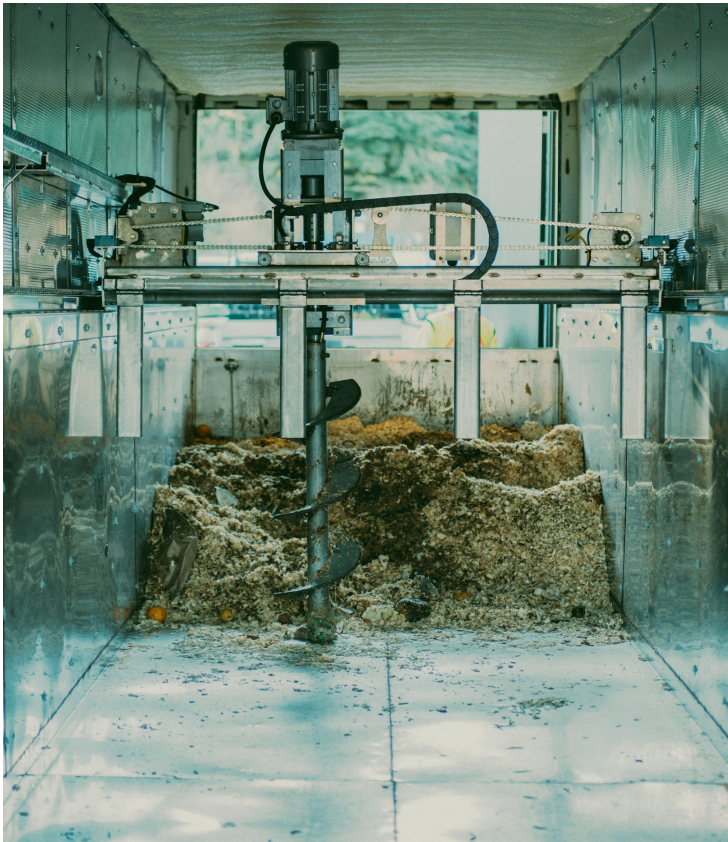


CleanBC – Organics Funding Program

Ministry of Environment and Parks



PROGRAM GUIDE



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1. Program Overview

The CleanBC – Organics Funding Program (OFP) is an initiative of the Province of British Columbia, developed to reduce greenhouse gas (GHG) emissions by increasing diversion of organic waste material that is currently being sent to landfills.

Building upon the success of the Organics Infrastructure Program (OIP) and the CleanBC – Organics Infrastructure and Collections Program (CleanBC – OICP), the OFP provides a third round of funding for communities wishing to adopt best waste management practices.

The OFP will support communities throughout B.C., by investing up to \$12,600,000 in new, or expanded, organic waste processing infrastructure, and residential organic waste collection programs. Funding will be made available over the following fiscal years:

2025/2026	<ul style="list-style-type: none">• Up to \$4,200,000 of funding available.• Application period open December 2024.• Funding to be awarded to recipients in Spring 2025.• Projects must be completed by March 31, 2027.
2026/2027	<ul style="list-style-type: none">• Up to \$8,400,000 of funding available.• Funding to be awarded to recipients in Spring 2026.

This guide is developed to support applicants wishing to apply for funding under the **2025/2026 fiscal year**; a separate guide will be made available later for applicants wishing to apply for funding under the 2026/2027 fiscal year.

The Province will contribute up to two-thirds of eligible project costs incurred on or before March 31, 2027, for projects approved under the 2025/2026 fiscal year. The successful applicants are accountable for the remaining project costs, including any costs associated with ineligible expenses and project overruns.

Eligible applicants, such as Indigenous governing bodies, regional districts, and municipalities, will be able to apply for funding through one or both (i.e. a combination of infrastructure and collections project) of the following project streams:

1. **Organic Processing Infrastructure:** Funding under this stream will support eligible applicants with the building of new, or expansion of existing, organic waste processing infrastructure that will result in increased processing capacity.
2. **Residential Curbside Collection:** Funding under this stream will support eligible applicants in the development of new, or the expansion of existing residential organic waste curbside collection programs that result in an increased amount of organic waste diverted from landfills. Under this stream, funding will be provided for programs materials, such as: the purchasing of curbside and/or kitchen collection bins, the development of communication and educational outreach packages and/or programs, and the initial distribution of funded materials to residents.

Applicants selected for funding will be notified, with notifications expected by spring 2025. All project recipients must reach completion and operational status by March 31, 2027, to receive funding.

