Canada/British Columbia Infrastructure Program

Program Guide and Online Application Kit

Revised July 12, 2002

BRITISH COLUMBIA

Canada

Foreword

This Program Guide and Online Application Kit for the Canada/British Columbia Infrastructure Program contains an overview of the program and instructions for completing the online application process on SIMSI – the Shared Information Management System for Infrastructure.

Applicants who intend to request funding for more than one project may do so in the online environment. If you have more than one project, on each application you **must** indicate the priority level you place on each of your projects. (eg. 1, 2, 3, etc.). The system will not allow duplicate priority numbers.

For applicants who do not have Internet access, please contact the appropriate ministry in Section 12 for further assistance.

The program guide is also available at www.cse.gov.bc.ca/InfrastructureProgram/default.htm

There are addresses and contact numbers in this guide.

Please note that in some cases applicants may be asked to supply additional information.

PLEASE NOTE – SIMSI Maintenance Window

Until further notice, the SIMSI Online Application system will normally be
<u>unavailable</u> to users on weekends from
5:00 PM Pacific Time on Saturdays until 9:00PM Pacific Time on Sundays.
This is to allow time for regular maintenance.

The SIMSI Public Web Site will be available during these hours. Once approved projects are publicly announced by the ministers, they will be moved to the public website. You can visit it at <u>www.infrastructure.gc.ca</u>.

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1.   Introduction

1.1 General

The federal, provincial and local governments are investing more than $800 million in British Columbia under the Canada/British Columbia Infrastructure Program Agreement, officially signed on October 10, 2000. Each is contributing up to one-third of the total program funds.

Projects can be approved until June 30, 2005 and must be completed no later than March 31, 2006.

Infrastructure is defined as publicly or privately owned fixed capital assets for public use or benefit.

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

A management committee, consisting of two representatives each from the federal and provincial governments and two local government representatives nominated by the Union of British Columbia Municipalities, is responsible for managing the agreement and administering the program.

It is the responsibility of the federal and provincial co-chairs of the management committee to recommend projects for approval.

The local government representatives on the management committee participated in the development of the application materials and ranking criteria and will join in annual program reviews. However, during the project evaluation and selection process, their role will be limited to advice and comments.

1.2 Purpose and Objectives

The program's purpose is to improve urban and rural local government infrastructure, and its objectives include improving quality of life through investments that:

- enhance the quality of the environment;
- support long-term economic growth;
- improve community infrastructure; and
- build 21st century infrastructure through encouraging the use of best technologies, new approaches and best practices.

1.3 Investment Targets

The main priority of the program is investment in green local government infrastructure, such as:

- water and waste-water systems;
- water management; and
- capital expenditures to improve the energy efficiency of buildings and facilities owned by local governments.

Other investment priorities include:

- cultural and recreational facilities;
- infrastructure to support tourism;

- rural and remote telecommunications;
- high speed Internet access for local public institutions;
- local transportation infrastructure; and
- affordable housing projects and related infrastructure.

The funding targets are:

- a minimum of 75 per cent of the funds for green local government infrastructure; and
- a maximum of 25 per cent of the funds for Other infrastructure projects.

These targets will be reviewed throughout the program.

Within the above targets, a minimum of 16 per cent of the funding will be devoted to projects in rural communities. Rural and small towns are communities with a population of less than 10,000 and the majority of the working people do not commute into a nearby larger center.[1]

2. Eligible applicants

Eligible applicants are:

- any local government;

- any local government or body corporate, public or private, whose infrastructure project is nominated by the federal co-chair on behalf of the federal government or the provincial co-chair on behalf of the provincial government. These projects must be strategic, cross-regional or multiparty in nature. The federal and provincial co-chairs may nominate up to a maximum of 20 per cent of the program funds.

3. Ineligible applicants

The following applicants are ineligible under this program:

- Federal and provincial departments/ministries;
- Departmental corporations;
- Crown corporations or wholly owned subsidiaries; and
- Other corporations or trusts established by a department, departmental corporation or Crown corporation.

An exception may be granted to an applicant who is proposing a project of a type normally owned or operated by local governments for local use and benefit, as determined by the management committee.

Infrastructure projects of First Nations communities are funded separately and administered by Indian and Northern Affairs Canada. For more information, contact them at (604) 775-5100 or visit their website at: http://www.ainc-inac.gc.ca/ps/hsg/cih/ci/ic/index_e.html

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[1] Based on Statistics Canada definition found in Rural and Small Town Canada Analysis Bulletin Catalogue no. 21-006-XIE, Vol. 3, No. 3 (November 2001)

4.   Eligible projects

Projects must:

- be construction, renewal[2], or expansion (material enhancement) of infrastructure for public use or benefit;
- comply with applicable federal, provincial and local government laws; and
- be consistent with planning practices and guidelines of British Columbia.

An asset leased to a local government under a capital lease agreement, as defined and determined by the Generally Accepted Accounting Principles that are in effect in Canada, can be considered an asset owned by the local government for this program's purposes.

Distinct components of larger projects may be considered eligible.

For the purpose of this program, public transit vehicles powered by alternative fuels are deemed to be fixed capital assets.

4.1 Green Local Government Infrastructure Projects

A minimum of 75 per cent of the program funding is allocated to green local government infrastructure projects, such as, but not limited to:

- water systems, water treatment plants and works, reservoirs, impoundments (dams), wells and pumping stations for the collection, treatment, storage and distribution of potable water;
- sewage treatment and disposal plants, sewers and pump stations for the collection, treatment and disposal of waste-water;
- water or waste-water metering equipment; and
- capital expenditures to retrofit or improve the energy efficiency of buildings and facilities owned by local governments.

4.2 Other Projects (Non-Green)

A maximum of 25 per cent of the program funding is allocated to "other" projects. A maximum federal/provincial contribution of $2 million applies to all non-green projects, regardless of the applicant.

4.3 Nomination Provision for Non-Local Government Organization Projects

The nomination provision is meant to facilitate the funding of federal and provincial government priorities including appropriate projects proposed by **non-local government organizations.**

The program funding (total of all projects) available under this provision is 20 per cent of the total program funding.

Funding under the nomination provision is limited by a number of conditions:

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[2] Renewal means renovation or replacement, excluding routine maintenance and repair.

- Projects must be either strategic, cross-regional (such as inter-jurisdictional infrastructure providing benefits to a wide population base), or multiparty in nature.

- Projects must meet all the basic eligibility criteria as described in this guide.

- The completed application form and schedules must be accompanied by a covering letter requesting such nomination and clearly detailing any reasons or factors supporting the nomination.

- The application must include documentation of official support (such as a board resolution) for any organization taking financial responsibility for any part of the project. The application must also be signed by an authorized signatory for the organization.

- Other than in exceptional circumstances, the maximum allowable contribution per project is 1/3 of eligible costs from each senior government up to a combined maximum of $2 million. The maximum allowable federal/provincial contribution of $2 million will not apply to green local government infrastructure projects as described in Section 4.1.

- Provincial and federal government departments/ministries are ineligible applicants.

In addition to the criteria listed above and those required in the application kit there are a number of other conditions that <u>may</u> strengthen your application. These are:

- Demonstrating local government support - projects proposed by organizations may be proposed directly by local governments or by the proponents. In cases where local governments support projects proposed by Non-Government Organizations but do not wish to apply to the program on their behalf, local governments can still indicate their support and the relative level of importance of the project to their community.

- Demonstrating the implementation of solutions that promote value-added British Columbia products or British Columbia-based technology.

- Demonstrating a broad base of community support in terms of the amount of non-government investment and/or the number of supporting bodies.

A maximum of 25 per cent of the program funding is allocated to other projects under the following categories:

- Cultural and recreational facilities, such as local museums, designated local heritage sites, other cultural assets such as art galleries, performing arts facilities, cultural/community centres, recreational and sports facilities and libraries

- Infrastructure supporting tourism, such as basic local government infrastructure to support or provide access to tourist facilities, major public attractions, convention or trade centres and exhibition buildings.

- Rural and remote telecommunications, such as fibre optic or copper cable, radio or satellite links in rural areas.

- High-speed Internet access for local public institutions, such as museums, libraries, community centres or local government buildings.

- Local transportation infrastructure, such as urban public transit, including subway systems, commuter rail, light rail, and transit buses using alternative fuels; intelligent transportation systems technology and public wharves, docks, piers and terminals.

