

*Canada-British Columbia*  
**MUNICIPAL RURAL INFRASTRUCTURE FUND**

On-line Program Guide



# Foreword

This Program Guide for the Canada-British Columbia Municipal Rural Infrastructure Fund (CBCMRIF) contains an overview of the program.

**This Program Guide and other program materials are available at**  
[www.canadabcmrif.ca](http://www.canadabcmrif.ca).

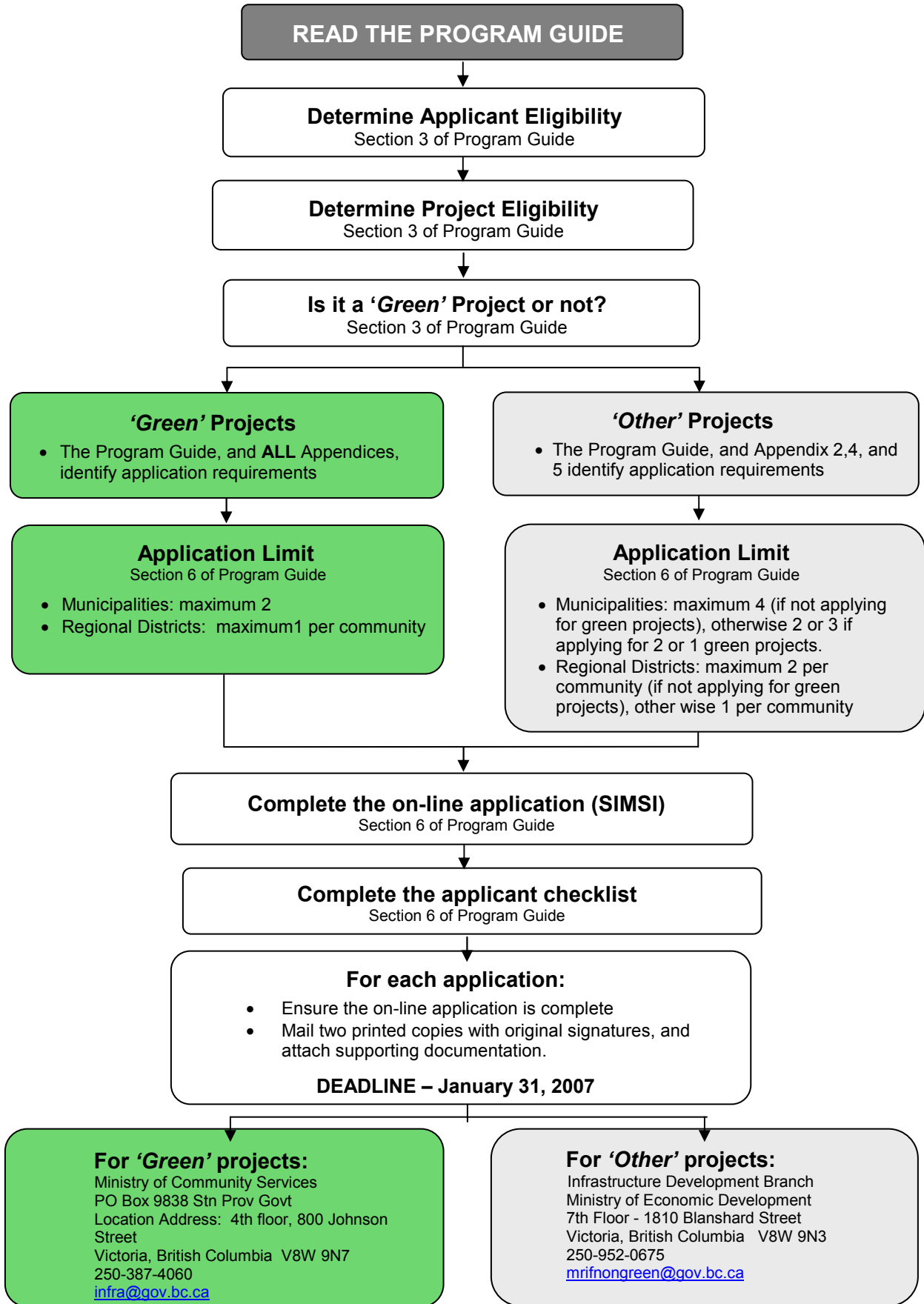
Applicants who intend to request funding must fill out the application on-line and submit a hard copy including supporting materials signed by two authorized representatives of the local government or two authorized members of the non-governmental organization (if the project is submitted by a non-local government organization). Please note that in some cases applicants may be asked to supply additional information.

This Guide also includes contact numbers and addresses.

# Contents

<b>APPLICATION FLOW CHART .....</b>	<b>5</b>
<b>1. INTRODUCTION.....</b>	<b>6</b>
1.1 ABOUT THE PROGRAM.....	6
1.2 PURPOSE AND OBJECTIVES .....	6
1.3 INVESTMENT TARGETS .....	6
1.4 DEADLINES .....	6
1.5 PURPOSE OF THIS PROGRAM GUIDE.....	6
<b>2. APPLICANTS.....</b>	<b>7</b>
2.1 ELIGIBLE APPLICANTS.....	7
2.2 INELIGIBLE APPLICANTS.....	7
2.3 LOCAL GOVERNMENT CAPACITY BUILDING .....	7
<b>3. PROJECTS .....</b>	<b>8</b>
3.1 ELIGIBLE PROJECTS .....	8
3.2 PROJECT CATEGORIES .....	8
<i>Green Local Government Infrastructure Projects .....</i>	<i>8</i>
<i>Other Projects.....</i>	<i>9</i>
3.3 LOCAL GOVERNMENT CAPACITY BUILDING .....	9
3.4 PHASING PROJECTS .....	10
3.5 INELIGIBLE PROJECTS.....	10
<b>4. COSTS .....</b>	<b>11</b>
4.1 ELIGIBLE COSTS.....	11
4.2 INELIGIBLE COSTS .....	11
4.3 LOCAL GOVERNMENT CAPACITY BUILDING ELIGIBLE COSTS.....	12
4.4 LOCAL GOVERNMENT CAPACITY BUILDING INELIGIBLE COSTS .....	13
4.5 SOURCES OF FUNDING TARGETS/FUNDING.....	13
<b>5. SELECTION PROCESS AND CRITERIA.....</b>	<b>14</b>
5.1 SCREENING CRITERIA.....	14
5.2 PROJECT BENEFITS.....	15
5.3 PROJECT RANKING.....	15
<b>6. APPLICATION PROCESS.....</b>	<b>15</b>
6.1 HOW TO APPLY .....	16
6.2 LIMITS ON NUMBER OF APPLICATIONS PER APPLICANT .....	16
6.3 WHERE TO APPLY .....	17
6.4 APPLICATION DEADLINE.....	17
6.5 FEDERAL ENVIRONMENTAL ASSESSMENT .....	17
6.6 APPLICATION CHECKLIST .....	20
<b>7. INFRASTRUCTURE PROGRAM REQUIREMENTS .....</b>	<b>22</b>
7.1 GENERAL REQUIREMENTS .....	22
<b>8. CONTACT INFORMATION .....</b>	<b>24</b>
<b>APPENDIX 1 - TECHNICAL REQUIREMENTS FOR “GREEN” PROJECTS.....</b>	<b>25</b>
<i>Recommended References and Guides.....</i>	<i>25</i>
<i>Value Engineering.....</i>	<i>25</i>
<i>Water Distribution/Wastewater Collection Extensions.....</i>	<i>26</i>
<i>Applications from Non-Governmental Organizations.....</i>	<i>26</i>

<b>APPENDIX 2 - REQUIREMENTS FOR SCHEDULE B OF APPLICATION.....</b>	<b>27</b>
SCHEDULE B – QUESTIONS B.1 TO B.9 .....	27
SCHEDULE B - DATA REQUIREMENTS FOR DRINKING WATER PROJECTS .....	31
<b>APPENDIX 3 - CONDITIONS OF CONTRIBUTION AGREEMENT FOR GREEN PROJECTS.....</b>	<b>33</b>
<i>Buildings</i> .....	33
<i>Drinking Water System Projects</i> .....	33
<i>Pilot Testing</i> .....	33
<i>Water Conservation and Demand Management</i> .....	34
<i>Development of a New Groundwater Source</i> .....	34
<i>Wastewater Facilities</i> .....	34
<i>Operator Certification</i> .....	34
<i>Value Engineering</i> .....	34
<b>APPENDIX 4 - PROJECT BENEFITS .....</b>	<b>36</b>
<i>Water</i> .....	36
<i>Waste Water</i> .....	36
<i>Public Transit</i> .....	37
<i>Local Roads</i> .....	38
<i>Cultural</i> .....	38
<i>Recreation</i> .....	38
<i>Tourism</i> .....	38
<i>Environmental Energy Improvements</i> .....	39
<i>Connectivity</i> .....	39
<i>Local Government Capacity Building</i> .....	39
<b>APPENDIX 5 - EXAMPLES OF ELIGIBLE AND INELIGIBLE COSTS .....</b>	<b>40</b>
A. <i>General</i> .....	40
B. <i>Construction / Manufacturing Costs</i> .....	40
C. <i>Site Improvements Costs</i> .....	41
D. <i>Communication Costs</i> .....	42
E. <i>Professional Fees Costs</i> .....	42
F. <i>Off-Site Services Costs</i> .....	42
G. <i>Other Costs</i> .....	43
<b>APPENDIX 6 - APPROVED APPLICATIONS .....</b>	<b>44</b>
CONTRIBUTION AGREEMENT .....	44
CONTRACT PROCEDURES AND PROVISIONS .....	44
CHANGES OR VARIATIONS TO AN APPROVED PROJECT .....	45
PROGRESS REPORTS .....	46
CLAIMS .....	46
ACCOUNTING RECORDS .....	46
COMMUNICATIONS .....	46



# 1. Introduction

## 1.1 About the Program

Federal, provincial and local governments are investing more than \$150 million in British Columbia under the Canada-British Columbia-Communities Municipal Rural Infrastructure Fund (CBCMRIF) Agreement, officially signed on June 19, 2006. The federal and provincial governments will each be contributing up to one-third (\$51 million) of the total program funds with the remainder of funds coming from the participating local governments.

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 eligibility criteria.

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.

