

Canada

cleanBC



***Canada-British Columbia
Investing in Canada Infrastructure Program
Green Infrastructure – Climate Change Mitigation Sub-Stream
CleanBC Communities Fund***

Program Guide

Foreword

The British Columbia Program Guide provides an overview of the requirements for the CleanBC Communities Fund (CCF), which is a component of funding under the Investing in Canada Infrastructure Program (ICIP) Green Infrastructure – Climate Change Mitigation Sub-Stream. This Guide will walk applicants through the application process, and provide helpful information to assist in preparing and submitting an application under the CCF.

The ICIP will create long-term economic growth, build inclusive, sustainable communities and support a low carbon, green economy.

The CCF will provide funding for infrastructure projects that support the management of renewable energy, access to clean energy transportation, improved energy efficiency of buildings and the generation of clean energy.

Eligible applicants are Local Governments, Indigenous Ultimate Recipients (both on and off-reserve), Not-for-Profit organizations and For-Profit organizations (when partnered with a local government or Indigenous government).

The CCF 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.

Projects must meet related federal outcomes to be eligible. Eligible projects will support public infrastructure, defined as tangible capital assets primarily for public use and benefit.

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Contents

1. INTRODUCTION.....	5
1.1 ABOUT THE PROGRAM	5
1.2 PURPOSE	6
1.3 APPLICATION DEADLINE.....	7
1.4 LIMIT ON NUMBER OF APPLICATIONS	7
1.5 COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD	8
2. APPLICANTS	9
2.1 ELIGIBLE APPLICANTS	9
2.1.1 <i>Local Governments</i>	9
2.1.2 <i>Not-for-Profit</i>	9
2.1.3 <i>For-Profit</i>	9
2.1.4 <i>Indigenous Ultimate Recipients</i>	9
2.2 INELIGIBLE APPLICANTS	10
3. PROJECTS.....	10
3.1 ELIGIBLE PROJECTS BY OUTCOME	10
3.2 ELIGIBLE PROJECTS	12
3.3 INELIGIBLE PROJECTS	13
3.4 PROJECT SIZE AND PHASING PROJECTS.....	15
4. COSTS.....	15
4.1 ELIGIBLE COSTS.....	15
4.2 INELIGIBLE COSTS	16
5. GENERAL REQUIREMENTS.....	18
5.1 REQUIRED INFORMATION.....	18
5.2 FUNDING.....	19
5.2.1 <i>Local Government Recipients</i>	19
5.2.2 <i>Indigenous Ultimate Recipients</i>	20
5.2.3 <i>Not-For-Profit Recipients and For-Profit Recipients</i>	20
5.3 SELECTION PROCESS AND CRITERIA	20
5.4 REQUIREMENTS PRIOR TO APPROVAL BY CANADA.....	22
6. APPLICATION PROCESS	23
6.1 COUNCIL/BOARD/BAND COUNCIL RESOLUTION	24
6.2 DETAILED COST ESTIMATE.....	25
6.3 SITE PLAN.....	25
6.4 FEASIBILITY STUDY	25
6.5 LIST OF REQUIRED LICENSES, PERMITS AND APPROVALS	26
6.6 EVIDENCE OF SECURED FUNDS	26
6.7 CONTACT INFORMATION.....	26
7. CANADIAN ENVIRONMENTAL ASSESSMENT ACT, 2012 REQUIREMENTS	26
7.1 HOW TO DETERMINE IF A FEDERAL ENVIRONMENTAL ASSESSMENT (FEA) IS REQUIRED	27

