



Ministry of
Emergency Management
and Climate Readiness



Image: Completed flood resilience project in Qualicum Beach

Credit: Claire Errico

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Forward

This Program Guide provides an overview of the Disaster Resilience and Innovation Funding (DRIF) program. The guide will walk proponents through the project selection process and provide information to assist in preparing and applying for the program.

It is important for proponents to familiarize themselves with the requirements described in this guide before preparing their Expression of Interest (EOI). **EOIs are accepted on an ongoing basis and will be reviewed annually. For the purposes of making funding decisions in a timely manner, only EOIs submitted by a cut-off date will be considered for investments that fiscal year. Any submitted after the cut-off date will be assessed for the next fiscal year. Please see the [DRIF program webpage](#) for the EOI review cut-off for the current fiscal year¹.**

Questions about this program can be directed to the Province of British Columbia (the “Province”) by:

Email: EMCR.DRIFprogram@gov.bc.ca

¹ Fiscal year means the Province’s fiscal year, commencing April 1st of a calendar year and ending March 31st of the following calendar year.

March 2025 updates to the Program Guide:

- Clarifications regarding evidence of ownership, phases of projects, eligible and ineligible project types, design definitions, full proposal development funding, mandatory documents, resolutions, Cost Estimate Classes, etc.

1. Program Goals

First Nations and local governments improve their resilience to natural and climate-driven disasters through:

- Improved understanding of risks, vulnerabilities, and risk reduction options
- The development and implementation of structural and non-structural risk reduction projects

2. Proponent Eligibility

Eligible proponents for the DRIF program include First Nations and local governments (municipalities and regional districts) in British Columbia.

In the case of risk assessments and options analyses, eligible proponents must have responsibility for addressing the risk and implementing the solutions. An Indigenous governing body with authority for emergency management may act as the primary applicant on behalf of eligible First Nations.

In the case of infrastructure projects, eligible proponents must own, operate, and maintain the proposed infrastructure. Where the proponent is not the owner of the infrastructure and associated assets, the project may be eligible if ownership of the infrastructure and associated assets is transferred to the proponent before the project is complete. For example, an eligible proponent may apply for infrastructure owned by an improvement or diking district, water utility, or private water systems at the time of EOI submission, if the ownership of the infrastructure and associated assets is transferred to the sponsoring local government as a part of the project. Evidence of ownership transfer must be provided at the full proposal stage, and the ownership transfer must be complete before construction begins.

Engagement with local First Nations communities and organizations before full proposal development and throughout the project is mandatory to ensure that concerns related to

downstream project impacts, vulnerability, equity denied populations, and reconciliation are appropriately raised and addressed. The [Indigenous Engagement Requirements Interim Guidance \(PDF\)](#) document may be used as a resource for proponents.

Eligible proponents may partner together to develop a regional proposal. Regional proposals may be eligible for additional funding based on the number of proponents.

As appropriate, proponents are encouraged to develop partnerships with Crown corporations, for-profit and non-profit organizations, Friendship Centres, or other organizations. These organizations do not count as partnering proponents for regional proposals.

3. Project Eligibility

The DRIF program provides funding for: activities that support community resilience by providing data, building partnerships, and supporting long-term disaster risk reduction and climate adaptation planning; and structural and non-structural disaster risk reduction projects.

3.1. Eligible Project Types

The DRIF program funding is for new projects/new phases² of projects only. Funding opportunities are divided into two streams.

Stream 1: Foundational and Non-Structural Projects:

- Foundational projects include activities that support community resilience by providing data, building partnerships, and supporting long-term disaster risk reduction and climate adaptation planning, such as:
 - Risk mapping³
 - Flood-plain mapping⁴
 - A disaster risk reduction/climate adaptation plan or a multi-hazard/climate risk resilience plan
 - Assessment of the community's adaptive capacity

² Phase: a distinct period or stage of a project. Retroactive funding (i.e., funding for activities that have already begun) is not available. A phase of a project must have its own disaster risk reduction outcome.

