to consult with Indigenous groups if the project is in an area where Indigenous communities have potential or established Indigenous or Treaty rights. It is the responsibility of the Proponent to determine whether the project requires consultation with Aboriginal groups. Information must be provided to program staff on whether the project will be subject to Indigenous Consultation.

If required, Canada must be satisfied that for each Project:

- Indigenous groups have been notified and, if applicable, consulted;
- If applicable, a summary of consultation or engagement activities has been provided, including a list of Indigenous groups consulted, concerns raised, and how each of the concerns have been addressed, or if not addressed, an explanation as to why not;
- Accommodation measures, where appropriate, are being carried out by British Columbia or Ultimate Recipient at their own cost; and
- Any other provided information that Canada may deem appropriate.

No site preparation, vegetation removal or construction will occur for a Project and Canada has no obligation to pay any Eligible Expenditures that are capital costs, as determined by Canada, until Canada is satisfied that any legal duty to consult, or other federal consultation requirement, and where appropriate, to accommodate Aboriginal groups has been met and continues to be met.

For more information on British Columbia's consultation resources and consultation policy:

<https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations>

<http://www2.gov.bc.ca/gov/DownloadAsset?assetId=9779EDACB673486883560B59BE782E>

## 9. APPROVED APPLICATIONS

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

The Province of British Columbia will provide a Shared Cost Agreement\* to those proponents approved for funding. The Shared Cost Agreement will outline the terms and conditions associated with the funding. Funding is conditional upon the recipient signing a Shared Cost Agreement with the Province.

Shared Cost Agreements will be prepared only after the requirements described in Section 5.4 have been deemed as met by Canada.

All projects will be expected to be substantially complete within the dates set out in their Shared Cost Agreement. The Program is designed to support projects that can be completed within five years of the approval. Where extenuating circumstances outside the proponent's control cause project delays, an approval for extension may be considered (with projects ultimately having to be completed before March 31, 2026).

*\*Shared Cost Agreement or "Ultimate Recipient Agreement"\*\*\* means an agreement between the Province of British Columbia and the Ultimate Recipient under the ICIP.*

*\*\*\*"Ultimate Recipient" means an entity identified under sections A.1 a) of Schedule A in Canada – British Columbia ICIP Integrated Bilateral Agreement and identified within this guide as an eligible applicant.*

## 9.1 ASSETS

### 9.1.1 Disposal of Assets

Within the Shared Cost Agreement, Ultimate Recipients will need to maintain ongoing operations and retain title to and ownership of an asset for at least five years after substantial completion, except when the asset is transferred to Canada, British Columbia or a municipal or regional government, or with Canada and the Province's consent.

## 9.2 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.

## 9.3 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 fair, 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:

- 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;
- the cost of the procurement process, to both vendors and proponents, is appropriate in relation to the value and complexity of each procurement;
- contracts are awarded in accordance with the [Canadian Free Trade Agreement](#) and international trade agreements if applicable; and
- acquisitions are managed consistent with the policy of the Province of British Columbia (The Province of British Columbia Policies can be accessed at: <https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/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 funding will be publicly tendered. Where this is not feasible or practicable, recipients must inform, in writing, the Ministry for approval before proceeding with the project.

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

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:

- 1) 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: <https://www.mmcd.net/>; and
- 2) BC Bid, the e-Procurement site of the Province of British Columbia can be accessed at: <https://www.bcbid.gov.bc.ca/open.dll/welcome>.

## 9.4 CHANGES OR VARIATIONS TO AN APPROVED PROJECT

Proponents need to advise the Ministry, **in writing**, of any variation from the approved project. **Before** any changes are implemented, they must be approved by the Ministry. Changes that require written approval are those that deviate from the Shared Cost Agreement, generally project description/scope or project completion date. Costs that are outside of the current terms of the contract may not be able to be reimbursed.

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.

## 9.5 COST OVERRUNS

The Program will be fully allocated and oversubscribed. Recipients of grant funding will be responsible for managing project risks, including cost increases, as the Program is not designed to deal with cost overruns. Any project cost increases will be the responsibility of the Ultimate Recipient.