2. Eligibility Criteria

2.1. Eligible Applicants

An eligible applicant must be one of the following:

- An Indigenous governing body, as defined in the *Declaration on the Rights of Indigenous Peoples Act*;
- Municipalities of B.C.; and
- Regional Districts; including Metro Vancouver Regional District and Greater Vancouver Sewerage and Drainage District (GVS&DD).

2.1.1. Partnerships and Partnering

Eligible applicants may enter into partnership agreements with other local governments to support project delivery.

Partnering is also permitted under this funding program. Partnering is defined as an arrangement where a local government delivers organic infrastructure or collection services through a partnering agreement under section 274 of the *Local Government Act* or section 21 of the *Community Charter*, or an Indigenous governing body delivers services through contract with an Indigenous development corporation, local government, for profit corporation or other entity. Applicants may enter into partnering agreements with Indigenous development corporations and for-profit entities, as long as the applicant receives significant and intended material benefit(s) from the project for the duration of the funding agreement and the partnering agreements comply with all applicable legislation and regulations.

If the applicant is successful and receives funding, the applicant will be held as ultimately responsible for the project deliverables and long-term delivery of the project. Recipients may be required to return funding if projects are not completed or the infrastructure is not retained in service by the intended recipient until at least 2037, if costs are found to be ineligible, or in other situations where the funding agreement is not complied with.

Demonstration of significant and intended material benefits to the applicant will vary depending on the regional context. Examples therefore include, but are not limited to:

- The applicant will own the equipment or facilities and contracts for their improvement; and construction and/or operation of the facility could proceed via a partnering agreement.
- The applicant will fund a for-profit entity through a partnering agreement to undertake their project that will be owned and operated by the for-profit entity, where the for-profit entity will provide organic waste processing services to the applicant at a minimum of 30% below market rate and have a designated access to a minimum 75% of funded capacity for the duration of the funding agreement.

If organics services are being delivered for an eligible applicant by other persons, the applicant must enter into a partnering agreement in compliance with the *Local Government Act* or *Community Charter*, prior to the start of the project.

Neither partnerships nor partnering are requirements of this program. Applicants with partners and/or partnerships remain fully accountable and liable for the project.

2.2. Eligible Project Criteria

Projects must meet all applicable criteria under their respective funding stream(s) to be considered eligible for funding under the OFP:

Funding Stream	Criteria Requirement
Organic Processing Infrastructure	<ul style="list-style-type: none"> • Must divert organic waste from landfills to an organic processing facility; • Must create additional organic waste processing capacity in B.C., through the construction of new, or the expansion of existing facilities; • Must result in incremental capital spending; • Must result in quantifiable and incremental GHG emission reductions from organic waste diversion until at least March 31, 2037; • Must process organic waste for beneficial re-use (e.g., Class A compost); • Must require funding to make the project viable; • Must be located in B.C.; • Must have a specific, secured, and authorized site location; • Must have Council / Board / Band Council or other appropriate governing body resolution; • Must have consulted with First Nations and nearby communities that may be affected due to an organics processing facility and its operations; • Must align with applicable regional Solid Waste Management Plan; • Must commit to the recipient providing at least one-third of the eligible project costs; • Must commit to construction completed and systems operational by March 31, 2027; • Must commit to utilizing a minimum of 70% design capacity within 1 year of systems operational • Must commit to being operational until at least March 31, 2037; • Must commit to annual reporting until at least March 31, 2037 (e.g., GHG emission reductions); and • Must comply with all applicable acts and regulations, including the <i>Environmental Management Act (EMA)</i> and Organic Matter Recycling Regulation (OMRR). • If the project involves a partnership agreement between the applicant and a for-profit entity, the applicant must receive significant and intended material benefit(s) of the funding.

Funding Stream	Criteria Requirement
Residential Curbside Collection	<ul style="list-style-type: none"> • Must result in an increased quantity of organic waste diverted from landfills; • Must create new, or expanding of existing, residential organic curbside collection programs to include collection of additional types of organic materials or expanding the service area of residential curbside collection services; • Must result in incremental capital spending; • Must result in quantifiable and incremental GHG emission reductions from organic wastes; • Must collect only residential organic waste; • Must divert organic waste to an organic processing facility that is currently operational or planned to be operational by the time the collection program commences; • Diverted organic waste must be processed for beneficial re-use; • Must be located in B.C.; • Must have Council / Board / Band Council or other appropriate governing body resolution; • Must align with applicable regional Solid Waste Management Plan; • Must commit to one-third of eligible project costs; • Must commit to having programs operational by March 31, 2027; • Must commit to utilizing a minimum of 70% design capacity within 1 year of systems operational; • Must commit to being operational until at least March 31, 2037; • Must commit to reporting on GHG emission reductions until at least March 31, 2037; and • Must comply with all applicable federal, provincial, and municipal laws. • If the project involves a partnership agreement between the applicant and a for-profit entity, the applicant must receive significant and intended material benefit(s) of the funding.