³ Must be specific and not a replication of products such as the Disaster and Climate Risk and Resilience Assessments (DRRCA)

⁴ Must include creation of Flood Construction Levels and Setbacks (see Provincial Guidelines coming April 2025)

- Planning and design activities related to the development of proposed structural projects (see Appendix A: Design Definitions)
- Benefit-cost analyses to assess the future of risk reduction options under consideration
- Flood mitigation planning, including both structural and non-structural solutions
- Other innovative projects that improve knowledge of risks and disaster risk reduction solutions
- Non-structural projects, such as:
 - Development of bylaws
 - Land-use planning
 - Monitoring equipment for data collection purposes
 - Community education
 - Temporary mitigation solutions (e.g., Tiger Dams, gabion baskets, portable air conditioning units)
 - Other non-structural solutions

Stream 2: Structural Projects

- Structural projects, such as:
 - Construction or upgrading of infrastructure (e.g., dikes, dams, floodwalls, retention ponds, flood pump stations)
 - Installation of structural flood protection works, or upgrades/retrofits to modernize existing structural flood protection works
 - Slope stabilization projects
 - New or modified public cooling/warming infrastructure (e.g., HVAC systems for designated cooling/warming centres, treed corridors for extreme heat. Operations and maintenance projects are ineligible, e.g., fire alarms, electrical upgrades outside of what is needed for the approved project).

- Movement or armouring of critical infrastructure⁵
- Daylighting or opening buried waterways and restoring to more natural conditions
- Vertical evacuation refuge structures (limited to communities with potential tsunami inundation and where the population is unable to evacuate to high ground)
- Other structural solutions
- Natural infrastructure projects such as:
 - Wetland restoration and/or rain gardens, floodplain restoration, bioswales and infiltration bulges
 - Urban forests
 - Living dikes
 - Hybrid infrastructure projects including green roofs and walls, naturalized stormwater ponds
 - Other projects that clearly demonstrate risk reduction potential and/or transferable learnings to other communities in B.C.

3.2. Ineligible Project Types

Ineligible project types include:

- Projects related to response activities for imminent events
- Building evacuation roads or structures
- Projects related to household emergency preparedness or mitigation measures, including the raising of homes
- Routine or ongoing operations and maintenance, including regular responsibilities for stormwater systems management and/or projects to repair degrading infrastructure
- Managed retreat/strategic relocation

⁵ Assets that are essential for the functioning of government and society, namely, water, food, transportation, health, energy and utilities, safety, telecommunications and information technology, government, finance, and manufacturing. From [British Columbia Emergency Management System guide](#).

- Structural flood mitigation projects that yield only temporary measures (e.g., use of sandbags, dredging, or log jam removal)
- Debris or sediment removal, including clean out of debris control structures (other than when a mandatory phase of a permanent solution)

This program is not intended to support recent or future developments in known high hazard areas, or recreational infrastructure and/or recreational properties.

Any Disaster Financial Assistance (DFA) eligible expenses are not eligible for the DRIF program. If it is anticipated that your project will also have DFA funding, please [contact the DRIF program team](#).

3.3. Project Eligibility

A proposal will be deemed if:

- It is a new project (retroactive funding is not available) or a new phase of an existing project
- It meets the program goals
- The proposal and supporting documents are comprehensive, credible, and feasible
- It is cost effective
- It will be duly authorized or endorsed for all partnering applicants, as applicable:
 - In the case of a First Nations proponent, a resolution from its band council or council/board, or the appropriate authorization/endorsement as determined by the eligible proponent's governance structure
 - In the case of a local government proponent, a resolution from its council/board
- The project will be for broad public use or benefit
- The project will be in B.C. on land that the proponent has legal access to either through ownership, right of way, or other at the time the Shared Cost Agreement is signed
- The project will be located on public, or First Nations land, which includes First Nation reserve land, land owned by a Treaty First Nation, land under the authority of an Indigenous Government, or other land owned by a First Nation or Treaty First Nation, or where the eligible proponent has a statutory right of way. In some cases, foundational

projects may overlap with other land types (e.g., floodplain mapping that includes public and private land)

