

# PROGRAM GUIDE

## GREEN INFRASTRUCTURE: ADAPTATION, RESILIENCE, AND DISASTER MITIGATION SUB-STREAM



## CANADA-BRITISH COLUMBIA INVESTING IN CANADA INFRASTRUCTURE PROGRAM

Image: New floodgate on the Lower Agassiz Slough outside the Agassiz townsite  
Credit: Yannic Brugman

# 1 FORWARD

This Program Guide provides an overview of the Investing in Canada Infrastructure Program (ICIP) Green Infrastructure – Adaptation, Resilience, & Disaster Mitigation (Green ARDM) stream. The guide will walk applicants through the application process and provide information to assist in preparing and applying for the program.

This Program Guide contains references to the Canada – British Columbia (BC) Integrated Bilateral Agreement for ICIP (the “Integrated Bilateral Agreement”) and all subsequent modifications 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 Program Guide and the Integrated Bilateral Agreement, the Integrated Bilateral Agreement prevails.

It is important for applicants to familiarize themselves with the requirements described in this guide prior to preparing their application. **The application intake opens on July 15, 2022, and the deadline for application is October 11, 2022 (1:00pm PST). Projects must start no later than October 11, 2024 and projects must be completed no later than March 31, 2027.**

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

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

Mail: Emergency Management BC  
Block A, Suite 200 – 2261 Keating Cross Road  
P.O. Box 9201, Stn. Prov. Govt.  
Victoria BC V8W 9J1

## 2 TABLE OF CONTENTS

<b>1</b>	<b>FORWARD</b> .....	<b>2</b>
<b>3</b>	<b>INTERPRETATION</b> .....	<b>5</b>
3.1	DEFINITIONS .....	5
<b>4</b>	<b>INTRODUCTION</b> .....	<b>5</b>
4.1	PROGRAM OUTCOMES .....	6
4.2	APPLICANTS.....	7
4.2.1	<i>Eligible Applicants</i> .....	7
4.2.2	<i>Ineligible Applicants</i> .....	7
4.3	NUMBER OF APPLICATIONS .....	7
4.4	PROJECTS .....	8
4.4.1	<i>Eligible Projects</i> .....	8
4.4.2	<i>Ineligible Projects</i> .....	9
4.5	COSTS .....	10
4.5.1	<i>Eligible Costs</i> .....	10
4.5.2	<i>Ineligible Costs</i> .....	11
<b>5</b>	<b>FUNDING</b> .....	<b>12</b>
5.1	COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD.....	12
5.2	PROJECT SIZE AND PHASING PROJECTS.....	13
<b>6</b>	<b>APPLICATION REQUIREMENTS AND PROCESS</b> .....	<b>14</b>
6.1	HOW TO APPLY .....	14
6.2	MANDATORY DOCUMENTS.....	14
6.2.1	<i>Proposed Project Schedule</i> .....	15
6.2.2	<i>Council/Board/Band Council Resolution</i> .....	15
6.2.3	<i>Detailed Cost Estimate</i> .....	15
6.2.4	<i>Site Plan/Map</i> .....	16
6.2.5	<i>Preliminary design report</i> .....	17
6.2.6	<i>Other Regulatory Considerations</i> .....	17
6.2.7	<i>Provincial Environmental Assessment Process</i> .....	17
6.3	SUPPORTING DOCUMENTATION.....	18

6.4	REQUIREMENTS PRIOR TO APPROVAL BY CANADA.....	18
6.4.1	<i>Climate Lens</i> .....	19
6.4.2	<i>Indigenous Consultation</i> .....	19
6.4.3	<i>Federal Impact Assessment Act, 2019 Requirements</i> .....	20
6.5	SELECTION CRITERIA.....	22
<b>7</b>	<b>APPROVED APPLICATIONS.....</b>	<b>23</b>
7.1	SHARED COST AGREEMENT.....	23
7.2	POST APPROVAL MEETING.....	23
7.3	DISPOSAL OF ASSETS.....	23
7.4	CONTRACT PROCEDURES & PROVISIONS .....	24
7.5	COST OVERRUNS .....	25
7.6	AMENDMENTS TO APPROVED PROJECTS.....	25
7.7	REPORTING .....	25
7.7.1	<i>Final Report Requirements (All Projects)</i> .....	26
7.8	CLAIMS .....	27
7.9	ACCOUNTING RECORDS.....	28
7.10	COMMUNICATIONS .....	28
7.10.1	<i>Procedures for Communications</i> .....	28
7.10.2	<i>Timeline for Public Events</i> .....	28
<b>8</b>	<b>CONTACT INFORMATION .....</b>	<b>28</b>
	<b>APPENDIX A – EXAMPLES OF ELIGIBLE AND INELIGIBLE ACTIVITIES .....</b>	<b>29</b>
	<b>APPENDIX B – EXAMPLES OF ELIGIBLE AND INELIGIBLE COSTS.....</b>	<b>31</b>

## 3 INTERPRETATION

### 3.1 Definitions

In this Program Guide, a capitalized term has the meaning given to it in this section:

**“Community”** means a settlement area within a regional district electoral area or an established or proposed service area.

**“Contract”** means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to a Project in return for financial consideration.

**“Eligible Cost”** means those costs incurred and eligible for payment as set out in section 4.5.

**“Green ARDM”** means the Adaptation, Resilience & Disaster Mitigation (ARDM) sub-stream under the Green Infrastructure umbrella of the Integrated Bilateral Agreement.

**“Integrated Bilateral Agreement”** means the Integrated Bilateral Agreement (for the Investing in Canada Infrastructure Program) between Canada and the Province.

**“Province”** means Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Public Safety and Solicitor General.

**“Shared Cost Arrangement”** or **“Ultimate Recipient Agreement”** means an agreement between the Province and a Recipient of funding through the Green ARDM Program.