## 1.2 Purpose and Objectives

The program's purpose is to improve municipal and rural infrastructure, with the objectives of ensuring that communities, large and small, are sustainable, competitive and healthy centres of economic growth.

Applicants are advised to pay particular attention to the specific objectives set out for each of the eligible project categories.

## 1.3 Investment Targets

The funding targets are:

- a minimum of 60 percent of the funds for green local government infrastructure; and
- a maximum of 40 percent of the funds for other infrastructure projects.

A minimum of 80% will have been committed to projects implemented in municipalities or regional districts having populations of less than two hundred and fifty thousand (250,000).

## 1.4 Deadlines

- Project applications will be accepted on an ongoing basis until January 31, 2007.
- It is anticipated that the majority of the application approval decisions, assessed by the CBCMRIF Management Committee, will be made by summer 2007.
- Projects with a completion date beyond March 31, 2010 will not be considered for funding.

## 1.5 Purpose of this Program Guide

This Program Guide provides an overview of the program and information necessary for completing the on-line application form. It is to be used in combination with the Application Guideline as well as the Program Agreement, both of which are available at [www.canadabcmrif.ca](http://www.canadabcmrif.ca). The Application Guide provides more detailed instructions on the information required for the on-line application form. These other documents include

information not contained in the Program Guide and should be reviewed during project planning prior to completing applications. In the event that there is a contradiction between this Program Guide and the Agreement, the Agreement prevails.

## 2. Applicants

### 2.1 Eligible Applicants:

- Local governments or their authorized representatives  
*(Local Government is defined as: a municipality, a regional district, a greater board, as defined in the Community Charter, or a public authority responsible for delivering local services in BC, if that authority is approved by the Management Committee)*
- Non-governmental organizations whose application is supported by a resolution from the local government where the project is located.

### 2.2 Ineligible Applicants:

- Departments, ministries and agencies of Canada or British Columbia, and federal or provincial departmental corporations or Crown corporations;
- Departmental corporations;
- Crown corporations or wholly owned subsidiaries;
- Other corporations or trusts established by a government department, departmental corporation or Crown corporation;
- City of Vancouver;
- City of Richmond; and
- A non-governmental organization whose project is located within the City of Vancouver or the City of Richmond.

*Infrastructure projects of First Nations communities are funded separately and administered by Indian and Northern Affairs Canada (INAC). For more information, please call INAC at 604-775-5100.*

### 2.3 Local Government Capacity Building

Eligible applicants for Local Government Capacity Building (LGCB). (For a definition of LGCB projects, see section 3.3)

- Local governments and local government agencies;
- A combination or grouping of local governments;
- Inter-municipal agencies; or
- Local government associations

See the CBCMRIF Agreement for more information on eligibility requirements for these projects.

## 3. Projects

### 3.1 Eligible Projects

Eligible Projects must:

- be ranked as a priority project by the local government;
- be submitted by an Applicant who demonstrates that it will be able to operate and maintain the resulting infrastructure over the long term;
- be for construction, renewal<sup>1</sup>, expansion or material enhancement of community public infrastructure;
- stipulate a construction completion date of no later than March 31, 2010;
- be ranked on how and to what extent it meets the category ranking criteria as outlined in CBCMRIF Agreement;
- be duly authorized or endorsed by a resolution of the Applicant's Municipal Council, Regional District Board or Board of Directors and, in the case of a non-governmental Applicant, also by a resolution of the Municipal Council or Regional District Board where the infrastructure is proposed to be located;
- meet the requirements of all applicable federal and provincial legislation; and
- fall within one of the applicable project categories, be consistent with the objectives of the category, be directly related to one of its subcategories and meet its mandatory screening criteria.

### 3.2 Project Categories

For more information on project categories, see Schedule "A" of the Program Agreement.

#### Green Local Government Infrastructure Projects

A minimum of 60 percent of the program funding has been allocated to green local government infrastructure projects, such as:

- Water projects including drinking water source supply, drinking water treatment systems, and drinking water distribution systems;
- Wastewater projects including wastewater systems, separate storm water systems, and management of on-site sewage treatment systems;
- Public transit projects including rapid transit, transit buses, Intelligent Transport System (ITS) and Transit Priority Capital Investments; and
- Environmental energy improvement projects including local government-owned buildings and/or infrastructure and energy systems such as renewable energy, combined heat and power (CHP), cogeneration and district energy.

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<sup>1</sup> Renewal means major renovation or replacement, excluding routine maintenance and repair.



### Other Projects

A maximum of 40 percent of the program funding is allocated to other projects under the following categories:

- Local road projects including arterial roads, bridges and tunnels within local boundaries and capital investments to improve public transportation on the local road network such as queue-jumpers and High Occupancy Vehicle (HOV) lanes and Intelligent Transport System (ITS) technologies to improve priority signaling, passenger and traffic information, incident management and rescue systems;
- Cultural projects including museums and public art galleries, designated local heritage sites, facilities for performing arts, cultural or community centres, municipal and community libraries, and other cultural infrastructure;
- Recreation projects including sports facilities (excludes facilities used primarily by professional athletes), community recreation spaces, fields and parks, fitness trails, bike paths and lanes, playgrounds, and other recreational facilities;
- Tourism projects including basic local government infrastructure to support or provide access to tourist facilities, community public attractions, convention or trade centres, exhibition buildings, and other tourism infrastructure that meets the category objectives (e.g. municipal airports or wharves); and
- Connectivity projects including broadband access such as high-speed backbone (transport), points of presence (access) and local distribution within communities.

**The maximum contribution from each of the federal and provincial governments towards “Other Projects” (i.e. non-green) is capped at a maximum of \$1,000,000 (i.e. a maximum CBCMRIF contribution of \$2,000,000).**

### 3.3 Local Government Capacity Building

Up to one percent (1%) of the total financial contribution for the entire program will be allotted to Local Government Capacity Buildings (LGCB) projects. These LGCB projects will assist local governments to use an integrated asset management approach based on the following strategic objectives:

- Promote implementation of holistic approaches to infrastructure planning and management;
- Encourage the use of asset management as a decision-making approach;
- Promote the integration of demand management in public infrastructure planning and management; and
- Encourage dissemination of project results to other local governments.

**Eligible project categories are as follows:**

#### Asset Management Approaches:

- Knowledge of infrastructure assets (e.g. inventory and location, book value, condition, expected residual life);
- Determination of life cycle costs associated with infrastructure; and
- Demonstration of the use of innovative or adapted methodologies and/or technologies to support and enhance decision-making reduce maintenance costs, and/or increase longevity of infrastructure assets.

Demand Management Approaches and Strategies:

- Assessment and implementation of demand management strategies and approaches such as:
  - Benchmarking;
  - Establishing trends and developing corrective measures;
  - Incentives;
  - Least cost and optimization analyses; and
  - Alternatives to new capital investment.
- Assessment of capacity in terms of operation and functionality of the existing or future infrastructure;
- Establishment of minimum levels of service which support planning and decision making; and
- Identification of actual requirements for the public infrastructure of growing communities with the purpose of preventing over-development.

Training:

- Training to ensure that the knowledge and tools developed can be maintained on a long-term basis by the proponent;
- Training at various levels (technical, administrative, elected officials) on asset management processes, benefits, tools, etc.; and
- Training on the technologies that are appropriate to the size and geographical location of communities, and that support integrated asset management.

To apply for LGCB projects, applicants must complete the sections in the on-line application (SIMSI), which are specific to LGCB projects. Relevant additional information and documentation should be sent in with the signed application form.

**3.4 Phasing Projects**

For large, long-term improvements to infrastructure projects that require significant funding support, proponents may consider implementing the project in discrete phases. Applicants should apply for a component of the phased project or identify how the project could be phased. Each phase should be a stand-alone aspect of the project. It is important to note that the approval of one phase of a project does not guarantee that other phases will receive MRIF funding.

**3.5 Ineligible Projects**

Projects must meet the criteria of the program as outlined in this Program Guide and the Program Agreement.

Projects will be deemed ineligible if:

- the tender has been awarded, or construction has already begun or is completed prior to approval for funding
- the project will be completed after March 31, 2010; or
- the project deals with assets owned by the Government of Canada or the Province of British Columbia.

Exceptions may be made by the Management Committee where the assets are of a type normally owned or operated by local governments for community use and benefit as determined by the Management Committee.

## 4. Costs

### 4.1 Eligible Costs

Eligible Costs are all direct capital costs that are:

- a) in Canada and British Columbia's opinion, properly and reasonably incurred;
- b) paid by a Recipient and no other person; and
- c) paid under a Contract for goods or services necessary for the implementation of a project.

Eligible Costs may only include:

- a) the capital costs (as 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) of acquiring, constructing or renovating a fixed capital asset, except those capital costs specifically included in Ineligible Costs;
- b) the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset and related facilities and structures;
- c) the cost of environmental assessments and follow-up programs as required by the Canadian Environmental Assessment Act;
- d) the cost of any public announcement and official ceremony, or of any temporary or permanent signage; and
- e) other direct and necessary costs for the successful implementation of a project and that have been approved in advance, and in writing, by the Management Committee.

### 4.2 Ineligible Costs

Ineligible costs include:

- a) costs incurred prior to approval of program funding for the project by the Management Committee and after the approved project completion date;
- b) services or works that, in the opinion of the Management Committee, are normally provided by the Recipient or a related party;
- c) salaries and other employment benefits of any employees of the Recipient;
- d) a Recipient's overhead costs, its direct or indirect operating or administrative costs and, more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff;
- e) costs of feasibility and planning studies;
- f) taxes for which the Recipient or a Third Party is eligible for a tax rebate, and all other costs eligible for rebates;
- g) cost of land or any interest therein, and related costs;

- h) financing charges and interest costs;
- i) cost of leasing of equipment by the Recipient;
- j) legal fees; and
- k) routine repair and maintenance costs.

**EXEMPTION:**

The cost of the Recipient's employees or equipment may be included in its Eligible Costs under the following conditions:

- a) the recipient must be a local government;
- b) all requests for this exemption must be in writing and addressed to the Management Committee for approval;
- c) all requests for this exemption must be made after the contracts for goods and services required for the project have been tendered;
- d) cost "savings" of at least 10% are realized; and
- e) the project occurs in a rural or isolated community.