- Affordable housing, such as projects that assist in the construction of housing that would:

  - o Rent at, or below, average market rental rates in a particular community to make them affordable to moderate income households, as defined by the Canada Mortgage and Housing Corporation; and

  - o Rent at a discount to comparable housing in the community, with this discount being comparable to the amount and net effect of the assistance provided to the project.

5. Ineligible projects

Applicants should note that certain categories of investments that were eligible under the Canada/British Columbia Infrastructure Works Program are no longer eligible. Projects must meet the criteria of the new program as outlined in this Program Guide.

Projects will be deemed as ineligible under the program if:

- the tender has been awarded, or construction has already begun or is completed;
- they cannot be completed on or before March 31, 2006; or
- they deal with assets owned by the federal or provincial government.
  Exceptions may be made by management committee where:
  - o those assets are of a type normally owned or operated by local governments, or for local use and benefit as determined by the management committee;
  - o the applicant is proposing to take full title of the federal or provincial asset (e.g., a takeover proposal); or
  - o it is a long-term capital lease.

6. Eligible costs

6.1 General

Costs must be incurred on or after the approved start date for the project, and on or before the approved completion date, as stipulated in the contract (issued after project approval). Generally, the approved start date will be the date the management committee recommends the project for funding.

Eligible costs are defined as all direct costs properly and reasonably **incurred and paid** solely and specifically by an applicant or Third Party[3], which are invoiced against a contract for goods and/or services necessary for the due implementation of a project, including:

- the capital costs of acquiring, constructing or renovating a fixed capital asset (the capital costs are defined and determined by the Generally Accepted Accounting Principles which are in effect in Canada, including those published in the handbook of the Canadian Institute of Chartered Accountants);
- salaries, fees, remuneration paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the design, engineering, manufacturing or construction of an eligible project and related facilities and structures, where applicable;
- any other costs which are incurred and paid in the implementation of a project and approved in advance by the management committee; and
- communications costs approved in advance by the management committee.

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[3] Third Party is defined as any person or entity, other than a Party to this Agreement or the applicant that is involved in a Project under the Program.

6.2 Examples Of Eligible Costs

6.2.1 Construction and manufacturing

The cost of buildings and structures, or the portion thereof related to the authorized project, are eligible. Costs of certain peripheral structures, directly related to the operation, which are acquired by the applicant and are located on property owned by the applicant, may also be included. In general, eligible costs in this category are:

- construction/manufacturing costs as shown in the approved application;
- material testing necessary to prove suitability of soils and specified structural elements;
- blinds and draperies to common exterior areas, furniture, equipment and security costs approved by management committee as necessary for operation of the facility, and of a type and nature ordinarily capitalized; and
- licence fees approved by management committee.

6.2.2 Site improvements

Site improvement costs are acceptable when necessary for the construction of the facility and when they are for the applicant's principal use. These costs may be approved if they are directly related to the project, are capitalized in the applicant's records and generally meet all other criteria mentioned in this guideline. In general, eligible costs in this category are:

- surveys necessary to determine the site's suitability for the intended purpose;
- appraisal fees as per appraisal institute schedule or actual costs, whichever is the lesser;
- land title fees;
- demolition of unwanted structures from the site;
- landscaping to the minimum local government standard;
- fencing to the minimum local government standard; and
- signage to the minimum local government standard or as required by the contract.

6.2.3 Off-site services

Off-site improvement costs are acceptable when necessary for the project's completion, are for the applicant's principal use, and are **approved in advance by management committee**. In general, eligible costs in this category are:

- electrical service to the site property line;
- sanitary sewer service to the site property line;
- water services to the site property line;
- storm sewer service to the site property line;
- curbs and gutter construction to local government standards;
- sidewalk construction to local government standards;
- development cost charges, if applicable; and
- paving of access and curb cuts to the minimum local government standard.

6.2.4 Professional fees

Allowable costs in this category are:

- architectural and engineering fees (including interior design);
- consultant disbursements;

- project management fees;
- printing costs for preparing contract documents or tenders;
- advertising of project tender only;
- legal fees for land transfer and registration only; and
- other fees approved by the management committee.

6.2.5 Interest

Interest charges on interim financing paid to a bank, the Municipal Financing Authority or other financial institution, are generally eligible up until the project's lock up stage or substantial[4] completion. The applicant should have an accounting policy in place which discloses that the interest was capitalized and identifies the amount. Claims must be accompanied by a loan statement or other documentation.

6.2.6 Communications

Communications costs approved in advance by the management committee (e.g. advertising, ground breaking, ribbon cutting, etc).

6.2.7 Other

Any other cost incurred and paid for in the implementation of a project that is explicitly approved in advance by the management committee.

7. Ineligible costs

7.1 Assets and expenses that will <u>NOT</u> be reimbursed

- Services or works normally provided by an applicant or any other agency of an applicant, except where such services or works provided by anyone other than the applicant would be unduly costly or not feasible (exceptions must be approved in advance by management committee).

- Salaries and other employee benefits, overhead costs and other direct or indirect operating or administrative costs and more specifically, these costs as related to planning, engineering, architecture, supervision, management and other services provided by an applicant's permanent staff.

- Feasibility and planning studies <u>not directly</u> related to an approved project or incurred before the project's approved start date.

    Funding for some types of studies may be available from the Green Municipal Enabling Fund or the Green Municipal Investment Fund. For more information see website: <u>www.fcm.ca</u> or contact:

    Federation of Canadian Municipalities
    24 Clarence Street

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[4] As defined in the *Builders Lien Act*

Ottawa, Ontario K1N 5P3
Phone: (613) 241-5221; Fax: (613) 241-7440
E-mail: federation@fcm.ca

The Ministry of Community, Aboriginal and Women's Services Planning and Infrastructure Grant Programs may be another source of funding for studies that are not eligible costs under the infrastructure program. For more information, visit: http://www.mcaws.gov.bc.ca/lgd/pol_research/grants.html#planning or contact the Ministry of Community, Aboriginal and Women's Services at (250) 387-4060.

- Provincial sales tax and the Goods and Services Tax for which the applicant or a third party is eligible for a tax rebate and all other costs eligible for rebates.

- Purchase of lands or any interest therein[5], including easements.

- Operating leases or any other financing costs other than those described in section 6.2.5.

- Contributions, commitments, or gifts in kind.

- General/periodic maintenance of a roadway and related structures or an existing facility and/or equipment therein.

- Assets, such as small tools, which are normally charged against income in the year they are acquired.

- Structures within or attached to a facility, which are used to carry out ineligible activities, such as retail sales outlets.

- Professional fees, such as legal, auditing or accounting fees, incurred in the normal course of operation.

- Cost of fund-raising activities (e.g., catering, flowers, balloons, liquor etc.).

- Equipment, furnishings and fittings used for normal administrative purposes (e.g., office furniture, vending machines, desktop computers).

- Vehicles, except transit vehicles powered by alternative fuels.

- Costs incurred before the approved project start date or after the project completion date.

- Any unpaid costs, including invoices or holdbacks.

- Accruals.

- Other costs that the management committee may determine should be excluded for all projects or specified projects.

8.   Selection process and criteria

8.1 Screening Criteria

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[5] Where a purchase includes the acquisition of land and a building, a separate assessment should be performed to net out the value of the land.

All applications must meet the following criteria. Applications that do not meet the screening criteria will not be considered for funding; applicants will be informed and an explanation provided.

- Application must be submitted by an "eligible applicant" (defined in Section 2).

- Application must be for an "eligible project" (defined in Section 4).

- Application must be complete and include details on how the proposed project:

  o (if applicable) is situated within, and advances, the sponsoring local government's development and financial plans;
  o exhibits long-term sustainability, including operational viability, asset management (maintenance) and environmental sensitivity;
  o contributes to environmental, economic, community and innovation objectives (as described on page 1 and the Appendix);
  o requires the federal and provincial governments' financial support to enable the proposed project to be implemented, its scope enhanced (increase in size- expressed in the form of a percentage) or its timing accelerated (by number of years);
  o will comply with all applicable environmental assessment requirements. Note: all projects must ultimately conform to all applicable environmental legislation of the federal and provincial governments to receive funding;
  o (if applicable) uses new approaches, best practices and the best available and economically feasible technology; and
  o demonstrates clear, measurable outputs and milestones. (see Appendix 1 for examples)

- Project tender has not been awarded, nor has construction already started, otherwise the project is ineligible.

- Funding has not been received from any other federal source by the applicant or any third party for eligible costs claimed within a project under this program.

