



**Investing in Canada Infrastructure Program**  
-  
**COVID-19 Resilience Infrastructure Stream**  
-  
**Adaptation, Resilience & Disaster Mitigation (ARDM)**  
**Program Guide**

## Foreword

The British Columbia Program Guide provides an overview of the COVID-19 Resilience Infrastructure Stream - Adaptation, Resilience & Disaster Mitigation program and its requirements. This Guide will walk applicants through the application process and provide helpful information to assist in preparing and applying for the program.

The Adaptation, Resilience & Disaster Mitigation Program Guide contains references to the Canada – British Columbia Investing in Canada Infrastructure Program (ICIP) Integrated Bilateral Agreement. In the event of a conflict between the Program Guide and the ICIP Integrated Bilateral Agreement, the Agreement prevails, with the exception of the eligible applicants listed in the Program Guide and the restriction to flood infrastructure projects.

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# 1. INTRODUCTION

## 1.1 ABOUT THE PROGRAM

The Adaptation, Resilience & Disaster Mitigation (ARDM) program will fund flood mitigation infrastructure projects for a value of up to ten-million dollars (\$10,000,000) that will support an increase in structural capacity and/or increased natural capacity to mitigate and adapt to climate change impacts, natural disasters and/or extreme weather events with the intent of reducing, or even negating, the effects of flooding.

In 2018, BC and Canada signed the Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program (ICIP). ICIP cost-shares infrastructure investments between the governments of Canada and British Columbia, local governments and other partners. The Canadian government will invest \$3.917 billion in B.C. infrastructure over 10 years in four key areas: Community, Culture and Recreation Infrastructure; Rural and Northern Communities Infrastructure; Green Infrastructure; and Public Transit.

Due to COVID-19, Infrastructure Canada (INFC) is amending the agreement to include the creation of a new COVID-19 resilience infrastructure stream (CVRIS) to support pandemic response and economic recovery efforts. The CVRIS stream supports several project categories including disaster mitigation and adaptation infrastructure.

The CVRIS ARDM program (herein referred to as ARDM) is focused solely on structural and natural infrastructure projects to address the impacts of flooding and flood-related hazards. Emergency Management BC will administer the program in collaboration with the Ministry of Municipal Affairs and Housing (MAH).

Canada and British Columbia governments are investing up to \$56.25 million in this ARDM intake to support infrastructure projects in communities across the province.

Eligible applicants for this merit-based funding program will be Local Government\* and Indigenous Ultimate Recipients.

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.

The Ultimate Recipients 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 shovel-ready projects that have a construction start date of no later than September 30, 2021, and that can be completed by December 31, 2021, or by December 31, 2022 in remote communities\*\*.

Representatives from the provincial government (EMBC) will be responsible for administration of the Ultimate Recipient Agreement.

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

*\*\*“Remote Community” or “Remote Communities” means a permanent community with a population less than 10,000 that is greater than 4 hours ground travel under normal conditions from an urban service centre\*, with limited access, whether by road, air, or water, resulting in unreliable or lack of year-round service delivery of internet and telecommunications, grid-tied electricity or natural gas, contributing to increased costs or delay of goods and services\* such as healthcare, fuel, food, and construction materials. Note: Urban centers are Prince George, Fort. St. John, Dawson Creek, Kamloops, Kelowna, Nanaimo, Capital Regional District, and Lower Mainland.*

## 1.2 LIMIT ON NUMBER OF APPLICATIONS

Municipalities may submit **one** application per intake.

Regional Districts may submit one application for each Electoral Area, in addition to, one application from the Regional District for a sub-regional or regional service.

Indigenous Communities may submit **one** application per intake.

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/gov/content/governments/local-governments/improvement-districts-governance-bodies/improvement-districts>

**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 Ministries. 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 through this program.

## 1.3 COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD

The maximum allowable funding amount per project is ten-million dollars (\$10,000,000); however, there is no lower limit on project value. Given the total current funding envelope of \$56.25 million, projects with higher requested funding amounts will be evaluated to ensure they demonstrate proportionately higher risk reduction benefit to justify the increased funding share.

The maximum 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>
Province of British Columbia	80%	20%	100%	0%
Local governments*	80%	20%	100%	0%
Indigenous Community	100%	0%	100%	0%

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

No recipient contributions are required under ARDM as the federal and Provincial funds will cover up to 100% of eligible costs within the program limits. Any additional recipient contributions towards eligible project costs, plus all ineligible project 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 federal 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 federal 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 of this program.