7.2	TIME AND COST CONSIDERATIONS	27
7.3	DIALOGUE WITH ENVIRONMENTAL AGENCIES.....	28
7.4	OTHER REGULATORY CONSIDERATIONS.....	28
7.5	BRITISH COLUMBIA ENVIRONMENTAL ASSESSMENT PROCESS	28
8.	ABORIGINAL CONSULTATION.....	29
9.	APPROVED APPLICATIONS	30
9.1	SHARED COST AGREEMENT	30
9.2	ASSETS.....	30
9.2.1	<i>Disposal of Assets</i>	30
9.2.2	<i>Revenue from Assets</i>	30
9.3	CONTRACT PROCEDURES AND PROVISIONS.....	31
9.4	CHANGES OR VARIATIONS TO AN APPROVED PROJECT	32
9.5	COST OVERRUNS	33
9.6	REPORTING	33
9.6.1	<i>Progress Reporting</i>	33
9.6.2	<i>Conditions</i>	33
9.6.3	<i>Program Reporting</i>	34
9.7	CLAIMS	35
9.8	ACCOUNTING RECORDS	35
9.9	COMMUNICATIONS.....	36
	APPENDIX A – FEDERAL PROGRAM OUTCOMES & TARGETS.....	37
	APPENDIX B – EXAMPLES OF ELIGIBLE COSTS AND INELIGIBLE COSTS.....	38

1. INTRODUCTION

1.1 ABOUT THE PROGRAM

[The CleanBC Communities Fund \(CCF\)](#) will fund infrastructure projects that support the management of renewable energy, access to clean energy transportation, improved energy efficiency of buildings and the generation of clean energy.

The program is a component of the wider Investing in Canada Infrastructure Program's (ICIP) Green Infrastructure – Climate Change Mitigation Sub-Stream. ICIP provides 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 \$62.94 million in the initial intake of CCF to support infrastructure projects in communities across the province.

Projects must meet criteria that relate to federal outcomes in order to be eligible under the program. Eligible projects will improve or build new infrastructure, specifically tangible capital assets, as defined by the General Accepted Accounting Principles (GAAP), that are primarily for public use and benefit.

The objectives of the CCF are to:

- Support local governments'* and Indigenous Peoples' capital investments in energy efficiency and clean energy projects;
- Support the province's energy, economic, environmental and greenhouse gas reduction priorities and advance British Columbia's clean energy sector;
- Encourage investments in community-owned energy generation from clean or renewable resources such as biomass, biogas, geothermal heat, hydro, solar, ocean, integrated resource recovery or wind; and
- Promote community-owned projects and partnerships with industry that advance this growing sector of the provincial economy.

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

- Increased capacity to manage renewable energy;
- Increased access to clean energy transportation;
- Increased energy efficiency of buildings; and
- Increased generation of clean energy.

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.

Reductions in greenhouse gas emissions (as compared to a baseline scenario) will be a consideration in evaluating projects for funding. All project applications will include an initial greenhouse gas emissions assessment. Projects shortlisted for funding by the Province will require a certified Climate Lens - greenhouse gas emissions assessment. Projects that are shortlisted for funding by the Province and with total estimated eligible expenditures of \$10 million or more will also require a climate change resilience assessment to complete the Climate Lens assessment. The Climate Lens is to be completed to British Columbia and Canada's satisfaction prior to Canada's approval of a project for funding. See Section 5.4 for more information on *Approval in Principle* for details.

Projects in receipt of funding will be subject to reporting requirements as the projects progress. Conditions will be associated with project funding that encourage practices that support climate change mitigation and sustainable infrastructure.

Applicants are encouraged to familiarize themselves with the requirements described in this guide, and examples of conditions in Section 9.6.

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 Green Infrastructure – (CCF) will fund infrastructure projects that support the management of renewable energy, access to clean energy transportation, improved energy efficiency of buildings and the generation of clean energy.

The CCF will support projects that contribute towards greenhouse gas reductions and climate change mitigation in BC communities.

Innovative projects that improve BC's low carbon technical and manufacturing capacity will also be considered under the CCF. Innovative solutions that are considered to be at Technology Readiness Level (TRL) 8 (a project has been proven through tests to work its final form under the anticipated operating conditions) are encouraged. Additional information on technology readiness levels is available here:

<https://www.ic.gc.ca/eic/site/ito-oti.nsf/eng/00849.html>

1.3 APPLICATION DEADLINE

The deadline for the application intake is **March 27, 2019 (11:59pm PST)**.