- Application includes an authorization to proceed with the project from all appropriate approval authorities, including a commitment to pay their share of the eligible costs and ongoing (operating and other) costs associated with the project.

- Projects must be completed on or before March 31, 2006.

8.2 Ranking

The management committee will evaluate project proposals according to how well they meet the program objectives. Preference will be given to projects meeting two or more of following criteria:

Enhancement of the quality of the environment by:
- improving water quality;
- improving water and waste-water management;
- improving water conservation practices and water re-use;
- improving air quality; or
- more efficient energy use.

Support of long-term economic growth by:
- increasing economic opportunity in communities;
- supporting resource communities experiencing a critical transition in their economic base;
- safer, more efficient movement of people and goods;

- increasing access to the new economy through improved telecommunications for local public institutions or remote and rural areas; or
- increasing tourism opportunities.

Improvement of community infrastructure by:

- supporting regional growth strategies;
- increasing community environmental health and public safety;
- increasing the supply of affordable housing;
- supporting Canadian heritage and culture;
- increasing access to local recreational facilities; or
- supporting the development of English and French linguistic minority communities.

Building 21st century infrastructure through encouraging best technologies, new approaches and best practices by:

- encouraging innovation;
- increasing effective partnerships and enhancing the leveraging of funding;
- encouraging the use of new approaches and best practices; or
- encouraging more efficient use of existing infrastructure.

The management committee will not make funding decisions solely on the basis of the local government's share of the provincial population. It will assess each project proposal on its own merits and will approve projects according to their ranking and available funding, after giving due consideration to the investment targets (e.g., green, rural. etc.) and local government priorities.

9. Payments, records and accounts for approved projects

The management committee will inform successful applicants by letter, and forward a contract, instructions on the submission of claims, and the requirements for certification by external auditors, if applicable.

The management committee may require applicants to provide details of the types and amounts of all fees for consultants and contractors. Significant changes in the total eligible project cost breakdown or a change in the project's scope must be approved **in advance** by the management committee.

9.1 Claim Frequency

To receive both the federal and provincial governments' contributions for approved projects, claims must be submitted for eligible costs on a quarterly basis to the lead ministry (see Section 12 - Contact Information). Only costs incurred, paid and consistent with and comparable to those identified in the approved project application are eligible for reimbursement.

9.2 Changes or Variations to an Approved Project

Applicants need to advise, in writing, the lead ministry of any variation from the approved project (e.g. changes to cashflow, milestones, completion dates). Management committee approval may be required for such changes. Program staff will adjust future claims and/or require the provincial government to be reimbursed if any costs that have been reimbursed are subsequently found to be ineligible.

9.3 Progress Reports

A detailed breakdown of expenditures and a progress report will be required with <u>each claim</u>. All projects are subject to site visits and audit at any time during the project and up to three years after the final settlement of accounts.

9.4 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 three years after the final settlement of accounts.

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

10. How to complete the online application form

10.1 Online Application

Please go to https://www.infrastructureop.gc.ca and log on. You should have already received a User ID and Password by phone. If you have not, please contact the lead ministry responsible. Contact information is available in Section 12 of this guide.

PLEASE READ THROUGH THESE INSTRUCTIONS COMPLETELY before you begin the online registration process. If you have any questions or experience any system problems, please call one of the contact numbers in Section 12 of this guide.

Basic Tips for Completing the ONLINE APPLICATION

What Is SIMSI?

- SIMSI stands for "Shared Information Management System for Infrastructure"
- An Online Application for funding under the Canada/British Columbia Infrastructure Program
- A Government Online Initiative to make the application process more efficient

System Advice

- You are entering information in a **SECURE** interactive online environment.
- Response times may be a little slower than you are used to so please be patient.
- Clicking "continue" or "next" over and over will not speed up the system - in fact it will give you an error message saying "Transaction Already In Progress".
- Because this site is secure, your browser should be at least Internet Explorer version 4.01 to 5.5 or Netscape version 4.6 or higher. Either way, your browser MUST have at least 128 bit encryption to ensure the proper level of security.
- For security reasons, if you do not actively enter information for 30 minutes, the system will log you out and you will have to log in again.
- For applicants who do not have Internet access, please contact the appropriate ministry in Section 12 for further assistance.

<u>**PLEASE NOTE – SIMSI Maintenance Window**</u>

Until further notice, the SIMSI Online Application system will normally be <u>unavailable</u> to users on weekends from 5:00 PM Pacific Time on Saturdays until 9:00PM Pacific Time on Sundays. This is to allow time for regular maintenance.

The SIMSI Public Web Site will be available during these hours. Once projects are publicly announced by the ministers, they will be moved to the public website. You can visit it at <u>www.infrastructure.gc.ca</u>.

Helpful Hints

Before you start, you should visit the following websites and make yourself familiar with the information and guidelines for the Canada/British Columbia Infrastructure Program:

> www.cse.gov.bc.ca/InfrastructureProgram
> www.wd.gc.ca/eng/ced/infrastructure/default.htm

As the applicant, you are responsible for ensuring full and accurate information is submitted. Incomplete applications will not be considered until all the necessary information has been submitted. Please make sure all fields are completed in full to the best of your ability. A more complete application will speed up the assessment process.

A **separate application** must be completed for each project including, if appropriate, the provision of all applicable technical drawings, photographs, maps and other relevant supporting documents.

When You First Log On…

For security reasons, the system will ask you to create a new password after you enter the User ID and the Password you were issued.
- Your Password should be at least 8 characters long and must end in a number
- Please don't forget your Password and keep it private and protected at all times!
- If you do not remember your Password, please see the contact list in Section 12 and call for a new one.

Once You Have Logged On…

You will see two menus to help you navigate around the system – the Tool Bar and the SIMSI Menu.

The Tool Bar (Top Of The Screen) – Important Parts
- **HELP** – a separate screen is displayed to assist you in completing the page you are on
- **LOGOUT** – click this button whenever you leave SIMSI
- **CONTACT US** – who to contact for more information or personal assistance
- Other sites to visit
- Federal Site – Treasury Board
- Provincial Guidelines – Province of BC
- Canada Site

The SIMSI Menu (Left Side Of Screen)

This menu will help you move around your application. You can always leave your application, log off and log back on again. Just don't forget your User ID and Password OR YOUR SIMSI NUMBER IF YOU HAVE ALREADY REGISTERED A PROJECT! <u>To avoid duplication</u>, you should only **REGISTER** a project **ONCE**. After that, you will be **UPDATING** a project.

HINT: Once you have completed the information on a screen, you can press **CONTINUE** to move to the next screen. This will SAVE your information automatically. If you are just updating one screen, you can click the SAVE button to retain the information on that particular screen.

NEW Projects

ONLY if you are adding a **NEW** application, select **APPLICATION/PROJECT** from the **PROJECT** menu on the LEFT and then **REGISTER.**

Once you have entered the Project Title, the system will issue you a SIMSI project number for this project.

You should keep this number handy and quote it as reference on all correspondence with the program and when talking to one of the program staff. If you have applied for more than one project, this will help you keep track.

EXISTING Projects

If you are updating an application you have already started, select **APPLICATION/PROJECT** from the PROJECT menu on the LEFT and then **UPDATE** to continue, then enter your SIMSI number into the first box of the search screen and click search or hit enter. **DO NOT USE "REGISTER" AGAIN!** That is for new projects only.

HINT: make a note of the name of the screen where you left off and you can go right back to that screen by using the menu on the left.

You can always stop your application process if you need to find more information or have other things to do. Just make sure you **log off on the upper right corner of the Tool Bar.**

Mandatory Fields
- Mandatory fields are just that – mandatory.
- Your application **will not be processed** if it is missing mandatory fields
- If you see a field with an asterisk – it is a mandatory field!

Submitting An Application

Once you have finished your online application and clicked the **SUBMIT** button, the system will check to see that you have completed all the mandatory fields. If you have not, it will give you an error message and show you what areas need to be completed. Just click on the link in the message and it will take you to that screen where you can update the missing information and click SUBMIT again. If your application is successfully submitted, you will be presented with a screen of instructions for the following:
- **How to print off your application**
- **What documentation needs to accompany your application**
- **Where you should submit the package**
- **Potential Environmental Assessment requirements**

Please note: once you have received the SUBMIT PAGE, you CANNOT go back into your application to update information. If you have any questions, you can contact the numbers on the **SUBMIT PAGE**. **You should print the SUBMIT PAGE immediately and keep it for future reference as you will not have access to it again.** For reference, you can find a copy of it in Appendix 2.