- Infrastructure will be owned and maintained by the project proponent by the time any construction begins
- The project will be completed under the guidance of the appropriate Qualified Professional(s)
- The project will be completed to acceptable Provincial standards and regulations including financial management, permitting, licencing, environmental assessments, archaeological assessments (see Appendix B: Guidelines and Standards)
- Where applicable, all other sources of funding necessary for the completion of the project have been confirmed at the time of full proposal
- The project will:
 - Include engagement with local First Nations
 - Consider climate change and future climate conditions in the project methodology, including considering potential impacts of the project on the environment

For Stream 2 projects, proponents must demonstrate that they have considered all options for risk reduction and the rationale for the proposed risk reduction project. Additionally, structural projects must have the appropriate preliminary design (see Appendix B Design Definitions) and foundational work complete (e.g., HRVA, disaster risk and resilience assessment, maps, planning). Projects lacking the necessary foundational work can apply to the DRIF program under Stream 1 or other appropriate funding sources to complete this work. Foundational work must have been completed within a reasonable timeframe, which will be assessed by the EMCR team. Innovative approaches to partnerships, project design, cost sharing, and mitigative effects are encouraged, but not mandatory.

3.4. Hazards

Eligible hazards include:

- Drought and water scarcity
- Erosion
- Extreme temperature
- Flood

- Geohazards (e.g., avalanche, landslide)
- Sea level rise
- Seismic
- Storm
- Tsunami
- Other (proponents are advised to confirm that the hazard meets the program intent before submitting an EOI)

The intent of this program is to focus on natural and climate-driven hazards. While the relationship between natural disaster and social impacts such as mental health and the drug crisis are clear, this funding source is not intended to directly address these issues. The projects funded through this program may lead to co-benefits such as a reduction in events that impact the mental health and well-being of individuals and communities.

Wildfire risk reduction projects are funded through the Ministry of Forests [Community Resiliency Investment \(CRI\) program](#) and will not be funded through the DRIF program. There is a recognition that wildfires and other hazards have interactions that may be eligible for funding under the DRIF program (e.g., wildfire can cause an increased risk of geohazards, and funded risk assessments may address the interplay between these hazards).

4. Costs

4.1. Eligible Costs

Eligible costs for approved projects include:

- All costs considered to be direct and necessary for the successful implementation of an eligible project, in the opinion of the Province
- Foundational project costs (e.g., planning and design, mapping, assessments)
 - Detailed design is an eligible activity as part of a Stream 2 project; however, completed preliminary design is mandatory for all Stream 2 EOIs (see Appendix A: Design Definitions)
- Structural and construction costs
- Costs related to meeting specific program requirements, where applicable (e.g., climate lens, consultation and engagement costs, soil sampling)

- First Nations engagement costs (e.g., honoraria for Indigenous Knowledge Holders, identification/incorporation of community and cultural values, translation costs, presentations to councils)
- Community and public engagement/education costs
- Incremental staffing costs
- Administrative costs, to a maximum of 10% of the approved DRIF program project cost
- Short term (less than six months) interest costs incurred by the proponent for projects over \$500,000
- Land acquisition and property purchase costs necessary for the construction of a structural mitigation project
- Approvals and permitting costs

4.2. Ineligible Costs

Ineligible costs include:

- Costs incurred and all expenditures related to contracts signed prior to the approval of the project (e.g., costs related to creating and submitting the EOI)
- Costs incurred after the project completion date set out in the Shared Cost Agreement except for expenditures related to audit and evaluation requirements pursuant to the agreement
- Costs incurred for cancelled projects
- Relocation costs
- Financing charges and legal fees, including those related to easements (e.g., associated surveys)
- Long term (more than six months) interest payments or any interest payments for projects less than \$500,000
- Costs associated with operating expenses and regularly scheduled maintenance work
- Construction of new buildings for response and/or recovery activities
- 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
- 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 eligible for a tax rebate and all other costs eligible for rebates
- Other costs that, in the opinion of the Province, are not considered to be direct and necessary for the successful implementation of a project

4.3. Cost Sharing, Stacking, and Limits to Funding

The DRIF program will pay 100% of eligible costs for all applicants up to the approved project maximum.