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

**“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.

**“Vendor”** means a person, business or other legal entity that could provide goods, services or construction.

## 4 INTRODUCTION

In 2018, the Province and Canada signed the Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program (ICIP). ICIP cost-shares infrastructure investments between the governments of Canada, British Columbia (BC), First Nations, and local governments. The Canadian government will invest \$3.917 billion in BC infrastructure over 10 years in four key areas: community, culture and recreation infrastructure; rural and northern communities infrastructure; green infrastructure; and public transit.

The Adaptation, Resilience & Disaster Mitigation sub-stream under the Green Infrastructure umbrella (Green ARDM) of the Integrated Bilateral Agreement will fund flood mitigation infrastructure projects for a value of up to \$10 million for individual communities, and \$20 million for joint applications submitted by multiple communities. Green ARDM has a maximum of approximately \$81.8 million federal and provincial dollars

which will go towards supporting projects that increase structural capacity and/or increased natural capacity to mitigate and adapt to climate change impacts, natural disasters and/or extreme weather events with the intent of reducing, or even negating, the effects of flooding.

The Ultimate Recipients, as defined in the Integrated Bilateral Agreement, will be subject to reporting requirements as the projects progress. Applicants are encouraged to familiarize themselves with the requirements described in this guide.

Representatives from Emergency Management BC (EMBC) will be responsible for administration of the Shared Cost Arrangement, as defined in the Integrated Bilateral Agreement.

## 4.1 Program Outcomes

The ICIP's overarching goal is to create long-term economic growth, build inclusive, sustainable communities and support a low carbon, green economy. **The outcomes of the Green ARDM sub-stream are to increase structural and/or natural capacity to adapt to climate impacts, natural disasters and/or extreme weather events.** Eligible projects under all ICIP streams and sub-streams must result in public infrastructure, defined as tangible capital assets primarily for public use and benefit.

The Province is further limiting the scope of Green ARDM to projects that address the impacts of flooding and flood-related hazards. Eligible hazards include the following:

- **Riverine/fluvial flooding:** flooding that occurs when creeks or rivers overflow onto dry land, typically resulting from snowmelt or heavy rainfall. This includes overflow of any natural drainage channels (e.g., rivulets, brooks, streams, rivers) and of various nature (e.g., rainfall, snowmelt, frazil, ice jam, break-up)
- **Urban/pluvial flooding:** flooding that occurs during and after heavy rain or snow when water pools in low-lying areas, particularly in urban areas if streets and drainage systems are overwhelmed. Daylighting projects eligible, routine stormwater maintenance projects ineligible
- **Coastal flooding:** flooding that occurs when the ocean levels are higher than normal due to tide or storm activity, or lake levels exceed full pool. This includes overflow of all-natural shorelines due to sea level rise or storm surge (e.g., lake shorelines, ocean coasts)
- **Debris flows** (also known as mudslides, mudflows, lahars, or debris avalanche): a type of landslide that generally occurs during periods of intense rainfall or rapid snowmelt typically generated on steep slopes impacting downstream/downslope communities

Additionally, the Province is limiting funding to projects that result in flood and flood related structural and natural mitigation infrastructure projects (see Appendix A – Examples of Eligible and Ineligible Activities). Green ARDM will target public infrastructure asset work including natural infrastructure, where the purpose of the project is to build, modify and, or reinforce to prevent, mitigate, or protect against floods. Projects must result in tangible capital assets in BC primarily for public use and/or benefit.



## 4.2 Applicants

### 4.2.1 Eligible Applicants

**Eligible applicants** for Green ARDM include the following entities (“Eligible Applicants”):

- Indigenous recipients:
  - 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
- Local government recipients:
  - A municipality or regional district established by or under BC statute

### 4.2.2 Ineligible Applicants

**Ineligible applicants** for Green ARDM include the following entities:

- Federal entities, including federal Crown corporations;
- For-profit and not-for-profit organizations
- Applicants not residing within BC
- Improvement/diking districts that are sponsored by an Eligible Applicant
- Development corporations
- Applicants not defined in section 4.2

Applications from improvement/diking districts or public sector bodies must be made by the sponsoring Local government recipient. If the application is successful in obtaining program funding, the ownership of the infrastructure and associated assets must be transferred to the sponsoring regional district or municipality.

The Improvement District Conversion Guide can be found here:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/improvement-districts-governance-bodies/improvement-districts>

## 4.3 Number of Applications

Indigenous communities and municipalities may only submit one application each.

Regional districts may submit one application for each Community in their area. If the regional district submits the same application for two or more communities, it can apply for the \$20M option. This must be for identical projects (separate projects will have the \$10M cap).

Joint applications between two or more communities should be submitted as one application but will be considered as an application for each community meaning no other applications can be submitted by either party during this intake.

Please note: an applicant may apply to more than one open ICIP stream for the same project; however, the project will only be funded through one stream. If an application submitted to more than one stream is successful, it will be funded under the stream as determined by the Province. This decision is final and not subject to appeal.

## 4.4 Projects

The Program supports primarily public infrastructure, which is defined as “tangible capital assets in BC primarily for public use and/or benefit”.

