

Canada



***Canada-British Columbia
Investing in Canada Infrastructure Program***

Community, Culture, and Recreation

Program Guide

Foreword

The British Columbia Program Guide provides an overview of the Investing in Canada Infrastructure Program (ICIP) Community, Culture, and Recreation (CCR) Stream requirements. This Guide will walk you through the application process, and provide helpful information to assist in preparing and submitting an application under the ICIP CCR stream.

The ICIP will create long-term economic growth, build inclusive, sustainable communities and support a low carbon, green economy. The Community, Culture and Recreation Stream will focus on projects that improve citizen's access to and quality of cultural, recreational and community spaces.

The Program Guide contains references to the Canada – British Columbia ICIP Integrated Bilateral Agreement which can be found at <http://www.infrastructure.gc.ca/prog/agreements-ententes/2018/2018-bc-eng.html>.

In the event of a conflict between the Program Guide and the ICIP Integrated Bilateral Agreement, the Agreement prevails.

Program Guide published September 12, 2018.

Contents

1. INTRODUCTION.....	5
1.1 ABOUT THE PROGRAM	5
1.2 PURPOSE	6
1.3 APPLICATION DEADLINE.....	6
1.4 LIMIT ON NUMBER OF APPLICATIONS	6
1.5 COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD	7
2. APPLICANTS	8
2.1 ELIGIBLE APPLICANTS	8
2.2 INELIGIBLE APPLICANTS	8
PROJECTS	9
3.1 ELIGIBLE PROJECTS BY OUTCOME	9
3.2 ELIGIBLE PROJECTS	9
3.3 INELIGIBLE PROJECTS	10
3.4 PROJECT EXAMPLES.....	11
3.5 PROJECT SIZE AND PHASING PROJECTS.....	11
4 COSTS	12
4.1 ELIGIBLE COSTS.....	12
4.2 INELIGIBLE COSTS	13
5. GENERAL REQUIREMENTS	14
5.1 REQUIRED INFORMATION.....	14
5.2 FUNDING.....	15
5.2.1 <i>Local Government Recipients</i>	15
5.2.2 <i>Indigenous Ultimate Recipients</i>	16
5.2.3 <i>Not-for-profit Recipients</i>	16
5.3 SELECTION PROCESS AND CRITERIA	17
5.4 REQUIREMENTS PRIOR TO APPROVAL BY CANADA.....	18
6. APPLICATION PROCESS	19
6.1 COUNCIL/BOARD/BAND COUNCIL RESOLUTION	20
6.2 DETAILED COST ESTIMATE.....	20
6.3 SITE PLAN/MAP	21
6.4 PROJECT STUDY OR PLAN.....	21
6.5 LIST OF REQUIRED LICENSES, PERMITS AND APPROVALS	21
6.6 EVIDENCE OF SECURED FUNDS	21
6.7 CONTACT INFORMATION.....	22
7. CANADIAN ENVIRONMENTAL ASSESSMENT ACT, 2012 REQUIREMENTS.....	22
7.1 HOW TO DETERMINE IF A FEDERAL ENVIRONMENTAL ASSESSMENT (FEA) IS REQUIRED	22
7.2 TIME AND COST CONSIDERATIONS	23
7.3 DIALOGUE WITH ENVIRONMENTAL AGENCIES.....	23
7.4 OTHER REGULATORY CONSIDERATIONS.....	24
7.5 B.C. ENVIRONMENTAL ASSESSMENT PROCESS.....	24
8. ABORIGINAL CONSULTATION	24
9. APPROVED APPLICATIONS	25
9.1 ASSETS.....	26
9.1.1 <i>Disposal of Assets</i>	26

9.1.2	<i>Revenue from Assets</i>	26
9.2	SHARED COST AGREEMENT	26
9.3	CONTRACT PROCEDURES AND PROVISIONS.....	26
9.4	CHANGES OR VARIATIONS TO AN APPROVED PROJECT	28
9.5	COST OVERRUNS	28
9.6	REPORTING	28
9.7	CLAIMS	30
9.8	ACCOUNTING RECORDS	30
9.9	COMMUNICATIONS.....	30
APPENDIX A – FEDERAL PROGRAM OUTCOMES & TARGETS.....		32
APPENDIX B – EXAMPLES OF ELIGIBLE COSTS AND INELIGIBLE COSTS.....		33

1. INTRODUCTION

1.1 ABOUT THE PROGRAM

The Community, Culture, and Recreation (CCR) Stream will fund infrastructure projects that will support projects that improve citizen's access to and quality of cultural, recreational and community spaces.

The program is a component of the wider Investing in Canada Infrastructure Program (ICIP) which will provide funding through an Integrated Bilateral Agreement between Canada and British Columbia for Green Infrastructure, Community, Culture, and Recreation Infrastructure, Rural and Northern Communities Infrastructure, and Public Transit Infrastructure.

Canada and British Columbia governments are investing up to \$134.84 million in the initial intake of the ICIP CCR Stream to support infrastructure projects in communities across the province.

A project must meet at least one of the following outcomes to be eligible:

- Improved access to cultural, recreational and community infrastructure
- Increased quality of cultural, recreational and community infrastructure

Eligible ultimate recipients for this merit-based funding include Local Governments*, Indigenous applicants, and not-for-profit organizations.

It is anticipated that there will be more projects that qualify for funding than there are program funds available. Consequently, eligible projects will be subject to technical evaluation and ranked according to the extent to which they meet the program's objectives and the eligibility criteria.

Projects with total estimated eligible expenditures of \$10 million or more will be subject to climate lens assessments (including a greenhouse gas emissions assessment that includes a cost-per-tonne calculation and a climate change resilience assessment) to be completed to British Columbia and Canada's satisfaction prior to Canada's approval of a project for funding.

The projects in receipt of grant awards will be subject to reporting requirements as the projects progress. Applicants are encouraged to familiarize themselves with the requirements described in this guide.

The program targets projects that can be completed in five to six years following approval.

An Oversight Committee consisting of representatives from the federal and provincial governments will be responsible for administration of the Agreement.

**Local government refers to Regional Districts and Municipalities throughout this Guide. See Section 2.1 on Eligible Applicants for details.*

1.2 PURPOSE

The ICIP Community, Culture and Recreation Stream will help communities address their infrastructure needs, while improving access to and/or increased quality of Community, Culture and Recreation infrastructure for Canadians, including Indigenous people and vulnerable populations.