If an applicant is successful and receives funding, the applicant will be held responsible for the project deliverables and long-term delivery of the project. If a project scope change is needed, recipients must contact the ministry as soon as possible for approval. Recipients may be required to return all or a portion of the funding if:

- Projects are not completed by March 31, 2027;
- If the funded facility does not process the amount of organic material stated in the application and Shared Cost Arrangement;
- The equipment and capital assets are not retained and in service by the intended recipient until at least March 31, 2037;
- If costs are found to be ineligible; or,
- In other situations where the funding agreement with the Province is not complied with.

2.2.1. Eligible Project Categories

Examples of eligible projects include, but are not limited to:

Organics Processing Infrastructure programs which may include:

- Composting facilities, including new, or the expansion of existing, facilities that will result in increased processing capacity.
- Anaerobic Digesters, including new, or the expansion of existing, facilities that will result in increased processing capacity.

Residential Curbside Collection programs may include:

- Purchasing of curbside bins used for collection;
- Purchasing of kitchen bins used in households;
- Development of communication and educational outreach packages and/or programs that facilitate success of the proposed curbside collection program; and,
- The initial distribution of anticipated funded program materials, listed above, to residents.

2.3. Ineligible Projects

A project will be deemed ineligible if one or more of the following applies:

- a. The applicant is not considered eligible (per section 2.1);
- b. The project does not meet all applicable eligible project criteria (per section 2.2);
- c. Funding is in whole or part to be used towards feasibility studies and/or pilot projects;
- d. The proposed project is deemed by the Province to be routine operations, maintenance, or repair;
- e. The project seeks funding for a transfer station, unless part of a new or a substantially expanded organic waste processing facility;
- f. The project only seeks funding for pre-processing equipment. Only commercial dehydrator systems may be considered for funding if 100% of resulting material is sent to an organics processing facility and results in quantifiable and reliable GHG emissions reduction. For example, residential appliances are not eligible for funding;
- g. The Province does not consider the applicant to have a reasonable plan for construction, completion, obtaining permits to operate, and to begin operations by March 31, 2027;
- h. The project is deemed by the Province to not comply with the EMA and OMRR;
- i. The project does not meet the mandatory requirements outlined in this guide; and/or
- j. The project does not require the funds to proceed (i.e., the project has already allocated funds for the development of an organics processing facility before the grant is awarded).

3. Eligible and Ineligible Expenditures

3.1. Eligible Expenditures

Eligible project costs will be all costs considered by the Province to be direct and necessary for the successful implementation of the project, including:

- a. Management and professional service costs required to develop and construct the facility, such as accounting, monitoring, communications, official languages translation, audit charges, GHG emission reductions, and results monitoring, measuring and reporting;
- b. Materials and supplies costs;
- c. Printing, production, and distribution costs;
- d. Equipment and capital asset purchase or rental, except vehicles, directly related to the construction and/or operations of the facility. Purchased equipment and capital assets must be acquired with ownership retained by the recipient until at least March 31, 2037 to be eligible;
- e. Contractors required to perform activities related to the project components;
- f. Training fees directly related to the operation of the facility;
- g. Expenditures related to meetings or ceremonies with First Nations communities (including traditional medicines, cultural foods, tea and sacred plants) for seeking input and engagement of a proposed processing facility in proximity with a First Nations communities;
- h. Monetary Honoraria offered to Indigenous Elders and/or Knowledge Keepers for seeking input and engagement of an organic processing facility in proximity with First Nations communities. This may also include a traditional opening/closing ceremony and/or prayer, and the sharing of Indigenous knowledge and protocols (including spiritual advice to individuals);
- i. Any Goods and Services Tax / Harmonized Sales Tax (GST/HST) that is not reimbursable by the Canada Revenue Agency (CRA), and any Provincial Sales Tax (PST) not reimbursable by the Province;
- j. Administrative and overhead administration costs, which includes incremental human resource costs, including salaries and benefits; and
- k. Other costs that, in the opinion of the Province, are considered to be direct and necessary for the successful implementation of the project and have been approved by the Province in writing prior to being incurred.
- l. Payments by the Recipient under a Partnering Agreement reimbursing the Partner for expenses described in 3.1 (a) to (k).