10.2 Step by step guide for completing the online application

LOG ON		Go to https://www.infrastructureop.gc.ca and enter the user id and password that was provided to you by phone. If this is the first time you have logged on, for security reasons the system will expire the password provided to you and you will have to create a new one. **It must be at least 8 characters and end in a number.** Enter your old password once and your new password twice and click SAVE. Now you can go to the SIMSI menu on the left side of the screen and click "APPLICATION/PROJECT". You are ready to register an application.
REGISTER APPLICATION		ONLY USE THIS SCREEN FOR NEW PROJECTS. IF YOU ALREADY HAVE A SIMSI NUMBER, YOU SHOULD SELECT THE **"UPDATE"** MENU OPTION.
*	**Project Title**	Enter a brief but descriptive name for your project.
	Legal name of the applicant	This field will already be completed for you.
*	**Address, city, etc.**	Enter the applicant's mailing address, city, province.
*	**Postal Code**	Enter Postal Code for the Applicant's address

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

AT THIS POINT, THE SYSTEM WILL ISSUE YOU A SIMSI PROJECT NUMBER FOR YOUR APPLICATION. PLEASE MAKE NOTE OF THIS NUMBER FOR FUTURE REFERENCE.
If you need to leave the online application process and return to it at a later time, you can use this number to easily find your application by clicking "Application/Project", and then "UPDATE". Enter the number in the "project number" field and click the SEARCH button to be returned to your application.
CLICKING "CONTINUE" WILL AUTOMATICALLY SAVE YOUR INFORMATION

CONTACT INFORMATION		
*	**Contact name and position**	Enter the first and last name of the applicant's contact person(s) for this project (usually the project manager), and their position or title.
*	**Preferred Language**	Select the applicant's preferred language.
	Contact person's address, phone, etc.	Enter the contact person's mailing address, phone and fax numbers including extension numbers, etc., if different from the applicant.
	Province	Select the province from the drop down menu.
	E-mail address	Enter the contact person's e-mail address.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

B. Project Information 1		
*	**Project location**	Enter the lot, street address or geographic location of the project (not the applicant's address unless it is the project site). **It is mandatory to include the postal code for the project location here.** If the project spans more that one locale, then enter the postal code for the address nearest the beginning or end of the work. If the project occurs at more than one site, describe all sites and enter all postal codes.
	Provincial Project Number	Please leave this field blank. For administrative use only.
	Municipal Band/Resolution Number, Date and Location	Number and date of the municipal resolution approving the construction, operation and ongoing maintenance cost of the

		project. Please attach a copy of the resolution when you mail in your completed application.
*	**Applicant Priority**	Please indicate the priority level you place on each of your projects. (eg. 1, 2, 3, etc.) If you have already used the priority on another project, you will receive an error message indicating that priority has already been used. Please use the next number in sequence (e.g. if you already have a number 1 priority, your next would be 2).
*	**Are you seeking a nomination?**	Click on the link to find out more information on what a nomination is. If you are seeking nomination, select YES and continue with the next question "Project Description/Abstract".
*	**Project description/ abstract**	Enter a detailed description of the project outlining the nature of the physical infrastructure to be constructed, renewed or enhanced. This description should summarize the main components of the infrastructure. The details should include the dimensions of the infrastructure (height, length, footprint); construction materials and techniques; brief description of the site (size, existing facilities, location, land ownership); the purpose of the infrastructure (what it will be used for, what sort of activities will be required to operate it, area that it directly serves, etc.).
colspan	**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**	
<u>PROJECT INFORMATION 2</u>		
*	**Nature of project**	Select the appropriate menu item from the drop down box to indicate whether the project is an expansion (material enhancement), renewal (renovation, but not routine maintenance or repairs) or new construction.
*	**Public/private partnership**	Indicate whether a private sector (non-government) organization is providing funding for the project. A Public/Private Partnership Project involves a private corporation that is proposing to build for profit infrastructure for public use or benefit. For these projects, please provide information on the Private partner who is involved in the project. This section is used to capture partnerships. Your partnership may not meet the exact definition of a P3, but should be captured here anyway. Regardless of the nature of the partnership (for profit or not for profit), please complete all the necessary information to the best of your ability. If you select **YES**, you must click the link beside it to take you to the Public Private Partnership screen and complete the details required on Schedule A.
<u>PUBLIC-PRIVATE PARTNERSHIPS</u>		To be completed with information on the partnering organizations. If you selected NO in the above field, you do not need to click the link to complete this additional information. Please skip to the next field (Joint Partner) NOTE: If this project involves a partner, the printed application form must also be signed by an authorized official of the partnership.
*	**Legal Name of Private Sector**	Provide the legal name of the private sector partner.

	Partner	
	Business Number	Enter your Canada Customs and Revenue Agency Business Number
*	**Address Information**	Enter the address, city, province, postal code, contact person, phone, fax and e-mail address
*	**Contact Name**	Enter the contact name
*	**Contact Phone, Fax and Email Address**	Enter the requested information
*	**Ownership and status of corporation**	Describe the ownership of the corporation (e.g., private, public) and its legal status.
*	**Date corporation established**	Provide the date the corporation commenced operations. YYYY/MM/DD format.
*	**Current number of employees**	Provide the number of employees currently employed directly by the corporation.
*	**Main lines of business**	Provide a description of the corporation's core business activities. Include their main geographic area(s) of operation.
*	**Corporation history**	Provide a brief description of the corporation's history, particularly as it relates to the proposed public-private partnership.
*	**Management capabilities**	Provide a brief description of the corporation's experience with managing public-private partnerships. A copy of the audited financial statements from the most recent fiscal year must be provided.
*	**Rationale for Funding**	Indicate why this funding is required and how it will advance the completion of the project.
colspan	**CLICK THE "BACK" BUTTON TO SAVE AND RETURN TO THE PREVIOUS SCREEN (PROJECT INFORMATION 2)**	
*	**JOINT PROJECT**	Indicate whether this project is being undertaken jointly with a Non-Governmental Organization, a Non-Profit Organization, another local government or a First Nations band. If the response is Yes, then you must click the link to provide the joint organization's name, address, contact name, phone number and postal code.
*	**Legal Name**	Enter the legal name of the organization
	Contact Name	Enter the contact person's name
	Address Information	Enter the address, city, province, postal code, of the legal joint project applicant. **Please note: CITY is a mandatory field.**
	Contact Information	Enter the Contact person's phone, fax and e-mail address
colspan	**CLICK THE "SAVE" BUTTON TO SAVE THE INFORMATION. IF YOU HAVE MORE THAN ONE JOINT PROJECT APPLICANT, YOU CAN ENTER ANOTHER ONE NOW BY REPEATING THE PREVIOUS STEPS AND CLICKING "SAVE" AGAIN.** **ONCE YOU HAVE ENTERED ALL JOINT PARTNERS, CLICK THE "BACK" BUTTON TO SAVE AND RETURN TO THE PREVIOUS SCREEN TO COMPLETE THE REMAINING INFORMATION (PROJECT INFORMATION 2)**	
*	**Project type**	Select the type of project from the drop down menu. Refer to Section 4 - Eligible Projects for a list of project types.
	Description of Other Project Type	If you selected OTHER in the previous field, you must complete this box to describe the type of project
colspan	**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**	