## **2. APPLICANTS**

### **2.1 ELIGIBLE APPLICANTS**

Eligible applicants are as follows:

#### **2.1.1 LOCAL GOVERNMENT**

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

#### **2.1.2 PUBLIC SECTOR BODY**

A Public Sector Body is defined as:

- Must be established by or under provincial statute or by regulation or is wholly-owned by British Columbia, or a local or regional government;

#### **2.1.3 INDIGENOUS COMMUNITY**

To be considered an Indigenous Community, 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

*\*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.
- For-profit and not-for-profit organizations.
- 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 & ACTIVITIES**

In British Columbia, this program is intended to fund structural and natural flood mitigation infrastructure. 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:

Any public infrastructure asset\* including natural infrastructure, where the purpose of the project is to build, modify and, or reinforce to prevent, mitigate or protect against floods.

The Program will target primarily public infrastructure, which is defined as “tangible capital assets in British Columbia primarily for public use and/or benefit”. Natural Infrastructure means the use of naturally occurring resources or the engineered use of natural resources to provide adaptation or mitigation services to the gradual and/or sudden impacts of climate change or natural hazards.

\*Public infrastructure includes infrastructure projects where the project is for public use and/or benefit.

### **3.1.1 ELIGIBLE PROJECTS**

To be eligible for funding, a project must:

- be a new project (retroactive funding is not available);
- be put forward by an applicant who demonstrates that they will be able to operate and maintain the resulting infrastructure over the long term;
- meet one or more of the Program outcomes (see Section 3.1);
- be for the construction, renewal, rehabilitation or material enhancement of infrastructure, excluding normal maintenance or operation;
- stipulate a project start date of on or before September 30, 2021, and a completion date of no later than December 31, 2021 or December 2022 for remote communities;
- be supported by all requirements set out in Section 5;
- have application and supporting documents that are comprehensive, credible, and feasible;
- 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 community applicant, a resolution from its appropriate council/band or;
- be for broad public use or benefit and clearly demonstrate this within the application;
- where a building is constructed the project must meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change;
- 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;
- be located in the Province of British Columbia on land that the applicant has legal access to either through ownership, right of way, or other;
- meet all the program criteria identified in this Program Guide;
- be eligible for required permits, authorizations, and regulatory approvals to complete structural mitigation projects;
- be completed under the guidance of a Qualified Professional;
- be completed to acceptable provincial standards, including:
  - [Provincial Flood Hazard Area Land Use Management Guidelines](#)
  - [Seismic Design Guidelines for Dikes](#) (if applicable)
  - [Dike Design & Construction Guidelines](#) (if applicable)and additionally, for natural flood infrastructure:
  - [Canadian Society of Landscape Architects – Canadian Landscape Standard](#)
  - [Irrigation Industry Association of BC “Standards for Landscape Irrigation Systems”](#)

### 3.1.2 ELIGIBLE ACTIVITIES

Eligible costs are direct costs that are approved by an evaluation committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and may include:

- Installation of structural flood protection works, or upgrades to existing structural flood protection works (e.g., dikes, flood walls, pump stations, flood boxes, debris catchment structures, dam flood risk reduction etc.);
- Installation of natural flood mitigation infrastructure (e.g., engineered wetlands, foreshore nourishment, bioengineering solutions etc.)
- Construction of flood conveyance works (e.g. bypass channels to accommodate periodic sediment removal works in primary flood way to restore design flood conveyance of the flood way);
- Placement of riprap or bioengineered solutions to strengthen bank protection and/or to protect critical infrastructure from erosion;
- Retrofitting, upgrades or major maintenance to existing dikes;
- Improvement in performance or modernization of existing permanent structural flood mitigation works;
- Installation of hydrometric stations to improve river forecasting and flood response;
- As part of flood risk reduction projects, additional costs to upgrade structures to incorporate fish friendly design and fish habitat compensation works as required to meet permitting requirements are eligible.

\*Note: the above list is not exhaustive and other activities to accomplish ARDM outcomes may be considered. Consult with EMBC staff to clarify eligible activities, if desired.