Each First Nation or local government may be a lead or partnering proponent on no more than three⁶ submitted EOIs in each stream to the following limits:

- Stream 1 – Foundational and Non-Structural Projects - \$400,000 per partner proponent per EOI
- Stream 2 – Structural Projects - \$5 million per partner proponent per EOI up to a maximum of \$15 million per EOI

Funding is limited and larger funding requests should demonstrate that they are managing a large risk and that the project is cost effective. Applicants should indicate which projects are the highest priority for their community and why. This information will be considered in the evaluation process. It is unlikely that a single First Nation or local government will be funded for

⁶ Please note, this includes a proponent's inclusion in a regional application (i.e., proponents can be included in up to three applications for each Stream, either as a lead or partnering applicant)

more than one project in each category in a single year and applicants are encouraged to consider only applying for their highest priority projects.

After an EOI has been approved, First Nations, remote communities⁷, and small communities (<5,000 people), are eligible up to \$10k for full proposal development costs. Proponents must demonstrate how they will finance operations and maintenance, cost overruns, and any other proponent contributions.

Regional proposals are encouraged where possible; proposals will not be penalized for not having a partner where not feasible (e.g., rural or remote communities). Collaborative approaches can create cost efficiencies and can address a higher/bigger risk than an individual proposal. Regional proposals need to have one lead proponent.

Where proponents plan to use or have applied for funds from other federal or provincial programs, the source of these funds must be indicated on the EOI and must be confirmed at the time of full proposal. The disclosure of other funding sources must be provided by the successful proponent up to the completion of the project.

The DRIF program does not have rules around the use of multiple funding sources. However, it is the responsibility of project proponents to be familiar with the rules and limitations of all funding programs they are applying to. If the DRIF program is funding a portion of a project, the DRIF program funded activities must meet the intent of the program.

If there is substantially more demand than there is funding for projects, the program area may suspend EOI applications for a period of time.

⁷Remote Community or Remote Communities - means a permanent community with a population less than 10,000 that is approximately greater than 4 hours ground travel under normal conditions from an urban service centre, with limited access, whether by road, air, or water, resulting in unreliable or lack of year-round service delivery of internet and telecommunications, grid-tied electricity or natural gas, contributing to increased costs or delay of goods and services, such as healthcare, fuel, food, and construction materials. Urban service centres include Prince George, Fort. St. John, Dawson Creek, Kamloops, Kelowna, Nanaimo, Capital Regional District, and Lower Mainland. Please contact Ministry Staff to discuss if you are a Remote Community.

4.4. Project Size and Phasing Projects

Due to the likelihood of this program being oversubscribed, proponents should consider whether phasing is an option for large projects. Where a phase is submitted as an independent project, the phase should independently meet program outcomes.

If applying for a phase of a larger project, identify how the project will be phased. The project descriptions must be organized to easily describe each of the distinct phases of the project, highlighting which phase is the subject of the funding request. The approval of one phase of a project does not guarantee that other phases will receive funding.

5. Proposal and Selection Process

5.1. How to Apply

EOIs and be submitted through:

- an [online form](#) (requires [Business BCeID](#) to log in)
- by filling out a printable form and emailing it to EMCR.DRIFprogram@gov.bc.ca
- a phone conversation with a member of the DMAP team, or
by sending in a video or audio file by email to EMCR.DRIFprogram@gov.bc.ca

To submit a verbal EOI to the DRIF program via phone or virtually, please book an appointment by contacting EMCR.DRIFprogram@gov.bc.ca. Please ensure the conversation is booked no less than two weeks prior to the annual funding cutoff date (see website for dates) to allow for EOI processing time.

There is no deadline for the EOIs; EOIs are accepted on an ongoing basis. EOIs will be selected on an annual basis. Please see the [DRIF program website](#) for the annual cutoff date for that year's funding decisions. Eligible EOIs from previous years may be selected. Where necessary, program staff may contact communities for updated information related to their EOI. Once EOIs are received, the EMCR program team will assess the EOIs against program criteria and priorities and invite eligible proponents to develop a full proposal.

If an EOI is ineligible for funding, the proponent will be notified, and the EOI will be removed from the pool. Where applicable, another funding source may be identified.

If an eligible EOI is not selected for funding for two or more years, program staff will meet with the proponent to discuss options.