PROJECT BENEFITS		Indicate how the proposed project will support the objectives and identify specific benefits and the measures to be used in assessing results. Choose at least two and at most five benefits for your project. For a definition of benefits, click the link at the top of the screen "Identifying and Measuring Benefits". You must select benefits in at least two of the four major categories. These major categories are identified on the screen in the **BLACK** bands of text (not purple). You must enter the expected change in the appropriate numerical value indicated in brackets next to the benefit. Please note: you will be required to report on these benefits in your progress and final reports. For more information on this, click the link "Selecting Benefits" or scroll to the bottom of the page. Additionally, you can view the benefits in Appendix 1 of this guide.
SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN		
PROJECT TIMELINES		
*	**Proposed project START AND END dates**	The start date is the date that the first costs related to the project are expected to be incurred. The finish date is the date when the final costs for the project are expected to be incurred. The finish date must be no later than March 31, 2006. **** Costs incurred prior to project approval will not be reimbursed.**
	Milestones	A list of project milestones (e.g., tender awarded, foundation poured, electrical rough-in completed) and the target dates they are expected to be completed is required for projects that will take longer than one year to complete. Dates should be in YYYY/MM/DD format.
SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN		
PROJECT RATIONALE		
*	**Project Management**	Describe how the project will be completed on time and on budget (e.g., work plan). Include information on how ineligible costs will be covered (i.e., are funds in place to cover ineligible costs?)
	Project Rationale	Most local governments have an Official Community Plan (OCP) or Development Plan that presents the goals, objectives and policies for managing and directing physical changes to the community and how these changes will affect the community's social, economic and natural environment. Describe how the proposed project supports the development plan for the community. Explain how this project promotes sustainability in the community. Community sustainability requires the integration of several factors, including environmental quality, growth management, ecosystem health and economic activity. Planned infrastructure is an essential component of a sustainable community. Applicants should outline how their infrastructure project integrates with the long-term sustainability planning goals of the community. Local governments are encouraged to assess their infrastructure requirements in conjunction with the adoption

		of sound watershed and conservation-oriented land use policies. Applicants must demonstrate that projects for the treatment of drinking water or sewage are accompanied by appropriate source control. (also refer to Schedule B – Liquid Waste Management Plans and Water Conservation Program)
*	**Rationale for Funding from Federal and Provincial (Territorial) Governments** **(click the "explanation" link on the screen for more details at the bottom of the page)**	Provide evidence that the federal and provincial governments' contribution to the proposed project *supplements* rather than substitutes for planned spending by the other levels of government. If the project is not in the local government's Financial Plan/Capital Expenditure Plan, but is on its "wish list" because project costs exceeded the local government's capacity to proceed with capital projects, indicate how the federal and provincial governments' contribution will enable it to be implemented. **OR** If the project is included in the local government's Financial Plan/Capital Expenditure Plan, indicate how the federal and provincial governments' funds are required to enhance the proposed project's scope (e.g. increase the size-expressed in the form of a percentage). **OR** Allow it to proceed earlier than planned. (e.g. accelerated by X number of years)
*	**Environmental Impact Description**	Describe <u>how the environment can be improved </u>as a result of the project (particularly for water and waste-water projects - e.g., taking residents off of failing septic systems).
*	**Technology Description**	Provide details on the technology to be incorporated in the proposed project. Include information on new approaches, best practices and whether the project uses the best available technologies that are economically feasible.
	Operations & Maintenance	Indicate if there are provisions to finance the project's operations and maintenance. The federal and provincial governments will provide funding for a portion of the total eligible capital costs for the project; however, it is up to the applicant to demonstrate how they will ensure that all ongoing operational and maintenance costs will be covered without assistance from the federal or provincial governments. Applications that do not adequately address this requirement will not be considered for funding.
*	**Does the applicant have funding in place?**	Indicate if your share of funding is in place. Evidence of a commitment to pay your portion of the total costs must be provided in writing with your application.
*	**Does this conflict with the Official Community Plan?**	Indicate if the project conforms with the Official Community Plan, under section 875 *Local Government Act.*
*	**Has the project tender been**	Indicate if either the project tender has been awarded, or if

	awarded?	construction has started.
	Has construction started?	To be eligible, the project tender must not already be awarded, and construction must not be underway or completed. Refer to Section 5 – Ineligible Projects for details
*	**Does the project involve federal or provincial owned assets?**	Indicate if the project involves provincially or federally owned assets. Refer to Section 5 - Ineligible Projects for details.
*	**Does the project have authorization to proceed from all appropriate approval authorities?**	Indicate if the project has authorization to proceed from all appropriate approval authorities. Evidence must be provided confirming that the project has been duly authorized or endorsed by a resolution of the local government council, regional board of directors or appropriate approval authority. Attach a copy of the resolution or letter of support, as the case requires.
colspan=3	**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**	
	SCHEDULE B	This page is mandatory for all green municipal projects. "Other" projects should complete applicable fields (e.g. Water Conservation Program, Agricultural Land Reserve, Licences, Permits & Approvals).
*	**Does this project application include proposed works that were the basis of, or a component of a previous provincial or federal/provincial grant program?**	Indicate yes or no.
*	**Is this project supported by the local government's Liquid Waste Management Plan (LWMP)?**	Indicate yes or no and if yes, please explain in the text box provided. Liquid Waste Management Plans (LWMP) are developed by local governments under the *Waste Management Act* to address various liquid waste streams resulting from human activities including storm-water and on-site systems. The LWMP is linked to land use planning requirements under the *Local Government Act* and is supported using bylaws made pursuant to that Act; hence there is an established linkage between the LWMP process, land use planning and infrastructure requirements. Wastewater management planning must be part of project planning and may be a contract condition for an application receiving funding approval.
*	**Does this project support the local government's Water Conservation Program?**	Indicate yes or no. If yes, explain and describe water conservation measures implemented/to be implemented in the text box provided. The province encourages water conservation initiatives. For new water supply or treatment projects, sound water conservation practices must be part of the project planning.

		Reducing demand is to be encouraged through water conservation practices, pricing mechanisms, or by making existing water consumption more efficient through a combination of a new water ethic, education and skilful use of innovative and appropriate technologies. Those water projects receiving funding approval will be required to submit a comprehensive Water Conservation Plan. Local governments are encouraged to utilize the United States Environmental Protection Agency (USEPA) *Water Conservation Guidelines* (http://www.epa.gov/owm/wecongid.htm) as a tool in identifying water conservation measures and developing a water conservation plan. Water Management: The linkage between water supply requirements and waste-water treatment needs should be addressed in applications. Water treatment: Applications should be supported by records of water consumption and water quality over a period of years. This information should be available for project evaluation purposes. In most cases, extended pilot plant testing will also be required, and this should be incorporated into project budgets.
*	**Does this project meet all the required engineering standards?**	Indicate yes or no. Engineering Standards: All water and waste-water projects should comply with the *Residential Services and Site Planning Standards (1980)* issued by the Ministry of Community, Aboriginal and Women's Services, and the relevant elements of the latest version of the *Recommended Standards for Water Works or Sewage Works* (Ten State Standards). In the case of rural water systems, the *Design Guidelines for Rural Residential Water Systems (1998)* issued by the Ministry of Water, Land and Air Protection may alternatively be used. In addition to the above standards, surface water treatment plants must meet the USEPA *Surface Water Treatment Rule*, in accordance with the USEPA *Guidance Manual,* to achieve a minimum 3 log reduction of giardia and 4 log reduction of viruses*.* Slow sand filter design must be in accordance with the AWWA *Manual of Design for Slow Sand Filtration.* Applicants that receive funding under this program for water treatment facilities will be required to have the plant classified by the Environmental Operators Certification Program, to employ an appropriately qualified operator and to operate and maintain the plant to consistently meet the giardia and virus reductions of the USEPA *Surface Water Treatment Rule*, in accordance with the USEPA *Guidance Manual*. These conditions will be included in the contract between the applicant and the provincial government.

		Value engineering through a formal value engineering analysis is required for projects with capital costs over $10 million, and possibly for complex projects of a lesser cost. This process is described in the Ministry of Community, Aboriginal and Women's Services 1995 publication *Value Engineering for Municipal Projects*. You can obtain copies from the Ministry of Community, Aboriginal and Women's Services.
*	**On-Site sewage Disposal**	Is the bylaw attached requiring community sewer to all new lots less than 1 hectare? Indicate yes or no. If no, please provide an explanation in the text box provided. On-site sewage disposal: Projects to correct on-site sewage disposal problems will be considered within the context of the provincial growth strategy goals as detailed in section 849 *Local Government Act*. To support these goals, funding will normally only be provided for projects to replace failing on-site systems with community sewer in urbanizing areas of incorporated municipalities. Applications must include confirmation that a bylaw is in place which requires community sewer service to all new lots of less than one hectare in size. All applications for waterlines or sewer projects to replace failing private water supplies or sewage disposal systems should document the nature and extent of individual failures in a survey that includes water sampling and analysis. Normally only systems serving at least 25 lots where there is a minimum 25 per cent failure rate will be considered for funding. Detailed requirements for this survey and evaluation are available on request. For more assistance, contact the Municipal Engineering Services Branch at the Ministry of Community, Aboriginal and Women's Services at (250) 387-4060.
*	**Agricultural Land Reserve**	Is the project taking place in an Agricultural Land Reserve (ALR)? If not, answer N/A. Is there attached evidence of support/endorsement from the Land Reserve Commission? Indicate yes or no. If no, please provide an explanation in the text box provided. The ALR is a provincial land use zone in which agriculture is recognized as the priority use. Farming is encouraged and non-agricultural uses are regulated. Any changes to property in the ALR, including subdivision, use for non-farming purposes, or exclusion from the Reserve is subject to the *Agricultural Land Reserve Act* and you must submit an application to the Land Reserve Commission and obtain its approval. This documentation must be included with your

| | | application.