## **3.2 INELIGIBLE PROJECTS & ACTIVITIES**

### **3.2.1 INELIGIBLE PROJECTS**

A project will be deemed ineligible if:

- Structural flood mitigation projects that would yield only temporary measures (e.g. use of sandbags, dredging or log jam removal);
- Structural flood mitigation projects intended to support future development in a flood plain;
- Projects that create an “orphan structure” for which tenure and/or maintenance responsibility does not remain with the local authority;
- Projects (or components) that address needs that are not related to prevention or mitigation;
- The project does not meet the definition of Eligible Projects in Section 3.1 - 3.2 of this Program Guide;
- Construction has already begun on the project or a tender has been awarded for construction prior to the date of funding approval;
- The proposed project is deemed by EMBC to be primarily routine maintenance or repair;
- The project will not be completed prior to December 31, 2021 (or December 31, 2022 for remote communities, as defined in Section 1.1);
- The construction start date is later than September 30, 2021;

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:

- high probability of the project not being able to be completed within the program timeline,
- potential for the project to not proceed due to unconfirmed applicant funding arrangements,
- high likelihood for the required permits and approvals to be delayed or not supportable,
- 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 significant unmitigable environmental or social impacts, or
- the applicant does not demonstrate they are able to manage, maintain and finance the project over the term of the funding agreement.

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.

### **3.2.2 INELIGIBLE ACTIVITIES**

Project Activities that will be deemed ineligible include:

- On-going operating and maintenance costs;
- Relocation of whole communities;
- Land acquisition;
- Raising homes;
- Sediment removal;
- Building evacuation roads;
- Clean out of debris control structures;
- 

## **4. COSTS**

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

### **4.1 ELIGIBLE COSTS**

Project expenditures will only be eligible as of the date of the project approval, except for expenditures associated with Indigenous consultation/engagement activities, which are

eligible before project approval, but can only be reimbursed if and when a project is approved. Eligible costs include:

- 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);
- the capital costs of constructing or renovating a tangible asset, as defined and determined according to generally accepted accounting principles in Canada;
- assessment and design costs specified in the agreement such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services;
- the costs of engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the [Impact Assessment Act \(2019\)](#) and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment;
- the costs of Indigenous consultation, and where appropriate, accommodation;
- 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
- 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:
  - The recipient is able to demonstrate that it is not economically feasible to tender a contract;
  - The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
  - 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.

## 4.2 INELIGIBLE COSTS

The following are deemed ineligible costs:

- costs incurred prior to the approval of the project;
- costs incurred after the project completion date set out in the Shared Cost Agreement with the exception of expenditures related to audit and evaluation requirements pursuant to the agreement;
- costs related to developing a funding application and application supporting documentation;
- costs of relocating entire communities;
- costs incurred for cancelled projects;
- land acquisition;

- leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of the project; real estate fees and related costs;
- overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, any direct or indirect operating administrative costs of Ultimate Recipients, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the Ultimate Recipients staff except in accordance with Section 3.1.2 – Eligible Activities of this Program Guide;
- financing charges, legal fees and interest payments on loans, including those related to easements (e.g. associated surveys);
- any goods and services costs which are received through donations or in kind;
- provincial sales tax, goods and services tax, or harmonized sales tax for which the ultimate recipient is eligible for a tax rebate and all other costs eligible for rebates;
- costs related to furnishing and non-fixed assets which are not essential for the operation of the asset/project;
- costs associated with operating expenses and regularly scheduled maintenance work; and
- all capital costs, including site preparation, vegetation removal and construction costs, until Canada has confirmed that the federal requirements under the *Impact Assessment Act* (2019) or 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 Indigenous groups, have been met to the extent possible and continue to be met.

## **5. APPLICATION REQUIREMENTS & PROCESS**

### **5.1 MANDATORY & SUPPLEMENTAL APPLICATION DOCUMENTS**

All proponents must complete and submit the application form to Emergency Management BC at: [EMBCDISASTERMITIGATION@gov.bc.ca](mailto:EMBCDISASTERMITIGATION@gov.bc.ca).