**Management Committee, will only approve exemptions at its discretion, and where exceptional circumstances exist.**

Please refer to **Appendix 5** for examples of eligible and ineligible costs.

*\*Please note if a cost is not listed in Appendix 5, it may require approval as an eligible cost by the Management Committee prior to being incurred. Contact the Ministry of Community Services (green projects) or the Ministry of Economic Development (non-green projects) for more information.*

**4.3 Local Government Capacity Building Eligible Costs**

LGCB Eligible Costs are all direct costs that are:

- a) in Canada and British Columbia's opinion, properly and reasonably incurred;
- b) paid by a Recipient and no other person; and
- c) paid under a Contract for goods or services necessary for the implementation of an LGCB Project.

Eligible Costs may only include incremental costs of the LGCB project including:

- a) costs incurred after the capacity building project is approved;
- b) cost of any public announcement and official ceremony, or of any temporary or permanent signage related to integrated asset management initiatives;
- c) cost of software acquisition and implementation related to integrated asset management initiatives;
- d) cost of planning, evaluation, development and feasibility studies related to integrated asset management initiatives;

- e) cost of travel and training related to integrated asset management initiatives;
- f) cost of salaries and other employee benefits of employees of the Recipient engaged in integrated asset management initiatives;
- g) cost of adapting methodologies and technologies for the implementation of an integrated asset management system;
- h) cost of surveying, developing and utilizing an inventory that promotes integrated asset management; and
- i) other costs that are direct and necessary for the successful implementation of a project and that have been approved **in advance, and in writing**, by the Management Committee.

#### **4.4 Local Government Capacity Building Ineligible Costs**

- a) costs incurred before the capacity building project is approved;
- b) services or works that, in the opinion of the Management Committee, are normally provided by the Recipient or a related party;
- c) the cost of planning, evaluation, development and feasibility studies except for those related to integrated asset management initiatives;
- d) taxes for which the Recipient or a Third Party is eligible for a tax rebate, and all other costs eligible for rebates;
- e) cost of land or any interest therein, and related costs;
- f) financing charges and interest costs;
- g) cost of leasing of equipment by the Recipient;
- h) legal fees; and
- i) routine repair and maintenance costs.

#### **4.5 Sources of Funding Targets/Funding**

Generally this program offers funding equal to a maximum of two thirds of eligible costs; one-third is contributed by the Government of Canada and one-third by the Province of British Columbia. The remaining one-third of eligible project costs plus all ineligible projects costs are the responsibility of the applicant.

The Project Financing sections of the on-line application form will require applicants to indicate the source of funding for the local share of project costs. These may include funds from the applicant's own resources or from other (third party) sources.

Where applicants plan to use funds from other federal or provincial programs, the source of these funds must be indicated on the on-line application form (in the "Other Project Financing" section). The combined total of all funds from federal sources cannot exceed 50 percent of the total eligible costs of the project, nor can the combined total of all funds from provincial sources exceed 50 percent of the total project eligible costs.

The following programs are deemed to be a federal source of funds:

- Federal Gas Tax Revenues Transfer Program
- Transfer of Funds for Public Transit under the agreement of March 31, 2006
- Department of Canadian Heritage - Cultural Spaces Program (cultural projects)
- Transport Canada Airport Capital Assistance Program (airport projects)

The following programs are deemed to be a provincial source of funds:

- Olympic/Paralympic Live Sites Program (Ministry of Economic Development)
- Major Regional Sports Facilities Initiative (Ministry of Economic Development)
- Community Development Initiative (Ministry of Economic Development)
- Transportation Partnerships Program (Ministry of Transportation)
- BC Community Water Improvement Program (Ministry of Community Services)

The above list of federal and provincial funding sources is not exhaustive. Please discuss with program staff any sources of funding that could be considered federal or provincial.

*Funding of more than two-thirds of eligible project costs will only be considered for an urgently required community project, on a case-by-case basis, when a community can demonstrate significant financial hardship.*

## 5. Selection Process and Criteria

### 5.1 Screening Criteria

All applications must meet the following criteria. Applications that do not meet these screening criteria and the mandatory screening criteria for each specific project category as listed in the Program Agreement will not be considered for funding.

- Application must be submitted by an "eligible applicant" (defined in Section 2).
- Application must be for an "eligible project" (defined in Section 3).
- Application must be complete and include details on how the proposed project
  - is situated within, and advances, the sponsoring local government's development and financial plans;
  - exhibits long-term sustainability, including operational viability, asset management (maintenance), and environmental sensitivity;
  - contributes to environmental, economic, community and innovation objectives;
  - 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);
  - complies 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;

- (if applicable) uses new approaches, best practices and the best available and economically feasible technology; and
- demonstrates clear, measurable outputs and milestones.
- Project tender has not been awarded, nor has construction already started.
- Funding from all federal sources or all provincial sources does not exceed 50 percent of the total eligible costs of the project – see section 4.5.
- Application includes an authorization to proceed with the project from all appropriate approval authorities.
- Application includes a commitment to pay the local share of the eligible costs and ongoing (operating and other) costs associated with the project.
- Projects must stipulate a construction completion date of no later than March 31, 2010, supported by timelines that demonstrate the feasibility of achieving this date.

### 5.2 Project Benefits

It is vital that all projects demonstrate that they will achieve measurable project benefits as detailed in the on-line application and **Appendix 4 – Project Benefits** at the end of this guide. Accurate measurement of these benefits is very important and achievement of these benefits will ensure the project meets the program's objectives.

### 5.3 Project Ranking

Project applications will be evaluated based on how well they meet the program objectives and the degree to which they meet the following criteria:

- represents good value for money;
- enhances and protects public health;
- enhances and protects environmental health;
- supports sustainability principles;
- consistent with integrated long-term planning and management;
- utilizes best technologies and practices;
- demonstrates efficient use of resources;
- uses new and innovative approaches; and
- supports sustainable long-term economic growth.

In addition to these broad criteria, there are more detailed ranking criteria listed in Schedule “A” of the Program Agreement.

## 6. Application Process

## 6.1 How to Apply

All applications must be submitted electronically using the **ON-LINE APPLICATION** in the “Shared Information Management System for Infrastructure” (SIMSI) which can be accessed at: <https://www.infrastructureop.gc.ca>. The Application Guideline, a guide for completing the on-line application, can be found at [www.canadabcmrif.ca](http://www.canadabcmrif.ca) and information necessary for completing the Schedule B portion of SIMSI is available under Appendix 2 of this guide. SIMSI includes on-line help topics providing clarification throughout the application process.

Prior to applying, a user ID and password must be obtained to access SIMSI. Applicants who do not already have a user ID and password, can request a user ID and password by e-mailing: [mrifnongreen@gov.bc.ca](mailto:mrifnongreen@gov.bc.ca) or calling the BC Ministry of Economic Development at 250-952-0675.

To formally complete the process, you still must send two printed versions of the on-line application with original signatures to the lead ministry as detailed in Section 6.3. 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 copies of the application. Please also attach all necessary documentation to support your project (see the application checklist in Section 6.6).

A separate application package 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.

## 6.2 Limits on Number of Applications per Applicant

### Municipalities:

Municipalities may each submit up to four separate applications for funding. No more than two of these applications may be for “green” projects and the remainder may be “other” projects. If no “green” projects are submitted, a municipality may apply for up to four “other” projects. All applications submitted by a municipality must be assigned a local priority ranking by the municipal council. Applications for LGCB projects will count towards a municipality’s limit for “green” and non-green projects.

### Regional District:

Regional districts may submit up to two applications for each community, of which only one may be for a “green” project. If no “green” projects are to be submitted, two “other” projects may be submitted for a community. Regional Districts are able to submit one LGCB application for the entire Regional District on top of their per community limit.

A community, for the purpose of application to the program, is considered to be a clustered settlement within a regional district electoral area. A community’s boundaries may also coincide with a service area boundary (existing or proposed).

All applications must be assigned a local priority ranking by the regional district board. The board may choose either to allocate a region wide priority for each of the applications from entire regional district, or they may choose to allocate priorities on a community basis.

For example, if a regional district submits six applications, two from each of three communities (X, Y and Z), then either the applications are ranked from #1 to #6 on a regional district wide basis, or each application from each of the three communities is assigned a local priority for that community (community X #1 and #2, community Y #1 and #2, and community



Z #1 and #2). For assistance in entering regional district local priorities into SIMSI, please contact program staff as detailed on section 8 of this guide.

Non-Governmental Organizations:

Non-governmental organizations may submit applications, but before doing so, must obtain a resolution from the local government council or board in support of their application.

### **6.3 Where to Apply**

Applications and inquiries for green local government infrastructure projects and local government capacity building projects should be directed to the Ministry of Community Services; all other projects should be directed to the Ministry of Economic Development. Contact details are available in Section 8.

### **6.4 Application Deadline**

Applications will be accepted on an ongoing basis until January 31, 2007. Early submission of applications is encouraged.

Applications submitted after January 31, 2007, may **not** be considered.

### **6.5 Federal Environmental Assessment**

The Canadian Environmental Assessment Act and Regulations

The *Canadian Environmental Assessment Act* (the Act) and its regulations are the legislative basis for the federal practice of environmental assessment. The Act ensures that the environmental effects of projects are carefully reviewed before federal authorities provide approval for a project to proceed. Under the Act, any federal authority that makes payments to allow a project to proceed is required to assess the potential environmental effects of the proposed works and ensure that these effects are not significant. As such, all projects that are being considered for funding under the Canada-British Columbia-Communities Municipal Rural Infrastructure Fund (CBCMRIF) Agreement must be reviewed to ensure that the project or related physical activities do not result in unacceptable environmental effects.

Detailed information on the Canadian Environmental Assessment Act and regulations can be found at the Canadian Environmental Assessment Agency's website [www.ceaa-acee.gc.ca](http://www.ceaa-acee.gc.ca).

Environmental Assessment under the Act

All projects that receive funding through the CBCMRIF Agreement have to comply with the Act. However, since not all projects affect the environment in a significant way, certain types of projects may be excluded from an environmental assessment under the Act. Those projects or activities in relation to a physical work that do not require an environmental assessment are described in the Exclusion List Regulations under the Act. Such projects are routine and relatively small-scale, and can be expected to result in only insignificant environmental effects. Examples include:

- 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 within existing rights of way; and

- The proposed construction, installation, expansion or modification of a fish habitat improvement structure that would not involve the use of heavy machinery.