### 4.4.1 Eligible Projects

A proposal will be deemed eligible if:

- It is a new project (retroactive funding is not available)
- It has been put forward by an Eligible Applicant who demonstrates that they will own and be able to operate and maintain the resulting infrastructure over the long term
- It meets the program outcomes
- The application and supporting documents are comprehensive, credible, and feasible
- It will be for the construction, renewal, rehabilitation, or material enhancement of infrastructure, excluding normal maintenance or operation
- Construction begins no later than October 11, 2024, and completed no later than March 31, 2027.
- It will be duly authorized or endorsed by, as applicable:
  - in the case of an Indigenous applicant: a resolution from its band council or council/board, or
  - in the case of a local government applicant, a resolution from its council/board
- The project will be for broad public use or benefit, and this is clearly demonstrated within the application
- The requirement of the highest published accessibility standard in a jurisdiction is met or exceeded for publicly accessible buildings
- The project will be located in BC on land that the applicant has legal access to either through ownership, right of way, or other
- The project will be eligible for required permits, authorizations, and regulatory approvals to complete structural mitigation projects
- The project will be completed under the guidance of a Qualified Professional
- The project will be completed to acceptable federal and provincial standards

Eligible project activities could include but are not limited to the examples provided in Appendix A – Examples of Eligible and Ineligible Activities of this Program Guide.



## 4.4.2 Ineligible Projects

A project will be deemed ineligible if:

- Structural flood mitigation project yields only temporary measures (e.g., use of sandbags, dredging or log jam removal)
- Structural flood mitigation project is intended to support recent or future development in a flood plain
- Project creates an Orphan Structure for which tenure and/or maintenance responsibility does not remain with the Ultimate Recipient
- Projects (or components) address needs that are not related to prevention or mitigation
- The project does not meet the criteria for eligible projects as described in section 4.4.1 of this Program Guide
- **Construction has already begun on the project or a tender has been awarded for construction prior to the date of Federal funding approval**
- The proposed project:
  - is deemed by the Province to be primarily routine maintenance, repair or asset lifecycle replacement without significant upgrade to flood risk reduction outcomes
  - has an estimated project start date after October 11, 2024
  - will be completed after March 31, 2027
  - deals with assets owned by the Government of Canada including federal Crown corporations
  - includes investment in emergency services infrastructure
  - involves relocation of whole communities, and
  - focuses on seismic risks

Ineligible projects or activities include but are not limited to (see Appendix A – Examples of Eligible and Ineligible Activities of this Program Guide for more information):

- On-going operations and maintenance
- Sediment removal
- Building evacuation roads or structures
- Clean out of debris control structures, or
- Municipal stormwater projects

Projects may not be funded if they present risks to program funders, for example if any of the following are deemed likely to occur during the project:

- High probability of not being able to be completed within the program timeline
- Potential for applicant funding challenges impacting completion
- High likelihood for the required permits and approvals to be significantly delayed or not supportable
- High probability that a significant change in scope will be necessary due to limited planning being undertaken prior to application
- Inaccurate level of service identified
- Public/Indigenous consultation process not started/not identified

- Potential to create environmental or social issues, for example transfer of risk downstream, risk to fish passage, pollutants introduced to environment
- Applicant does not demonstrate they are able to manage, maintain and finance the work over the long term
- Future climate projections for the 2050's and 2100's are not adequately considered in the project design or the climate lens assessment, including standalone or cascading climate risks such as flood, fire, water scarcity, habitat loss, etc. and/or
- A class C or D cost estimate is used and does not include sufficient contingency costs

The applicant should clearly demonstrate within the application that risks related to the project have been considered and include risk management measures that will be undertaken to prevent risks indicated.

**Please note:** this does not preclude the consideration of innovative concepts and technology and **inclusion of these will be viewed positively where the project is feasible and achieves the program outcomes.**

*\*Applicants should use Aboriginal and Treaty Rights Information System (ATRIS) website to locate Indigenous communities within 5 km of the project site.*

## 4.5 Costs

### 4.5.1 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 the Province, excluding those identified under section 4.5.2 of this Program Guide
- 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
- Costs related to meeting specific Program requirements, including completing climate lens assessment. (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)
- Costs of engineering and environmental reviews, including environmental assessments and follow-up programs and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment
- Costs associated with Indigenous consultation, and where appropriate, accommodation
- Costs directly associated with joint federal and provincial communication activities (press releases, press conferences, translation, etc.) and with federal and provincial project signage
- Incremental costs of the Ultimate Recipient's employees related to construction of the project may be included as eligible costs under the following conditions:

- Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract
- employee or equipment is engaged directly in respect of the work that would have been the subject of the contract, and
- the arrangement is pre-approved in writing by the Province and Canada
- 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 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, and
- Land acquisition, if approved by Canada in writing, directly related to the development of natural infrastructure for a project.

## 4.5.2 Ineligible Costs

### **The following are deemed ineligible costs:**

- Costs incurred and any and all expenditures related to contracts signed prior to the approval of the project, except for expenditures associated with Indigenous consultation and engagement activities, expenditures associated with completing climate lens assessment as required (but can only be paid retroactively 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
- 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 Section 4.5.1.
- 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 (IAA, 2019), other applicable federal environmental assessment legislation that is or may come into force during the term of the Shared Cost Agreement, and other applicable agreements between Canada and Indigenous communities 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 communities or other federal consultation requirement, has been met and continues to be met

## 5 FUNDING

### 5.1 Cost-Sharing, Stacking and Limits to Funding Award

The maximum allowable federal/provincial funding amount per project is \$10 million for single communities, and \$20 million for a joint application that is submitted by, and will directly benefit, two or more neighboring communities. There is no lower limit on project value for this program. Given the total current funding envelope of \$81.8 million, projects with higher requested funding amounts will be evaluated to ensure they demonstrate proportionately higher risk reduction benefits to justify the increased funding share.