A Business BCeID credential and password are required to access the online application in the Local Government Information System (LGIS). The deadline to submit your BCeID credentials is March 6, 2019.

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 will need to be re-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.

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 will need to be re-submitted to a subsequent intake. This will count towards the limit on the number of applications submitted.

Not-for-Profit entities may submit **one** application per intake. A Not-for-Profit is defined as an entity that operates and provides programs and services for the benefit of the community and not solely the interests of its members. Please see section 2.1 for the full definition of Not-for-Profit organization. The project must be supported by a local government or Indigenous governing body by way of a partnership agreement.

For Profit organizations may submit **one** application per intake. Please refer to section 2.1 for the definition of an eligible For-Profit organization. The project must be supported by a local government or Indigenous governing body by way of a partnership agreement. This will not count as an application for the Local Government or Indigenous governing body.

Applications from improvement districts must be made by the sponsoring regional district or municipality. If the application is successful in obtaining program funding, the ownership of the infrastructure and associated assets must be transferred to the sponsoring regional district or municipality. An Improvement District Conversion Guide can be found here: https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/improvement_district_conversion_guide.pdf

Note: An applicant may apply to more than one open ICIP program for the same project, however, the project will only be funded through one program. If an application submitted to more than one program (for the same project) is successful, it will be funded under the program as determined by the Ministry. This decision is final and not subject to appeal.

If a project is approved under one ICIP Program, it becomes ineligible for funding under another ICIP program. For example, if a project is approved for funding under the Rural and Northern Communities Program, the same project will be ineligible for funding in CleanBC Communities Fund. If an application is submitted under the CleanBC Communities Fund for the same project, it will still count towards the application limit for the program.

1.5 COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD

The funding provided by the federal government towards infrastructure projects is cost shared by other partners, such as provinces, municipalities, regional districts and Indigenous groups. The levels of federal and provincial contribution are:

<i>Ultimate Recipients</i>	<i>Government of Canada Contribution (up to)</i>	<i>Province of British Columbia Contribution (up to)</i>	<i>Total Government Contribution (up to)</i>	<i>Ultimate Recipient Contribution</i>
Local governments*	40%	33.33%	73.33%	26.67%
Indigenous (off-reserve)	75%	15%	90%	10%
Indigenous (on-reserve)	75%	0%	75%	25%
Not-for-Profit projects	40%	25%	65%	35%
For Profit/private sector projects (including For-Profit Indigenous applicants when applicable)	25%	15%	40%	60%

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

The ultimate recipient contribution towards eligible project costs, plus all ineligible projects costs, and any 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 federal government

funding will be reduced to the maximum commitments under this program or may affect funding under other senior government funding programs. Funding cannot exceed 100% of project costs in any case, and there should generally be clear separation of costs claimed under separate programs, where funding is also sourced from another provincial grant program outside the CCF. 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 are eligible to use additional funding from federal sources to make up their contribution towards eligible costs, subject to approval from Canada.

2. APPLICANTS

2.1 ELIGIBLE APPLICANTS

Eligible applicants are as follows:

2.1.1 Local Governments

- A local government* established by or under British Columbia statute.

2.1.2 Not-for-Profit

- 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; and
 - An organization with a location in British Columbia and that is active within the province.
 - A Not-for-Profit applicant must work in collaboration with a local government as defined above or an Indigenous government as defined below.

2.1.3 For-Profit

- To be considered a For-Profit organization, the applicant must:
 - Work in collaboration with one or more local government as defined above or an Indigenous government as defined below;
 - Be an organization located within British Columbia; and
 - Submit a project with broad community benefits and that will not affect other businesses.

2.1.4 Indigenous Ultimate Recipients

- To be considered an Indigenous Ultimate Recipient, the applicant must be:
 - A band council within the meaning of section 2 of the *Indian Act*;

- A First Nation**, Inuit or Metis 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 Metis government that is established by or under legislation whether federal or provincial that incorporates a governance structure; or
- A Not-for-Profit organization whose central mandate is to improve Indigenous outcomes, working in collaboration with one or more of the Indigenous entities referred to above, a local government, or British Columbia.