Projects that are not excluded from a review under the Act will require the development of an **Environmental Assessment Document (EAD)** that identifies environmental impacts associated with the proposed project and mitigation measures to address the impacts. During the course of the review, the EAD may need to be revised based on feedback received from federal departments and/or agencies taking part in the review process.

#### Purpose of the Federal Environmental Assessment Checklist

Western Economic Diversification Canada (WD), as the Federal Department responsible for managing the federal share of the CBCMRIF Agreement, determines whether a proposed project needs an environmental assessment under the Act, on a case-by-case basis. The Federal Environmental Assessment Checklist is aimed at assisting WD in determining whether your project can be excluded from a review under the Act or whether an EAD will be required.

The checklist contains descriptions of projects defined as 'excluded' under the Exclusion List Regulations, along with the appropriate Exclusion List Regulation (ELR) reference number shown in brackets. If your project matches the definition of an excluded project as shown in the checklist, indicate the applicable ELR reference number by selecting "Yes". It is important to answer each question on the checklist. The Exclusion List Regulations are available at the following link: <http://lois.justice.gc.ca/en/C-15.2/SOR-94-639/66259.html>.

In the event that an EAD is required, you will be provided with additional information outlining the structure and content for the document. The level of detail required in the EAD will depend on the nature and complexity of the project as well as the environmental setting.

**Please do not complete an EAD until after you receive a project-specific Environmental Assessment request letter from WD.**

#### Levels of Review Under the Act

There are four different types/levels of environmental assessment that may be required under the Act, depending on the nature and complexity of projects: screenings, comprehensive studies, mediations and review panels. Mediations and review panels are highly uncommon and the projects that are likely to be funded under the CBCMRIF Agreement are not expected to fall under these categories.

**Screenings:** The majority of projects that require a review under the Act are assessed through a screening. Screenings will vary in terms of the length of the review period and depth of analysis, depending on the circumstances of the proposed project, the existing environment, and the likely environmental effects. Some screenings may require only a brief analysis of the available information and a short report; others may need new background studies and will be more thorough and rigorous.

**Comprehensive Studies:** Some large projects that have the potential for significant adverse environmental effects, or could generate public concerns, may require a comprehensive study. Such projects are described in the Comprehensive Study List Regulations (CSR). For example, the following types of water projects would be included in the CSR:

- The proposed construction, decommissioning or abandonment of a facility for the extraction of 200,000 m<sup>3</sup>/year or more of ground water or an expansion of such a facility that would result in an increase in production capacity of more than 35 percent.

#### Canadian Environmental Assessment Act Review: Time and Cost Considerations

Length of review under the Act will depend on several factors, including: the nature and complexity of the project, environmental setting, the level of public/First Nations interest and involvement of other government departments/agencies in the review.

Once WD has received an acceptable EAD, the time involved in completing a Screening level review could range from 3 months for a simple project to 12-18 months for a more complicated/environmentally sensitive project. Comprehensive Study reviews could take between 18 and 24 months to complete. **Note: These time frames are estimates only.**

Costs involved in completing the EAD and associated studies will depend on site accessibility and availability of local expertise, in addition to nature and complexity of the project, potential environmental implications and level of public/First Nations interest. Consideration should be given to the expense involved in preparing an EAD, when developing the project cost estimates.

#### Dialogue with Environmental Agencies

For projects that require an EAD, proponents are encouraged to contact relevant federal departments or provincial ministries (e.g., Fisheries & Oceans Canada, Environment Canada - Canadian Wildlife Service or BC Ministry of Environment). A proactive discussion with such agencies during the project-planning phase will assist in identifying potential environmental impacts and necessary mitigation measures.

#### **Note:**

- Approval of CBCMRIF funding is conditional upon completion of a review of the project under the Act.
- Successful applicants must agree to adhere to mitigation requirements as may be specified in the EAD or recommended by federal departments and agencies participating in the review process.
- **Commencement of construction prior to completion of the Canadian Environmental Assessment Act review process may result in the project being ineligible for funding under the Program Agreement.**

#### 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 Act, it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

#### 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](http://www.eao.gov.bc.ca) or contact their office at:

1st Floor 836 Yates Street  
PO Box 9426 Stn Prov Govt  
Victoria BC V8W 9V1  
Phone: 250-356-7441

## 6.6 Application Checklist

Projects that are approved under this program must demonstrate how they support the program purpose and objectives set out in the Program Agreement and supporting documents. If the application form has not provided the opportunity to reflect this, please attach additional supporting information.

To ensure that your project application is reviewed effectively, fully complete the application, and attach all supporting documents as listed in the application checklist shown below and included in the on-line application database (SIMSI). If there is no supporting documentation to be attached, or the question is not applicable to your project, provide a brief explanation. If there is insufficient information, it will delay the review of your application and may render it ineligible.

In addition to a completed application, the following supporting documents are also required for all projects:

- Documentation, which verifies that 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 locations of project with sufficient details to fully describe the project.
- Detailed cost estimates with dimensions, lengths, diameters, unit costs, etc. State the date and basis of cost estimates (see Section 4 and 7.1).
- List of all required federal and/or provincial licenses, permits and approvals as well as status of each (see Section 7.1).
- For projects involving land within the Agricultural Land Reserve, attach a letter of support/endorsement from the Agricultural Land Commission (see B.4 in Appendix 2).

Required for 'green' Projects":

- Documentation detailing the issues addressed by the project (e.g. boil water advisory/order, non-compliance order). (see Section 7.1).
- Engineering feasibility study of options/reports (see Section 7.1).
- For drinking water and wastewater projects, a plan or report summarizing the community's demand side management or water conservation strategies as outlined in the Program Guide (see B.9 in Appendix 2).
- For drinking water and wastewater projects, a letter of support from the relevant agencies (e.g. local Health Authority, Ministry of Environment, Department of Fisheries and Oceans). (see Section 7.1 and Appendix 2, B.6).
- For drinking water projects, complete the Schedule B – Data Requirements for Drinking Water Projects as identified in the Program Guide (see Appendix 2).
- For wastewater projects required to correct on-site sewage disposal failures, a report and survey detailing the nature and extent of individual failures (see Appendix 1 and B.8 in Appendix 2).
- For wastewater projects required to correct on-site sewage disposal failures, confirmation that a by-law is in place to require community sewer to all lots less than 1 hectare within the boundaries under the jurisdiction of the applicant, or alternatively,

that there is an approved Liquid Waste Management Plan that identifies decentralized wastewater management (see Appendix 1 and B.8 in Appendix 2).

For public-private partnerships, the private sector partner(s) must provide:

- Audited Financial Statements;
- Evidence that their share of the project funding is in place; and
- Authorizations from their board for the project to proceed.

## 7. Infrastructure Program Requirements

### 7.1 General Requirements

#### Funding Sources

Applicants must demonstrate that their share of funding has been, or is being secured. Further, they must demonstrate, where applicable, that funds have been committed to operate and maintain the capital assets resulting from the project. The evidence necessary to demonstrate these commitments may include:

- A council/board approved resolution or by-law committing to complete an Alternate Approval Process (AAP), or hold a referendum to borrow the funds necessary to implement the project. The AAP or referendum must be completed within 6 months of receiving MRIF approval for the project.
- A council/board approved resolution or by-law, or minutes committing the proponent to contribute its share of the eligible project costs and all the ineligible costs. The resolution/bylaw/minute must identify the source of the proponent's share of the projects costs. For non-green projects the commitment must be accompanied by: current audited financial statements, and/or a five year capital budget, and/or copy of bank statement, and/or letters of commitment from funding partners.

#### Detailed Cost Estimates

Detailed costs estimates must include at least an itemized description, cost per unit of measure, number of units, as well as engineering and contingency costs. Applicants are encouraged 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). If project can be broken into phases, each phase should be clearly identified in the detailed cost estimate.

It is important to note that federally funded projects may fall under the *Canadian Environmental Assessment Act* (CEAA) and regulations as discussed in section 6.5. Project cost estimates and budgets should account for a CEAA study, where applicable.

It is advisable to identify and account for inflation, increasing construction costs and possible delays in start and completion dates. Factors that may delay construction can include: the timing of the grant announcement date, fisheries window, public consent, weather and construction seasons, delays in the CEAA process, right of way negotiations, regulatory applications, etc.

#### Documentation Detailing the Issues Addressed by the Project

Applicants must include relevant documentation that details the issues addressed by the project. These can include copies of boil water advisories, inspection reports, and orders from the local Health Authority detailing problems with a drinking water system, or copies of non-compliance orders referring to a specific component of a wastewater system.

### Engineering Feasibility Study of Options

It is vital that applicants conduct feasibility studies to ensure that they have considered the options and chosen the best engineering solution for a particular issue. A feasibility study should identify what the solution is and why it is being recommended and should address capital and life cycle expenditures; annual operating costs, emerging technologies, environmental considerations and societal impacts.

### List of Required Licenses, Permits and Approvals

All applicants are required to investigate and submit a list of licenses, permits, and approvals which are required for their project to proceed and advise on the status if any have been applied for. This is important for proper assessment of the project as it demonstrates whether a project is on track or whether the proponent has considered and commenced applications for these required items.

### Letters of Support

For drinking water and wastewater projects, applicants are required to submit any pertinent documentation demonstrating support from relevant agencies with regulatory jurisdiction over the project. Relevant agencies can include the local Health Authority, Ministry of Environment, or Department of Fisheries and Oceans Canada. These are important for proper assessment of project applications as they demonstrate the significance of the issue and can also show that relevant agencies are involved in the planning and development of solutions. These letters will also help ensure that legislative requirements are addressed.