The maximum levels of federal and provincial contribution for this ICIP stream are:

	<b>Government of Canada Contribution (up to)</b>	<b>Province of BC Contribution</b>	<b>Province of BC Top up *</b>	<b>Total Federal/Provincial Government Contribution (up to)</b>	<b>Ultimate Recipient Contribution</b>
Local government	40%	33.33%		73.33%	26.67%
Small communities (fewer than 5,000 people)	40%	33.33%	16.67%	90%	10%
Indigenous Recipients	75%		15%	90%	10%

\*The province will provide an additional 15% to projects in small communities (communities with less than 5,000 people in Census 2021), and Indigenous Recipients for their recipient contribution. This funding is separate from ICIP. Applicants must enter this into LGIS as a part of their recipient contribution. This grant will be assessed after the ICIP application is submitted. If approved, it will be used towards the ultimate recipient contribution. For more information regarding the top up grant, please email [embcdisastermitigation@gov.bc.ca](mailto:embcdisastermitigation@gov.bc.ca).

Applicants are to enter the following project costs into LGIS:

- Total Gross Project Costs
- Total Ineligible Costs
- Total Eligible Project Costs (calculated as Total Gross Costs less Total ineligible Costs)
- Other Funding Sources (other approved funding from Federal/Provincial programs)
- Net Eligible Costs (calculated as Total Eligible Project Costs less Other Funding Sources)

The system will then calculate the maximum ICIP grant amount based on the Net Eligible Costs x ICIP percentage shares. Following the application, the top-up grant will be assessed and applied to the recipient contribution.

This is a claims-based program. Ultimate Recipients must demonstrate how they will finance their share of project contributions including construction and ineligible costs, as well as cover any cost overruns. All projects must be completed within the program timelines.

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 ultimate recipient up to the completion of the project.

Applicants who have other federal and/or provincial government funding or grants in place for their project should note that the program is subject to stacking rules\* (using more than one federal source of funding.) Total federal government funding will be reduced to the maximum commitments under this program or may affect funding under other federal government funding programs. Indigenous Communities may be eligible to access additional funding from federal sources for their contribution subject to approval from Canada. Note that Canada Community-Building Funds are a federal contribution for these purposes and cannot be utilized for the ultimate recipient's funding contribution to the project.

*\* Federal stacking rules are subject to Canada's interpretation.*

## 5.2 Project Size and Phasing Projects

Due to the likelihood of this Program being oversubscribed, applicants should consider whether phasing is an option where project funding would represent more than 10% of the total funding available for the intake. Applicants should submit the project that will give them the best value for the given cost.

Where a phase is submitted for funding consideration, the phase should independently meet program outcomes.

If applying for a phase of a larger project, identify how the project will be phased. This should be demonstrated in the accompanying [Detailed Cost Estimate Template](#), and 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.

**Please note:** the approval of one phase of a project does not guarantee that other phases will receive funding.

## 6 APPLICATION REQUIREMENTS AND PROCESS

### 6.1 How To Apply

The deadline for the application intake is **October 11, 2022 (1:00 pm PST)**.

Applicants must follow a **two-step process** to obtain access to Local Government Information System (LGIS) to submit an online application.

1. Obtain a business BCeID credential and password are required to access the online application. The deadline to submit BCeID credentials is **three weeks** prior to the submission deadline (**September 11, 2022**).
2. After obtaining a BCeID applicants are required to request access to the LGIS. It is essential to have access to LGIS to be able to submit your online application. We strongly encourage you to apply for BCeID access as soon as you can so that access to LGIS can be received in a timely manner.

See [Accessing the Online Application](#) for more details. If you are unable to access this system, please contact [LGIS.AccessRequest@gov.bc.ca](mailto:LGIS.AccessRequest@gov.bc.ca).

### 6.2 Mandatory Documents

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. All documents should be clearly labelled, 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 **mandatory documents** at time of application (15 MB limit per document) must be clearly labeled and submitted by the application deadline:

- Complete project application form (see the [Green ARDM webpage](#) for more information)
- A proposed project schedule (see section 6.2.1)
- Council/Board/Band Council Resolution (see section 6.2.2)
- Detailed Cost Estimate (see section 6.2.3)
- Confirmation of funds, if required from other sources in the total project budget (see the [Green ARDM webpage](#) for template)
- Site Plan/Map(s) (see section 6.2.4)
- Preliminary Design Report (see section 6.2.5)
- Where a project has multiple partners, partnership agreements or memorandums of understanding from the other partners are required
- Project attestation (see the [Green ARDM webpage](#) for more information)

Documents must be submitted with the following naming convention: **GreenARDM\_[Applicant name]\_[document title]**. Please do not include any special characters or spaces.

Projects may require permits or approvals from local, regional, or provincial government agencies. It is the applicant’s responsibility to ensure that any approvals and permits are identified and/or obtained (see section 6.2.6.) The Province may request documentation of permits or approvals.

Applicants are also advised to make themselves familiar with the documentation for shortlisted projects, which will be required prior to the final project approval (see section 6.4.)

## 6.2.1 Proposed Project Schedule

Applicants must submit a proposed project schedule including:

- forecasted start and end dates,
- start and end dates for construction, and
- any other key dates.

The schedule must also include a breakdown of work activities, tasks, deliverables or products, resources, timelines (start and end dates), and other considerations or comments

## 6.2.2 Council/Board/Band Council Resolution

A council/board/band council resolution or by-law, committing the proponent to contribute its share of the eligible project costs and all the ineligible costs, is required.

The resolution/bylaw must identify the source of the proponent’s share of the project’s costs. The resolution must 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).

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/Board 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 considered.**

## 6.2.3 Detailed Cost Estimate

**A detailed cost estimate template has been provided on the [Program website](#) and submission of a completed cost estimate is a mandatory document.** Applicants must provide a detailed cost estimate for each component identified in the application. The budget must clearly identify the ARDM funding request, applicant contribution, and any other grant funding. Detailed cost 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 and which are ineligible and to state what class or confidence level the estimates are (e.g., class B or the level of confidence of the proposed cost). 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 +/- 25-40% variability in costs) or better (Class A or B). A Class A or B cost estimate creates more certainty of the estimated costs involved.