3.2. Ineligible Expenditures

Ineligible project costs and any cost overruns of the proposed budget are the responsibility of the applicant and are not considered as part of their contribution towards eligible project costs. In addition, the following are considered ineligible project costs:

- a. Costs incurred prior to contract being signed with Province for funding;
- b. Amounts previously reimbursed under other federal and/or provincial funding programs;
- c. Costs incurred for withdrawn or cancelled project components;
- d. Land acquisition, leasing land, buildings and other facilities, leasing equipment other than equipment directly related to the construction of the project, and real estate including fees and related costs;

- e. Financing charges, legal fees, and loan interest payments, including those related to easements (e.g., easement surveys);
- f. Provincial Sales Tax (PST) and Goods and Services Tax / Harmonized Sales Tax (GST/HST), for which the recipient is eligible for a rebate, and any other costs eligible for rebates;
- g. Operating costs or any costs incurred for routine operations, maintenance, or repairs;
- h. Funding for organic waste diversion costs (e.g., organics hauling, operations of collection services, transferring, etc.), except costs associated with 3.1 (b) and (c);
- i. Any goods or services received by the applicant as a donation or in-kind contribution;
- j. Insurance;
- k. Professional membership dues or licenses;
- l. Depreciation/amortization expenses;
- m. Office rent, maintenance expenses and utilities;
- n. Business meeting expenses;
- o. Travel costs;
- p. Vehicle rental, purchasing, operation, maintenance, and repair costs;
- q. Facility and/or residential organic curbside collection program operational maintenance and/or repair costs;
- r. Feasibility studies and pilot projects; and
- s. Eligible costs incurred after March 31, 2027.

3.3. Amount of Shared Cost Arrangements

The Province will contribute up to two-thirds of eligible project costs to successful applicants. Recipients will be responsible for funding the remainder of their eligible project costs, all ineligible costs, and cost overruns. Amounts not funded through the OFP may be funded directly by the recipient, or from other funding sources. The recipient will be responsible for securing all funding not provided by the OFP.

Up to \$4,200,000 will be awarded through Shared Cost Agreements in the 2025/2026 fiscal year. Recipients may not receive the full funding amount requested. The value awarded may depend on the number of proposals received, the project ranking against evaluation criteria, and available funding.

The recipient will be responsible for securing all funding not provided under the OFP. Recipients may use funding from other federal or provincial programs as a contribution towards their one-third share on their projects. However, the source of these funds must be indicated on the application form and a statement to indicate if the funding is required for the project to be successful. The disclosure of other funding sources must be provided by the recipient up to the completion of the project.

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 and maintain the project until at least March 31, 2037 and/or for a minimum of 10 years starting from the day the project begins operations.

Combined funding sources from other government programs (federal and/or provincial) cannot exceed 100% of the eligible project costs. 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.

Only projects that require OFP funding to make the project viable will be considered eligible to receive funds. Applicants may be required to identify the minimum funding contribution that will allow the project to move forward. All eligible applications received will be considered for funding.

4. Application Process

4.1. Application Limit

Applicants can submit multiple projects under the OFP. A separate application must be submitted for each proposed project, and funds for each application must be secured. The applicant should be prepared to proceed with all projects for which applications are submitted. If an applicant submits multiple projects, the applicant can request that proposed projects be considered collectively in a “fund all-or-none” scenario if there are critical interdependencies at the time of application.

4.2. Application Deadline

The application submission period for funding under the 2025/2026 fiscal year is between December 3, 2024 and February 13, 2025 [3:00 pm Pacific Time (PT)].

4.3. How to Apply

For each project submission, an applicant must submit a complete application form to the ministry for assessment via the Local Government Information System (LGIS) no later than the application deadline. Applications and supporting documents from First Nations projects may be submitted to the ministry for assessment via LGIS or email to OrganicsFund@gov.bc.ca.

Applications must be complete and address all questions presented. Applications must include all applicable mandatory supporting documentation (per section 4.4), or, if allowed, applicants may submit such documents at a later date as specified in the following relevant sections.

Applicants are responsible for ensuring that complete and accurate information is submitted. Applications will be assessed based on the information provided. Deficient information may negatively impact the application, and the submission may not be considered for funding.

