

*Canada-British Columbia
Infrastructure Program*

Program Guide and Application Kit

Revised: September 6, 2001



Canada

Foreword

This Program Guide and Application Kit for the Canada-British Columbia Infrastructure Program contains an overview of the program and instructions for completing the application forms.

Applicants who intend to request funding for more than one project may request additional kits or submit completed photocopies of the application forms.

The program guide and application forms are also available at www.cse.gov.bc.ca/InfrastructureProgram/default.htm

There are addresses and contact numbers in this guide. Please note that in some cases applicants may be asked to supply additional information.

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1. Introduction

1.1 General

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

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

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

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

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

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

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

1.2 Purpose and Objectives

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

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

1.3 Investment Targets

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

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

Other investment priorities include:

- cultural and recreational facilities;
- infrastructure to support tourism;
- rural and remote telecommunications;
- high speed Internet access for local public institutions;
- local transportation infrastructure; and
- affordable housing projects and related infrastructure.

The funding targets are:

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

We will review these targets throughout the program.

Within the above targets, a minimum of 16 per cent of the funding will be devoted to projects in rural communities.

2. Eligible applicants

Eligible applicants are:

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

3. Ineligible applicants

The following applicants are ineligible under this program:

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

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

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

4. Eligible projects

Projects must:

- be construction, renewal¹, or expansion (material enhancement) of infrastructure for public use or benefit;
- comply with applicable federal, provincial and local government laws; and
- be consistent with planning practices and guidelines of British Columbia.

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

Distinct components of larger projects may be considered eligible.

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

Please note that certain types of projects may be ineligible. If you do not see your type of project listed in the examples under 4.1 and 4.2 below, it is recommended that you contact program staff in Victoria at (250) 952-0675 to verify whether your project is eligible.

¹ Renewal means renovation or replacement, excluding routine maintenance and repair.

4.1 Green Local Government Infrastructure Projects

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

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

4.2 Other Projects

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

- Cultural and recreational facilities, such as local museums, designated local heritage sites, other cultural assets such as art galleries, performing arts facilities, cultural/community centres, recreational and sports facilities, and libraries.
- Infrastructure supporting tourism, such as basic local government infrastructure to support or provide access to tourist facilities, major public attractions, convention or trade centres, and exhibition buildings.
- Rural and remote telecommunications, such as fibre optic or copper cable, radio or satellite links in rural areas.
- High-speed Internet access for local public institutions, such as museums, libraries, community centres or local government buildings.
- Local transportation infrastructure, such as urban transit, including subway systems, commuter rail, light rail, and transit buses using alternative fuels; intelligent transportation systems technology and public wharves, docks, piers and terminals.
- Affordable housing, such as projects that assist in the construction of housing that would:
 - rent at, or below, average market rental rates in a particular community to make them affordable to moderate income households, as defined by the Canada Mortgage and Housing Corporation; and
 - rent at a discount to comparable housing in the community, with this discount being comparable to the amount and net effect of the assistance

provided to the project.

- This construction includes related infrastructure, such as site preparation and utility extensions or the removal of environmental contaminants or similar problems which would otherwise render the development uneconomic.

5. Ineligible projects

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

Projects will be deemed as ineligible under the program if:

- the tender has been awarded, or construction has already begun or is completed;
- they cannot be completed on or before March 31, 2006; or
- they deal with assets owned by the federal or provincial government.

Exceptions may be made by management committee where:

- those assets are of a type normally owned or operated by local governments, or for local use and benefit as determined by the management committee;
- the applicant is proposing to take full title of the federal or provincial asset (e.g., a takeover proposal); or
- it is a long-term capital lease.

6. Eligible costs

6.1 General

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

Eligible costs are defined as all direct costs properly and reasonably **incurred and paid** solely and specifically by an applicant or Third Party², which are invoiced against a contract for goods and/or services necessary for the due implementation of a project, including:

² Third Party is defined as any person or entity, other than a Party to this Agreement or the applicant, that is involved in a Project under the Program.

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

6.2 Examples Of Eligible Costs

6.2.1 Construction and manufacturing

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

In general, eligible costs in this category are:

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

6.2.2 Site improvements

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

- surveys necessary to determine the site's suitability for the intended purpose;
- appraisal fees as per appraisal institute schedule or actual costs, whichever is the lesser;

- land title fees;
- demolition of unwanted structures from the site;
- landscaping to the minimum local government standard;
- fencing to the minimum local government standard; and
- signage to the minimum local government standard or as required by the contract.

6.2.3 Off-site services

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

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

6.2.4 Professional fees

Allowable costs in this category are:

- architectural and engineering fees (including interior design);
- consultant disbursements;
- project management fees;
- printing costs for preparing contract documents or tenders;
- advertising of project tender only;
- legal fees for land transfer and registration only; and
- other fees approved by the management committee.