5.2. Mandatory Documents

Proponents are responsible for ensuring full and accurate information is submitted. Proposals will not be reviewed unless all necessary information has been submitted, including mandatory documents as required. All documents should be clearly named, succinct, and submitted in a searchable format where possible. Where attachments are longer in length, specific reference should be made to the sections of documents you wish to be included in the review.

The following documents are mandatory as a part of the EOI process:

- For structural projects:
 - Completed EOI form
 - Any relevant design documents, maps, or analyses
- For non-structural projects:
 - Completed EOI form
 - Any other relevant documents

With the exception of financial information, the above can be submitted through an oral EOI, which must include all of the information required in the forms. The proponent will need to review the forms once they're completed to ensure information is captured accurately and completely.

The following documents are mandatory for a full proposal:

- Detailed project plan, project schedule, and cost estimate (all part of full proposal in CRAFT)
- Site plan (if applicable)
- Preliminary design (required for Stream 2 projects) (see Appendix A: Design Definitions)
- A Council, Board and/or a Band Council Resolution from all proponents, or the appropriate authorization/endorsement as determined by the eligible First Nations proponent's governance structure. All Resolutions should include language indicating support for the proposed activities and budget. Lead proponents must indicate

willingness to provide overall funding management. Resolutions from partnering proponents must include language around approving the lead proponent to receive and manage the DRIF program funding on their behalf.

- The program team may request additional information, including engagement with local First Nations before the project begins (see Section 5.5).

Projects may require permits or approvals from local, regional, or provincial government agencies. It is the proponent's responsibility to ensure that any approvals and permits are identified and/or obtained. **Approval for funding does not constitute approval for any permits or authorizations.** The Province may request documentation of permits or approvals.

5.3. Supporting Documents

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

- Prior risk assessments, flood maps, and mitigation plans if applicable
- Letter(s) of support
- Options assessment
- Business plan
- Cost benefit analysis
- Environmental impact analysis
- Design drawings or details
- Record of consultation with Indigenous communities if applicable
- Asset management plan (including natural assets where applicable)

Documentation may be shared with subject matter experts invited by EMCR to provide EOI feedback and review.

5.4. EOI Requirements and Prioritization

Once the EOIs have been assessed to ensure that the projects will meet the program eligibility requirements as detailed in this Program Guide, projects will be prioritized based on the following primary criteria:

- Risk reduction (protection of life and critical infrastructure). Project selection will be informed by local understanding of risks through assessments, mapping, options analyses, and community experience. When the results from the regional risk assessments that will follow the Provincial Disaster and Climate Risk and Resilience Assessment are available, they will also help inform the prioritization of projects
- The degree to which the community has evaluated and assessed mitigation options, where appropriate
- Estimated return on investment (e.g., avoided response and recovery costs, avoided disruption to lives and livelihoods, protection of critical infrastructure)
- Projects that address the needs of groups that are disproportionately impacted by emergency events (e.g., equity denied populations)
- Support for small, and rural communities, and communities with smaller operating budgets and capacity challenges for project development and implementation
- Collaborative, regional or watershed level approaches (where applicable)
- Projects that have fewer operational and maintenance requirements (e.g., natural infrastructure projects, dam decommissioning, ecosystem restoration)
- Co-benefits (e.g., supports youth voices, ecosystem services)

Additional scores will be applied to projects that:

- Leverage other funding sources
- Protect areas of cultural significance (where appropriate)
- Incorporate fish friendly design
- Include innovative approaches to risk reduction (if applicable)
- Provide support for communities in recovery (for projects that are not DFA eligible)

Please note that not all the above criteria apply to all project types.

5.5. Full Proposal Requirements and Prioritization

Once an eligible proponent has been invited to submit a full proposal, they will be required to develop and submit:

- Appropriate technical documentation including preliminary project design and mapping

- Detailed cost estimates prepared after site investigations and studies have been completed and the major systems defined (see Appendix C: Cost Estimate Classes)
- Identification of all necessary authorizations and permits, and any relevant prior communications with the appropriate permitting or authorizations office
- Any other applicable project documentation needed to make a sound investment

In addition to meeting legislated and regulatory requirements, engagement by the eligible proponent with local First Nations communities and organizations before proposal development and throughout the project is mandatory to ensure that concerns related to downstream project impacts, vulnerability, equity denied populations, and reconciliation are appropriately raised and addressed.