4.4. Mandatory Supporting Documentation

In addition to the completed application form, applicants must include the following mandatory supporting documentation in their application submission through the LGIS:

- a. Project plan
- b. Council / Board / Band Council or other appropriate governing body resolution supporting the project*;
- c. Detailed engineering feasibility study of options (infrastructure only);
- d. Detailed cost estimates*;
- e. Detailed project timeline;
- f. Estimated organic waste diversion for 10 year period (years one to ten), and the facility operational conditions or data*;
- g. Licenses, permits, and/or approvals (if applicable);
- h. Evidence of secured funding for the applicant's share of project finances;
- i. Proof of applicant's right to use or obtain use of the site for the duration of the project to March 31, 2037 (i.e., ownership, option to purchase, lease, license of occupation from Province, etc.);
- j. Proof of project-specific consultation or engagement with nearby communities and residents prior to application submission; and
- k. Proof of project-specific consultation, engagement, and concerns addressed from nearby First Nations communities and residents. Evidence must be submitted with the application. If more time is needed for this purpose, evidence can be submitted four weeks after the application deadline via email to OrganicsFund@gov.bc.ca. The subject of the email must include the project number and proponent's name.

* Templates for these items are available on the CleanBC – Organics Funding Program website.

Further details on the mandatory supporting documentation is available in the subsections to follow.

Applicants can submit additional supporting documentation as part of their application (e.g., letters of support, feasibility studies, solid waste management plans). This information may or may not be considered during the evaluation process. More information on each supporting document is provided in the following sections. If you have questions about the required materials, please email ministry program staff at OrganicsFund@gov.bc.ca.

4.4.1. Project Plan

A project plan must be submitted as an attachment to the application. It should detail the scope of work to be performed, timeline, rationale for the project, and expected outcomes of the project (e.g., estimated tonnes of organic waste that will be diverted, percentage of food waste diverted, composition of the feedstock, additional created processing, and/or collection capacity). Project plans should be clear and concise, with a recommended length of 1-2 pages. Information from the project plan may also be used to support applicants with answering the application questions.

4.4.2. Council / Board / Band Council or Other Appropriate Governing Body 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. This resolution, or adopted bylaw, must be submitted at the time of the application submission. If this deadline is not possible due to infrequent council, board or band council meetings, the applicant must submit the resolution within two weeks of the application deadline, or by a date otherwise approved by the ministry.

The resolution or bylaw must include the following:

- Support for the project;
- Commitment to being responsible for maintaining and operating the project until March 31, 2037;
- Commitment to contributing with the applicant's share of the eligible project costs, ineligible costs and cost overruns related to the project; and
- Identification of the source of the applicant's share of the project's costs.

Where possible, the resolution should be submitted as part of the application package. Late resolutions should contain the project and applicant's name, within the body of the email.

Note the following resolution is required:

- For local government applicants, a Council/Board resolution is required.
- For Indigenous applicants, a Band Council or other appropriate resolution is required.

Projects not supported by an appropriate resolution, bylaw, or adopted bylaw submitted within two weeks of the application deadline will not be considered.

4.4.3. Detailed Engineering Feasibility Study of Options (Infrastructure Only)

A detailed engineering feasibility study of the options considered, must be submitted with applications for infrastructure projects.

The study should provide a detailed overview of the infrastructure options evaluated including scope of work, engineering design, cost estimates, and viability. The study should provide sufficient details to fully describe the evaluation of the options and justify the selected option.

4.4.4. Detailed Cost Estimates

A detailed cost estimate of both eligible and ineligible costs must be completed using the template provided. The detailed cost estimate will be used to determine funding cost shares and for evaluation purposes.

Detailed cost estimates must include the breakdown of total eligible and ineligible project costs (e.g., costs for planning, design, construction, procurement, administrative cost, staffing, others), and an itemized description including the cost per unit of goods or services (e.g., \$/hour for professional fees or cost per units of equipment purchased); and number of units for eligible and ineligible costs. Within the template, applicants are required to identify which costs are eligible and which are ineligible. Detailed cost estimates must include a date, level of accuracy, and explanation of any assumptions made.

IMPORTANT: It is necessary to provide up-to-date, detailed, and complete cost estimates. Cost estimates should identify and account for inflation, increasing construction costs and possible delays in start and completion dates. Some factors that may delay construction include:

- Timing of the Shared Cost Agreement’s announcement date;
- Elections;
- Engagement (First Nations and public);
- Natural disasters and weather;
- Construction seasons; and
- Regulatory processes.