Should you wish to make an application, or if there is any doubt as to the ALR status of the property, contact the Land Reserve Commission office, Geographic Information Services.

Land Reserve Commission
133-4940 Canada Way
Burnaby, B.C. V5G 4K6
Phone: (604) 660-7000 Fax: (604) 660-7033

http://apps.icompasscanada.com/lrc/ALR/ALR_Home_Page.stm |
|---|---|---|
| * | **Licences, Permits, Approvals** | List all required environmental, health and other licenses, permits and approvals. (Examples include: health permits, environmental operating permits, municipal building permits, etc.) Show status of each (received, in process, not yet applied for) in the text box provided. |
| colspan=3 | **SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN** |
| colspan=2 | **COMMUNICATION EVENTS/ACTIVITIES** | Describe all planned communications activities for the project (e.g., project announcement, ground breaking, ribbon cutting, etc.) and target dates (e.g., two weeks after approval, etc.) Indicate beside each the expected date of completion in a YYYY/MM/DD format.

Note that advance approval must be obtained from the management committee for all public announcements of activities under the Infrastructure Program. |
colspan=3	**SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN**
colspan=2	**ELIGIBLE COSTS**	Figures in this column should represent the total costs associated with the project for each given cost category. A complete description of the categories of eligible costs is detailed in Section 6.
colspan=2	**Professional Fees**	If you have professional fees as eligible costs, please click the link "professional fees". A separate screen will open. Once you have completed the information on the Professional Fees Window and clicked "Back", the system will enter the total dollar amount into the field on the Eligible Costs Screen
*	**Name**	Indicate the name of the consultant
*	**Description**	Describe the type of services that will be provided and the background of the consultant
*	**Cost**	Indicate the total cost of their fees
colspan=3	**CLICK THE "SAVE" BUTTON. IF YOU HAVE MORE THAN ONE CONSULTANT, REPEAT THE PROCESS AND CLICK "SAVE" AGAIN. ONCE YOU HAVE ENTERED ALL PROFESSIONAL FEES, CLICK "BACK" TO RETURN TO "ELIGIBLE COSTS" SCREEN.**

Tax rebates	Record applicable Goods and Services Tax (GST) and other rebate estimates here. For more information, contact the Canada Customs and Revenue Agency (CCRA) at 1-800-959-5525 or visit their web site: www.ccra-adrc.gc.ca
SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN	
INELIGIBLE COSTS	Ineligible costs (borne by applicant) - Enter any ineligible costs in this section. Refer to Section 7 - Ineligible Costs, for more information.
Tax Rebates	The portion of GST you claim back from CCRA as a GST registrant is an INELIGIBLE cost. For this program, you are only eligible to claim back that which you have not already received as a refund from CCRA. Enter the amount you can claim from CCRA here.
SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN	
PROJECT FINANCING	**All estimated costs must be broken down by the provincial government fiscal year (April 1 - March 31).**
	Based on the estimate of eligible costs in the previous screen, provide a fiscal year by fiscal year estimate of the financing required to bring the project to fruition. This estimate should include separate figures for the amount to be paid by the applicant and partner (if applicable), and the requested financing from the federal and provincial governments.
SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN	
OTHER PROJECT FINANCING	Click the link "Other Project Financing Explanation" for a detailed description of the type of information required on this screen.
*	**Funds being borrowed to finance this project?**	Indicate whether funds will be borrowed to finance this project. If yes, indicate the name and address of the financial institution(s) that will provide the loan.
*	**Funds from other Provincial/Territorial Programs?**	Has an application been made to receive funding for this project from a separate provincial program? If so, indicate the amount of funding that was requested and the name of the program.
*	**Funds from other Federal Programs?**	Has an application been made to receive funding for this project from a separate federal program? If so, indicate the amount of funding that was requested and the name of the program
*	**Other Funding?**	If the local government's share of the project's cost is to be funded through a source that requires Ministry of Community, Aboriginal and Women's Services approval, applicants must complete a bylaw submission, which includes all information normally required for that type of bylaw. The applicant may include reference to the infrastructure program application in their bylaw submission, rather than repeating the same information
SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN		
FEDERAL ENVIRONMENTAL	See Section 10.3 for complete details. This checklist must	

ASSESSMENT CHECKLIST	be completed in full. **Please answer every question.** Following a review of the checklist, you will be notified whether or not an environmental assessment document is required for your project. In the event that an EA document is required, you will be provided with additional information regarding the structure, content and the number of copies you will need to submit.
SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN	
APPLICANT CHECKLIST	This checklist should be used as a guide for the documentation that must be submitted WITH your application. There are five sections. Please complete all that apply to you and ensure that the documentation is part of your application package.
BEFORE YOU CLICK THE <u>SUBMIT</u> BUTTON, PLEASE ENSURE ALL INFORMATION IS CORRECT. ONCE YOU HAVE SUBMITTED AN APPLICATION AND THE SYSTEM HAS ACCEPTED IT, YOU CANNOT GO BACK IN AND MODIFY IT. Once you have completed this page, click the **SUBMIT** button at the bottom of the screen. The system will validate your application. If you have missed any mandatory fields, you will get an error message showing you what information needs to be completed. Click on the link in the message and it will take you to that screen. Once you have completed the information, you can click SUBMIT again. If your application is successful, you will receive a page indicating your application was successfully submitted. This page will provide you with the instructions to complete the application process. You should **<u>PRINT THIS PAGE IMMEDIATELY</u>**. It contains valuable contact information and will not be displayed again.	
AUTHORIZED SIGNATURE REQUIREMENT: As indicated on the Submit Page, you must print out a copy of the application and have the appropriate authorized officials sign the document before sending it in. If your project involves a partnership or joint venture, you must also have an authorized official of the partnership or joint venture organization sign the paper copy of the application.	

The management committee may, at its discretion, request additional information.

10.3 Federal Environmental Assessment Checklist

Background Information and Helpful Hints for Completing the Environmental Assessment Checklist

Projects approved for funding under the Canada/British Columbia Infrastructure Program (CBCIP) may fall under the *Canadian Environmental Assessment Act* (CEAA) and regulations. As such, all projects must be reviewed to ensure that the project or related physical activities do not result in unacceptable environmental effects.

Excluded & Non-Excluded Projects

Certain types of projects that have an insignificant impact on the environment may be excluded from an environmental assessment under the Act. The CEAA Exclusion List Regulations specify certain types of projects that have insignificant environmental effects and do not require an environmental assessment. For more information on the Act, please refer to the website at www.ceaa-acee.gc.ca and the Exclusion List Regulations link is http://www.ceaa.gc.ca/0011/0004/SOR94-639.txt.

Examples of projects that may be excluded under certain circumstances include:
- Maintenance and repair of existing physical works such as buildings, roads, water and waste-water facilities;
- Minor modification of existing buildings;
- Construction of ramps, doors and handrails to facilitate wheelchair access, fences, sidewalks and small parking lots;
- Modification of existing roads using the existing rights of way;
- Demolition of small buildings.

Projects that are not excluded will require the development of an environmental assessment (EA) document that identifies environmental impacts associated with the proposed project and mitigation measures to address the impacts. Completion of the EA document includes a review by appropriate federal departments and/or agencies and the inclusion of revisions that may be required as a result of the review process.

Purpose of the Federal Environmental Assessment Checklist

Completing the checklist will assist program staff in determining whether your project is excluded from the CEAA process or whether an environmental assessment (EA) document will be required. It is important to answer each question on the checklist either "yes" or "no".

In the event that an EA document is required, you will be provided with additional information outlining the structure and content for the document.