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

***Includes treaty and non-treaty First Nations*

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.
- Applications from improvement districts, water utilities, or private water systems must be made by a sponsoring regional district or municipality. 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.

3. 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 one of the following **outcomes** set out by Infrastructure Canada. Projects may meet multiple outcomes. Proponents will need to select the **one** outcome that the project best supports within the application. Outcomes are:

- Increased capacity to manage renewable energy;
- Increased access to clean energy transportation;
- Increased energy efficiency of buildings; and
- Increased generation of clean energy.

Outcome 1: The project will increase the capacity to manage renewable energy

Projects that meet this outcome will increase the types and capacity of infrastructure that manages, distributes and controls renewable energy, including infrastructure that transmits and makes better use of renewable energy, as defined in the [Clean Energy Act](#). Project examples for this outcome may include systems that manage the use or transmission of biomass, biogas, geothermal heat, hydro, solar, ocean, wind, battery storage, devices or other systems and technologies that improve capacity to better manage renewable energy.

Outcome 2: The project will increase access to clean energy transportation

Projects that meet this outcome will increase access to clean energy transportation by improving the ability to utilize cleaner energy to power vehicles.

Project examples for this outcome may include Level 2 charging infrastructure or hydrogen fueling infrastructure that is owned by a public body and is for public use. Charging infrastructure at public facilities like recreation centres, transit operations, public parks and other facilities owned by local governments for the use of the public are other examples.

Outcome 3: The project will increase energy efficiency of buildings

Projects that meet this outcome will increase the energy efficiency of public buildings such as community buildings, recreation centres, libraries, museums, art galleries, and First Nations buildings for public use. It is desired that under this outcome the project will incorporate innovative energy efficiency technologies in the project, such as: net-zero energy ready building performance design, installation of heat pump space heating and/or water heating technologies, or other energy efficiency projects that you can demonstrate are innovative for the community.

Only the incremental cost of energy efficiency measures is eligible under the program when a new building is constructed. The full cost of building a new community building is not eligible under this program.

Project examples for this outcome may include building energy efficiency retrofit projects including envelope upgrades (air sealing, insulation or windows), upgrades to heating, cooling or ventilation (HVAC) systems, fuel switching, and the addition of renewables (such as solar thermal) for the specific building. Eligible projects may also include incremental energy efficiency measures in the construction of new public buildings.

Outcome 4: The project will increase generation of clean energy

The desired outcome of the clean energy category is to increase the production and generation of clean energy at the community level in order to replace the use of fossil fuels or less clean forms of energy.

Please note that the primary intent of the funding is to support projects that provide a high level of greenhouse gas reductions, and not to fund projects that primarily provide cost savings or a revenue source for the applicant through an Energy Purchase Agreement (EPA) with BC Hydro, unless an EPA has already been negotiated.

Project examples include investments in infrastructure that generates energy from anaerobic digestion, heat recovery or integrated resource recovery technologies. Emerging circular economy initiatives that require infrastructure investments would also be considered. Examples include community energy infrastructure to utilize waste thermal energy captured from sewage to provide heating and hot water.

Note: There are similarities between Outcome 1 - Managing Renewable Energy and Outcome 4 – Generating Clean Energy. They are related, however, Outcome 1 relates to the better use, storage, delivery and integration of available renewable energy; whereas Outcome 4 is related to the creation of new clean energy. Both outcomes will ultimately displace fossil fuels; however the latter will increase the supply of clean energy, while the former will increase the share of clean energy used but may not necessarily add new supply. Where a project meets both of these outcomes, the applicant should pick the outcome that is the best fit for the project.

3.2 ELIGIBLE PROJECTS

CCF will target public infrastructure, which is defined as “tangible capital assets in British Columbia primarily for public use or benefit”.