#### **5.1.1 MANDATORY DOCUMENTS**

The following mandatory documents must be clearly labeled and submitted with the application by the application deadline:

- Complete project application form;
- A proposed project schedule including: forecasted start and end dates\*, start and end dates for construction, and any other key dates. Must also include a breakdown of work activities, tasks, deliverables or products, resources, timelines (start and end dates), and other considerations or comments;
- Detailed cost estimate (follow template on website) for each component identified in the application. The budget must clearly identify the ARDM funding request, applicant contribution, and any other grant funding;
- Confirmation of funds, if required from other sources in the total project budget (follow template on website);

- Map(s) indicating the location of the proposed project and relation to the river and flood corridor, including:
  - Existing flood protection works (e.g., dikes, pump stations, flood boxes, drainage ditches, culverts, bank protection, etc.)
  - Access roads
  - Critical infrastructure (e.g. water, sewer, gas, electricity, communication, etc.)
  - Residential, commercial and industrial sites, etc.
  - Areas of known potential archaeological or Indigenous cultural significance
  - The KML file containing the details on project location. See website for more information on how to create a KML file;
- Local Government Council or Board resolution, or First Nation Band Council resolution, indicating support for the current proposed activities and willingness to provide overall project management support (required upon time of approval);
- Aboriginal Consultation & Environmental Services (ACES) Smart Form, and all relevant consultation documentation, including a summary of any early engagement undertaken with any Indigenous groups (include a summary of the key issues raised, results of the engagement, and a brief description of any plan for future engagement);
- A list of the Indigenous groups that may be affected by the carrying out of the project, a summary of any engagement undertaken with the Indigenous peoples of Canada, including a summary of key issues raised and the results of the engagement, and a brief description of any plan for future engagement.

Note: 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.

### **5.1.2 SUPPLEMENTAL DOCUMENTS**

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

- Prior risk assessments, flood maps, and mitigation plans if applicable;
- Partnership agreement/MOU between project partners if applicable;
- Business plan;
- Cost benefit analysis or other study;
- Environmental impact analysis;
- Design drawings or details;
- Letters of support; and
- [Asset management plan](#) (including [natural assets](#) where applicable.)

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 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 upon project approval. If applicable, 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 (if any). 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 by the time of project approval. 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 government applicants, a Band Council or other appropriate

## 5.3 DETAILED COST ESTIMATE

**A detailed cost estimate template has been provided on the [EMBC Disaster Mitigation Unit 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 *Impact Assessment Act* (2019) (IAA) and regulations as discussed in Section 6.1.

Where applicable, project cost estimates should include costs to conduct IAA studies.

**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 announcement date, fisheries window, public engagement, weather and construction seasons, delays in the IAA process, right of way negotiations, permitting, authorizations and regulatory approval applications, etc.

## **5.5 LIST OF REQUIRED PERMITS, AUTHORIZATIONS AND REGULATORY APPROVALS**

All applicants are required to investigate and submit a list of permits, authorizations and regulatory approvals which are required for the project to proceed and they must advise on the status of any that have been applied for. A contact for approvals should be identified. 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.

## **5.7 SELECTION PROCESS & CRITERIA**

Project evaluation for the ARDM Program is merit based and projects are subject to a comprehensive technical ranking assessment and internal provincial review, with a list provided to a Provincial 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 3.1), 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, projects will be scored with regard to the degree to which they meet the following:

- the proposed project area is a priority area for flood mitigation;
- application provides evidence for proposed project (e.g., flood risk assessments with identified priorities, flood maps showing people and assets at risk, documented history of flooding and damage, completed flood mitigation plans, other evidence demonstrating this proposal is an important and effective way to reduce flood risk to the community);
- the proposed project reduces the impacts of hazards and reduces disaster-related financial liabilities (e.g., history or likelihood of future Disaster Financial Assistance claims);
- the proposed project and/or activities prevent, eliminate, adapt to or reduce the impacts of hazards through construction of structural flood mitigation projects;
- extent to which discussions with applicable agencies have taken place and/or required permits, authorizations and regulatory approvals have been applied for or received;

- the proposed project builds on other recent projects in the region;
- implementation risks (staff capacity, procurement, weather) are identified and effective risk mitigation measures are proposed;
- If applicable, project design considers fish-friendly design for flood control structures;
- the application outlines how the project will meet applicable provincial standards and guidelines;
- the project will contribute to a comprehensive, cooperative and regional approach to flood mitigation;
- the project engages other stakeholders and/or partnerships, and their level of engagement and commitment to the project;
- the project activities consider sustainability and lifecycle costing. Have they demonstrated alignment with the “[Asset Management for Sustainable Service Delivery: A BC Framework](#)”? Are project activities integrated into the applicant’s existing asset management framework? At a minimum have details on: ownership, lifetime, operation and maintenance and budget been included?
- the project considers climate change in the project methodology and deliverables to adapt to the impacts of climate change;
- in the area of the proposed project, mitigation policies have been implemented that reduce disaster risk, or will be implemented as a result of this project (i.e. floodplain zoning bylaws or land use planning updates);
- The understanding of the procurement process and appropriate selection of Qualified Professionals;