Other Regulatory Considerations

Projects must meet all applicable federal and provincial environmental legislations and standards. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

BC Environmental Assessment Process

Proposed projects that are subject to the *British Columbia Environmental Assessment Act* (BCEAA) are specified in the Environmental Assessment Reviewable Project Regulations by both category and minimum-size threshold. All applicants should review a copy of the regulations for information on projects that may be subject to the BCEAA. Refer to the provincial Environmental Assessment Office's website at www.eao.gov.bc.ca or contact their office at:

PO Box 9426, Stn. Prov. Govt.
Victoria, B.C. V8W 9V1
Phone: (250) 356-7479   Fax: (250) 387-2208

Dialogue with Environmental Agencies

For projects that require an EA document, proponents are encouraged to contact relevant federal departments or provincial ministries (e.g., Fisheries & Oceans Canada or Ministry of Water, Land and Air Protection). A proactive discussion with such agencies during the project planning phase will assist in identifying potential environmental impacts and necessary mitigation measures.

<u>Note:</u>
- Approval of CBCIP funding is conditional upon completion of the Canadian Environmental Assessment Agency (CEAA) process.
- Successful applicants must agree to adhere to mitigation requirements as may be specified in the environmental assessment (EA) document.
- Commencement of construction prior to completion of the CEAA process may result in the project being ineligible for funding under the Program.

11. The application process

A separate application must be completed for each project including, if appropriate, applicable schedules, technical drawings and other relevant supporting documentation.

Applicants are responsible for ensuring full and accurate information is submitted. Incomplete applications will not be considered until all necessary information has been submitted.

Authorized Signature Requirement

You must print out a copy of the application and have the appropriate authorized officials sign the document before sending it in. If your project involves a partnership or joint venture, you must also have an <u>authorized official of the partnership or joint venture organization</u> sign the paper copy of the application.

Inter-connection with Local Government Grants Program

Project applications that were submitted but not approved under the Local Government Grants Program (LGGP) pursuant to Municipal Affairs Circular No. 99:34 will not automatically be reconsidered under the Canada/British Columbia Infrastructure Program. Application may be made by completing the appropriate forms.

Projects for which grants have been approved under the LGGP, and which have not been tendered or started, may be considered under this new Infrastructure Program. All applicants have to demonstrate how the funding under this program is required to implement, enhance or accelerate the project. This means that any approved grants will have to be relinquished before a new application for the same project is considered, as confirmation that the project cannot proceed without the new funding.

If an enhanced or accelerated project is submitted (e.g., by including an additional phase of the project), the grant approval on the initial project may be retained, in which case new funding will be considered only for the enhancement. Alternatively, if the approved grant is relinquished, new funding may be considered for the overall project including the initial portion and the enhancement.

You will be requested to provide a Council or Board resolution relinquishing the approved grant, before such applications can be processed.

11.1 Where To Apply

Applications and inquiries for:
- green local government infrastructure projects (see Subsection 4.1) should be directed to the Ministry of Community, Aboriginal and Women's Services; and
- all other projects (see Subsection 4.2) should be directed to the Ministry of Competition, Science and Enterprise.

Note: To complete the process, you still must send a printed version of the online application with original signatures to the lead ministry as detailed in Section 12 - Contact Information. If your project involves a partnership or joint venture, you must also have an authorized official of the partnership or joint venture organization sign the paper copy of the application.

11.2 When To Apply

Since applications will be ranked according to how well they meet the program's objectives, we would encourage careful thought be put into the completion of your application.

Applications will be accepted on an ongoing basis until June 30, 2005.

12. Contact Information

12.1 Green local government infrastructure projects

Ministry of Community, Aboriginal and Women's Services
Local Government Services & Infrastructure
PO Box 9490 Stn Prov Govt
4 - 800 Johnson Street
Victoria BC V8W 9N7
ph: (250) 387-4060 fax: (250) 356-1873
e-mail: infra@hq.marh.gov.bc.ca
www.gov.bc.ca/mcaws/

12.2 Other projects

Ministry of Competition, Science and Enterprise
Regional Economic Development Branch
PO Box 9327 Stn Prov Govt
4 - 1810 Blanshard Street
Victoria BC V8W 9N3
ph: (250) 952-0675 fax: (250) 952-0688
www.cse.gov.bc.ca/InfrastructureProgram/

12.3 General inquiries *(in addition to the above contacts)*

Western Economic Diversification Canada
Canada/British Columbia Infrastructure Program
700 - 601 West Hastings Street, Price Waterhouse Building
Vancouver BC V6B 5G9
ph: (604) 666-6256 fax: (604) 666-7433
toll-free: 1-888-338-9378
www.wd.gc.ca and click on the link for the Infrastructure Canada Program

APPENDICES

1. Examples of Program Objectives, Benefits and Measures

The following table gives examples of benefits and measures for the program's four objectives. These are intended for use in completing the Project Benefits Screen. The examples are not necessarily exhaustive.

You are required to choose at least two and at most five benefits for your project. You must select benefits in at least two of the four major categories. Please note: you will be required to report on these benefits in your progress and final reports.

Program objective (Major Category)	Benefit	Measure(s)
A.1 Enhance the quality of the environment	Improved water quality	• Increase in the number of households that are provided access to municipal water service. • Increase in the output of potable water (million M^3). • Increase in the number of households with improved potable water quality. • Increase in the number of households connected to municipal waste-water collection and treatment systems. • Increase in the number of households whose waste-water is treated to a higher quality.
	Improved air-quality	• Increase in public transit ridership. • Decrease in kilometers driven by single occupancy vehicles. • Increase in number of public transit vehicles with alternative energy sources. • Decrease in tonnage of emissions and pollutants (particulate matter, hydrocarbon, CO_x, NO_x, SO_x ozone O_3, and volatile organic compounds e.g. benzene, toluene).
	Improved water and waste-water management, including water conservation practices	• Increase in the number of households equipped with residential metering. • Increase in the number of households served by zone meters installed and used to measure water distribution and demand patterns. • Decrease in the amount of unaccounted for water use (million M^3). • Decrease in the amount of water lost through leakage or wasted in inefficient treatment plant operations (million $M^{3)}$. • Decrease in the infiltration in the waste-water collection system (million M^3). • Decrease in tonnage of treatment chemicals (e.g., chlorine) used in water or waste-water treatment processes. • Decrease in per capita water consumption as measured on an annual average *(option is to measure on a peak hour/season demand basis)*. • Increase in service reliability of water and waste-water treatment and distribution facilities by installation of back-up power systems in event of major power outages (e.g., ice storm). Measured by the number of facilities with back-up power systems.

	More efficient energy use	• Decrease in electricity use (kWh per square foot) by municipal buildings and facilities. • Decrease in municipal buildings' use (BTU equivalent per square foot) of heating fuels (natural gas, heating oil)
A.2 Support long-term economic growth	Increased economic opportunity in communities, especially resource communities experiencing a critical transition in their economic base	• Increase in permanent jobs created directly by the project. • Increase in permanent jobs created indirectly through the project. (New businesses or industries attracted). • Short term job creation - the number of person years, weeks or hours involved in completing the project (excludes Applicant's staff time devoted to the project) (express as a percentage of a year) • Increase in private sector capital investment or economic activity in the community as a result of this project.
	Safer and more efficient movement of people and goods	• Increase in traffic movement at key intersections and in key corridors at peak times. • Decrease in traffic accidents, injuries and fatalities.
	Increased access to the new economy through improved telecommunications for local public institutions or remote and rural areas	• Increase in the number of Canadians served by improved/higher capacity telecommunication links in remote and rural areas. • Increase in the number of local public institutions with access to high speed telecommunications services. • Increase in the capacity of the telecommunications links to remote and rural areas / to local public institutions.
	Increased tourism opportunities	• Increase in the number of tourists visiting community as a result of the project. • Increase in average length of stay of tourists visiting community as a result of the project.
A.3 Improve community infrastructure	Increased community environmental health and public safety	• Increase in the number of citizens with reduced risk of fire. • Decrease in response time for emergency vehicles. • Increase in the number of households with access to water supply for fire fighting.
	Supported regional growth strategies	• Increase in ability to accommodate population growth in existing urban areas.
	Increased supply of affordable housing	• Increase in the number of new affordable units provided.
	Supported Canadian heritage and culture	• Increase in the number of Canadians with access to heritage and cultural facilities. • Increase in the number of designated heritage sites that are preserved or renovated.
	Increased access to local recreational facilities	• Increase in the number of Canadians with access to a recreational facility.
	Supported development of English and French linguistic minority communities	• Increase in the number of Canadians in minority official language communities with access to heritage, cultural and/or recreational facilities.
A.4 Build 21st century infrastructure through best technologies, new approaches and best practices	Encouraged innovation	• Use of new approaches and best practices in carrying out the project.