Before a project is approved for funding, the Province must be satisfied that for each project:

- Indigenous groups have been engaged
- If applicable, a summary of engagement activities has been provided to the Province, including a list of First Nations and Indigenous governing bodies engaged, 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 the proponent
- Any other information has been provided that the Province may deem appropriate

Full proposals will undergo a technical review with the EMCR Disaster Mitigation and Adaptation Programs Branch and the appropriate subject matter experts (e.g., flood risk reduction projects will be reviewed by Ministry of Water, Land and Resource Stewardship, and EMCR's recovery and regional operations teams). In some cases, Indigenous Services Canada, Housing and Municipal Affairs, or other agencies may be involved in reviews. All projects will be assessed to ensure that they are technically sound and based on a foundation of evidence, including an understanding of risks, risk reduction options, project governance, and financial implications of the project, including project maturity and cost certainty.

6. Approved Proposals

6.1. Shared Cost Agreement

Successful proponents will be notified in writing by the Province. **This Program Guide and EOI process are not offers capable of acceptance and do not create any binding legal obligations.**

The Province will provide a Shared Cost Agreement to proponents that are approved for funding. The Shared Cost Agreement will outline the terms and conditions associated with the funding. The terms and conditions contained in the Shared Cost Agreement will prevail over any conflicting provision in this Program Guide. Funding is conditional upon the proponent signing a Shared Cost Agreement with the Province. All projects will be expected to be substantially complete within the dates set out in their Shared Cost Agreement. Timelines for completion will be project dependent and will be included in the Shared Cost Agreement.

6.2. Post Approval Meeting

As a condition of project approval, approved proponents may be required to meet with EMCR or designate to discuss the project prior to commencing work.

6.3. Disposal of Assets

Within the Shared Cost Agreement, proponents will need to maintain ongoing operations and retain title to and ownership of an asset in perpetuity. An exception may be made to transfer ownership to another local government or the Province, with the Province's consent.

6.4. Cost Overruns

Proponents will be responsible for managing project risks, including cost increases. Any project cost increases will be the responsibility of the proponent. It is expected that an EOI may have a lower class estimate than the final full proposal and that at the time of full proposal, the project will have a class B or A cost estimate. A cost estimate variance matrix will be provided to eligible proponents when the project is invited to complete a full proposal.

6.5. Amendments to Approved Projects

Proponents need to advise the Province, in writing, of any variation from the approved project in a timely manner. Before any changes are implemented, they must be approved by EMCR (EMCR.DRIFprogram@gov.bc.ca). Changes that require written approval are those that deviate

from the Shared Cost Agreement, general project description/scope, or project completion date. Costs that are outside of the current terms of the Shared Cost Agreement may not be able to be reimbursed.

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

7. Project Reporting Requirements

Interim and final reports are required for every DRIF program project. Reporting allows proponents to provide timely information to the DRIF program team regarding project status, finances, and potential issues. Requirements for these reports are listed below, and further information is found in the Shared Cost Agreement. Any product, data, or information which may include Indigenous knowledge may be submitted at the discretion of the applicant.

7.1. Interim Reporting Requirements:

- Claims (linked to the funding decision made above)
- Invoices
- Workplan (progress) report (using provided template)
- Budget Forecast Reporting (BFR) (using provided template)

7.2. Interim Reporting Frequency:

Interim reports must be submitted quarterly for all DRIF program projects. Proponents may request oral or interview-based reporting for progress reports. For projects greater than \$500,000 in value, an annual check-in may be required.

Proponents must advise the Province of any major risks, changes, or concerns related to project scope and budget in a timely manner.

7.3. Final Reporting Requirements:

Final reporting will be required to be submitted to the Province 90 days after the project completion date in the manner and form determined by the Province. This allows time for final

reporting to be approved by the band/city council. Final reports will differ depending on the project type and content and specifications will be provided by the EMCR team.