Applicants are advised to 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 is part of a larger project, the detailed cost estimate should only include the costs for the project phase being applied for. If a project can be broken into phases, while still meeting a program outcome, each distinct phase should be clearly broken out in the detailed cost estimate that is submitted.

**Please note:** Projects will be reviewed in the context of the IAA 2019 and regulations as discussed in Section 6.4.3 Where applicable, project cost estimates should include costs to conduct an IAA study.

Projects requiring a climate lens assessment should include estimated costs to complete these and have them attested to by a Qualified Assessor (see Section 6.4).

**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 after final project approvals which are anticipated in Fall 2023.

## 6.2.4 Site Plan/Map

A site plan/map should include the location and the general layout of the proposed project to be included and its relation to the river and flood corridor in the proposed project, including:

- existing flood protection works (e.g., dikes, pump stations, flood boxes, drainage ditches, culverts, bank protection, etc.)
- current and future fish habitat (identification and classification)
- access roads
- critical infrastructure (e.g., water, sewer, gas, electricity, communication, etc.)
- residential, commercial, and industrial sites, etc.
- areas of known potential archaeological or Indigenous cultural significance

A map in the form of a KML file containing the details on project location must be submitted with your application. See [website](#) for more information on how to create a KML file.

## 6.2.5 Preliminary design report

This report should be completed by a Qualified Professional with expertise relevant to the subject area (e.g. engineer, architect, etc.) and should identify what the solution is and why it is being recommended. The report should address capital and lifecycle expenditures, annual operating costs, emerging technologies, environmental considerations, future climate conditions, and societal impacts.

## 6.2.6 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 *IAA*, 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.

Flood mitigation planning documents that must be consulted prior to design and construction of works include those listed below. This list does **not** include the requisite professional engineering codes and practices for design and construction of the proposed flood mitigation works. It is understood that the Qualified Professional managing the proposed project is a subject matter expert in flood management and a practicing member of Engineers and Geoscientists BC (EGBC). Applicable guidelines may include, but are not limited to:

- [Provincial Flood Hazard Area Land Use Management Guidelines](#)
- [Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC](#)
- [Flood Mapping in BC: APEGBC Professional Practice Guidelines V1.0](#)
- [Federal Flood Mapping Guideline Series](#)
- [Coastal Flood Risk Assessment Guidelines](#)
- BC Framework Primer on Climate Change and Asset Management ([AMBC Primer](#))
- [Seismic Assessment and Seismic Design of Dikes in BC Guidelines](#) (if applicable)
- [Dike Design & Construction Guidelines](#) (if applicable)
- [Canadian Society of Landscape Architects – Canadian Landscape Standard](#)
- [International Guidelines on Nature-Based Features for Flood Risk Management](#)
- [Irrigation Industry Association of BC “Standards for Landscape Irrigation Systems”](#)

## 6.2.7 Provincial 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 EMBC 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)

## 6.3 Supporting Documentation

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

- Prior risk assessments, flood maps, and mitigation plans if applicable
- Letter of support
- Options Assessment
- Business Plan
- Cost Benefit Analysis or Other Study
- Environmental impact analysis
- Design Drawings or Details
- Record of consultation with Indigenous communities if applicable
- [Asset management plan \(including natural assets where applicable.\)](#)

## 6.4 Requirements prior to Approval by Canada

Shortlisted projects will be given initial ‘approval in principle’ by the Province, which provides some assurance to applicants that funding is likely to be received prior to having to complete these additional requirements.

All applicants must fill out an [Aboriginal Consultation and Environmental Assessment ACEA Smart Form](#) to meet compliance standards for environmental assessment and determination obligations, as well as Indigenous consultation obligations, and modern treaty obligations. The Smart Form can be found on the Disaster Mitigation Unit website. Projects must also meet or exceed the applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change (the Pan-Canadian Framework). Projects must also meet the requirements of the highest published accessibility standard in a jurisdiction (e.g., the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-12, or newer), in addition to applicable provincial or territorial building codes, and relevant municipal by-laws.

If applicable, projects must ensure that the principles underlining the federal government’s policies to promote linguistic duality and promote the development of official language minority communities are reflected.

The energy efficiency requirements of the National Energy Code of Canada for Buildings 2015 must be exceeded by at least 25% and any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change will be met or exceeded, for newly constructed or

materially rehabilitated infrastructure intended for use by the public, where applicable (describe the variances and plans to achieve compliance).

For projects with total estimated eligible expenditures of \$15 million or more and a sufficiently complex nature, a Value Engineering assessment may be required on a case-by-case basis at the discretion of British Columbia

The following will be required for all shortlisted projects to be completed to BC and Canada's satisfaction by February 28, 2023 prior to Canada's approval of a project into the program:

- A climate lens assessment, including a GHG Mitigation Assessment and a Climate Change Resilience Assessment for all projects
- An Aboriginal Consultation and Environmental Assessment ACEA Smart Form to meet compliance standards for environmental assessment and determination obligations, as well as Indigenous consultation obligations, and modern treaty obligations
- All applicable legislative or regulatory requirements will or have been met, including the Federal Environmental Assessment (FEA) process, provincial Environmental Assessment process

**\*Please note:** Costs associated with greenhouse gas emissions and climate change resilience climate lens assessments will be considered eligible as part of the funding for approved projects.