4.4.5. Detailed Timeline

The timeline should be submitted in PDF or MS Excel format. The timeline should correspond closely to the detailed cost estimates to illustrate the planned timing of spending. The timeline should include, as applicable, time allocated with First Nations and public engagement, consultation, design, procurement, construction, anticipated operational date, and program reporting. Timelines for any authorizations (e.g., permits), authorization amendments, approvals, or bylaws should also be included.

4.4.6. Waste Diversion Reporting Workbook

As part of the application, all applicants are required to submit a copy of the completed Waste Diversion Reporting Workbook, showing forecasted organics diversion after project completion and over a ten-year period. This information will be used to calculate GHG emissions reductions from each project application and will form part of the assessment criteria.

4.4.7. Licenses, Permits, and Approvals

Each project recipient is responsible for ensuring that all applicable regulations are met by the timelines stipulated in this guide, and that all products and outputs meet minimum quality and/or operational criteria.

All applicants are required to investigate and submit a list of municipal, provincial, or federal authorizations, such as licenses, authorizations (e.g., permits), authorization amendments, and approvals, which are required for the project to proceed, and they must advise on the status of any that have been applied for. All successful projects, including federal, provincial, and First Nations land projects, must comply with the *Environmental Management Act (EMA)*, including the Organic Matter Recycling Regulation (OMRR).

Applicants must submit a detailed plan on how the project will be completed by March 31, 2027. Details must include how an applicant will apply for and receive any authorizations under the EMA and OMRR, if applicable, before the OFP end date. For projects involving anaerobic digestion, applicants are encouraged to review the Hazardous Waste Regulation (HWR) as there may be additional authorizations required.

If licenses, permits or approvals have already been obtained, copies must be submitted as part of the application assessment process.

4.4.7.1. Licenses, Permits, and Approvals for Large Facilities

Projects submitting proposals to accept food or biosolids and a design production capacity of 5,000 dry tonnes or greater of finished compost per year, must provide a clear and reasonable plan, subject to the Province's discretion, to obtain or amend authorization under the EMA by construction end date (March 31, 2027).

4.4.8. 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 staff reports and/or resolutions of the board/council directing the use of reserve funds, recent bank statements showing that the amount is on hand, or a line of credit letter of approval (for non-local government entities).

Further details on appropriate evidence of secured funds are provided by applicant type below.

4.4.8.1. Local Government Applicants

If a local government applicant has accumulated funds in a statutory reserve to finance a share of project costs, they should submit evidence of these funds at the application date, and supporting information, directing, and authorizing, the use of the reserve funds for the project.

If a local government intends to borrow a share of the project costs, a council resolution approving the initiative and directing staff to prepare a bylaw to authorize the borrowing of funds needs to be submitted with the application. This request ensures that the board, or council, of a local government is aware of the need to borrow and has expressed its initial approval of that borrowing.

If a local government intends to borrow funds under the authority of a short-term capital borrowing bylaw, a certified copy of the bylaw, along with the approval of the Inspector of Municipalities, will be required prior to grant funds being released to the local government.

If a local government intends to borrow funds under the authority of a loan authorization bylaw for long-term borrowing ("loan authorization bylaw"), a certificate of approval of the Inspector of Municipalities, issued under section 760 of the *Local Government Act*, will be required prior to grant funds being released to the local government.

Section 24(7) of the *Environmental Management Act* may allow for a loan authorization bylaw to be adopted for the purpose of implementing a Solid Waste Management Plan without obtaining the approval of electors (municipalities), or participating area approval (regional districts). ENV's 2016 publication titled, *A Guide for Solid Waste Management Planning*, <https://www2.gov.bc.ca/assets/gov/environment/waste-management/garbage/swmp.pdf>, provides that local governments may borrow money without the approval of electors for the purpose of implementation of an approved Solid Waste Management Plan provided that:

- a. The capital projects being borrowed for are identified in the plan;
- b. The capital costs related to these projects are identified in the plan;
- c. The plan has been approved by the Minister; and,
- d. The plan is current.

Local governments who will have their one-third share of funding provided by the party, with whom they have a partnership agreement, should provide a recent bank statement from that party showing the amount is on hand, or a line of credit letter of approval. In addition, the letter of support from this party must indicate that they commit to providing this funding.

A financial analysis may 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 available to the Ministry of Housing and Municipal Affairs (MHA). This periodic financial reporting information is available on MHA files, and thus, does not need to be submitted with an application.

4.4.8.2. Indigenous Applicants

Indigenous applicants must demonstrate that their share of funding has been, or is being secured, and that a plan is in place to cover any overruns beyond budgeted contingencies.