	Increased effective partnerships and enhanced leveraging of funding	• Confirmation that the project is employing public-private or NGO partnerships. • Incremental funds leveraged from non-government partners for the project.
	Encouraged use of new approaches and best practices	• Confirmation that the project is using construction best practices. • Reduced consumption as a result of using demand management techniques.
	Encouraged more efficient use of existing infrastructure	• Reduction in operating costs. • Reduction in life cycle costs for an existing or replacement facility.

2. Detailed Information From the SUBMIT Page

SIMSI Submit Page

Thank you for submitting your application to the Canada/British Columbia Infrastructure Program. Now that you have completed the online application, it is necessary for you to **finalize** the process with the following steps:

We suggest that you **PRINT THIS PAGE FOR YOUR REFERENCE** by clicking the PRINT button on your Internet browser. You will not have access to this page once you print your application and it contains valuable information for future reference.

In order to complete the process, you must go back to the **SIMSI** menu and print your application. To do this, go to the left side of your screen, select **APPLICATION/PROJECT** and then select **VIEW/PRINT**. Enter your SIMSI project number into the **PROJECT NUMBER** field at the top left of the data entry box and click the **SEARCH** button. A separate window will open with a copy of your completed application. You can now click the **print button** on your browser to print your application.

Have the appropriate approval authorities **sign the application.** Make one copy for your records and send the **original plus one copy** with all supporting documentation to one of the following addresses:

For Green Local Government Infrastructure Projects:

Ministry of Community, Aboriginal and Women's Services
Local Government Services & Infrastructure
PO Box 9490 Stn Prov Govt
4 – 800 Johnson Street
Victoria, BC V8W 9N7
Phone: 250.387-4060 Fax: 250.356-1873
Email: infra@hq.marh.gov.bc.ca

For Other Infrastructure Projects:

Ministry of Competition, Science and Enterprise
Regional Economic Development Branch
PO Box 9327 Stn Prov Govt
4th Floor, 1810 Blanshard Street
Victoria, BC V8W 9N3
Phone: 250.952-0675 Fax: 250.952-0688

Prior to submitting your application package to the appropriate agency, please ensure that you have **included all the pertinent information**. Omission of required information will delay the evaluation process. Does your application package contain the following?

Required for all applications:
√ Documentation that verifies your share of the project's funding is in place.
√ Resolution from your board or council authorizing the project to proceed.
√ Documentation verifying that funding is available to cover ongoing operations and maintenance costs.
√ Drawing or map showing location of project with sufficient details to fully describe the project.
√ Detailed cost estimates with dimensions, lengths, diameters, unit costs, etc. with cost estimates.
√ List of all required federal and/or provincial licenses, permits and approvals as well as the status of each.

Required for all 'Green' applications:
√ Engineering feasibility study of options/reports.
√ Confirmation that a bylaw is in place (i.e., council resolution) which requires community sewer service to all new lots of less than one hectare in size (for projects to correct on-site sewage disposal problems).

If applicable, please attach the following:
√ Documentation to detail the health or environmental problems addressed by the project, including a survey that details the individual problems, if appropriate (e.g., boil water advisory/order, non-compliance order, community surveys of existing systems).
√ Attach evidence of support/endorsement of the Land Reserve Commission for projects involving land within the Agricultural Land Reserve.

If project is a public-private partnership, the private sector partner(s) must provide:
√ Audited Financial Statements
√ Evidence that their share of the project funding is in place.
√ Authorization from their board for the project to proceed.

If seeking nomination:
√ Covering letter requesting nomination and describing how the project is strategic, cross-regional or multi-party.
√ Letter of support from local government.
√ Documentation that verifies community support.
√ Description of how the project implements solutions that promote value-added British Columbia products or British Columbia-based technology.

Background Information and Helpful Hints for the Environmental Assessment Process:

Projects approved for funding under the Canada/British Columbia Infrastructure Program (CBCIP) may fall under the *Canadian Environmental Assessment Act* (CEAA) and regulations. As such, all projects must be reviewed to ensure that the project or related physical activities do not result in unacceptable environmental effects.

Excluded & Non-Excluded Projects:

Certain types of projects that have an insignificant impact on the environment may be excluded from an environmental assessment under the Act. The CEAA Exclusion List Regulations specify certain types of projects that have insignificant environmental effects and do not require an environmental assessment. For more information on the Act, please refer to the website at www.ceaa-acee.gc.ca and the Exclusion List Regulations at http://www.ceaa.gc.ca/0011/0004/SOR94-639.txt.

Examples of projects that may be excluded under certain circumstances include:

- Maintenance and repair of existing physical works such as buildings, roads, water and waste-water facilities;
- Minor modification of existing buildings;
- Construction of ramps, doors and handrails to facilitate wheelchair access, fences, sidewalks and small parking lots;
- Modifications of existing roads using the existing rights of way;
- Demolition of small buildings.

Projects that are not excluded will require the development of an environmental assessment (EA) document that identifies environmental impacts associated with the proposed project and mitigation measures to address the impacts. Completion of the EA document includes a review by appropriate federal departments and/or agencies, and the inclusion of revisions that may be required as a result of the review process.

In the event that an EA document is required, you will be provided with additional information outlining the structure and content for the document.

Other Regulatory Considerations:

Projects must meet all applicable federal and provincial environmental legislations and standards. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

BC Environmental Assessment Process:

Proposed projects that are subject to the *British Columbia Environmental Assessment Act* (BCEAA) are specified in the Environmental Assessment Reviewable Project Regulations by both category and minimum-size threshold. All applicants should review a copy of the regulations for information on projects that may be subject to the BCEAA. Please refer to the provincial Environmental Assessment Office's website at www.eao.gov.bc.ca or contact their office at:

British Columbia Environmental Assessment Office
PO Box 9426, Stn. Prov. Govt.
Victoria, B.C. V8W 9V1
Phone: (250) 356-7479 Fax: (250) 387-2208

Dialogue with Environmental Agencies:

For projects that require an EA document, proponents are encouraged to contact relevant federal departments or provincial ministries (e.g., Fisheries & Oceans Canada or Ministry of Water, Land and Air Protection). A proactive discussion with such agencies during the project planning phase will assist in identifying potential environmental impacts and necessary mitigation measures.

Note:

- Approval of CBCIP funding is conditional upon completion of the Canadian Environmental Assessment Agency (CEAA) process.
- Successful applicants must agree to adhere to mitigation requirements as may be specified in the Environmental Assessment document.
- Commencement of construction prior to completion of the CEAA process may result in the project being ineligible for funding under the Program.

3. Useful Internet Resources List

Infrastructure Canada Program Resources:

Ministry of Competition, Science and Enterprise   www.cse.gov.bc.ca/InfrastructureProgram

Ministry of Community, Aboriginal & Women's Services www.gov.bc.ca/mcaws/

Western Economic Diversification Canada   www.wd.gc.ca/eng/ced/infrastructure/default.htm

Infrastructure National Office   www.tbs-sct.gc.ca/ino-bni/Main/main_e.asp

SIMSI secure site to apply online   https://www.infrastructureop.gc.ca

Infrastructure Public Website   www.infrastructure.gc.ca

Environmental Resources:

Canadian Environmental Assessment Agency   www.ceaa-acee.gc.ca/index_e.htm

CEAA Exclusion List Regulations   www.ceaa.gc.ca/0011/0004/SOR94-639.txt

United States Environmental Protection Agency
(USEPA) *Water Conservation Guidelines*   www.epa.gov/owm/wecongid.htm

British Columbia Environmental Assessment Office www.eao.gov.bc.ca

Environment Canada   www.ec.gc.ca

Land Development Guidelines for the Protection of
Aquatic Habitat (PDF file on Stewardship Centre
for BC website)   www.stewardshipcentre.bc.ca/sc_bc/stew_series/bc_stewseries.asp

Other Infrastructure Programs:

Cultural and Heritage Infrastructure Programs   www.pch.gc.ca/arts/arts/cultspaces_e.cfm

First Nations Infrastructure Component   www.ainc-inac.gc.ca/ps/hsg/cih/ci/ic/index_e.html

Affordable Housing Program   www.cmhc-schl.gc.ca/en/index.cfm

Other Resources:

Union of British Columbia Municipalities   www.civicnet.gov.bc.ca/ubcm/index.shtml

Federation of Canadian Municipalities   www.fcm.ca/newfcm/Java/frame.htm

National Guide to Sustainable Municipal Infrastructure   www.infraguide.ca/

Canada Customs & Revenue Agency   www.ccra-adrc.gc.ca