1.3 APPLICATION DEADLINE

The deadline for the application intake is **January 23, 2019. (11:59pm PST)**

A Business BCeID credential and password are required to access the online application. The deadline to submit your BCeID credentials is December 27, 2018.

See [Application Instructions](#) for more details.

1.4 LIMIT ON NUMBER OF APPLICATIONS

Municipalities may submit **one** application per intake. Applications not approved from an earlier intake may be revised and a new application regarding the same project submitted to a subsequent intake. This will count towards the limit on the number of applications submitted.

Regional Districts may submit **one** application for each community in their area. A community is defined as a settlement area within a regional district electoral area or an established or proposed service area. Applications not approved from an earlier intake may be revised and a new application regarding the same project submitted to a subsequent intake.

Indigenous Ultimate Recipients may submit **one** application per intake. Applications not approved from an earlier intake may be revised and a new application regarding the same project submitted to a subsequent intake. This will count towards the limit on the number of applications submitted.

Not-for-profit Ultimate Recipients may submit **one** application per intake. Applications not approved from an earlier intake may be revised and a new application regarding the same project submitted to a subsequent intake. This will count towards the limit on the number of applications submitted.

*Note: applicant may not submit the same project under two open programs. There are no constraints around an applicant applying to open funding streams with different projects.

1.5 COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD

The funding provided by the federal and provincial government towards infrastructure projects is cost shared. The levels of federal and provincial contribution are:

<i>Ultimate Recipient</i>	<i>Government of Canada Contribution (up to)</i>	<i>Province of British Columbia Contribution (up to)</i>	<i>Total Senior Government Contribution (up to)</i>
Local government *	40%	33.33%	73.33%
Not-for-profit	40%	25%	65%
Off Reserve Indigenous	75%	15%**	90%
On Reserve Indigenous	75%		75%

The remaining eligible project costs, plus all ineligible projects costs, and cost overruns are the responsibility of the applicant. Where applicants plan to use or have applied for funds from other federal or provincial programs, the source of these funds must be indicated on the application form. The disclosure of other funding sources must be provided by the successful recipient up to the completion of the project.

Applicants who have other senior government funding or grants in place for their project should note that the program is subject to stacking rules. Total senior government funding will be reduced to the maximum commitments under this program or it may affect funding under other senior government funding programs. Note that Gas Tax Community Works Funds are considered to be a federal contribution for these purposes, and will not be able to be utilized for the Ultimate Recipient's funding contribution to the project.

Indigenous Ultimate Recipients may be eligible to access additional funding from federal sources subject to approval from Canada.

* A local government is defined as the council of a municipality or the board of a regional district.

** For off-reserve assets.

2. APPLICANTS

2.1 ELIGIBLE APPLICANTS

- A local or regional government* established by or under British Columbia statute;
- A not-for-profit organization defined as:
 - An organization incorporated as a not-for-profit corporation or society formed under an Act of Canada or a province or territory of Canada and in good standing under the relevant Act.
 - An organization that operates primarily for community benefit.
 - An organization with a location in British Columbia and active within the province.
- The following Indigenous Ultimate Recipients:
 - A band council within the meaning of section 2 of the *Indian Act*;
 - A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between Her Majesty the Queen in Right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation;
 - A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure; and
 - A not-for-profit organization whose mandate is to improve Indigenous outcomes, in partnership with one or more of the Indigenous entities referred to above.

**Considered to be a municipality or regional district for the purposes of this funding.*

2.2 INELIGIBLE APPLICANTS

- Federal entities, including federal Crown Corporations.
- Applicants not defined in section 2.1.
- Applicants not residing within the Province of British Columbia.

PROJECTS

3.1 ELIGIBLE PROJECTS BY OUTCOME

The Program reflects an outcome based rather than a project category based approach. Project eligibility is based on its ability to meet the following **outcomes** set out by Infrastructure Canada:

- Improved access to Community, Culture and Recreation infrastructure for Canadians, including Indigenous people and vulnerable populations.
- Increased quality of Community, Culture and Recreation infrastructure for Canadians, including Indigenous people and vulnerable populations.

3.2 ELIGIBLE PROJECTS

To be eligible for funding, a Project must:

- a) be community-oriented, non-commercial in nature and open for use to the public and not limited to a private membership;
- b) when a community hub and/or community centre, be publicly accessible, multi-purpose spaces that bring together a variety of different services, programs and/or social and cultural activities to reflect local community needs;
- c) if it is a health facility or a primary or secondary education facility, have specific benefit to Indigenous peoples by advancing the Truth and Reconciliation Commission's Calls to Action;
- d) be put forward by an applicant who demonstrates that they will be able to operate and maintain the resulting infrastructure over the long term;
- e) meet one or more of the Program outcomes (see Section 3.1);
- f) be for the construction, renewal, rehabilitation or material enhancement of infrastructure, excluding normal maintenance or operation;
- g) be supported by all requirements set out in Section 5;
- h) meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change where a building is constructed;
- i) for publicly accessible buildings, meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, defined as the requirements in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-12), in addition to applicable provincial building codes and relevant municipal bylaws;
- j) the application and supporting documents should be comprehensive, credible, and feasible;

- k) stipulate a construction completion date of no later than March 31, 2024;
- l) be duly authorized or endorsed by, appropriate board or council;
- m) be for broad public use or benefit and clearly demonstrate this within the application;
- n) be located in the Province of British Columbia; and
- o) meet all the program criteria identified in this Guide.

3.3 INELIGIBLE PROJECTS

A project will be deemed ineligible if:

- a) the construction began or a tender has been awarded prior to the date a Shared Cost Agreement between the Province and the Ultimate Recipient is signed;
- b) the estimated project start date is more than 2 years after the date of application;
- c) the project will be completed after March 31, 2027;
- d) the project deals with assets owned by the Government of Canada including federal Crown Corporations;
- e) it constructs housing;
- f) has a private sector, for-profit Ultimate Recipient;
- g) is a stand-alone daycare facility, for-profit daycare facility, daycare facility associated with a school board, or a daycare facility funded under Canada's Early Learning and Child Care initiative;
- h) is a religious site that serves as a place of assembly for religious purposes, which includes among others, a site, church, mosque, synagogue, temple, chapel (e.g., within a convent or seminary), shrine or meeting house; or
- i) is for a professional or semi-professional sport facility that is primarily a commercial operation, such as those that serve major junior hockey leagues.
- j) it does not meet the program outcomes outlined in Section 3.1.