4.4.9. Proof of Right to Use or Obtain Use of Site

Applicants must submit proof of the applicant's right to use or obtain use of the site for the duration of the project (until at least March 31, 2037).

A copy of the land title is considered the most suitable proof of site ownership. Land titles can be obtained through the Land Title and Survey Authority of British Columbia, <https://ltsa.ca/property-owners/how-can-i/search-for-a-title>.

If the land is owned by a party other than the applicant, then a copy of the lease, or licence, should be uploaded. The term of the lease, and/or licence, must be indicated and until at least March 31, 2037.

4.4.10. Project Specific Evidence of Consultation or Engagement

Applicants must submit project-specific evidence of consultation and engagement undertaken, to be eligible for the OFP. Evidence must include a list of who was consulted, the means of consultation, the date of consultation, feedback received, and any adjustments to the project plan that occurred as a result.

4.4.11. Project Specific Evidence of Consultation or Engagement with First Nations Communities

The Province acknowledges the importance of reconciliation with Indigenous peoples and is committed to engaging with Indigenous peoples in the spirit of the *Declaration on the Rights of Indigenous Peoples Act* (DRIPA). As part of these efforts, the Province has a duty to consult with any First Nations that could be impacted by the project (e.g., from increased odours, noise, level of vehicle traffic). Applicants must provide a document or package that includes a list of who was engaged, the means of engagement, the date of engagement, feedback received, and any adjustments to the project plan that occurred as a result.

At the time of application, applicants are encouraged to provide as much information as possible about their project and surrounding First Nations that could be impacted by the project, including any correspondence, consultation and/or engagement efforts about the project that have occurred before submitting the application. Upon reasonable request, the Province may grant in writing a maximum of four weeks extension to receive the consultation and engagement with First Nations allowing sufficient time for engagement and receiving feedback. The application deadline will remain unchanged, and the applicant shall submit the First Nations Consultation and Engagement package within the allotted four weeks time, otherwise the project would be deemed ineligible.

4.5. Supporting Documentation (Optional)

Optional supporting documentation received as part of a project's application may or may not be considered during the evaluation process. If applicants intend to provide optional supporting documents, these are required to be submitted via the Local Government Information System (LGIS).

4.5.1. Letters of Support

If applicants intend to provide letters of support, these are required within four weeks following the application deadline, unless otherwise approved by the ministry. While there is no template for letters of support, letters should reference the project name and applicant, the date, the organization's name, the type of support, and a description of the nature of the relationship.

4.5.2. Other Supporting Documents

Applicants have the option to submit additional documentation to support their applications. Some examples of supporting documentation include, but are not limited to, the following:

- Demonstration of how this project is incorporated in the region's Solid Waste Management Plan;
- Viability assessment of the collection program; and,
- An asset management plan and/or policy that details long-term sustainable management (see <https://www.assetmanagementbc.ca>).

4.6. Application Selection Criteria and Assessment

Proposed projects will be evaluated and ranked based on the following criteria:

- GHG emissions reduction in B.C.
- Ability to deliver the project to a high standard.
- Planned odour and leachate management systems (for infrastructure projects)
- Ability for the project to result in high quality compost.
- Value for money (e.g., GHG reductions per dollar).
- Ability to enhance and protect public and environmental health.
- Create positive impacts for a community or region.

In addition to the above, consideration may also be given to:

- Project risks.
- Strength of financial plan.
- Regional distribution of projects.
- Contribution to the project achieving waste management objectives.
- Rural and remote communities.
- Communities and First Nations engagement and communication considerations.

Projects will be assessed on how they meet these criteria. Those applications that can effectively demonstrate how they are able to meet the selection criteria will achieve the highest scores and will have the greatest opportunity in being considered for funding. Please provide sufficient information to enable a proper assessment of your project.

4.7. Freedom of Information and Protection of Privacy Act

Applicants should acknowledge that information collected is subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected is for the purpose of administering the OFP and will be used for the purpose of evaluating eligibility and project ranking under the OFP guidelines. Any questions about the collection, use, or disclosure of this information should be directed to the ministry staff or to the OrganicsFund@gov.bc.ca inbox.

5. Approvals and Payments

5.1. Terms and Conditions

If approved, recipients will receive a Shared Cost Arrangement. The Shared Cost Arrangement will set out the terms and conditions of the funding. This will confirm all parties' understanding of the project and the maximum funding amount to which the recipient is entitled.