### Additional Infrastructure Requirements

Applicants are also advised to review the information presented in the following appendices:

- **Appendix 1 - Technical Requirements for Green Projects**
- **Appendix 2 - Requirements for Schedule B**
- **Appendix 3 - Conditions of Contribution Agreement for Green Projects**
- **Appendix 4 - Project Benefits**

## 8. Contact Information

For additional information on the Canada-British Columbia Municipal Rural Infrastructure Fund, please contact:

**For “other” (non-green) projects,**

Infrastructure Development Branch  
Ministry of Economic Development  
PO Box 9327 Stn Prov Govt  
Location Address: 7th Floor - 1810 Blanshard Street  
Victoria, British Columbia  
V8W 9N3  
Tel: 250-952-0675  
Fax: 250-952-0688  
[mrifnongreen@gov.bc.ca](mailto:mrifnongreen@gov.bc.ca)

**Or for “green” projects and “Local Government Capacity Building” projects**

Ministry of Community Services  
PO Box 9838 Stn Prov Govt  
Victoria, British Columbia  
V8W 9T1  
Location Address: 4th Floor, 800 Johnson Street, Victoria  
Tel: 250-387-4060  
Fax: 250-356-1873  
[infra@gov.bc.ca](mailto:infra@gov.bc.ca)

**Government of Canada contact:**

Western Economic Diversification Canada  
700 - 333 Seymour Street  
Vancouver, BC V6B 5G9  
Tel: 604-666-6256  
Fax: 604-666-2353

**Or visit the Program’s website at [www.canadabcmrif.ca](http://www.canadabcmrif.ca)**

**SIMSI Service Desk:**

For technical assistance with the SIMSI online application, please contact the SIMSI Service Desk, weekdays from 7 a.m. to 9 p.m. (Ottawa Time).

Tel: 1-866-721-2205  
[simsi.oiccc@cgi.ca](mailto:simsi.oiccc@cgi.ca)



## Appendix 1 - Technical Requirements for “Green” Projects

There are various conditions that applicants are required to meet and which should be integrated into the project planning and design process. Applicants should familiarize themselves with these requirements at an early stage so as to avoid complications that may arise as a result of non-compliance later in the application assessment and project development stage.

### **Recommended References and Guides**

**All water and wastewater infrastructure projects** are highly recommended to adopt the Master Municipal Construction Documents (MMCD) and procedures (or an acceptable equivalent). Please consult the MMCD Association website at [www.mmcd.net](http://www.mmcd.net) for further information. It is also suggested that, where appropriate, projects be compatible with the MMCD’s Green Design Guidelines Manual. The *Design Guidelines for Rural Residential Community Water Systems* can also be used where applicable and are available at [www.env.gov.bc.ca/wsd/water\\_rights/water\\_utilities/](http://www.env.gov.bc.ca/wsd/water_rights/water_utilities/).

Additionally, it is recommended that **projects for treatment plants** achieve the guidelines in the latest version of the *Recommended Standards for Water Works* or the *Recommended Standards for Wastewater Facilities* (commonly known as the Ten State Standards). See [www.hes.org](http://www.hes.org) for ordering information.

**Projects involving stormwater works** are also advised to reference *Stormwater Planning: A Guidebook for British Columbia* that is available at [www.env.gov.bc.ca/epd/epdpa/mpp/stormwater/stormwater.html](http://www.env.gov.bc.ca/epd/epdpa/mpp/stormwater/stormwater.html)

It is recommended that **all projects** be referenced to the InfraGuide, the National Guide to Sustainable Municipal Infrastructure which is available at [www.infraguide.ca](http://www.infraguide.ca). Several of the best practices guides are appropriate for this program including Decision Making and Investment Planning; Potable Water; Storm and Wastewater; Environmental Protocols; and Multi Discipline considerations.

Applicants are advised to use the Sustainability Guidelines adopted by the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) while undertaking all engineering work. These are available at [www.apeg.bc.ca/aboutus/sustainability/sustaininguidelines.html](http://www.apeg.bc.ca/aboutus/sustainability/sustaininguidelines.html).

Other useful information such as sustainability primers is available at the APEGBC Sustainability Committee’s website [www.sustainability.ca](http://www.sustainability.ca).

### **Value Engineering**

Where **the project cost is over \$15 million (or less at the discretion of the Ministry of Community Services)**, the recipient must conduct a value engineering analysis, or similar analysis that satisfies the intent of the value engineering analysis and is approved, in advance, by the Municipal Engineering Services Branch, Ministry of Community Services. The Municipal Engineering Services Branch reserves the right to send a representative to participate in the process. To be eligible, the applicant must demonstrate how they will satisfy this requirement; the value engineering analysis must be received by the Municipal Engineering Services Branch for review before construction commences and may be a condition of approval. Phased components of projects, which are cumulatively likely to trigger the Value Engineering requirement, must still be included in a Value Engineering analysis. It is important, and most beneficial, to commence the value engineering process early in the project planning stage. For guidance and assistance, please refer to the Ministry’s

publication *Value Engineering for Municipal Projects (March 1995)* available at [http://www.cserv.gov.bc.ca/lgd/infra/library/value\\_engineering\\_for\\_municipal\\_projects.pdf](http://www.cserv.gov.bc.ca/lgd/infra/library/value_engineering_for_municipal_projects.pdf). Further information on Value Engineering can also be found through The Canadian Society of Value Analysis ([www.scav-csva.org](http://www.scav-csva.org)) and SAVE International ([www.value-eng.org](http://www.value-eng.org)).

### **Water Distribution/Wastewater Collection Extensions**

All applications for waterlines or sewer projects to replace failing private water supplies or on-site sewage disposal systems must provide documentation detailing the nature and extent of individual failures in a survey and providing water, soil, wastewater and groundwater sampling and analysis, with results prepared by a certified laboratory. **Normally only on-site systems serving at least 25 lots, where there is a minimum 25 percent failure rate, will be considered for funding.**

**CBCMRIF contributions will normally only be awarded for projects to replace failing on-site systems with community sewer in urbanizing areas of incorporated municipalities.** Projects to correct on-site sewage disposal problems will be considered within the context of growth strategy goals.

**To be considered eligible**, applications must demonstrate that there is an adequate planning process in place with applicable bylaw(s) that promote future development in a sustainable fashion. This requirement can be met by **either**;

1. An approved (by Minister of Environment) Liquid Waste Management Plan (LWMP) for decentralized wastewater. The LWMP must address on-site sewage in a sustainable fashion, with the understanding that on-site sewage systems will be considered as permanent infrastructure. The LWMP must be supported by appropriate bylaws (OCPs, zoning, subdivision standards, etc.) At the minimum, the LWMP will address;
  - Where the recipient is proposing development of new properties that will not receive community sewer, and the cumulative hydraulic loading from onsite sewage disposal systems can be safely and sustainably handled by the overall soils environment,
  - a community plan for the management and maintenance of onsite septic systems,
  - a bio-solids management plan, and
  - a septage collection plan;

**OR**

2. Confirmation that a bylaw is in place which requires community sewer service to all new lots of less than one hectare in size within the boundaries under the jurisdiction of the applicant.

**NOTE: Applications addressing on-site sewage system failures for properties/lots developed after May 31, 2005 will no longer be considered eligible for funding in current or future funding programs administered by the BC Ministry of Community Services.**

### **Applications from Non-Governmental Organizations**

Applications from Non-Governmental Organizations, such as improvement districts or water utilities, for green projects must be made by the local government in which the project is located. If the application is successful in obtaining program funding, the ownership of the infrastructure and associated assets must be transferred to the sponsoring local government.

## Appendix 2 - Requirements for Schedule B of Application

The following section describes the information required to complete Schedule B of the on-line application form. Information provided in this section of the application is integral to the evaluation of the project and will be used to support the ranking of your application. Attach supporting information where necessary.

### Schedule B – Questions B.1 to B.9

**B.1 Does this project application include proposed works that were the basis of, or a component of, a previously approved or unapproved provincial or federal capital or planning grant program? If yes, indicate the program name, project number and the amount of funding requested and/or received.**

If applicable, identify all approved or unapproved contributions, program name, project number, and the amount of funding requested and/or received. This information will further assist in the review of this project.

**B.2 Is this project going to achieve a recognized environmental standard? (e.g. LEED® - Leadership in Energy & Environmental Design; ISO 14001 Environmental Management System; etc.)?**

All new buildings constructed under the Environmental Energy Improvement Category must meet LEED (British Columbia) – Silver Standards or Equivalent. If your project will achieve a recognized standard upon completion, identify it and explain how you will achieve it.

Responsible environmental management makes good business sense, and basing a project on a recognized standard further supports the project. Examples of this include, but are not limited to:

- LEED® - Leadership in Energy & Environmental Design
- ISO 14001 Environmental Management System
- Building Owners and Managers Associations (BOMA)-Go Green

**B.3 Has an Integrated Management approach been utilized in the development of this project?**

It is important that all projects reflect an Integrated Management approach, which means taking a holistic, ecological view of natural resources, the environment, and human interactions (accounting for ecological, societal, and economic aspects). It recognizes that human activities take place within ecosystems (not outside of them) and that maintenance and viability of the ecosystem is necessary for economic and social sustainability. Applicants should identify how linkages between the project and the environment are being addressed in an integrated manner.

**B.4 Will the project be constructed on lands within the Agricultural Land Reserve?**

The Agricultural Land Reserve (ALR) is a Provincial land use zone regulated through the Agricultural Land Commission that protects scarce soil resources and provides a location to sustain agriculture. As the ALR is a matter of significant provincial interest, all ministries work to support the integrity of the ALR and maintain and enhance its ongoing suitability for farming.

For projects involving land within the ALR, describe the infrastructure components that will be constructed in this area. In addition, a letter of support/endorsement from the Agricultural Land Commission must be attached to the application to support this project.

**B.5 Does the project consider climate-related risks, and where appropriate have adaptation measures been identified?**

Climate change can include changes in average climate, climate variability, the frequency and/or severity of extreme weather events and climate-related emergencies (e.g. flood, drought, storm surge). These changes in turn affect bio-physical systems; they may, for example, drive changes in hydrology, sea level and ecosystem health. Climate change and related impacts may affect the urban environment, particularly infrastructure with a longer lifespan, and it is therefore important that proponents consider climate-related risks and opportunities when planning for infrastructure. An initial assessment can indicate the potential for climate change or related impacts to affect infrastructure over its lifetime. Planning, design, and construction should address any significant climate-related risks identified by such an assessment.

**B.6 For drinking water projects, has the local Health Authority been involved with the planning and development of the proposed project?**

If this application is for the construction of works to improve drinking water quality, the local Health Authority must support the proposed treatment technology. It is important to demonstrate that an appropriate level of communication between the water purveyor (the local government) and the local Health Authority has been established to ensure that the proposed project will meet *Drinking Water Protection Act* requirements. This communication should be ongoing, and is very important at the planning stage. To support this, a letter from the local Health Authority, which indicates its involvement with the planning and development of the project, must be attached to the application.