Examples of final report materials include:

- Invoices
- Final workplan report (using provided template)
- Consultant reports
- Photos and links to media directly related to the project
- Stream specific deliverables (see below)

Examples of foundational and non-structural deliverables include:

- Risk Assessment (completed risk assessment)
- Risk Mapping (including spatial files (GIS and LiDAR), all maps as high-resolution image files and PDFs, video output from dynamic flood modelling)
- Mitigation plans
- Detailed designs
- Education materials and engagement summaries

Examples of structural deliverables include:

- Declaration of substantial completion from contractor
- Completion report
- Summary of project
- Photographs of structure/signage
- Details around where deviations were made to original project scope
- Design/as built drawings
- Copies of all regulatory permits, environmental mitigation measures, approvals, and licenses

Reports submitted by the proponent under this section are for the Province's information, and the review by the Province in no way endorses, approves, or verifies the findings, technical data, results, quality statements, representations, or recommendations therein, and the proponent warrants that all information contained in any report is true and correct.

Approved proponents are required to grant the Province of British Columbia free and clear access and distribution rights, specifically a perpetual, royalty-free, non-exclusive, worldwide license to use, reproduce, modify, and distribute any and all of the data products acquired/produced using DRIF program funding, and images submitted with the final report. More information can be found in the Shared Cost Agreement.

8. Claims

All claims must be completed and submitted in the manner and form directed by the Province as specified in the Shared Cost Agreement on a quarterly basis.

8.1. Projects Under \$500,000

For approved projects under \$500,000, 90% of approved project funding will be distributed to the proponent at the beginning of the project. The final 10% of approved project funding will be distributed to the proponent once final reporting has been approved by the Province. Any unused funds must be returned to the Province as specified in the Shared Cost Agreement.

8.2. Projects over \$500,000

To receive provincial contributions for approved projects over \$500,000, claims must be submitted for eligible costs to EMCR. Only costs incurred, paid, and consistent with and comparable to those identified in the 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.

Proponents can submit off-cycle claim requests to EMCR in the case of increased financial pressures or to avoid large interest payments. These will be reviewed on a case-by-case basis.

9. Accounting Records

Proponents 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 proponent, divisions, or related parties, and any third party named in the EOI materials, project materials, reporting, or

contract, as appropriate to the project. Proponents must retain accounting records for seven years from the close of project.

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 proponents to provide details of the types and amounts of all fees for consultants and contractors, as well as proofs of payment.

10. Communications

10.1. Procedures for Communications

An important aspect of the DRIF program is to communicate its impact in helping improve the quality of life in communities across B.C. 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, including signage requirements and media release requirements. Proponents must include the funding source in any communications, media, and signage related to the project.

10.2. Timeline for Public Events

Please [contact the EMCR program team](#) at least 20 working days prior to any scheduled public events. The Provincial Ministers, or their designated representatives, regularly participate in the events, thus need time to schedule for such an occasion.

Appendix A: Design Definitions

<p>Planning Stages (Concept Design)</p>	<p>The body of work that generally includes data collection, needs assessment, problem definition, concept (option) generation, and assessment to support capital investment decisions. Planning precedes preliminary, and detailed design, but for many projects, iterating into preliminary design may be needed to adequately develop the options for evaluation. Concepts will generally be examined qualitatively relative to one another (low, medium, high) or on orders of magnitude for items such as cost.</p>
<p>Preliminary Design</p>	<p>Further development of the primary options generated in the planning stage to support an evaluation of the options and a recommended option for subsequent design stages. Preliminary drawings are developed using accurate base mapping with appropriate contour intervals and should be based on an initial design criteria sheet. The drawings are suitable for communicating the project intent at public information sessions and submission for regulatory approvals, as needed. These drawings will typically include the following information:</p> <ol style="list-style-type: none"> 1. Design parameters 2. Major drainage components, channel improvements, and geographic features 3. Approximate limits of cuts and fills 4. Utilities, rail conflicts, existing right of ways, and land ownership parcels 5. General environmental, geotechnical, and archaeological constraints <p>The Preliminary Design may consist of several submissions. The preliminary design phase will usually include the following levels of detail:</p> <ol style="list-style-type: none"> 1. Construction staging is considered for feasibility but not detailed at this time.