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

## **6. REQUIREMENTS PRIOR TO APPROVAL BY CANADA**

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

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

The energy efficiency requirements of the National Energy Code of Canada for Buildings 2015 must be exceeded by at least 25% and any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change will be met or exceeded, for newly constructed or materially rehabilitated infrastructure intended for use by the public, where applicable (describe the variances and plans to achieve compliance).

## 6.1 FEDERAL IMPACT ASSESSMENT ACT (2019) REQUIREMENTS

The *Impact Assessment Act (IAA)* 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 IAA ensures that project impacts are carefully reviewed before a federal department/agency decides to allow the proposed project to proceed.

Detailed information on the IAA and regulations can be found at the Impact Assessment Agency of Canada's website: <https://www.canada.ca/en/impact-assessment-agency.html>

All projects that receive funding through the Agreement must comply with the IAA. Projects on federal lands or designated projects (in the Physical Activities Regulations) could have requirements under the IAA.

**It is the responsibility of INFC to determine if a Federal Impact Assessment (FIA) is required based on the information provided in the ACES Smart Form, KML file, and supplemental project details.**

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

For projects that require a FIA, proponents are encouraged to contact relevant federal departments or provincial ministries (e.g., Impact Assessment Agency of Canada, 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 impacts and necessary mitigation measures.

### **IMPORTANT NOTE:**

- Where necessary, ARDM funding is conditional upon completion of an impact assessment of the project under the IAA with a satisfactory outcome.

- Starting British Columbia and Canada environmental/impact 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 Indigenous peoples when the Crown contemplates conduct that might adversely impact established or potential Indigenous or Treaty rights.
- Successful applicants must agree to adhere to mitigation requirements as may be specified in the FIA 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 FIA review and cause the project to have construction delays. In addition, project scope changes need to be brought to the EMBC ARDM program staff immediately as they need the Province's approval prior to going forward with any changes to the original approved scope.

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 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 this Agreement, and other applicable agreements between Canada and Aboriginal groups are met and continue to be met.

## 6.4 OTHER REGULATORY CONSIDERATIONS

Projects must meet all applicable federal and provincial environmental legislation and standards. Even if a project is excluded from a review under the *Impact Assessment Act*, it may require permits, authorizations or regulatory approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional permits, authorizations and/or regulatory approvals are obtained.

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

- [Provincial Flood Hazard Area Land Use Management Guidelines](#)
- [Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC](#)
- [Flood Mapping in BC: APEGBC Professional Practice Guidelines V1.0](#)
- [Federal Flood Mapping Guideline Series](#)

## 6.5 INDIGENOUS CONSULTATION

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

**INFC has an obligation to determine whether or not the project requires consultation with Indigenous groups based on analysis of the information provided by the applicant on the ACES Smart Form .**

When INFC has an identified it has an obligation to consult Indigenous groups, INFC will work with Ultimate Recipients to fulfil this obligation. In order to fast track approvals, INFC encourages Ultimate Recipients to engage with Indigenous groups, to have an early dialogue on the scope of the project and to request feedback from Indigenous groups on the project, as this can minimize delays to meet consultation obligations after projects are submitted to INFC. Early engagement by Ultimate Recipients has many advantages, including the ability to account for consultation costs early in project planning and costing. These costs are eligible retroactively or in advance of project approval, presuming the project eventually gets approved. Where possible, INFC will try to delegate some of the procedural aspects of consultation to Ultimate Recipients. Ultimate Recipients are most familiar with the project concepts and design, are the best positioned to answer questions about project details and may have the flexibility to make adjustments to a project that could reduce potential adverse impacts on Indigenous people.

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

- a) Indigenous 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 Indigenous 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, and where appropriate, to accommodate Aboriginal groups or other federal consultation requirement, has been met and continues to be met.