### 6.4.1 Climate Lens

A full Climate Lens must be completed later in the review process, following provincial 'Approval in Principle' and prior to federal final approval. The federal Climate Lens is a key tool for assessing the climate impacts of the infrastructure being funded through ICIP as part of Canada's broader climate goals. The tool encourages applicants to consider how their projects can reduce GHG emissions and increase resilience to climate change, which benefits their communities and creates jobs. The main goal of the Climate Lens is to raise awareness of climate change risks and impacts associated with projects and encourage improved choices by project planners, designers, and decision-makers. The 2021 federal Climate Lens has two key sections:

- GHG Emissions and Mitigation looks at the estimated GHG emissions impact of an infrastructure project and uses information from the Preliminary GHG Assessment submitted at time of application and other supporting documents submitted by the applicant. This section requires a complete description of the estimation methodology, details on assumptions, and easy-to-follow calculations.
- Climate Resiliency examines the risk and resilience of the project to climate-related disruptions and impacts, including mitigation measures, where possible.

For more information, please see the [Climate Lens General Guidance document](#) on the program webpage.

### 6.4.2 Indigenous Consultation

Proponents may be required to consult with Indigenous communities if the project is located in an area where Indigenous communities have potential or established Indigenous or Treaty rights.

It is the responsibility of the Proponent to determine whether or not the project requires consultation with Indigenous communities. Applicants should check the [Aboriginal and Treaty Rights Information System \(ATRIS\)](#) to determine the presence of Indigenous communities within 5 km of the project site.

Information must be provided to program staff on whether or not the project will be subject to Indigenous Consultation. If required, Canada must be satisfied that for each Project:

- Indigenous communities have been notified and, if applicable, consulted;
- If applicable, a summary of consultation or engagement activities has been provided, including a list of Indigenous communities 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 the Ultimate Recipient at their own cost; and
- Any other information such as consultation records has been provided 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 Indigenous communities has been met and continues to be met.**

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

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

### 6.4.3 Federal Impact Assessment Act, 2019 Requirements

The *Impact Assessment Act 2019* (the Act) and its regulations are the legislative basis for the federal practice of environmental assessment. A Federal Environmental Assessment (FEA) is a process to evaluate the environmental effects and identify measures to mitigate potential adverse effects of a proposed project. The Act ensures that the environmental effects of a project are carefully reviewed before a federal department/agency 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 of Canada'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 ICIP 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.

#### ***How to determine if a Federal Environmental Assessment (FEA) is required?***

An FEA will be required under *Impact Assessment Act 2019* if the project meets the definition of a designated project and/or it is located on federal lands.

### ***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.

### ***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*, 2019.

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.html>

### ***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 First Nation and/or public interest. When developing the project cost estimates, please consider the potential expenses involved in preparing a FEA.

### ***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 and Climate Change Strategy). 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 BC 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 Indigenous peoples when the Crown contemplates conduct that might adversely impact established or potential Indigenous 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

ICIP program staff immediately as they need the Province’s approval prior to going forward with any changes to the original approved scope.

## 6.5 Selection Criteria

Funding programs of this nature are highly competitive, and it is anticipated that there will be more projects that qualify for the program than the allocated program funds. Eligible projects will be subject to technical evaluation and ranked accordingly.

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.

Applicants must ensure that their application demonstrates:

- how the project will be eligible for funding (Section 4.4.1)
- how the project benefits align with one or more of the outcomes (Section Program Outcomes)
- how the project is supported by community’s long-term planning and management
- how the project provides value for money during lifecycle of the infrastructure, and
- how the project is supported by sustainable management and planning

In addition to consideration of the required information, projects will be scored with regard to the degree to which they meet the following:

- the proposed project area is a priority area for flood mitigation
- application provides evidence for proposed project (e.g., flood risk assessments with identified priorities, flood maps showing people and assets at risk, documented history of flooding and damage, completed flood mitigation plans, other evidence demonstrating this proposal is an important and effective way to reduce flood risk to the community
- the proposed project reduces the impacts of hazards and reduces disaster-related financial liabilities (e.g., history or likelihood of future Disaster Financial Assistance claims)
- the proposed project and/or activities prevent, eliminate, adapt to or reduce the impacts of hazards through construction of structural flood mitigation projects
- extent to which discussions with applicable agencies have taken place and/or required permits, authorizations and regulatory approvals have been applied for or received
- the proposed project builds on other recent projects in the region
- implementation risks (staff capacity, procurement, weather) are identified, and effective risk mitigation measures are proposed;
- if applicable, project design considers fish-friendly design for flood control structures
- the application outlines how the project will meet applicable provincial standards and guidelines
- the project will contribute to a comprehensive, cooperative and regional approach to flood mitigation
- the project engages other stakeholders and/or partnerships, and their level of engagement and commitment to the project
- the project activities consider sustainability and lifecycle costing. Have they demonstrated alignment with the [“Asset Management for Sustainable Service Delivery: A BC Framework”](#)? Are project activities



integrated into the applicant’s existing asset management framework? At a minimum have details on: ownership, lifetime, operation and maintenance and budget been included?

- the project considers climate change in the project methodology and deliverables to adapt to the impacts of climate change
- in the area of the proposed project, mitigation policies have been implemented that reduce disaster risk, or will be implemented as a result of this project (i.e. floodplain zoning bylaws or land use planning updates)

Internal provincial review may also include consideration of factors such as regional distribution of funding, previous funding, communities in need, and unmitigated project risks. Innovative natural flood infrastructure projects are desirable as part of integrated flood mitigation strategies in BC. If evaluation of all factors in the program application are relatively equal, natural mitigation projects will be prioritized, provided they can be shown to effectively reduce flood risk related to the program outcomes.

## 7 APPROVED APPLICATIONS

### 7.1 Shared Cost Agreement

Successful Applicants will be notified in writing by the Province once their application receives final approval from Infrastructure Canada.

Shared Cost Agreements will be prepared only after the requirements described in section 6.4 of this Program Guide have been deemed as met by Canada.

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. Funding is conditional upon the recipient 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. The Program will support projects that can be completed by March 31, 2027.