	<p>2. Geotechnical field data is considered for natural hazards and foundation material competency. This may require drilling, sampling, and testing.</p> <p>3. Original terrain data may be taken from topographic mapping or LiDAR, as detailed field surveys are not usually carried out for preliminary design.</p> <p>If more than one alignment or project option is being considered, one will be selected as "preferred" through the planning/preliminary design process, based on its operational efficiency, construction feasibility, social, economic and environmental impacts, cost estimates, user benefits, public input, and other parameters appropriate for the project. The lower rated options may be reconsidered in later design stages if problems arise with the selected option.</p>
<p>Stream 2 Structural Projects</p> <p>Projects require completion of the preliminary design stage. Preliminary design deliverables (design basis, 50 to 75% design drawings, and cost estimate) must be provided to EMCR for evaluation.</p>	
<p>Detailed Design</p>	<p>The development of final construction (tender) drawings, technical specifications, and design reports for construction. Reports and drawings will include special site considerations and construction details. All parameters from the preliminary design phase have been agreed upon and finalized with the client. The project is ready to tender upon completion of this phase.</p>

Appendix B: Guidelines and Standards

Projects may require approvals or permits from local, regional, or provincial government agencies. It is the proponent's responsibility to ensure that any approvals and permits are identified and/or obtained. The Province may request documentation of approvals or permits.

Applicable guidelines may include, but are not limited to:

- [BC Water Sustainability Act](#)
- [Canadian Society of Landscape Architects – Canadian Landscape Standard](#)
- [Climate Atlas of Canada](#)
- [ClimateData.ca](#)
- [Climate Change and Asset Management: Sustainable Service Delivery Primer](#)
- [Coastal Flood Risk Assessment Guidelines for Buildings & Infrastructure Design](#)
- [Coastal Floodplain Mapping – Guidelines and Specifications](#)
- [Dike Design & Construction Guidelines: Best Management Practices for BC](#)
- [Federal Flood Mapping Guidelines Series](#)
- [Flood Mapping in BC: APEGBC Professional Practice Guidelines V1.0](#)
- Provincial Flood Mapping Guidelines (coming April 2025)
- [Groundwater Level Data Interactive Map](#)
- [International Guidelines on Nature-Based Features for Flood Risk Management](#)
- [Irrigation Industry Association of BC “Standards for Landscape Irrigation Systems” PCIC Climate Explorer](#)
- [PCIC Design Value Explorer](#)
- [Professional Practice Guidelines – Landslide Assessments in BC](#)
- [Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC \(PDF\)](#)
- [Professional Practice Guidelines – Seismic Assessment and Seismic Design of Dikes in BC Guidelines](#)
- [Professional Practice Guidelines – Use and Development of Seismic Microzonation Maps in B.C.](#)
- [Provincial Flood Hazard Area Land Use Management Guidelines \(PDF\)](#)
- [Seismic Design Guidelines for Dikes \(PDF\)](#)
- [Specifications for Airborne LiDAR for the Province of British Columbia \(PDF\)](#)
- [Water Survey Canada](#)

Appendix C: Cost Estimate Classes

Cost Estimate Class	Design Phase Typically Associated with Estimate Class	Features and Uses	Suggested Contingency for Associated Class
Class A Estimate	Detailed Design / Tender (100% Design)	Detailed estimate based on final drawings and specifications. Used to evaluate tenders.	(±10 - 15%)
Class B Estimate	Preliminary Design (50 to 75% Design)	Prepared after completing site investigations and studies, and after defining major systems. Based on a project brief and preliminary design. Used for project approvals and budgetary control.	(±15 - 25%)
Class C Estimate	Conceptual Design (30% Design)	Prepared with limited site information and based on probable conditions. Captures major cost elements. Used to refine project definition and for preliminary approvals.	(±25 - 40%)
Class D Estimate	Feasibility Study (10% Design)	Preliminary estimate based on little or no site information Represents the approximate magnitude of cost, based on broad requirements. Used for preliminary discussion and long-term capital planning	(±50%)

Cost Estimate Classes - definitions and assumptions sourced from the Association of Professional Engineers and Geoscientists of British Columbia (EGBC) with design phases added in by EMCR