The government endeavors to support projects through the program which are well planned, support local and provincial priorities, reduce impacts to the environment, and will continue to provide community benefits over the long term supported by sustainable infrastructure management. Projects may not be funded if they present risks to program funders, for example if any of the following are deemed likely:

- a high probability of the project not being able to be completed within the program timeline,

- potential for the project to not proceed due to applicant funding difficulties,
- a high probability that the project will require a significant change in scope to proceed due to limited planning being undertaken prior to application,
- the project may not provide the level of service identified,
- the project does not have public support,
- the project has the potential to cause environmental or social issues, or
- the applicant does not demonstrate they are able to manage, maintain and finance the project over the long term.

The applicant should clearly demonstrate within the application that risks related to the project have been considered and include mitigation measures for these.

Note that this does not preclude the consideration of innovative concepts and technology, and inclusion of these will be viewed positively where their suitability for the purpose.

3.4 PROJECT EXAMPLES

[Examples of projects](#) which may meet the outcomes in Section 3.1 may be found on the [Community, Culture, and Recreation Program](#) website. This is not an exhaustive list and is intended as a sampling only. The Program utilizes an outcomes based approach rather than defined categories to allow for innovation and flexibility. Project that support outcomes and align with other eligibility criteria will be considered for funding.

3.5 PROJECT SIZE AND PHASING PROJECTS

Applicants should be aware that there are reporting requirements for this Program, and should be prepared to meet them (See Section 9.5 for requirements).

Due to the extent of reporting and program administration required, a minimum project value has been set at \$150,000 total eligible project costs for Indigenous and Not-for-profit applications. Where the project costs are less than this amount, application may be allowed in special cases where the project would provide significant benefits under the program. Written approval from the Ministry is required to apply in this circumstance.

There is no cap on the maximum allowable funding amount per project; however, consideration will be given to a fair distribution of funding. Applicants should consider whether phasing is an option where project funding would represent more than 10% of the total funding available for the intake. Applicants should submit the project that will give them the best value for the given cost.

Where a phase is submitted for funding consideration, the phase should independently result in outcomes which align with program objectives.

If applying for a phase of a larger project, identify how the project will be phased. This should be demonstrated in the accompanying [Detailed Cost Estimate Template](#), and the project descriptions must be organized to easily understand each of the distinct phases of the project, highlighting which phase is the subject of the funding request.

It is important to note that the approval of one phase of a project does not guarantee that other phases will receive funding.

4 COSTS

See *Appendix B* for examples of eligible and ineligible costs.

4.1 ELIGIBLE COSTS

Eligible costs will include the following:

- a) all costs considered to be direct and necessary for the successful implementation of an eligible project, in the opinion of Canada and British Columbia, excluding those identified under Section 4.2 (Ineligible Costs);
- b) the capital costs of constructing or renovating a tangible asset, as defined and determined according to generally accepted accounting principles in Canada;
- c) all planning (including plans and specifications), assessment and design costs specified in the agreement such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services, to a maximum of 15% of total funding award;
- d) costs related to meeting specific Program requirements, including completing climate lens assessments (as outlined in Section 6) and creating community employment benefit plans (costs for climate lens assessments can be incurred prior to project approval, but can only be paid if and when a project is approved by both the Province and Canada for contribution funding);
- e) the costs of engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the *Canadian Environmental Assessment Act 2012* and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment;
- f) the costs of Aboriginal consultation, and where appropriate, accommodation;
- g) the costs directly associated with joint federal and provincial communication activities (press releases, press conferences, translation, etc.) and with federal and provincial project signage; and
- h) the incremental costs of the eligible recipient's employees related to construction of the project may be included as eligible costs under the following conditions:
 - i. The recipient is able to demonstrate that it is not economically feasible to tender a contract;

- ii. The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- iii. The arrangement is approved in advance and in writing by the Province and by Canada.

Eligible costs are limited to the following:

- a) costs incurred between the project approval date and the project completion date set out in the Shared Cost Agreement, except for costs associated with completing climate lens assessments and creating community employment benefit plans, which are eligible before project approval, but can only be paid if and when a project is approved by the Province and Canada and a signed Shared Cost Agreement is in place.

4.2 INELIGIBLE COSTS

The following are deemed ineligible costs:

- a) costs incurred prior to the approval of the project, except for expenditures associated with completing climate lens assessments and creating community employment benefit plans as required (but can only be paid if and when a project is approved by the Province and Canada and a signed Shared Cost Agreement is in place);
- b) incurred after the project completion date set out in the Shared Cost Agreement with the exception of expenditures related to audit and evaluation requirements pursuant to the agreement;
- c) costs related to developing a funding application and application supporting documentation;
- d) costs incurred for cancelled projects;
- e) costs of relocating entire communities;
- f) land acquisition;
- g) real estate and other fees related to purchasing land and buildings;
- h) financing charges, legal fees and interest payments on loans, including those related to easements (e.g. associated surveys);
- i) costs associated with operating expenses and regularly scheduled maintenance work;
- j) leasing land, buildings and other facilities;
- k) leasing of equipment other than equipment directly related to the construction of the project;
- l) overhead costs, including salaries and other employment benefits, direct or indirect costs associated with operating expenses, administration and regularly scheduled maintenance work, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff, except those indicated in Eligible Expenditures;

- m) costs related to furnishing and non-fixed assets which are not essential for the operation of the asset/project;
- n) elements of the Project that include dedicated spaces for healthcare, education or tourism purposes, provincial or local government services, or for-profit uses are ineligible for contribution funding, except for dedicated healthcare or education spaces that benefit Indigenous people by advancing the Truth and Reconciliation Commission's Calls to Action as approved by Canada;
- o) any goods and services costs which are received through donations or in kind;
- p) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- q) all capital costs, including site preparation, vegetation removal and construction costs, until Canada has been satisfied that the federal requirements under the Canadian Environmental Assessment Act, 2012 (CEAA, 2012), other applicable federal environmental assessment legislation that is or may come into force during the term of the Agreement, and other applicable agreements between Canada and Aboriginal groups have been met to the extent possible and continue to be met; and
- r) all capital costs, including site preparation, vegetation removal and construction costs, until Canada is satisfied that any legal duty to consult, and where appropriate, to accommodate Aboriginal groups or other federal consultation requirement, has been met and continues to be met.