## 9.6 REPORTING

A Periodic Progress Report will be required quarterly, and a Budget Forecast Report will be required monthly or upon request by the Province. These reports update the federal and 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.

These reports must be completed and submitted online using the LGIS.

Conditions will be included in the Shared Cost Agreement which will require the Ultimate Recipient of the grant to conduct activities or prepare documentation related to best practice and sustainable infrastructure management. These will be tied to the payment of interim and final claims.

Examples of condition requirements that have been included in past programs include\*:

- Confirmation that required permits have been received and/or that the design and construction meet associated regulatory requirements;
- A list of energy efficient features and equipment used in the project;
- A summary of the state of asset management practice within the organization in reference to the [Asset Management BC](#) Roadmap and/or [AssetSMART 2.0](#);
- Confirmation that a new building exceeds the energy requirements under the National Energy Code for Buildings by at least 25%; and
- An asset renewal profile for the asset group related to the project.

Applicants will be required to report on federal targets which are applicable to the project:

- Contribute to a national ten mega-tonne (10 mT) reduction of greenhouse gas emissions.
- Ensure one hundred percent (100%) of federally-funded public-facing infrastructure meets the highest published applicable accessibility standard in a respective jurisdiction.

Projects with total estimated eligible expenditures of \$25 million or more will need to report on community employment benefits provided to at least three (3) federal target groups (apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, new Canadians, or small- medium-sized enterprises and social enterprises). This requirement may be waived at the discretion of British Columbia for applicants with lower capacity to capture this information with specific rationale.

Applicants must ensure that they collect and are able to provide data on the applicable performance indicators related to Outcomes and associated Targets (see Appendix B).

A Final Report detailing project performance must be completed and submitted with the final claim upon project completion.

\* This is not a comprehensive list of all potential condition requirements and others may be added or substituted at the discretion of the Province.

## **9.7 CLAIMS**

To receive both the federal and provincial governments' contributions for approved projects, claims must be submitted for eligible costs to the 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.

Claims must be completed and submitted online using the LGIS. The online claim form requires summary of expenditures information including: name of payee, date paid, work rendered start/end dates, invoice number, invoice date, etc. Current progress reports must be submitted online to the Ministry via LGIS for claim reimbursement. All projects are subject to site visits and audit at any time during the project and up to the later of: the end date of the IBA for ICIP between Canada and BC or up to three years after the final settlement of accounts.

## **9.8 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 end date of the IBA for ICIP between Canada and BC.

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

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

## **9.9 COMMUNICATIONS**

### **9.9.1 Procedures for Communications**

An important aspect of the program is to communicate its impact in helping improve the quality of life in British Columbia communities. The purpose of joint communications activities is to provide information on the 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.

A communications protocol will be set out within the Shared Cost Agreement. Signage recognizing funding contributions will also be required.

### **9.9.2 Timeline for Public Events**

Please contact the Ministry 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 – DEFINITIONS

**Indigenous** – Refers to "Aboriginal" in the context of the meaning assigned by the definition *aboriginal peoples of Canada* in subsection 35(2) of the *Constitution Act, 1982*. An "Indigenous group" refers to a group, community or people that hold rights recognized and affirmed by section 35 of the *Constitution Act, 1982*.

**Access** – a geographical area that does not have year-round road, rail, or water connections and relies entirely on bush aviation. If it does have access part of the year on ice roads, it can only be reached by gravel road.

**Accessibility** – Taking appropriate measures to ensure persons with disabilities have access, on an equal basis with others, to the physical environment, to transportation, and to other facilities and services open and provided to the public.

**BCeID** – An online user authentication service that makes it possible for you to use a single user ID and password to sign in securely to participate in BC Government Online Services. Applicants must register and obtain a Business BceID in order to be able to log in to the Local Government Information System (LGIS) system and submit your application online.

**Contract** – 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.

**Food Security** – exists when all people, at all times, have physical, social and economic access to sufficient, safe and nutritious food which meets their dietary needs and food preferences for an active and healthy life. Household food security is the application of this concept to the family level, with individuals within households as the focus of concern.