For more information on consultation policy and resources review:

[Consulting with First Nations](#)

[Procedures for Meeting Legal Obligations When Consulting First Nations.](#)

[Aboriginal Consultation in Federal Environmental Assessment](#)

## 7. APPROVED APPLICATIONS

### 7.1 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 this guide 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 by December 31, 2021, or December 31, 2022 for Remote Communities.

*\***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.*

### 7.2 POST APPROVAL MEETING

As a condition of project approval, all approved applicants may be required to meet with Emergency Management BC and/or the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (e.g., GeoBC, Deputy Inspector of Dikes for the region), or designate, to discuss the project prior to commencing work.

### 7.3 DISPOSAL OF ASSETS

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

### 7.4 CONTRACT PROCEDURES 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 considered for reimbursement under this Program must 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/single source contracts will require approval of the Province and may 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>.

## 7.5 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 [Emergency Management BC](#). 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.

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

## 7.6 COST OVERRUNS

The ARDM Program is expected to be fully allocated and oversubscribed. Recipients of ARDM funding will be responsible for managing project risks, including cost increases, as the Program is not designed to accommodate cost overruns. Since the intent of this intake is to fund shovel-ready projects, applications with Class A estimates may be evaluated more favourably than those with Class D estimates or otherwise high contingencies built in. Any project cost increases outside the approved funding amount will be the responsibility of the Ultimate Recipient.

## 7.7 REPORTING

### 7.7.1 PROGRESS REPORTING

A Periodic Progress Report (PPR) and Budget Forecast Report (BFR) will be required on a quarterly basis 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 submitted through the [Local Government Information System \(LGIS\)](#) hosted by the Ministry of Municipal Affairs and Housing (MAH). A BCeID is required.

Training on the use of LGIS can be found on the MAH website:  
<https://usertraining.localgovernmentinformationsystem.gov.bc.ca/LGISTraining/>

### 7.7.2. FINAL REPORT REQUIREMENTS

All final reports are due within 30 days of project completion. Applicants are required to submit an electronic copy of the completed final reports, including the following:

- Completed final report form
- Financial summary
- Copy of Final Technical Report (i.e. consultant's report) including where applicable, but not limited to: project details (location, background, scope, funding agency), design analyses and assumptions, construction details, field work considerations, as built drawings, recommendations on operation and maintenance of structural works, regulatory approvals received, letter of substantial completion etc.
- Optional: photos and/or media directly related to the funded project

**Approved applicants are required to grant the Province of British Columbia free and clear access and distribution rights, specifically a perpetual, royalty-free, non-exclusive, worldwide license to use, reproduce, modify and distribute, any and all of the spatial data products acquired/produced using ARDM funding**

## 7.8 CLAIMS

To receive both the federal and provincial governments' contributions for approved projects, claims must be submitted for eligible costs to LGIS. 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 funding programs or through a phased approach), ensure that claims are specific to the approved project only, or clearly annotated to reflect the appropriate delegation of funds.

The claims form will require a summary of expenditures information, including: name of payee, date paid, work rendered start/end dates, invoice number, invoice date, etc. All

projects are subject to site visits and audit at any time during the project and up to the later of the end date of the Integrated Bilateral Agreement for ICIP between Canada and British Columbia (March 31, 2028).

## **7.8 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 (2034).

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

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

## **7.9 COMMUNICATIONS**

### **7.9.1. PROCEDURES FOR COMMUNICATION**

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 ARDM 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.

### **7.9.2 TIMELINE FOR PUBLIC EVENTS**

Upon project funding approval, the Province will require a media embargo period to allow for coordinated program announcements across the Province. After this initial announcement, please contact EMBC program staff for your project at least **20 working days** prior to any scheduled public events to determine opportunities for federal and provincial representative participation, subject to the communications protocol in the Shared Cost Agreement.