5. GENERAL REQUIREMENTS

5.1 REQUIRED INFORMATION

Please ensure that your application addresses the following

- Application form and mandatory documents have been filled out in full and submitted online using the Local Government Information System
- Application must be submitted by an "eligible applicant" (defined in Section 2).
- Application must be for an "eligible project" (defined in Section 3).
- Application includes an authorization from all appropriate authorities allowing the organization to proceed with the project.
- Application includes a commitment to pay the applicant share of the eligible costs and ongoing (operating and other) costs associated with the project.
- Project is consistent with applicable provincial, regional, municipal, or band plans (e.g., land-use, integrated watershed management plan, municipal official plans, Integrated Community Sustainability Plans).
- Major risks with a potential impact on the project during construction or once completed have been considered, and, where applicable, a mitigation plan developed.

- All applicable legislative or regulatory requirements will or have been met. This includes requirements for a Federal Environmental Assessment (FEA) process, provincial Environmental Assessment process and requirements for Aboriginal Consultation. Where a project is excluded from a review under the Canadian Environmental Assessment 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 identified and/or obtained.
- The energy efficiency requirements of the National Energy Code of Canada for Buildings 2015 will be exceeded by at least 25% and any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change will be met or exceeded, for newly constructed or materially rehabilitated infrastructure intended for use by the public, where applicable (describe the variances and plans to achieve compliance).
- For newly constructed or materially rehabilitated infrastructure intended for use by the public, the project will provide appropriate access for persons with disabilities, including meeting the requirements of the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CAS B651-04) or any acceptable or similar provincial or territorial standards (describe the variances and plans to achieve compliance).

Projects that are selected for funding will be required to provide additional information as outlined in Section 5.4 to British Columbia and Canada's satisfaction prior to Canada's approval of a project.

5.2 FUNDING

The applicant must demonstrate that their share of funding has been, or is being secured, and that a plan is in place to cover any cost overruns beyond budgeted contingencies. Further, the application must demonstrate that funds have been committed to operate, maintain and plan for replacement. Also see the "Evidence of Secured Funds" and "Council/Board Resolution" sections under Section 6.

5.2.1 Local Government Recipients

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

If a local government intends to borrow a share of costs, a bylaw to authorize the borrowing of funds should receive third reading by a local government prior to submitting an application to the program. A copy of that bylaw should accompany the application. Municipalities that intend to borrow should also submit a Liability Servicing Limit Certificate for the amount authorized in the bylaw. Please also submit information about any sources of applicant share of project costs other than reserves or borrowing.

Please note that submission of a loan authorization bylaw and supporting information as evidence under the program is separate from submission for approval by the Inspector of Municipalities. That is a separate process that must be completed when approval by the Inspector is desired. A preference may be given to funding projects that demonstrate secured funding.

A financial analysis will be completed as part of the application review. This will include a review of information submitted within the application and in addition, for local governments, a review of the periodic financial information submitted to the Ministry of Municipal Affairs and Housing (the Ministry). This required periodic financial reporting information is available on Ministry files, and thus does not need to be submitted with an application. However, local government applicants should recognize that the ranking of applications may reflect the extent to which applicants have met financial criteria such as having:

- met the deadlines for legislated financial reporting, including the financial plan, audited financial statements, Local Government Data Entry (LGDE) forms and Statement of Financial Information (SOFI);
- submitted the financial plan to the Ministry to meet requirements of s 165 of the Community Charter found in Financial Circulars 08:10 (Financial Plan: New Revenue Policy Disclosure Requirements) and 08:15 (Guide to the Amortization of Tangible Capital Assets); and
- measures of financial stability and sustainability which include property tax structures and development costs charge structure.

5.2.2 Indigenous Ultimate Recipients

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

Further, they must demonstrate that funds have been committed to operate, maintain and plan for replacement within the application. Also see the “Evidence of Secured Funds” and “Council/Board Resolution” sections under Section 6.

In addition, if using other federal funding towards the projects, the applicant must supply the funding source/program name, amount of funding and a contact name/number from the program.

5.2.3 Not-for-profit Recipients

The applicant must demonstrate that their share of funding has been, or is being secured, and that a plan is in place to cover any cost overruns beyond budgeted contingencies. Further, they must demonstrate that funds have been committed to operate, maintain and plan for replacement within the application. Also see the “Evidence of Secured Funds” and “Council/Board Resolution” sections under Section 6.

5.3 SELECTION PROCESS AND CRITERIA

The Program is merit based and projects are subject to a comprehensive technical ranking assessment and internal provincial review, with a list provided to the Oversight Committee and recommendations submitted to Canada for final approval.

Applicants must ensure that their application demonstrates how the project will be eligible for funding (Section 3.2), how the project benefits align with one or more of the outcomes (Section 3.1), how the project aligns with program criteria described in the application form and in this guide, and how the project is supported by sustainable management and planning.

In addition to consideration of the required information in Section 5.1 and 5.2, projects will be evaluated with regard to the degree to which they meet the following:

- represent good value for money;
- contribute to community objectives and is based on community need for services;
- enhance and protect public health;
- enhance and protect environmental health;
- support sustainability principles;
- are consistent with integrated long-term planning and management;
- demonstrate efficient use of resources throughout the life of the assets created;
- are situated within, and advances, the organization's capital works and financial plans;
- exhibit long-term sustainability, including operational viability, asset management for sustainable service delivery, and environmental sensitivity;
- will be able to be financially supported by the organization over the life of assets created including lifecycle and renewal costs;
- are supported by a high level of planning including identifying appropriate levels of service and demand;
- contribute towards reduction in demand for natural resources;
- Support projects that benefit Indigenous peoples not living on reserve
- consider adaptation and mitigation to climate change; and
- use the best available economically feasible technology, if applicable.

Projects that support the key actions identified as part of British Columbia's commitments under the [Pan-Canadian Framework on Clean Growth and Climate Change](#) may also be given additional priority.

Internal provincial review may include consideration of factors such as regional distribution of funding, previous funding, communities in need, and unmitigated project

risks.