To be eligible for funding, a project must:

- a) be for broad public use or benefit and clearly demonstrate this within the application;
- b) be put forward by an applicant who demonstrates that they will be able to operate and maintain the resulting infrastructure over the long term;
- c) meet one of the Program outcomes (see Section 3.1);
- d) result in a measurable reduction of greenhouse gas (GHG) emissions as compared to baseline* for that infrastructure; for new infrastructure, GHG reductions will need to be compared to a projection-based baseline.
- e) be for the construction, renewal, rehabilitation or material enhancement of infrastructure, excluding normal maintenance or operation;
- f) be supported by all requirements set out in Section 5;

- g) the application and supporting documents should be comprehensive, credible, and feasible.
- h) stipulate a project completion date of no later than March 31, 2026;
- i) be duly authorized or endorsed by, as applicable:
 - In the case of a local government applicant, a resolution of its council/board; or
 - In the case of an Indigenous Ultimate Recipient, a resolution from its appropriate council/band or;
 - In the case of a For-Profit organization a resolution from its board of directors; or,
 - In the case of a Not-for-Profit organization, a resolution from its board of directors;
- j) 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 (See Section 5.1);
- k) 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 (See Section 5.1);
- l) if involving higher order rapid transit, the adoption of vehicles that use a renewable fuel source in a public transit fleet, or active transportation projects, projects must be consistent with a land-use or transportation development plan or strategy, and where applicable, projects must be consistent with the approved plans of regional transportation bodies;
- m) if involving charging infrastructure, install level 2 infrastructure;
- n) be located in the Province of British Columbia; and
- o) meet all the program criteria identified in this Guide.

***Note:** This baseline will look at what would have likely been built based on typical industry practices, community business plans, local conditions, recently constructed facilities, compliance with applicable federal, provincial, or municipal regulations, and must meet any minimum standards or codes.

3.3 INELIGIBLE PROJECTS

A project will be deemed ineligible if:

- a) the applicant does not meet one of the definitions of Eligible Applicants in Section 2.1;

- b) the project does not meet the definition of Eligible Projects in Section 3.1 - 3.2 of this Program Guide;
- c) construction has already begun on the project or a tender has been awarded prior to the date of funding approval;
- d) the proposed project is determined to be routine maintenance or repair;
- e) the project will not be completed prior to March 31, 2026;
- f) the estimated project start date is more than 2 years after the date of the application;
- g) it involves inter-city bus, rail, port and ferry infrastructure that is not part of a public transit system*;
- h) the project is eligible under the Low Carbon Economy Leadership Fund's targeted investment sector of enhancing carbon sinks and reducing GHG emissions in the forestry and agricultural sectors (such as the BC Government's Organics Infrastructure Program) until it is fully expensed;
- i) it involves emergency services infrastructure;
- j) it is an energy retrofit in an asset that is not considered to be infrastructure for public use and benefit and an eligible asset under the ICIP IBA; or
- k) the project does not otherwise meet the mandatory criteria as outlined in this Program Guide.

*Public transit is considered to be a distinct mode of transportation or conveyance that generally refers to the movement of passengers only within an urban or municipal setting.

The government endeavors to support projects through the program which are well planned, support local and provincial priorities, 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 is considered through the feasibility study.

3.4 PROJECT SIZE AND PHASING PROJECTS

Applicants should be aware that there are reporting requirements for this Program, and be prepared to meet them subject to funding approval (See Section 9.6 for requirements).

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 (\$6.294 million). 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
- d) costs related to meeting specific Program requirements, including completing Climate Lens assessments (as outlined in Section 5) 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.

Note: Requests for the use of a community's own workforce and equipment will be subject to both provincial and federal approval and will only be allowed in certain circumstances. Approval must be sought prior to work being carried out.

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) any goods and services costs which are received through donations or in kind;
 - o) taxes for which the ultimate recipient is eligible for a tax rebate and all other costs eligible for rebates;
 - p) 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
 - q) 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 \(LGIS\)](#).
- 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 to proceed with the project from all applicable approval authorities.
- 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, Community Energy Emissions Plans, Integrated Community Sustainability Plans, Community Economic Development 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 shortlisted 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 recover 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.