**Impact assessment** – means an assessment of the effects of a designated project that is conducted in accordance with the [Impact Assessment Act](#).

**Isolated** – A geographical area that has scheduled flights and good telephone services but is without year-round road access.

**Local Government Information System (LGIS)** – online tool for applicants to apply, report and submit claims for infrastructure programs within the Investing in Canada Infrastructure Program.

**Mitigation measures** – means measures to eliminate, reduce, control or offset the adverse effects of a project or designated project, and includes restitution for any damage caused by those effects through replacement, restoration, compensation or any other means.

**Nature of the Project:**

**New Construction** – new physical works

**Rehabilitation** – does not alter the purpose of existing infrastructure

**Expansion** – involves an increase e.g. raising, lengthening or widening to the exterior dimensions or the production capacity of the infrastructure

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

**Third Party** – means any person or legal entity, other than a Party or Recipient, who participates in the implementation of a Project by means of a Contract.

**Vulnerable Populations** – Families or individuals who would likely have to spend a substantially larger share of their income than average on the necessities of food, shelter and clothing and thus would be living in a difficult circumstance.

## APPENDIX B – Federal Program Outcome & Targets

Ultimate Recipients are required to report on the outcome and associated targets through the Province to Canada for the ICIP – Community, Culture, and Recreation Stream projects completed in BC. Below is the federal outcome and targets that are associated with this program for ease of reference.

<b>CCR Outcome:</b>
Improved access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations.

<b>Targets Relevant to the CCR-Stream*:</b>
Contribute to a national ten mega-tonne (10 mT) reduction of greenhouse gas emissions.
Ensure one hundred percent (100%) of federally funded public-facing infrastructure meets the highest published applicable accessibility standard in a respective jurisdiction.

\*Not all targets will be applicable to every project.

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

**Please note:** The following are examples only and are based on staff knowledge of past federal-provincial programs and program criteria. The determination of whether costs are eligible will ultimately rest with program staff. If a cost is not listed below, contact program staff prior to undertaking associated work. (See Section 6.9 for contact information)

### General

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Costs paid under contract for goods or services considered to be direct and 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> <li>Any goods or services costs which are received through donations or in kind</li> </ul>
<ul style="list-style-type: none"> <li>Costs incurred after approval and on or before the project completion date stipulated in the Shared Cost Agreement and deemed properly and reasonably incurred</li> </ul>	<ul style="list-style-type: none"> <li>Costs incurred prior to approval date and after project completion date as stipulated in the Shared Cost Agreement (with the exception of costs to complete climate lens assessments which are eligible prior to grant award if the project is successful in obtaining funding through the program)</li> </ul>
<ul style="list-style-type: none"> <li>Capital costs as defined by GAAP (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 <u>unless pre-approved by the Ministry and specifically related to the project</u></li> <li>leasing of equipment except that directly related to the construction of the project</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> <li>operating expenses and regularly scheduled maintenance</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Land acquisition and real estate fees:                             <ul style="list-style-type: none"> <li>leasing land, buildings and other facilities and related costs</li> </ul> </li> </ul>

ELIGIBLE	INELIGIBLE
	<ul style="list-style-type: none"> <li>Financing charges, loan interest payments legal fees (including those related to easements)</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>

**Impact Assessment/Indigenous 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>Indigenous consultation</li> </ul>	

**Climate Change Lens Assessment Costs**

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Greenhouse Gas Emissions Assessment when indicated required in Section 5 of the Guide</li> <li>Climate Resilience Assessment when indicated required in Section 5 of the Guide</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>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>

### Construction/Materials Costs

ELIGIBLE	INELIGIBLE
	<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>• 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> <li>• Project management fees</li> </ul>	<ul style="list-style-type: none"> <li>• Liability insurance for directors</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, saw, shovel, rakes, gloves)</li> <li>• Furnishing and non-fixed assets which are not essential for the operation of the asset/project</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>
<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>

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Temporary construction or permanent signage, specific to the project</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, blueprints, 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**

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Any costs reasonably incurred to undertake joint federal and provincial 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>