5.4 REQUIREMENTS PRIOR TO APPROVAL BY CANADA

Shortlisted projects will be given initial ‘approval in principle’ by the Province where additional requirements must be met prior to the project being formally accepted into the program. The following will be required to be completed to BC and Canada’s satisfaction prior to Canada’s approval of a project into the program:

- For all projects with total estimated eligible expenditures of \$10 million or more, a climate lens - greenhouse gas emissions assessment that includes a cost-per-tonne calculation as required by Canada* **
- For all projects with total estimated eligible expenditures of \$10 million or more, a climate lens - climate change resilience assessment* **
- A federal form to determine if there are any federal environmental assessment requirements that could apply to the project and if there is a requirement to consult with Indigenous Groups
- For all projects with total estimated eligible expenditures of \$25 million or more, the expected results for community employment benefits as required by Canada, unless waived at the discretion of British Columbia (see section 9.5 for additional information)***

The following may be required on a case by case basis at the discretion of British Columbia:

- For projects with total estimated eligible expenditures of \$15 million or more and a sufficiently complex nature, a Value Engineering assessment

The intent of the Provincial “approval in principle” is to give applicants some assurance that funding will be received prior to having to complete these additional requirements.

Projects that request a contribution of more than \$50 million from federal sources, involve federal assets, or involve sole source contracting (contracts over \$25,000 or, for the acquisition of architectural and/or engineering services, over \$100,000), if shortlisted, will be subject to a request for further information to support a federal Treasury Board submission.

*Note that costs associated with greenhouse gas emissions and climate change resilience climate lens assessments will be considered as eligible as part of the funding.

**Information on the requirements for climate lens assessments can be found at: <https://www.infrastructure.gc.ca/pub/other-autre/cl-occ-eng.html>.

***Information on the requirements for community employment benefits reporting can be found at: <http://www.infrastructure.gc.ca/pub/other-autre/ceb-ace-eng.html>.

6. APPLICATION PROCESS

All proponents must complete and submit an online application form via the Local Government Information System (LGIS). A Business BCeID is required to set up access in LGIS. This can take up to 15 business days. New users are encouraged to start the process of requesting a BCeID as early as possible. See [Application Instructions](#) for more details.

A statement by a Financial Approver and Project Manager certifying that the information contained in the application is correct and complete will be required as part of the online application submission.

The following mandatory documents must be clearly labeled and uploaded to LGIS as part of your online application by the application deadline:

- Council/Board/Band Council Resolution
- Detailed Cost Estimate
- Site Plan / Map
- Cost Benefit Analysis or Other Study
- List and status of required licenses, permits and approvals (or indicate if not applicable)
- Evidence of Secured Funds

Attached supporting documents should be clearly labelled, succinct and submitted in a searchable format where possible. Where attachments are longer in length, specific reference should be made to the sections of documents you wish to be included in the review.

Applicants are responsible for ensuring full and accurate information is submitted. Applications will not be reviewed unless all necessary information has been submitted, including mandatory documents.

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

- Options Assessment
- Business Plan
- Other Studies
- Design Drawings or Details
- Letters of Support

Letters of support, partnership agreements, or memorandums of understanding from the other partners are recommended for projects done in partnership with others or that will have joint ownership.

6.1 COUNCIL/BOARD/BAND COUNCIL RESOLUTION

A resolution or by-law endorsing the project must be approved by the appropriate authorized governing body such as a council, board or band council and must be submitted within one month of the program application submission. The resolution or by-law will commit the proponent to contributing its share of the eligible and ineligible costs and overages related to the project.

The resolution/bylaw must identify the source of the proponent's share of the projects costs. The resolution should show support for the project from a municipality's Council, a regional district Board, or an Indigenous applicant's band council or other appropriate authorized body.

Where possible, the resolution should be submitted as part of the application package. Where the applicant is unable to submit the resolution with the application (e.g. due to timing considerations with when the Council/Board meets), it must be submitted within one month after the submission deadline. Please indicate on the application form when submission of the resolution will be expected to occur.

Projects not supported by an appropriate resolution submitted within the allowed timeframe, will not be reviewed.

6.2 DETAILED COST ESTIMATE

[A detailed cost estimate template](#) has been provided on the [Community, Culture, and Recreation Program](#) website and submission of a completed cost estimate is a mandatory document. Detailed costs estimates must include but are not limited to: an itemized description, cost per unit of measure, number of units, as well as design, engineering, contingency costs, and tax rebate breakdowns. Applicants are to identify which costs are eligible and which are ineligible and to state what class or confidence level the estimates are (e.g., class B or the level of confidence of the proposed cost). Cost estimates must be dated.

If the project is part of a larger project, the detailed cost estimate should only include the costs for the project being applied for. If a project can be broken into phases, a separate detailed cost estimate must be submitted for each phase being applied for.

It is important to note that projects will be reviewed in the context of the *Canadian Environmental Assessment Act* (CEAA) 2012 and regulations as discussed in Section 7. Where applicable, project cost estimates should include costs to conduct a CEEA study.

Projects requiring climate lens assessments as outlined in Section 5.4 should include costs to complete these and have them attested to by a qualified assessor.

IMPORTANT: It is necessary to provide **up-to-date, detailed, and complete cost estimates** and identify and account for inflation, increasing construction costs and possible delays in start and completion dates. Factors that may delay construction include: the timing of the grant announcement date, fisheries window, public consent, weather and construction seasons, delays in the CEAA process, right of way negotiations, regulatory applications, etc.

6.3 SITE PLAN/MAP

A site plan/map should include the location and the general layout of the works to be included in the proposed project.

6.4 PROJECT STUDY OR PLAN

Submit existing planning studies or documents that initial planning work and should identify what the project works will include, why it is it being recommended. It should also address capital and lifecycle expenditures, annual operating costs, emerging technologies, environmental considerations and societal impacts. This study should include more information than will be supplied in the brief project description and list of works.

6.5 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 the project to proceed and they must advise on the status of any that have been applied for. This demonstrates that a project is on track and/or that the proponent has considered and commenced applications for these required items.

6.6 EVIDENCE OF SECURED FUNDS

Evidence that the applicant's full share of funding has been or will be secured is required. This evidence may be in the form of recent bank statements showing that the amount is on hand, a line of credit letter of approval (for non-local government entities), staff reports and/or resolutions of board/council directing the use of reserve funds, and for local governments who are recovering their share of funding through borrowing, a Liability Servicing Limit Certificate indicating that borrowing is within a local government's assent free borrowing limit, a loan authorization bylaw that has received third reading, and/or a date that borrowing has been approved through a formal public

approval process and a copy of the related bylaw. Other evidence may be accepted at the discretion of the Director or program leads.

The applicant will be prompted for required documents through the online application process.