Additional requirements apply to demonstrate that financial commitments by ultimate recipients can be met. Please refer to the sections below for specific requirements by applicant type.

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 that must be submitted to the Ministry of Municipal Affairs and Housing (the Ministry). This 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 for municipalities and section 374 of the *Local Government Act* for regional districts; and
- measures of financial stability and sustainability which may 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 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/Band 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 and 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.

A preliminary greenhouse gas (GHG) mitigation calculation and assessment will be required as part of the application and will be an important factor upon which projects are evaluated. Guidance on completing the GHG mitigation assessment can be found on the [CCF webpage](#). Note that a full GHG assessment Climate Lens must be conducted and validated by a qualified assessor and will be required following

Provincial approval in principle and prior to federal approval. See the following section for further information. For the Climate Lens, a complete description of the estimation and methodology approach including details on assumptions and calculations will also be required.

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 environmental health;
- support sustainability principles, in particular related to community and corporate wide energy consumption;
- 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;
- consider adaptation and mitigation to climate change;
- assess and address the risks posed by climate change to local government service delivery, ecosystem services, new and renewed assets and the natural environment as well as the community's health and wellbeing; 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 British Columbia’s and Canada’s satisfaction prior to Canada’s approval of a project into the program:

- For all projects, 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 target groups (e.g., apprentices; Indigenous peoples; women; persons with disabilities) for community employment benefits reporting*** as required by Canada, unless waived at the discretion of British Columbia.
- Community Employment benefits*** provided to at least three target groups (e.g. apprentices, Indigenous peoples, women and persons with disabilities) with total estimated eligible expenditures of \$25 million or more, will need to be reported on as required by Canada, unless waived at the discretion of British Columbia.

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:** 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. The deadline to submit your BCeID credentials is March 6, 2019. 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 (using template);
- Site Plan;
- Feasibility Study;
- List and status of required licenses, permits and approvals. Indicate if they have been “obtained” or are “pending”;
- Greenhouse gas mitigation assessment document (guidance on website);
- Evidence of Secured Funds;
- Project location .KML file (guidance on website); and
- For applications from Not-for-Profits and For-Profits: Partnership agreement with local government or Indigenous government.

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:

- Partnership Agreement/MOU between project partners if applicable;
- Business Plan;

- Cost Benefit Analysis or Other Study;
- Design Drawings or Details;
- Letters of Support; and
- Asset Management Plan* (including natural assets** where applicable.)

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.

*Asset Management BC's website describes the components of an asset management plan: www.assetmanagementbc.ca

**More information on including natural assets in asset management planning can be found on the Municipal Natural Assets Initiative site: <https://mnai.ca/>

6.1 COUNCIL/BOARD/BAND COUNCIL RESOLUTION

A resolution or bylaw 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 bylaw 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 project 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.

Note:

1. For Local government applicants, a Council/Board resolution is required;
2. For Indigenous applicants, a Band Council or other appropriate resolution is required;
3. For Not-for-Profit applicants, a resolution from its board of directors is required;
4. For For-Profit applicants, a resolution from its board of directors is required.

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 [CleanBC Communities Fund](#) 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 CEEA process, right of way negotiations, regulatory applications, etc.

6.3 SITE PLAN

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

6.4 FEASIBILITY STUDY

This study should be completed by a professional with expertise relevant to the subject area (i.e. an engineer, architect, etc.) and should identify what the solution is, why is it being recommended and should address capital and lifecycle expenditures, annual operating costs, emerging technologies, environmental considerations and societal impacts. Include GHG and energy efficiency implications and opportunities.

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 the proponent has considered and commenced applications for these required items or has planned to address these at the appropriate stage of the project.