6.2.5 Interest

Interest charges on interim financing paid to a bank, the Municipal Financing Authority or other financial institution, are generally eligible up until the project's lock up stage or substantial³ completion. The applicant should have

³ As defined in the *Builders Lien Act*

an accounting policy in place which discloses that the interest was capitalized and identifies the amount. Claims must be accompanied by a loan statement or other documentation.

6.2.6 Communications

Communications costs approved in advance by the management committee.

6.2.7 Other

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

7. Ineligible costs

Assets and expenses which will not be reimbursed:

- 7.1 Services or works normally provided by an applicant or any other agency of an applicant, except where such services or works provided by anyone other than the applicant would be unduly costly or not feasible (exceptions must be approved in advance by management committee).
- 7.2 Salaries and other employee benefits, overhead costs and other direct or indirect operating or administrative costs and more specifically, these costs as related to planning, engineering, architecture, supervision, management and other services provided by an applicant's permanent staff.
- 7.3 Feasibility and planning studies not directly related to an approved project or incurred before the project's approved start date.

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

Federation of Canadian Municipalities
24 Clarence Street
Ottawa, Ontario K1N 5P3
Phone: (613) 241-5221; Fax: (613) 241-7440
E-mail: federation@fcm.ca

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

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

- 7.5 Purchase of lands or any interest therein⁴, including easements.
- 7.6 Operating leases or any other financing costs other than those described in section 6.2.5.
- 7.7 Contributions, commitments, or gifts in kind.
- 7.8 General/periodic maintenance of a roadway and related structures or an existing facility and/or equipment therein.
- 7.9 Assets, such as small tools, which are normally charged against income in the year they are acquired.
- 7.10 Structures within or attached to a facility, which are used to carry out ineligible activities, such as retail sales outlets.
- 7.11 Professional fees, such as legal, auditing or accounting fees, incurred in the normal course of operation.
- 7.12 Cost of fund-raising activities (e.g., catering, flowers, balloons, liquor etc.).
- 7.13 Equipment, furnishings and fittings used for normal administrative purposes (e.g., office furniture, vending machines, desktop computers).
- 7.14 Vehicles, except transit vehicles powered by alternative fuels.
- 7.15 Costs incurred before the approved project start date or after the project completion date.
- 7.16 Any unpaid costs, including invoices or holdbacks.
- 7.17 Accruals.
- 7.18 Other costs that the management committee may determine should be excluded for all projects or specified projects.

8. Selection process and criteria

8.1 Screening Criteria

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

- 8.1.1 Application must be submitted by an “eligible applicant” (defined in Section 2).
- 8.1.2 Application must be for an “eligible project” (defined in Section 4).
- 8.1.3 Application must be complete and include details on how the proposed project:

⁴ Where a purchase includes the acquisition of land and a building, a separate assessment should be performed to net out the value of the land.

- is situated within, and advances, the sponsoring local government's development and financial plans;
 - exhibits long-term sustainability, including operational viability, asset management (maintenance), and environmental sensitivity;
 - contributes to environmental, economic, community and innovation objectives (as described on page 1 and the Appendix);
 - requires the federal and provincial governments' financial support to enable the proposed project to be implemented, its scope enhanced or its timing accelerated;
 - will comply with all applicable environmental assessment requirements. Note: all projects must ultimately conform to all applicable environmental legislation of the federal and provincial governments to receive funding;
 - uses new approaches, best practices and the best available and economically feasible technology; and
 - demonstrates clear, measurable outputs and milestones.
- 8.1.4 Project tender has not been awarded, nor has construction already started.
- 8.1.5 Funding has not been received from any other federal source by the applicant or any third party for eligible costs claimed within a project under this program.
- 8.1.6 Application includes an authorization to proceed with the project from all appropriate approval authorities, including a commitment to pay their share of the eligible costs and ongoing (operating and other) costs associated with the project.
- 8.1.7 Projects must be completed on or before March 31, 2006.

8.2 Ranking

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

- 8.2.1 Enhancement of the quality of the environment by:
- improving water quality;
 - improving water and waste-water management;
 - improving water conservation practices and water re-use;
 - improving air quality; or
 - more efficient energy use.
- 8.2.2 Support of long-term economic growth by:
- increasing economic opportunity in communities;

- supporting resource communities experiencing a critical transition in their economic base;
- safer, more efficient movement of people and goods;
- increasing access to the new economy through improved telecommunications for local public institutions or remote and rural areas; or
- increasing tourism opportunities.

8.2.3 Improvement of community infrastructure by:

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

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

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

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

9. Payments, records and accounts for approved projects

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

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

To receive both the federal and provincial governments' contributions for approved projects, claims must be submitted for eligible costs on a quarterly basis to the lead ministry (see Section 12 - Contact Information).

Only costs incurred, paid and consistent with and comparable to those identified in the approved project application are eligible for reimbursement.

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

Applicants must maintain acceptable accounting records which clearly disclose the nature and amounts of the different items of cost pertaining to the project. These records should include both the records of original entry and supporting documents of the applicant, divisions or related parties, and any third party, named in the application or contract, as appropriate to the project. Applicants must retain accounting records for a minimum of three years after the final settlement of accounts.