**B.7 For wastewater projects, will this project remain or result in the registration under the *Municipal Sewage Regulation*/ or an approved Liquid Waste Management Plan under the *Environmental Management Act*?**

All wastewater projects will be required to comply with British Columbia *Environmental Management Act* or must be a component of an approved Liquid Waste Management Plan.

- B.8 For a project that is required to correct on-site sewage disposal failures:**
- a. Is there a by-law in place to require community sewer to all lots less than 1 hectare; or alternatively, is there an approved Liquid Waste Management Plan that identifies decentralized wastewater management?**
  - b. Is there a report and survey detailing the nature and extent of individual failures?**

All applications for waterlines or sewer projects to replace failing private water supplies or on-site sewage disposal systems must provide a documentary report, detailing the nature and extent of individual failures in a survey which includes water, soil, wastewater and groundwater sampling and analysis, with results prepared by a certified laboratory. **Normally only on-site systems serving at least 25 lots, where there is a minimum 25 percent failure rate, will be considered for funding.**

Projects to correct on-site sewage disposal problems will be considered within the context of growth strategy goals. **To support these goals, contributions will normally only be provided for projects to replace failing on-site systems with community sewer in urbanizing areas of incorporated municipalities.**

**To be considered eligible**, applications must demonstrate that there is an adequate planning process in place with applicable bylaw(s) that promote future development in a sustainable fashion.

For those applications that are addressing on-site sewerage system(s) failure, the above requirement can be met by **either**;

1. An approved (by Minister of Environment) Liquid Waste Management Plan (LWMP) for decentralized wastewater. The LWMP must address on-site sewage in a sustainable fashion, with the understanding that on-site sewage systems will be considered as permanent infrastructure. The LWMP must be supported by appropriate bylaws (OCPs, zoning, subdivision standards, etc.) At the minimum, the LWMP will address;
  - where the recipient is proposing development of new properties that will not receive community sewer, the cumulative hydraulic loading from onsite sewage disposal systems can be safely and sustainably handled by the overall soils environment,
  - a community plan for the management and maintenance of onsite septic systems,
  - a bio-solids management plan, and
  - a septage collection plan;

**OR**

2. Confirmation that a bylaw is in place which requires community sewer service to all **new** lots of less than **one hectare** in size within the boundaries under the jurisdiction of the applicant.

**NOTE: Applications addressing on-site sewage system failures for properties/lots developed after May 31, 2005 will no longer be considered eligible for funding in current or future funding programs administered by the BC Ministry of Community Services.**

### **B.9 How does this project support the building of 21<sup>st</sup> century sustainable infrastructure, as referred to in the Program Guide?**

The term “*building of 21<sup>st</sup> century sustainable infrastructure*”, describes how local governments plan, utilize best practices and efficiently use existing infrastructure to meet the needs of the present community residents without compromising the ability of future community residents to meet their own needs.

Use this section on the application form, and/ or attach additional information to demonstrate how you are planning to sustain your infrastructure in relation to proposed project. Please consider the following topics:

#### Long-term Management Plan

Indicate and explain how this project is identified in or related to a Long-term Management Plan. A Long-term Management Plan sets out the strategies needed to sustain a specific infrastructure need. Examples of these plans include, but are not limited to:

- Liquid Waste Management Plan
- Water Management Plan
- Community Energy Plan
- Transportation Plan

Ecological Consideration

Indicate how this project has incorporated ecological consideration into its design. This could include:

- Directional drilling to avoid ecological disturbance
- Project location to avoid sensitive ecosystems
- Reduced ecological loading such as grey water recycling, reduced Greenhouse Gas emissions
- Runoff and spill control measures (including response plans)
- Minimized footprint and site disturbance

Reduced Resource Consumption

Indicate how this project has incorporated reduced resource consumption in the project design. This could include:

- Re-use of materials to construct project
- Land use planning to promote alternative transportation and reduce automobile emissions
- Utilization of alternative energy systems (e.g. power generated from wastewater treatment processes, solar power) and energy efficient technologies (green roof to insulate/cool building, energy efficient pumps)

Water Demand Management/ Water Conservation

All water and wastewater infrastructure projects must submit a plan or report summarizing the community's demand management/water conservation strategies. Use the on-line application to identify the main components of the community's water conservation strategy and attach supporting documentation to the application hardcopy package.

As far as practical, a strong demand management/water conservation strategy should be based upon the United States Environmental Protection Agency (USEPA Water Conservation Guidelines) [www.epa.gov/owm/water-efficiency/pubs/guide.htm](http://www.epa.gov/owm/water-efficiency/pubs/guide.htm). These guidelines provide sufficient options to suit any size of community. Another resource is the 'WaterBucket' ([www.waterbucket.ca](http://www.waterbucket.ca)) website that provides water conservation information pertaining to local governments and the province.

Effective demand management/water conservation strategies should identify:

- Current and planned demand management/water conservation initiatives (e.g. universal metering, inclined block pricing, conservation plumbing fixtures, leakage reduction, rebate programs, education programs, xeriscaping, etc.)
- Existing water usage and a targeted goal for reducing water consumption (e.g. 300 L/capita/day by a certain year)
- A schedule of when conservation actions/measures will be implemented
- Identification of who has authority/responsibility to implement conservation action/measures
- Details of how conservation actions/measures will be funded and implemented
- Linkage to regulatory mechanisms and policies

### Energy Demand Management

Indicate any energy demand management strategies that are ongoing in the community. Energy demand management refers to strategies and measures used in order to influence the quantity and type of energy the community consumes. It can include the following:

- Action plans for targeting reduction of peak energy demand during periods when energy supply systems are constrained
- Strategies for reducing overall energy consumption
- Strategies for shifting demand from conventional energy supply sources to alternative sources

### Transportation Demand Management

Identify any transportation demand management strategies that are ongoing in the community. Transportation demand management refers to strategies and measures that change a community's transportation behaviors (i.e. how, when and where people travel) in order to increase transport system efficiency and achieve specific objectives such as reduced traffic congestion, road and parking cost savings, increased safety, improved mobility for non-drivers, energy conservation and pollution emission reductions.

It can include action plans for the following:

- Increasing the transportation options available
- Providing an incentive to change travel mode, time or destination
- Reducing the need for travel through mobility substitutes or more efficient land use

### **Schedule B - Data Requirements for Drinking Water Projects**

The *Data Requirements for Drinking Water Projects* section found at the end of Schedule B of the on-line application form (a copy of which has been provided below) is required for all projects that will improve drinking water infrastructure. This information will define the drinking water system's profile. The profile can be of benefit to water purveyors, as it provides the basis for many infrastructure and land use planning decisions. The profile enables water purveyors to determine useful management variables such as:

- A basic overview of the drinking water system in it's current state
- The true cost to produce a unit of water
- Aid to forecast future demands

It is important that the data provided in this profile is as accurate as possible; it will not be useful to either the applicant or the province if the data is falsified. The data obtained will not be posted for public viewing and is intended for internal use only.

#### ***Data Requirements for Drinking Water Projects***

(as found in SIMSI on-line application form)

	Value
Total population served by the drinking water system (not limited to the population served by this project) <sup>1</sup> (# of people)	
Projected annual population growth rate (%) <sup>2</sup>	
Total annual water supply capacity <sup>3</sup> (1,000s of m <sup>3</sup> )	

Maximum daily supply capacity <sup>4</sup> (m <sup>3</sup> )	
Maximum day demand <sup>5</sup> (m <sup>3</sup> )	
Total annual demand (volume of water used by entire system – include units) (1,000s of m <sup>3</sup> )	
Total system expenditures inclusive of treatment, distribution, storage, operations & maintenance, administration, debt financing, etc. (\$)	

<sup>1</sup>Enter the total population served by the entire drinking water system, not just the population served/benefiting from this proposed project (e.g. the proposed project may benefit only 150 people, however the entire system may serve 1670 people, enter 1670).

<sup>2</sup>Projected Annual Population Growth may be determined from one or more of the following options:

- Existing population growth predictions currently used by your local government;
- Estimate an expected population growth percentage. Consider the following when deriving this number:
  - Recent and/or future boundary extensions (i.e. these may create a false positive growth rate);
  - Historical growth fluctuations keeping in mind reasons for any exceptional fluctuations;
  - Future developments and influences of the community and economy.
  - Use historical growth data from BC Stats (or your own data) to determine a graphical trend to extrapolate a percentage growth rate;

<sup>3</sup>Total annual water supply capacity is the amount of water that is available to the system annually and may be limited by reservoir capacity, licence capacity, safe well yield, treatment facility capacity, etc.

<sup>4</sup>The system's maximum daily supply capacity is the maximum amount of water that the system can distribute in a given day - represented as a daily consumption (e.g. 3,500 cubic meters/day). It may be limited by reservoir capacity, licence capacity, safe well yield, treatment facility capacity, etc.

<sup>5</sup>The maximum day demand is the system's highest daily consumption recorded over the last calendar year – e.g. 3,500 cubic meters/day.



## Appendix 3 - Conditions of Contribution Agreement for Green Projects

It is important to note that all contributions awarded are conditional and will have a contribution agreement outlining the obligations of the recipient and the Province. Conditions, which will be part of the contribution agreement to be signed by successful applicants, ensure that various program objectives and standards will be achieved (see Appendix 6 for additional information for successful applicants). A brief explanation of some of the conditions that may be expected for green infrastructure projects has been listed below to provide applicants with an understanding of what to expect if they are successful and to enable applicants to integrate them into the project planning and design process. The wording below of conditions may be modified depending on each project's circumstances. The following conditions will not all be included for each grant and there may also be other conditions that will be included in contribution agreements that are not mentioned below. For more information contact the Municipal Engineering Services Branch of the Ministry of Community Services.