### 7.2 Post Approval Meeting

As a condition of project approval, approved applicants may be required to meet with Emergency Management BC or designate, to discuss the project prior to commencing work.

### 7.3 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 to Canada, British Columbia or a municipal or regional government, or with Canada and the Province’s consent.

## 7.4 Contract Procedures & Provisions

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 as applicable, and
- Acquisitions are managed consistent with the policy of the Province of British Columbia ([The Province of British Columbia Policies](#)).

### **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
- 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 EMBC in writing for approval before proceeding with the project.**

**Please note:** Sole/single source contracts will require approval of the Province and may trigger a federal review process and require federal approval.

The Province reserves the right to review an Ultimate 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:

- The Master Municipal Construction Documents (MMCD) Association provides its members with standardized contract documents and training programs to maximize the benefits of the documents. The Province of British Columbia encourages Municipalities to use the MMCD Specifications for the

construction of municipal services. Many BC local governments have been, and continue to, subscribe to the MMCD documents, certification, training, and procedures. For further information about the MMCD Association access its website at: [www.mmcd.net/](http://www.mmcd.net/)

- BC Bid, the e-Procurement site of the Province of British Columbia can be accessed at: [www.bcbid.gov.bc.ca/open.dll/welcome](http://www.bcbid.gov.bc.ca/open.dll/welcome)

## 7.5 Cost Overruns

The Program is expected to 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. Applications with Class A estimates may be evaluated more favorably than those with Class D estimates or otherwise high contingencies built in. Any project cost increases will be the responsibility of the Ultimate Recipient.

## 7.6 Amendments To Approved Projects

Applicants need to advise the Ministry, **in writing**, of any variation from the approved project. **Before** any changes are implemented, they must be approved by [Emergency Management BC](#).

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 contract may not be able to be reimbursed. In addition, some project changes may require written approval by Canada prior to an amendment of the Shared Cost Agreement.

EMBC 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.

## 7.7 Reporting

Successful applicants will be required to submit the following reporting documents:

- Periodic Progress Report
  - Required quarterly
  - Required whether or not a claim is made, or whether or not construction has begun
- Budget Forecast Report
  - Required monthly or upon request by the Province
- Financial Claims for Reimbursement – as needed

The reports are required for the period between project approval and project completion. These reports update the federal and provincial agencies regarding timelines, percentage completion, milestones, forecasting and other information regarding the project.

These reports must be completed and submitted online using the [Local Government Information System \(LGIS\)](#). To access the online reporting users must have a Business BCeID credential and password.

Training on the use of LGIS can be found on the BC Ministry of Municipal Affairs website:

<https://usertraining.localgovernmentinformationsystem.gov.bc.ca/LGISTraining/>

For more information on BCeID access requirements, see [Accessing the Online Application](#).

### **Additional Reporting Requirements**

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. Claim payments will be conditional on meeting these conditions. Conditions include:

#### **Water-Related Disaster Mitigation Requirements (All Projects)**

Prior to payment in excess of 25% of the approved funding amount, the Recipient must submit to the Province a copy of all applicable approvals, licenses, or permits required by regulatory authorities for project work in, around, or to divert, store, or use water. This includes approvals required by the BC Water Sustainability Act, Department of Fisheries and Oceans, or other.

#### **Dike, Dam, & Debris Flow Requirements (Only Relevant Projects)**

Prior to payment in excess of 25% of the approved funding amount and prior to construction, the Recipient must submit the following to the Province:

- 1) For debris flow management projects, evidence that the recipient has submitted preliminary design plans and reports to the regional Deputy Inspector of Dikes (DIOD) with the BC Ministry of Forests (FOR) to assess the applicability of the Dike Maintenance Act (DMA). If DMA approval is determined to be required, documentation showing that the recipient has received this approval must be submitted;
- 2) For dike-related projects, documentation showing that the recipient has obtained a DMA approval from the DIOD at FOR;
- 3) For dam-related projects, documentation showing that the recipient has obtained approval by way of Leave to Commence Construction authorization from the Dam Safety Officer designated under the BC Dam Safety Regulation, and any other applicable permits/authorizations.

### **7.7.1 Final Report Requirements (All Projects)**

To receive final payment when the Project is completed, the Recipient will submit to the Province a Final Report in a form established by the Province. All final reports are due within 90 days of project completion.

Applicants are required to submit an electronic copy of the completed final reports, including the following:

- Financial summary
- Copy of Final Technical Report (i.e., consultant's report) including where applicable, but not limited to: project details (location, background, scope, funding agency), design analyses and assumptions,

construction details, field work considerations, as-built drawings, recommendations on operation and maintenance of structural works, letter of substantial completion and a community impact statement

- Copies of all regulatory permits, approvals, and licenses, including documentation showing that the recipient has met the requirements of applicable permits
- Completed Operations & Maintenance plan
- Community impact statement
- At least three high-resolution photos of the final project, preferably including at least one image of the site prior to the start of construction
- Optional: media directly related to the funded project

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

Applicants must ensure that they collect and are able to provide data on the applicable performance indicators related to Outcomes and associated Targets (listed in Section Program Outcomes).

**Approved applicants 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 spatial data products acquired/produced using ARDM funding, and images submitted with the final report.**

## 7.8 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 Local Government Information System (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 and budget forecast 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 Integrated Bilateral Agreement for ICIP between Canada and British Columbia (March 31, 2028) or up to three years after the final settlement of accounts.

To access LGIS, users must have a Business BCeID credential and password. For more information on BCeID access requirements, see [Accessing the Online Application](#).

## 7.9 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 Integrated Bilateral Agreement 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.

## 7.10 Communications

### 7.10.1 Procedures for Communications

An important aspect of the program is to communicate its impact in helping improve the quality of life in communities across BC. 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 should be prepared according to [ICIP signage guidelines](#).