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. For local governments who are recovering their share of funding through borrowing, please provide a loan authorization bylaw that has received third reading, or an adopted bylaw and Certificate of Approval. Municipal applicants should also provide a Liability Servicing Limit Certificate indicating that borrowing is within a local government's borrowing limit. 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 (CEAA) 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. CEAA 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 CEAA and regulations can be found at the Canadian Environmental Assessment Agency's website:

<https://www.canada.ca/en/environmental-assessment-agency.html>

All projects that receive funding through the Agreement must comply with CEAA. 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 CEAA. 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/Indigenous 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 British Columbia 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 British Columbia 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 BRITISH COLUMBIA 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 Ministry of Municipal Affairs and Housing program staff on whether or not

the project will be subject to British Columbia Environmental Assessment (see Section 6.7 for contact information).

Refer to British Columbia 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, and these costs may be considered Eligible Expenditures; 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>; and

<http://www2.gov.bc.ca/gov/DownloadAsset?assetId=9779EDACB673486883560B59BE782E>

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

9.1 SHARED COST AGREEMENT

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, 2026).

****Shared Cost Agreement** or “Ultimate Recipient Agreement”** means an agreement between British Columbia and the Ultimate Recipient under the ICIP whereby the Province agrees to contribute financially to an approved project.*

***“**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.*

9.2 ASSETS

9.2.1 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 to Canada, British Columbia or a municipal or regional government, or with Canada and the Province's consent.

9.2.2 Revenue from Assets

Senior government contributions are meant to accrue to the public benefit. Within the Shared Cost Agreement, there will be a requirement that funded assets owned by a

For-Profit Ultimate Recipient will not generate revenues that exceed its operating expenses within the Fiscal Year during the asset disposal period. Where funding is used by a For-Profit private sector body for the purpose of the ultimate recipient generating profits or increasing the value of its business, repayment of any contribution funding will be required.

For-Profit entities please refer to section 24.2 REVENUE FROM ASSETS in the Canada/ British Columbia Integrated Bi-lateral Agreement found on the ICIP website <http://www.infrastructure.gc.ca/prog/agreements-ententes/2018/2018-bc-eng.html>

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 consistently 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.

Note: Sole source contracts will trigger a federal review process and require federal approval (see Section 5.4).

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 British Columbian 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: <https://www.mmcd.net/>.
- BC Bid, the e-Procurement site of the Province of British Columbia, can be accessed at: <https://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>.

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

9.6.1 Progress 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](#).

9.6.2 Conditions

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, or that may be considered under this funding 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 2.0;

- An asset renewal profile for the asset group related to the project;
- Pledge/commitment for updated Climate Action Plan/CEEP, including,:
 - Adoption of Step 3 of the British Columbia Energy Step Code or other steps towards adoption of the code**;
 - Completion of an Electric Vehicle (EV) charging infrastructure strategy;
 - Adoption of EV ready bylaws requiring all new residential parking spaces in single-family and multi-unit residential buildings to have Level 2 energized outlets;
 - Signing onto the West Coast Electric Fleets Pledge;
 - Joining the EV Peer Network;
 - Implementing incentives to carpool using High Occupancy Vehicle lanes such as a DECAL program allowing priority parking rights;
 - Adoption of an organic diversion bylaw;
 - Incentivizing energy efficiency in homes and industry

* This is not a comprehensive list of all potential condition requirements and others may be added or substituted at the discretion of the Province. Specific related conditions may be applied to particular project types (i.e. EV conditions would be applied to a project related to charging infrastructure).

** This condition supports the shift towards net-zero energy ready buildings as the minimum requirement in the British Columbia Building Code by 2032.

9.6.3 Program Reporting

Applicants will be required to report on the following 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. 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>

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.

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

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 – Green Infrastructure – Climate Change Mitigation Sub-Stream projects completed in British Columbia. Below are the federal outcomes and targets that are associated with this program for ease of reference. Projects must meet at least one of the outcomes in the following table:

Climate Change Mitigation <u>Outcomes</u>:
Increased capacity to manage renewable energy
Increased access to clean energy transportation
Increased energy efficiency of buildings
Increased generation of clean energy

<u>Targets</u> Relevant to the Climate Change Mitigation Sub-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.

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 6.7 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