6.7 CONTACT INFORMATION

Applications and mandatory documents will be submitted through the online LGIS application. Questions can be directed to:

Ministry of Municipal Affairs and Housing

Phone: 250-387-4060

Email: infra@gov.bc.ca

7. CANADIAN ENVIRONMENTAL ASSESSMENT ACT, 2012 REQUIREMENTS

The *Canadian Environmental Assessment Act 2012* (the Act) and its regulations are the legislative basis for the federal practice of environmental assessment. A Federal Environmental Assessment (FEA) is a process to evaluate the environmental effects and identify measures to mitigate potential adverse effects of a proposed project. The Act ensures that the environmental effects of a project are carefully reviewed before a federal department/agency makes a decision to allow the proposed project to proceed.

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/.

All projects that receive funding through the Agreement must comply with the Act. However, since not all projects are on federal lands or affect the environment in a significant way, many projects may not require an environmental assessment under the Act. It is the responsibility of the Proponent to determine the FEA requirements and contact the relevant Federal departments, as indicated below.

7.1 HOW TO DETERMINE IF A FEDERAL ENVIRONMENTAL ASSESSMENT (FEA) IS REQUIRED

An FEA will be required under CEAA 2012 if the project meets the definition of a designated project and or it is located on federal lands.

Is it a designated project?

Designated projects can be found on the *Regulations Designating Physical Activities*: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-147/page-1.html#docCont>

Only projects on the designated project list require FEA or projects designated by the Minister due to potential for environmental effects or public concerns. Should the Project meet the definition of a designated project, proponents must provide to the Canadian Environmental Assessment Agency a description of their proposed project to initiate the process.

Is the project on federal lands?

Projects on federal lands are subject to an assessment of environmental effects. Information must be provided to program staff on whether or not the project will be located on federal lands. Proponents must engage with the federal lands' owner to establish the process and requirements to meet CEAA, 2012.

For more information refer to the Operation Policy Statement:

<https://www.canada.ca/en/environmental-assessment-agency/news/media-room/media-room-2015/assessing-cumulative-environmental-effects-under-canadian-environmental-assessment-act-2012.html>

7.2 TIME AND COST CONSIDERATIONS

Time and Costs involved in completing the FEA and associated studies will depend on site accessibility and the availability of local expertise, the nature and complexity of the project, potential environmental implications and the level of public/First Nations interest. When developing the project cost estimates, please consider the potential expenses involved in preparing a FEA.

7.3 DIALOGUE WITH ENVIRONMENTAL AGENCIES

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

IMPORTANT NOTE:

- Where necessary, ICIP funding is conditional upon completion of an environmental assessment review of the project under the Act with a satisfactory outcome.
- Starting BC and Canada environmental assessments early in the planning of a project will assist the British Columbia and the Government of Canada in discharging the legal duty to consult and, if appropriate, accommodate Aboriginal peoples when the Crown contemplates conduct that might adversely impact established or potential Aboriginal or Treaty rights.

- Successful applicants must agree to adhere to mitigation requirements as may be specified in the FEA and/or recommended by federal departments and agencies participating in the review process.
- Any changes to the scope of the project while it is underway could re-open the FEA review and cause the project to have construction delays. In addition, project scope changes need to be brought to the ICIP program staff immediately as they need the Province's approval prior to going forward with any changes to the original approved scope.

7.4 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 *Canadian Environmental Assessment 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.

7.5 B.C. ENVIRONMENTAL ASSESSMENT PROCESS

Proposed projects or modifications to existing projects that are subject to the *British Columbia Environmental Assessment Act* (BCEAA) are specified in the Environmental Assessment Reviewable Project Regulations by project type, design capacity, and diversion or extraction rate. All applicants should review a copy of the regulations for information on projects that may be subject to the BCEAA. Information must be provided to CWWF program staff on whether or not the project will be subject to BC Environmental Assessment.

Refer to BC Environmental Assessment Office's website at www.eao.gov.bc.ca or contact their office at:

**2nd Floor 836 Yates Street
PO Box 9426 Stn Prov Govt
Victoria, BC V8W 9V1
Email: eaoinfo@gov.bc.ca**

8. ABORIGINAL CONSULTATION

Proponents may be required to consult with Aboriginal groups if the project is located in an area where Aboriginal communities have potential or established Aboriginal or Treaty rights. It is the responsibility of the Proponent to determine whether or not the project requires consultation with Aboriginal groups. Information must be provided to program staff on whether or not the project will be subject to Aboriginal Consultation.

If required, Canada must be satisfied that for each Project:

- a) Aboriginal groups have been notified and, if applicable, consulted;
- b) If applicable, a summary of consultation or engagement activities has been provided, including a list of Aboriginal groups consulted, concerns raised, and how each of the concerns have been addressed, or if not addressed, an explanation as to why not;
- c) Accommodation measures, where appropriate, are being carried out by British Columbia or Ultimate Recipient at their own cost; and
- d) Any other information has been provided that Canada may deem appropriate.

No site preparation, vegetation removal or construction will occur for a Project and Canada has no obligation to pay any Eligible Expenditures that are capital costs, as determined by Canada, until Canada is satisfied that any legal duty to consult, or other federal consultation requirement, and where appropriate, to accommodate Aboriginal groups has been met and continues to be met.

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

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

<http://www2.gov.bc.ca/gov/DownloadAsset?assetId=9779EDACB673486883560B59BEBE782E>

For more information on Aboriginal Consultation in Federal Environmental Assessment: <http://www.ceaa-acee.gc.ca/default.asp?lang=En&n=ED06FC83-1>

9. APPROVED APPLICATIONS

Successful recipients will be notified in writing if their application is approved.

The Province of British Columbia will provide a Shared Cost Agreement* to those proponents approved for funding. The Shared Cost Agreement will outline the terms and conditions associated with the funding. Funding is conditional upon the recipient signing a Shared Cost Agreement with the Province.

Shared Cost Agreements will be prepared only after the requirements described in Section 5.4 have been deemed as met by Canada.

All projects will be expected to be substantially complete within the dates set out in their Shared Cost Agreement. The Program is designed to support projects that can be completed within five to six years of the approval. Where extenuating circumstances outside the proponent's control cause project delays, an approval for extension may be considered (with projects ultimately having to be completed before March 31, 2027).

Shared Cost Agreement or “Ultimate Recipient Agreement” means an agreement between British Columbia and the Ultimate Recipient under the ICIP.*

***“Ultimate Recipient” means an entity identified under sections A.1 a) of Schedule A in Canada – British Columbia ICIP Integrated Bilateral Agreement and identified within this guide as an eligible applicant.*

9.1 ASSETS

9.1.1 Disposal of Assets

Within the Shared Cost Agreement, Ultimate Recipients will need to maintain ongoing operations and retain title to and ownership of an asset for at least five years after substantial completion, except when the asset is transferred to Canada, British Columbia or a municipal or regional government, or with Canada and the Province’s consent.