### **Buildings**

All buildings will be designed and constructed with energy efficient features such as Energy Star® or Power Smart recommended equipment where applicable (for more information: [www.oeenrcan.gc.ca/energystar/](http://www.oeenrcan.gc.ca/energystar/) and [www.bchydro.com/business/](http://www.bchydro.com/business/)). For buildings that are over 100 m<sup>2</sup> and are identified as a building category within the Model National Energy Code for Buildings, the building must be designed to be 25% better than the Model National Energy Code for Buildings (visit: [www.oeenrcan.gc.ca/newbuildings/](http://www.oeenrcan.gc.ca/newbuildings/) for more information).

### **Drinking Water System Projects**

Project design and proposed construction will need to meet the statutory requirements under *the Drinking Water Protection Act* and *the Water Act* including any specific requirements set out by the Regional Health Authority.

- Where the proposed construction involves a drinking water system, the recipient will be required to submit a copy of the Permit to Construct, issued under the Drinking Water Protection Act. Where a Permit to Construct is not required, the recipient must confirm that the Regional Public Health Engineer has been notified of the proposed project and is supportive.
- Where the project involves the development and/or construction of a groundwater source, the well(s) must be designed, constructed and tested in accordance with the minimum standards in the Ground Water Protection Regulation.

### **Pilot Testing**

In most cases, approval of a grant for construction of water treatment facilities will be conditional on pilot testing being performed prior to adopting a treatment technology and commencing final design. The results of the pilot testing program and the rationale for choosing a particular type of treatment process shall be submitted to the Regional Health Authority and the Ministry for review prior to the commencement of final design. The applicant should ensure the estimated project cost includes a sufficient allowance to complete a pilot-testing program. Only those costs incurred after a project has been approved for a grant will be considered an eligible cost.

### **Water Conservation and Demand Management**

For both drinking water and wastewater projects, water conservation must be part of the project planning and implementation. The recipient must submit a succinct water conservation plan or strategy to the Municipal Engineering Services Branch of the Ministry of Community Services. This document must be council or board endorsed and must identify current and future water conservation measures with clear implementation strategies for the entire water system(s)<sup>2</sup>. Information to guide the development of a water conservation plan can be found at [www.waterbucket.ca](http://www.waterbucket.ca) and/or using the *United States Environmental Protection Agency (USEPA) Water Conservation Guidelines* [www.epa.gov/owm/water-efficiency/pubs/guide.htm](http://www.epa.gov/owm/water-efficiency/pubs/guide.htm). For further information, please contact the Municipal Engineering Services Branch of the Ministry of Community Services.

### **Development of a New Groundwater Source**

Site assessment, test well drilling and sampling will be required to confirm that the proposed groundwater source and site will provide water of adequate quality and quantity for the proposed production well. In the absence of pumping test standards in the Ground Water Protection Regulation, pumping tests must be carried out in accordance with the minimum guidelines in: *Evaluating Long-term Well Capacity for a Certificate of Public Convenience and Necessity* (see [www.env.gov.bc.ca/wsd/plan\\_protect\\_sustain/groundwater/library/eval\\_well/index.html](http://www.env.gov.bc.ca/wsd/plan_protect_sustain/groundwater/library/eval_well/index.html)). Construction and/or decommissioning of wells must be in accordance with the minimum standards set out in the British Columbia Ground Water Protection Regulation (where applicable). For more information, please see the regulations at [www.env.gov.bc.ca/wsd/plan\\_protect\\_sustain/groundwater/index.html#leg](http://www.env.gov.bc.ca/wsd/plan_protect_sustain/groundwater/index.html#leg) or contact the nearest regional office of the Ministry of Environment.

### **Wastewater Facilities**

All wastewater projects will be required to comply with British Columbia *Environmental Management Act* or must be a component of an approved Liquid Waste Management Plan.

### **Operator Certification**

Applicants that receive funding under this program for drinking water and wastewater facilities will be required to have the plant classified by the Environmental Operators Certification Program (EOCP), to employ appropriately qualified operator(s) and to operate and maintain the plant to consistently meet the standards and requirements under the applicable provincial legislation. For more information on the EOCP, go to [www.eocp.org](http://www.eocp.org).

### **Value Engineering**

Projects over \$15 million will be required to complete a Value Engineering assessment as defined in section **Appendix 1 – Technical Requirements for Green Projects**. The value engineering analysis must be received by the Municipal Engineering Services Branch for review before construction commences.

### **Infrastructure Benchmarking Initiative**

All successful green projects are required to participate in the Ministry of Community Services Infrastructure Benchmarking Initiative (IBI). Detailed information pertaining to the IBI will be sent to successful green project applicants.

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<sup>2</sup> As defined in the BC *Drinking Water Protection Act*.

Benchmarking is the process of recording operational data over time and then measuring that data against itself as well as other service providers to assist in identifying service and system performance improvements that could be made. Benchmarking supports due diligence and promotes fiscal responsibility. Benefits from benchmarking are numerous, and typically fall within one of the following four areas:

- Increasing ability to develop strategic plans
- Increasing quality and productivity of service delivery
- Increasing performance and sustainability of infrastructure and resource management
- Financial savings

Participants will provide data from their municipal infrastructure services for at least one year prior to the project completion, as well as for at least one year after project completion. Participants may choose to continue the program after the mandatory data collection is complete. Continued participation may be beneficial towards future grant applications.

An opportunity exists for the local governments of BC to become leaders in municipal infrastructure performance. In order to increase performance, local governments must be able to measure it. Performance measurement requires an understanding of where performance benchmarks sit and where your organization sits relative to those benchmarks. The IBI will enable local governments to determine if they are succeeding or failing at their objectives and if they are effectively and efficiently governing taxpayer's dollars."

## Appendix 4 - Project Benefits

Recipients must achieve various measurable project benefits. Accurate measurement of these benefits is very important to ensure the project is meeting the CBCMRIF program's objectives.

Recipient must report back on the project benefits indicated on the application in Final Reports that identify the actual results achieved after the project completion.

### Water

- Number of new households to be connected to municipal water service
- Number of households currently connected to municipal water service that will have improved potable water quality
- Increase in potable water produced within the community as added by the facility (m<sup>3</sup> per annum)
- Reduction in health-related water incidents
- 
- Other measures of improved water quality
- Number of households to be equipped with residential metering
- Number of households to be served by zone meters installed and used to measure water distribution and demand patterns (# of households)
- Number of households to be served by new hydrants/improved fire protection
- Decrease in water consumption (m<sup>3</sup> potable water per annum)
- Decrease in treatment chemicals used in water treatment processes (metric tonnes per annum)
- Decrease in water lost through leakage or wasted in effluent treatment plant operations(m<sup>3</sup> potable water per annum)
- Confirmation of improved service reliability of water treatment facilities and distribution system  
(e.g., installation of new back-up power systems, replacement of equipment, replacement of water mains/distribution system components)
- Other measures of improved water management

### Waste Water

- Number of new households to be connected to municipal waste water collection and treatment systems
- Number of current households on municipal waste water collection whose waste water will be treated to a higher quality
- Increase in the number of industries, commercial establishments and institutions connected to municipal wastewater collection and treatment systems (# of facilities)

- Other measure of improved waste water quality
- Increase in waste water treatment gas (methane) recovered and used in producing "green" energy (metric tonnes per annum)
- Increase in the capacity to treat waste water (m<sup>3</sup> treated waste water per annum)
- Decrease in treatment chemicals used in waste water treatment processes (metric tonnes per annum)
- Decrease in the infiltration and inflow in the waste water collection system (m<sup>3</sup> waste water per annum)
- Number of households to be served by separated sewer system, reducing risk of flooding
- Increase in the amount of waste water collected (m<sup>3</sup> per annum)
- Confirmation of improved service reliability of waste water treatment facilities and collection systems (eg. installation of new back-up power systems, replacement of equipment, installation of redundant equipment, replacement of sewer trunks/collection system components)
- Other measures of improved waste water management

#### **Public Transit**

- Increase in public transit ridership (# of persons per annum)
- Increase in overall peak hour transit modal split (%)
- Increase in number of public transit vehicles with alternative energy sources (# of vehicles)
- Reduction of Greenhouse Gas emissions and other emissions (MT per annum)
- Confirmation that the project employs innovative technologies for the operational and management of a transportation system
- Confirmation that the project contributes to transportation demand strategies to reduce the incidence of single-occupancy vehicles on roadways
- Confirmation that the project contributes to increasing transit efficiency through service integration (streamlining modal connections)
- Confirmation that the project supports the use of alternative transportation modes (integrates bicycle and public transit to improve mobility)
- Confirmation that the project increases access to transit for all users, including people with disabilities and other special needs
- Confirmation that the project is consistent with regional/municipal land-use decisions

**Local Roads**

- Decrease in traffic accidents following improvements to the local road (# of accidents per annum)
- # of vehicles per day that will have safer/more efficient roads to travel on
- # of kilometers of local road improvement that will be safer/more efficient
- Confirmation that the local road improvement will decrease the response for emergency vehicles
- Other measures of the safe and efficient movement of people and goods

**Cultural**

- Number of visitors to heritage/cultural facility - new facility (# of visitors per annum)
- Number of visitors to heritage/cultural facility - existing facility (# of visitors per annum)
- Number of designated heritage sites to be preserved or renovated (# of sites)
- Confirmation that construction will bring existing heritage or cultural infrastructure up to building code/safety standards
- Other measures of improved access to arts and heritage

**Recreation**

- Number of users who will use recreational facility (# of users per annum)
- Confirmation that construction will bring existing recreation up to building code/safety standards
- Other measures of increased access to local recreational facilities.

**Tourism**

- Number of tourists that will visit the community as a result of the project (# of tourists per annum)
- Increase in average length of stay of tourists visiting community as a result of the project(# of days)
- Number of permanent jobs that will be created directly by the project
- Confirmation that construction will bring existing infrastructure up to building code/safety standards
- Other measures of increased/improved tourism

**Environmental Energy Improvements**

- Decrease in electricity used by municipal buildings and facilities (kwh per m<sup>2</sup> per annum)
- Decrease in heating fuel used by municipal buildings (BTU equivalent per m<sup>2</sup>)
- Reduction in Greenhouse Gases and air contaminants (MT per annum)
- Confirmation that building retrofit will be comparable to NRCan standards for residential/commercial retrofits.
- Confirmation that new building will be 25 percent more efficient than the national building code.
- Other measure of improved energy efficiency.