### 7.10.2 Timeline for Public Events

Please contact the provincial Ministry for your project at least **20 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.

## 8 CONTACT INFORMATION

Applications, and documentation must be submitted through LGIS (see Section 6.1)

Questions can be directed to:

Disaster Mitigation Unit Email: [embcdisastermitigation@gov.bc.ca](mailto:embcdisastermitigation@gov.bc.ca)

Emergency Management BC  
Block A, Suite 200-2261 Keating Cross Road  
P.O. Box 9201, Stn. Prov. Govt.  
Victoria BC V8W 9J1

## APPENDIX A – EXAMPLES OF ELIGIBLE AND INELIGIBLE ACTIVITIES

**Please note:** The following are examples only and are based on staff knowledge of past federal-provincial programs and program criteria, and are eligible only following Federal funding approval, with the exception of Indigenous consultation, which is retroactively eligible. The determination of whether activities are eligible will ultimately rest with program staff. If an activity is not listed below, contact program staff prior to undertaking associated work at [EMBCDISASTERMITIGATION@gov.bc.ca](mailto:EMBCDISASTERMITIGATION@gov.bc.ca)

Project Activities that will be deemed **eligible** include:

Planning Activities:

- Climate lens assessment/Risk Assessment/Hazard Risk and Vulnerability Assessment updates
- Risk mapping updates/LiDAR collection
- Disaster Mitigation/Climate Change Adaptation plan updates
- Detailed design
- Education materials
- Community engagement
- Indigenous consultation activities

Construction Activities:

- Dam decommissioning and floodplain restoration
- Daylighting or opening up buried watercourses (e.g., streams, creeks, rivers) and restoring to more natural conditions, with demonstrated flood risk reduction benefits
- Wetland restoration
- Restoring natural shoreline protection buffers through wetland, kelp forests and clam beds marsh, and beach nourishment to create a soft edge natural shoreline structure designed to protect against sea level rise and storm surges
- Beach nourishment and/or bank stabilization to protect major infrastructure
- Slope stabilization projects relating to debris flow risk reduction
- Rain gardens/bioswales/infiltration bulges
- Construction of flood conveyance works (e.g., bypass channels to accommodate periodic sediment removal works in primary flood way to restore design flood conveyance of the flood way)
- Improvement in performance or modernization of existing permanent structural flood mitigation works
- Installation of structural flood protection works, or upgrades/retrofits to existing structural flood protection works (e.g., dikes, flood walls, pump stations, flood boxes, debris catchment structures, seawalls, bulkheads, jetties, dam flood risk reduction etc.)
- Rehabilitation of hazardous conditions and/or deficiencies in dams that could create a potential dam and flood safety hazard
- As part of flood risk reduction projects, additional costs to upgrade structures to incorporate fish friendly design and fish habitat compensation works as required to meet permitting requirements are eligible



Project Activities that will be deemed **ineligible** include:

- On-going operations and maintenance costs
- Relocation of whole communities
- Raising homes
- Sediment removal
- Building evacuation roads or structures
- Clean out of debris control structures
- Routine works to keep a dam in good operating condition
- Municipal stormwater infrastructure projects

## APPENDIX B – EXAMPLES OF ELIGIBLE 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.

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 Federal 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> <li>Costs incurred for cancelled or withdrawn projects</li> </ul>
<ul style="list-style-type: none"> <li>Capital costs as defined by Generally Accepted Accounting Principles (except capital costs included in <b>INELIGIBLE COSTS</b>)</li> </ul>	<ul style="list-style-type: none"> <li>Services or works normally provided by the Recipient, including:                             <ul style="list-style-type: none"> <li>overhead costs</li> <li>salaries and other employment benefits of any employees of the Recipient <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>
<p>Land acquisition, if approved by Canada, directly related to the development of Natural Infrastructure for a Project that aligns with an adaptation, resilience and disaster mitigation outcome.</p>	<ul style="list-style-type: none"> <li>Land acquisition costs not approved by Canada, and land acquisition costs not directly related to the development of Natural Infrastructure.</li> </ul>

ELIGIBLE	INELIGIBLE
	<ul style="list-style-type: none"> <li>Real estate fees, leasing land, buildings and other facilities and related costs</li> </ul>
	<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>
	<ul style="list-style-type: none"> <li>Relocation of entire communities</li> </ul>
	<ul style="list-style-type: none"> <li>Costs associated with any project element which is considered emergency services infrastructure</li> </ul>

#### Environmental 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>	<p>Indigenous consultation costs incurred prior to February 15, 2018.</p>

#### 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>Any direct or indirect operating costs or administrative costs of Ultimate Recipients, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the Ultimate Recipients staff</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> </ul>	<ul style="list-style-type: none"> <li>• Liability insurance for directors</li> </ul>
<ul style="list-style-type: none"> <li>• Project management fees</li> </ul>	
<ul style="list-style-type: none"> <li>• Material testing necessary to prove suitability of soils and specified structural elements</li> </ul>	
<ul style="list-style-type: none"> <li>• Fencing for the construction site</li> <li>• Permanent fencing</li> </ul>	
<ul style="list-style-type: none"> <li>• Towing heavy equipment to and from the construction site</li> </ul>	<ul style="list-style-type: none"> <li>• Towing vehicles</li> </ul>
<ul style="list-style-type: none"> <li>• Security guard &amp; First Aid attendant (contracted for construction project)</li> </ul>	<ul style="list-style-type: none"> <li>• Ambulance for workplace accidents</li> <li>• First aid courses</li> </ul>
<ul style="list-style-type: none"> <li>• Furniture and/or equipment essential for operation of the project</li> </ul>	<ul style="list-style-type: none"> <li>• Tools (e.g. hammer, 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 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> <li>• Indigenous ceremonial activities</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>