9.1.2 Revenue from Assets

Senior government contributions are meant to accrue to the public benefit.

9.2 SHARED COST AGREEMENT

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

9.3 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 fair, 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:

- proponents receive the best value for money spent on contracts;
- vendors have fair access to information on procurement opportunities, processes and results;

- acquisition opportunities are competed, wherever practical;
- proponents only engage in a competitive process with the full intent to award a contract at the end of that process;
- proponents are accountable for the results of their procurement decisions and the appropriateness of the processes followed;
- the cost of the procurement process, to both vendors and proponents, is appropriate in relation to the value and complexity of each procurement;
- contracts are awarded in accordance with the Canadian Free Trade Agreement and international trade agreements if applicable; and
- acquisitions are managed consistent with the policy of the Province of British Columbia (The Province of British Columbia Policies can be accessed at: <https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/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; 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 funding will be publicly tendered. Where this is not feasible or practicable, recipients must inform, in writing, the Ministry for approval before proceeding with the project.

The Province 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 applicants to achieve excellence in the awarding of contracts in a way that is transparent, competitive, and consistent with value for money principles:

- The Master Municipal Construction Documents 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 British Columbia Municipalities to use the Master Municipal Construction Documents for the

construction of municipal services. Many B.C. 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/.

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

9.4 CHANGES OR VARIATIONS TO AN APPROVED PROJECT

Applicants need to advise the Ministry, **in writing**, of any variation from the approved project. **Before** any changes are implemented they must be approved by the Ministry. Changes that require written approval are those that deviate from the Shared Cost Agreement, generally project description/scope or project completion date. Costs that are outside of the current terms of the contract may not be able to be reimbursed.

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

9.5 COST OVERRUNS

The Program will be fully allocated and oversubscribed. Recipients of grant funding will be responsible for managing project risks, including cost increases, as the Program is not designed to deal with cost overruns. Any project cost increases will be the responsibility of the Ultimate Recipient.

9.6 REPORTING

A Periodic Progress Report will be required quarterly and a Budget Forecast Report will be required monthly or upon request by the Province. These reports update the federal and provincial agencies regarding timelines, percentage completion, milestones, forecasting and other information regarding the project. Progress reports are required whether or not a claim is made, or whether or not construction has begun. The reports are required for the period between project approval and project completion.

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

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

Conditions will be included in the Shared Cost Agreement which will require the Ultimate Recipient of the grant to conduct activities or prepare documentation related to best practice and sustainable infrastructure management. These will be tied to the payment of interim and final claims.

Examples of condition requirements that have been included in past programs include*:

- Confirmation that required permits have been received and/or that the design and construction meets associated regulatory requirements;
- A list of energy efficient features and equipment used in the project;
- A summary of the state of asset management practice within the organization in reference to the Asset Management BC Roadmap and/or AssetSMART 2.0A plan demonstrating how the community is working towards and planning for sustainable management;
- Confirmation that a new building exceeds the energy requirements under the National Energy Code for Buildings by at least 25%;
- An asset renewal profile for the asset group related to the project.

Applicants will be required to report on federal targets which are applicable to the project:

- Contribute to a national ten mega-tonne (10 mT) reduction of greenhouse gas emissions.
- Ensure one hundred percent (100%) of federally-funded public-facing infrastructure meets the highest published applicable accessibility standard in a respective jurisdiction.

Projects with total estimated eligible expenditures of \$25 million or more will need to report on community employment benefits provided to at least three (3) federal target groups (apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, new Canadians, or small- medium-sized enterprises and social enterprises). This requirement may be waived at the discretion of British Columbia for applicants with lower capacity to capture this information with specific rationale.

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

A Final Report detailing project performance must be completed and submitted with the final claim upon project completion.

* This is not a comprehensive list of all potential condition requirements and others may be added or substituted at the discretion of the Province.

9.7 CLAIMS

To receive both the federal and provincial governments' contributions for approved projects, claims must be submitted for eligible costs to the Ministry. Only costs incurred, paid and consistent with and comparable to those identified in the signed shared cost agreement are eligible for reimbursement. Where multiple projects are ongoing (e.g. through different grant funding programs or through a phased approach), please ensure that claims are specific to the approved project only.

Claims must be completed and submitted online using the Local Government Information System (LGIS). The online claim form requires summary of expenditures information, including: name of payee, date paid, work rendered start/end dates, invoice number, invoice date, etc. Current progress reports must be submitted online to the Ministry via LGIS for claim reimbursement. All projects are subject to site visits and audit at any time during the project and up to the later of: the end date of the Integrated Bilateral Agreement for ICIP between Canada and British Columbia or up to three years after the final settlement of accounts.

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

9.8 ACCOUNTING RECORDS

Applicants must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the project. These records should include both the records of original entry and supporting documents of the applicant, divisions or related parties, and any third party, named in the application or contract, as appropriate to the project. Applicants must retain accounting records for a minimum of six years after the end date of the Integrated Bilateral Agreement for ICIP between Canada and British Columbia.

Failure to keep acceptable accounting records and tender documents may result in a cessation or interruption in funding and impact future funding.

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

9.9 COMMUNICATIONS

Procedures for Communications

An important aspect of the program is to communicate its impact in helping improve the quality of life in British Columbia communities. The purpose of joint communications activities is to provide information on the Program to the public in a well-planned,

appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

A communications protocol will be set out within the Shared Cost Agreement. Signage recognizing funding contributions will also be required.

Timeline for Public Events

Please contact the Ministry at least **20 working days** prior to any scheduled public events. The federal and provincial Ministers, or their designated representatives, regularly participate in the events, thus need time to schedule for such an occasion.

APPENDIX A – Federal Program Outcomes & Targets

Ultimate Recipients are required to report on outcomes and associated targets through the Province to Canada for the ICIP – Community, Culture, and Recreation Stream projects completed in BC. Below are the federal outcomes and targets that are associated with this program for ease of reference.

CCR Outcomes:
Improved access to cultural, recreational, or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations.
Increased quality of cultural, recreational or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations.

Targets Relevant to the CCR-Stream*:
Contribute to a national ten mega-tonne (10 mT) reduction of greenhouse gas emissions.
Ensure one hundred percent (100%) of federally-funded public-facing infrastructure meets the highest published applicable accessibility standard in a respective jurisdiction.