## **8. CONTACT INFORMATION**

Applications, mandatory documents, and questions can be directed to:

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

**Phone: 778-677-2565**

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

**Website:**

**Disaster Mitigation Unit: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc/bc-disaster-mitigation/flood-mitigation-funding-programs>**

## APPENDIX A – Examples of Eligible Costs and Ineligible Costs

**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 8 for contact information)

### General

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

ELIGIBLE	INELIGIBLE
	<ul style="list-style-type: none"> <li>Financing charges, loan interest payments legal fees (including those related to easements)</li> </ul>
	<ul style="list-style-type: none"> <li>Taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates</li> </ul>
	<ul style="list-style-type: none"> <li>Relocation of communities</li> </ul>
	<ul style="list-style-type: none"> <li>Costs associated towards emergency services infrastructure</li> </ul>

**Environmental Assessment/Indigenous Consultation Costs**

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

**Design / Engineering Costs**

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, and engineering of a project</li> </ul>	<ul style="list-style-type: none"> <li>Any direct or indirect operating costs or administrative costs of Ultimate Recipients, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the Ultimate Recipients staff</li> </ul>
<ul style="list-style-type: none"> <li>Accommodation costs included in consulting fees or disbursement for out of town/province professionals</li> </ul>	<ul style="list-style-type: none"> <li>Any legal fees including those for land transfers (easements, Right of Way)</li> </ul>

## Construction/Materials Costs

ELIGIBLE	INELIGIBLE
	<ul style="list-style-type: none"> <li>• Cost of purchasing land and associated real estate and other fees</li> <li>• Value of donated land</li> <li>• Interim financing and interest costs</li> <li>• Appraisal fees</li> <li>• Land title fees</li> <li>• Leasing of land or facilities</li> </ul>
	<ul style="list-style-type: none"> <li>• Building permit charged by proponent to itself</li> <li>• Development cost charges</li> </ul>
<ul style="list-style-type: none"> <li>• Insurance related to construction</li> </ul>	<ul style="list-style-type: none"> <li>• Liability insurance for directors</li> </ul>
<ul style="list-style-type: none"> <li>• Project management fees</li> </ul>	
<ul style="list-style-type: none"> <li>• Material testing necessary to prove suitability of soils and specified structural elements</li> </ul>	
<ul style="list-style-type: none"> <li>• Fencing for the construction site</li> <li>• Permanent fencing</li> </ul>	
<ul style="list-style-type: none"> <li>• Towing heavy equipment to and from the construction site</li> </ul>	<ul style="list-style-type: none"> <li>• Towing vehicles</li> </ul>
<ul style="list-style-type: none"> <li>• Security guard &amp; First Aid attendant (contracted for construction project)</li> </ul>	<ul style="list-style-type: none"> <li>• Ambulance for workplace accidents</li> <li>• First aid courses</li> </ul>
<ul style="list-style-type: none"> <li>• Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to the site property line</li> </ul>	<ul style="list-style-type: none"> <li>• General repairs and maintenance of a project and related structures</li> </ul>
<ul style="list-style-type: none"> <li>• Fire protection equipment as required by the fire department</li> </ul>	
<ul style="list-style-type: none"> <li>• Third party (contractor) rental of a trailer/site office</li> </ul>	
<ul style="list-style-type: none"> <li>• Fuel costs for rental equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle maintenance and fuel costs</li> </ul>

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Temporary construction or permanent signage, specific to the project</li> </ul>	<ul style="list-style-type: none"> <li>General construction signs (e.g. detour, street closed)</li> </ul>
<ul style="list-style-type: none"> <li>Relocation/renovation kiosk signs for public information</li> </ul>	
<ul style="list-style-type: none"> <li>Surveys necessary to determine the site's suitability for the intended purpose</li> </ul>	<ul style="list-style-type: none"> <li>Any other surveys beyond determining the site's suitability</li> </ul>
<ul style="list-style-type: none"> <li>Demolition of unwanted structures from the site</li> </ul>	
<ul style="list-style-type: none"> <li>Landscaping to restore construction site to original state following construction</li> <li>Installation of basic landscaping</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining landscaping</li> <li>Enhanced landscaping or recreational amenities such as trail surfacing, site furniture, irrigation, lighting, etc. beyond returning a flood protection asset to its original state prior to construction</li> </ul>
<ul style="list-style-type: none"> <li>Newspaper/radio ads related to contract tenders and contract award notifications; or public safety, road closure or service interruption notices related to the project</li> </ul>	
<ul style="list-style-type: none"> <li>Printing and distribution costs for public information materials regarding the project</li> </ul>	
<ul style="list-style-type: none"> <li>Printing costs for preparing contract documents or tenders, blue prints, plans/drawings</li> </ul>	
<ul style="list-style-type: none"> <li>Courier services, specific to project e.g. delivering drawings/designs</li> </ul>	

### Communication Activities Costs

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