**Connectivity**

- Number of communities to be serviced by higher capacity/more affordable telecommunication links
- Number of users to be served by higher capacity/more affordable telecommunication links
- Number of local public institutions to be served by higher capacity/more affordable telecommunication links
- Other measure of improved telecommunications

**Local Government Capacity Building**

- Confirmation that this project implements holistic approaches to public infrastructure planning and management
- Confirmation that this project uses asset management as a decision-making approach
- Confirmation that this project integrates demand management in public infrastructure planning and management
- Confirmation that this project will result in the dissemination of project results to other Municipalities
- Other benefits related to the Development of Municipal Knowledge

## Appendix 5 - Examples of Eligible and Ineligible Costs

*\*Please note if a cost is not listed in this appendix, it may require approval as an eligible cost by the Management Committee prior to undertaking. Contact the Ministry of Community Services (green projects) or the Ministry of Economic Development (non-green projects) for more information.*

### A. General

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Costs paid under contract for goods or services 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> </ul>
<ul style="list-style-type: none"> <li>Costs paid by Recipient only after project approved by Management Committee and deemed properly and reasonably incurred</li> </ul>	<ul style="list-style-type: none"> <li>Costs incurred prior to Management Committee approving the project or after the project completion date</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</li> <li>leasing of equipment by Recipient</li> <li>accounting fees incurred in the normal course of operation</li> <li>auditing fees incurred in the normal course of operation</li> <li>casual labour</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>GST Taxes (Any portion that the Recipient is eligible for tax rebate)</li> </ul>

### B. Construction / Manufacturing Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Tenure fee – Ministry of Agriculture and Lands &amp; Plan of Statutory Right of Way.</li> </ul>	<ul style="list-style-type: none"> <li>Cost of land or any interest therein, and related costs</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 buildings</li> </ul>
<ul style="list-style-type: none"> <li>License fees approved by Management Committee</li> </ul>	
<ul style="list-style-type: none"> <li>Permit fees</li> </ul>	<ul style="list-style-type: none"> <li>Building permit charged by proponent to itself</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>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> </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>



ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Software specific to the project</li> </ul>	<ul style="list-style-type: none"> <li>General software programs (MS Office, Access, MS Project)</li> </ul>
<ul style="list-style-type: none"> <li>Furniture, equipment, necessary for operation of the project</li> </ul>	<ul style="list-style-type: none"> <li>Tools (e.g. hammer, broom, shovel, rakes, hoses, hose nozzles, measuring tapes, garbage cans, leather gloves)</li> <li>Administration furniture and equipment</li> </ul>
<ul style="list-style-type: none"> <li>Repair of property damage done during construction</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>Furniture, equipment, blinds and drapes necessary for operation</li> </ul>	<ul style="list-style-type: none"> <li>Repair and maintenance</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>Subcontracting another local government</li> </ul>
	<ul style="list-style-type: none"> <li>Structures attached to a facility which carry out ineligible activities (e.g. retail sales)</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>

### C. Site Improvements Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Temporary signage / 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 recover to original state before construction</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining landscaping</li> </ul>
<ul style="list-style-type: none"> <li>Installation of landscaping to the minimum local government standard</li> </ul>	
<ul style="list-style-type: none"> <li>Street signage (during construction) if specific to the project (e.g. 1<sup>st</sup> Street Closed)</li> </ul>	

**D. Communication Costs**

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>• Costs incurred for the public announcement and official ceremonies such as:               <ul style="list-style-type: none"> <li>- printing invitations;</li> <li>- printed materials regarding the project;</li> <li>- newspaper/radio ads</li> <li>- A/V equipment rental;</li> <li>- cost of mailing the invitations;</li> <li>- tables/chairs/podium rentals;</li> <li>- tent rentals; and</li> <li>- room/hall rental.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Refreshments</li> <li>• Food/beverages</li> <li>• Catering</li> <li>• Entertainers</li> <li>• Liquor</li> <li>• Balloons</li> <li>• Ribbons</li> <li>• Event planners</li> <li>• Entertainment</li> <li>• Coach rental</li> <li>• Flowers</li> <li>• Banners</li> <li>• Communication plans</li> <li>• Media consultant</li> </ul>

**E. Professional Fees 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, engineering, manufacturing or construction of a project.</li> </ul>	<ul style="list-style-type: none"> <li>• Any legal fees including those for land transfers (easements, Right of Way)</li> <li>• Feasibility and planning studies</li> </ul>
<ul style="list-style-type: none"> <li>• Consultant disbursements</li> </ul>	
<ul style="list-style-type: none"> <li>• Accommodation costs included in consulting fees for out of town/province persons</li> </ul>	
<ul style="list-style-type: none"> <li>• Project management fees</li> </ul>	
<ul style="list-style-type: none"> <li>• Environmental Assessments</li> </ul>	
<ul style="list-style-type: none"> <li>• Advertisements for contract tendering</li> </ul>	
<ul style="list-style-type: none"> <li>• Printing costs for preparing contract documents or tenders, blue prints, plans/drawings</li> </ul>	
<ul style="list-style-type: none"> <li>• Courier services, specific to project e.g. delivering drawings/designs</li> </ul>	

**F. Off-Site Services Costs**

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>• Utility services to the property line</li> </ul>	<ul style="list-style-type: none"> <li>• Development cost charges</li> </ul>
<ul style="list-style-type: none"> <li>• Permanent Fencing</li> </ul>	
<ul style="list-style-type: none"> <li>• Sidewalk construction</li> </ul>	
<ul style="list-style-type: none"> <li>• Curbs and gutter construction</li> </ul>	
<ul style="list-style-type: none"> <li>• Paving of access and curb cuts</li> </ul>	
<ul style="list-style-type: none"> <li>• Electrical service to the site property line</li> </ul>	
<ul style="list-style-type: none"> <li>• Sanitary sewer service to the site property line</li> </ul>	
<ul style="list-style-type: none"> <li>• Storm sewer service to the site property line</li> </ul>	

**G. Other Costs**

<b>ELIGIBLE</b>	<b>INELIGIBLE</b>
<ul style="list-style-type: none"><li>• Other costs that have been approved in advance, in writing, by the Management Committee</li></ul>	

## Appendix 6 - Approved Applications

Once applications have been approved, all contributions under the CBCMRIF are conditional. Refer to Appendix 3 for examples of contribution conditions and obligations.

### Contribution Agreement

“**Contribution agreement**” means an agreement between the Province of British Columbia and a Recipient whereby the Province agrees to contribute financially to an approved project.

Management Committee will advise applicants in writing if their program application has been successful.

A package of information will be forwarded that will include:

- a contribution agreement between the applicant and the Province which sets out the terms and conditions attached to the program financial contribution,
- instructions regarding the submission of claims to the Province for the reimbursement of eligible costs,
- details of the required quarterly progress reports,
- the requirements for certification by external auditors, if applicable, and
- a complete communications procedure manual on such topics as public announcements, signage, logos, etc...

### Contract Procedures and Provisions

“**Contract**” means a Contract between a Recipient and a Third Party whereby the latter agrees to contribute a product or service to a project in return for financial consideration which may be claimed as an Eligible Cost.

**All contracts will be awarded in a way that is transparent, competitive and consistent with value for money principles.**

The following objectives for procurement activity for goods, services and construction are based on the principles of fair and open public sector procurement: competition, demand aggregation, value for money, transparency and accountability.

- acquisitions are managed consistent with the policy of the Province of British Columbia (The Province of British Columbia Policies can be accessed at: [www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/06\\_Procurement.htm](http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/06_Procurement.htm))
- 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; and
- the cost of the procurement process, to both vendors and proponents, is appropriate in relation to the value and complexity of each procurement.

**Proponents are responsible for:**

- planning, managing and fully documenting the process to acquire goods, services and construction;
- managing solicitation and contract award processes in a prudent and unbiased manner that fairly treats all potential vendors and bidders;
- ensuring that contracts for goods, services and construction are designed to provide the best value to the local government; and
- ensuring that all acquisitions are consistent with policy and applicable legislation.

**It is expected that all contracts for works associated with projects that are approved for CBCMRIF funding will be publicly tendered. Where this is not feasible, or practicable, recipients must inform the Management Committee, in writing, before proceeding with the project.**

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

Two resources are available to help local governments in British Columbia 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 Association (MMCD) provides its members with standardized contract documents and training programs to maximize the benefits of the documents. The Province of British Columbia encourages BC Municipalities to use the Master Municipal Construction Documents 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 MMCD access its website at: [www.mmcd.net/](http://www.mmcd.net/).
- Local Governments in British Columbia are able to access and use BC Bid, the e-Procurement site of the Province of British Columbia. The BC Bid website can be accessed at: [www.bcbid.gov.bc.ca/open.dll/welcome](http://www.bcbid.gov.bc.ca/open.dll/welcome).

**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 cash flow, milestones, project title, completion dates) before such changes are implemented.

Significant changes in the total eligible project cost breakdown or a change in the project's scope must be approved **in advance**. Management Committee or ministerial 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.

**Progress Reports**

A quarterly progress report is required for all approved projects. This is a summary report that updates the lead federal and provincial agencies regarding the scheduling and percentage completion of the project. A progress report is required quarterly whether or not a claim is made. The reports are required for the period between project approval and project completion.

**Claims**

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 provincial ministry (see Section 8 - Contact Information). Only costs incurred, paid and consistent with and comparable to those identified in the approved project application 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.

A detailed summary of expenditures is required for each claim, including: name of payee, date paid, invoice number, invoice date etc. An up-to-date progress report is also required with each claim. 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.

**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 and tender documents may result in a cessation or interruption in funding.

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

**Communications****Procedures for Communications**

An important aspect of the program is to communicate, the program's impact in helping improve the quality of life in BC communities. The purpose of joint communications activities is to provide opportunities for providing information on the CBCMRIF Program to the public in a well planned, appropriate, timely and consistent manner recognizing the contribution of all parties and the benefits of the initiatives. For more information on communications, see Communication Protocol Guideline.

Please contact the CBCMRIF Joint Secretariat Communications as early as possible and we will help with any questions you might have. The Communications contacts are:

**Government of Canada contact:**

Karl Yeh  
604-666-4714  
E-mail: karl.yeh@wd.gc.ca

**Province of BC contact:**

250-356-9424

E-mail: [MRIFcommunications@gov.bc.ca](mailto:MRIFcommunications@gov.bc.ca)