*Not all targets will be applicable to every project. Some projects that are eligible under the program outcomes may not have a corresponding target (i.e. soil remediation).

APPENDIX B – Examples of Eligible Costs and Ineligible Costs

Please note: The following are examples only and are based on staff knowledge of past federal-provincial programs and program criteria. The determination of whether costs are eligible will ultimately rest with program staff. If a cost is not listed below, contact program staff prior to undertaking associated work. (See Section 6.8 for contact information)

General

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Costs paid under contract for goods or services considered to be direct and necessary to implement the project 	<ul style="list-style-type: none"> Any unpaid costs including invoices or holdbacks Accrued costs Any goods or services costs which are received through donations or in kind
<ul style="list-style-type: none"> Costs incurred after approval and on or before the project completion date stipulated in the Shared Cost Agreement and deemed properly and reasonably incurred 	<ul style="list-style-type: none"> Costs incurred prior to approval date and after project completion date as stipulated in the Shared Cost Agreement (with the exception of costs to complete climate lens assessments which are eligible prior to grant award if the project is successful in obtaining funding through the program)
<ul style="list-style-type: none"> Capital costs as defined by Generally Accepted Accounting Principles (except capital costs included in INELIGIBLE COSTS) 	<ul style="list-style-type: none"> Services or works normally provided by the Recipient, including: <ul style="list-style-type: none"> overhead costs salaries and other employment benefits of any employees of the Recipient <u>unless pre-approved by the Ministry and specifically related to the project</u> leasing of equipment except that directly related to the construction of the project purchasing equipment accounting fees incurred in the normal course of operation auditing fees incurred in the normal course of operation operating expenses and regularly scheduled maintenance
	<ul style="list-style-type: none"> Land acquisition and real estate fees: <ul style="list-style-type: none"> leasing land, buildings and other facilities and related costs

ELIGIBLE	INELIGIBLE
	<ul style="list-style-type: none"> Financing charges, loan interest payments legal fees (including those related to easements)
	<ul style="list-style-type: none"> Taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates

Environmental Assessment/Aboriginal Consultation Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Environmental reviews Environmental costs Remedial activities Mitigation measures Aboriginal consultation 	

Climate Change Lens Assessment Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Greenhouse Gas Emissions Assessment when indicated required in Section 5 of the Guide Climate Resilience Assessment when indicated required in Section 5 of the Guide 	

Design / Engineering Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, and engineering of a project 	
<ul style="list-style-type: none"> Accommodation costs included in consulting fees or disbursement for out of town/province professionals 	<ul style="list-style-type: none"> Any legal fees including those for land transfers (easements, Right of Way)

Construction/Materials Costs

ELIGIBLE	INELIGIBLE
	<ul style="list-style-type: none"> • Cost of purchasing land and associated real estate and other fees • Value of donated land • Interim financing and interest costs • Appraisal fees • Land title fees • Leasing of land or facilities
	<ul style="list-style-type: none"> • Building permit charged by proponent to itself • Development cost charges
<ul style="list-style-type: none"> • Insurance related to construction 	<ul style="list-style-type: none"> • Liability insurance for directors
<ul style="list-style-type: none"> • Project management fees 	
<ul style="list-style-type: none"> • Material testing necessary to prove suitability of soils and specified structural elements 	
<ul style="list-style-type: none"> • Fencing for the construction site • Permanent fencing 	
<ul style="list-style-type: none"> • Towing heavy equipment to and from the construction site 	<ul style="list-style-type: none"> • Towing vehicles
<ul style="list-style-type: none"> • Security guard & First Aid attendant (contracted for construction project) 	<ul style="list-style-type: none"> • Ambulance for workplace accidents • First aid courses
<ul style="list-style-type: none"> • Furniture and/or equipment essential for operation of the project 	<ul style="list-style-type: none"> • Tools (e.g. hammer, saw , shovel, rakes, gloves) • Furnishing and non-fixed assets which are not essential for the operation of the asset/project
<ul style="list-style-type: none"> • Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to the site property line 	<ul style="list-style-type: none"> • General repairs and maintenance of a project and related structures
<ul style="list-style-type: none"> • 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.) 	
<ul style="list-style-type: none"> • Fire protection equipment as required by the fire department 	
<ul style="list-style-type: none"> • Third party (contractor) rental of a trailer/site office 	
<ul style="list-style-type: none"> • Permanently installed 2 way radios, phone system for facility 	<ul style="list-style-type: none"> • Monthly bills for utilities and phone/internet
	<ul style="list-style-type: none"> • Contributions in kind
<ul style="list-style-type: none"> • Fuel costs for rental equipment 	<ul style="list-style-type: none"> • Vehicle maintenance and fuel costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Temporary construction or permanent signage, specific to the project 	<ul style="list-style-type: none"> General construction signs (e.g. detour, street closed)
<ul style="list-style-type: none"> Relocation/renovation kiosk signs for public information 	<ul style="list-style-type: none"> Temporary “Hours of Business” signs
<ul style="list-style-type: none"> Surveys necessary to determine the site’s suitability for the intended purpose 	<ul style="list-style-type: none"> Any other surveys except to determine the site’s suitability
<ul style="list-style-type: none"> Demolition of unwanted structures from the site 	
<ul style="list-style-type: none"> Landscaping to restore construction site to original state following construction Installation of landscaping 	<ul style="list-style-type: none"> Maintaining landscaping
<ul style="list-style-type: none"> Newspaper/radio ads related to contract tenders and contract award notifications; or public safety, road closure or service interruption notices related to the project 	
<ul style="list-style-type: none"> Printing and distribution costs for public information materials regarding the project 	
<ul style="list-style-type: none"> Printing costs for preparing contract documents or tenders, blue prints, plans/drawings 	
<ul style="list-style-type: none"> Courier services, specific to project e.g. delivering drawings/designs 	
<ul style="list-style-type: none"> Paving of access and curb cuts 	

Communication Activities Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Any costs reasonably incurred to undertake joint federal and provincial communication activities, such as, but not limited to: <ul style="list-style-type: none"> - federal or provincial funding - recognition signage - permanent commemorative plaques - A/V rental and set up costs - event equipment rental and set up costs, such as stage and podium for joint events - event photography 	<ul style="list-style-type: none"> Media consultant Event planners Gifts Hospitality costs, such as, but not limited to: <ul style="list-style-type: none"> - food/beverages - liquor - entertainment