Conditions may be attached to projects to ensure that the program's goals and objectives are met, and that the *Environmental Management Act* applies to protect the environment. The conditions in the Shared Cost Arrangement will need to be met in order to receive funding from the Province. Recipients are expected to achieve the amount of organic waste diversion and GHG reduction submitted within the application. Non-compliance with the Shared Cost Arrangement may trigger the need to reimburse funding to the Province.

5.2. Transfer Between Projects

Shared Cost Arrangements are project-specific and may not be transferred from an approved application to a new proposal. Any diversion from the project description, as provided by either the initial terms of reference or a consultant's proposal or a detailed work program, may be considered only with approval from the ministry. Any project scope change must produce similar or greater organic waste diversion and GHG reduction results to that for which the Shared Cost Arrangement was approved. Recipients are advised to contact the ministry as soon as possible for approval if a project scope change may be needed.

5.3. Reporting Requirements

Recipients will be required to meet program stipulations and/or program monitoring requirements. Reporting requirements will be detailed in the Shared Cost Arrangement. Reporting requirements for this program may include, but are not limited to:

- Quarterly periodic progress reports;
- A final project report;
- Annual project reports;
- Project audit report; and
- Operational phase report to March 31, 2037.

These reports are intended to provide the Province with regular updates on timelines, percentage completion, and milestones.

Reports must be completed and submitted in the format, specified by the ministry, in the Shared Cost Arrangement or as requested by the ministry in writing.

5.4. Signage

Recipients will be required to provide and install signage in accordance with the terms of the Shared Cost Arrangement. The recipient is responsible for paying the cost and installation of such signage. The expense is deemed to be an eligible cost. The design, wording and specifications of such signage require ministry approval.

5.5. Payment

The Province will disburse up to two-thirds of Eligible Expenditures as defined in the Shared Cost Arrangement in a one-time upfront payment. Recipients must provide the Province with both a detailed cost summary and a project plan. Funds will only be paid to a recipient once the project plan and detailed cost summary has been approved by the Province and the Shared Cost Arrangement has been signed.

Recipients are required to submit semi-annual statements of Eligible Expenditures that have been incurred and paid by the Recipient on a semi-annual basis. If it is found that the amount paid by the Province under the agreement exceeds two-thirds of Eligible Expenditures incurred by the Recipient prior to March 31, 2027, the Province may require a reimbursement for the amount of the overpayment.

Upon project completion,, a final report detailing project performance must be completed and submitted to the Province for approval, with the final claim. Recipients are required to provide the final claim to the Province on or before March 31, 2027. If the Province is unsatisfied that the project was completed and operated in compliance with all stipulations set out in the Shared Cost Arrangement, the ministry may require a reimbursement of funds.

5.6. Procurement

It is expected that all contracts for works associated with a project will be awarded in a way that is fair, transparent, competitive, and consistent with value for money principles, or in a manner otherwise acceptable to the Province, and if applicable, in accordance with the Canadian Free Trade Agreement and international trade agreements.

All contracts for works associated with the project must be publicly tendered, unless otherwise approved by the Province. The Province reserves the right to review the applicant's procurement and tendering policies and practices relating to the contracts at any time from the date of approval of the project. Conditions will be set out within the successful applicant's Shared Cost Arrangement.

If the Province determines that a contract is awarded by the successful applicant in a manner that does not align with the conditions within the Shared Cost Arrangement, the Province may deem the costs associated with the contract to be ineligible.

5.7. Expiry of Shared Cost Agreements

The expiry date for the funding will be set out in the Shared Cost Arrangement between the Province and the successful applicant.

5.8. Events and Communications

The Shared Cost Arrangement will require recipients to notify the ministry of any scheduled communications materials or public events related to their projects. The ministry appreciates at least 15 working days notice of any scheduled communications materials or public events relating to your project. Please keep the ministry informed of all upcoming opportunities.

6. Contact Information

6.1. Ministry of Environment and Parks (Ministry)

For program and project questions please contact staff at the Ministry of Environment and Parks at:

Ministry of Environment and Parks
Environmental Protection Division
PO Box 9312 STN PROV GOVT
Victoria, B.C. V8W 9M1

Email: OrganicsFund@gov.bc.ca

Website: <https://www2.gov.bc.ca/gov/content/environment/waste-management/food-and-organic-waste/organic-waste-diversion/cleanbc-organics-funding-program>

6.2. Ministry of Housing and Municipal Affairs (MHA)

For LGIS system questions please contact staff at the Ministry of Housing Municipal Affairs at:

Ministry of Housing and Municipal Affairs

Phone: 250-387-4060

Email: infra@gov.bc.ca