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

10. How to complete the application form and schedules *(located at the back of this package)*

10.1 Application form:

Check the appropriate box to indicate if this application is new, or whether it is a revision of a previously submitted application.

A. Applicant information		
1.	Legal name of the applicant	Enter the applicant's legal name.
2.	Form of incorporation	Enter the applicant's form of incorporation: e.g., the <i>Local Government Act</i> , <i>BC Companies Act</i> or the <i>BC Societies Act</i> .
3-6.	Address, city, etc.	Enter the applicant's mailing address, city, province, and postal code.
7.	Language preference	Select the applicant's preferred language.
8.	Contact name	Enter the name of the applicant's contact person(s) for this project (usually the project manager).
9-14.	Contact person's address, phone, etc.	Enter the contact person's mailing address, phone and fax numbers, etc., if different from the applicant.
15.	E-mail address	Enter the contact person's e-mail address.
B. Project information		
16.	Project name	Enter the name that will identify the project (e.g., Anytown Water Treatment Plant).
17.	Project description/abstract	Enter a brief description of the project outlining the nature of the physical infrastructure to be constructed, renewed or enhanced, the need for the project and its purpose. Attach additional pages if required.
18.	Project location	Enter the lot, street address or geographic location of the project (not the applicant's address unless it is the project site). It is mandatory to include the postal code for the project location here. If the project spans more than one locale, then enter the postal code for the address nearest the beginning or end of the work. If the project occurs at more than one site, describe all sites and enter all postal codes.
19.	Proposed project dates	The start date is the date that the first costs related to the project are expected to be incurred. The finish date is the date when the final costs for the project are expected to be incurred. The finish date must be no later than March 31, 2006.

		** Costs incurred prior to project approval will not be reimbursed.
20.	Total estimated project cost	The total of all costs (eligible and ineligible) related to the project. This must equal the amount on line B.6, Schedule B.
21.	Nature of project	Check the appropriate box to indicate whether the project is an expansion (material enhancement), renewal (renovation, but not routine maintenance or repairs) or new construction.
22.	Public/private partnership	Indicate whether a private sector (non-government) organization is providing funding for the project. If so, more information is required in Section D of the application form.
23.	Joint project	Indicate whether this project is being undertaken jointly with another local government or First Nations band.
24.	Joint project applicant Information	If the response was Yes to #23 above, then provide the joint organization's name, address, contact name, phone number and postal code.
<u>C. Project type:</u>		Refer to Section 4 - Eligible Projects for a list of project types.
<u>D. Public-private partnerships:</u>		
To be completed by partnering organizations		
General information		Provide the legal name of the private sector partner, address, city, province, postal code, contact person, phone, fax and e-mail address.
Ownership and status of corporation		Describe the ownership of the corporation (e.g., private, public) and its legal status.
Main area of operation		Describe the main geographic area(s) of operation.
Date operations commenced		Provide the date the corporation commenced operations.
Current number of employees		Provide the number of employees currently employed directly by the corporation.
Main lines of business		Provide a description of the corporation's core business activities.
Corporation history		Provide a brief description of the corporation's history, particularly as it relates to the proposed public-private partnership.

Management capabilities

- Provide a brief description of the corporation's experience with managing public-private partnerships.
- A copy of the audited financial statements from the most recent fiscal year must be provided.

10.2 SCHEDULE A - ELIGIBILITY CRITERIA

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

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

A.1 - A.4 Describe how the proposed project will support the objectives and identify specific benefits and the measures to be used in assessing results. Refer to the appendix for detailed examples of project benefits and measures.

Note: The examples in the appendix are intended to articulate the kind of results that will be used to measure overall project/program success. Responses here will not be the sole consideration in the overall ranking process.

A.5 Describe how the proposed project supports the development plan for the community, and how it will affect the community's social, economic and natural environment.

Most local governments have an Official Community Plan or Development Plan that presents the goals, objectives and policies for managing and directing physical changes to the community and how these changes will affect the community's social, economic and natural environment.

Explain how the project supports the Official Community Plan or Development Plan for the community and how the project will affect the community's social, economic and natural environment or how it will meet specific community needs.

A.6 Describe how federal and provincial governments' financial support is required to enable the project to be implemented, have its scope enhanced OR its timing accelerated.

Provide evidence that the federal and provincial governments' contribution to the proposed project *supplements* rather than substitutes for planned spending by the other levels of government.

If the project is not in the local government's Financial Plan/Capital Expenditure Plan, but is on its "wish list" because project costs exceeded the local government's capacity to proceed with capital projects, indicate how the federal and provincial governments' contribution will enable it to be implemented. **OR**

If the project is included in the local government's Financial Plan/Capital Expenditure Plan, indicate how the federal and provincial governments' funds are required to enhance the proposed project's scope (e.g., increase the size) **OR** allow it to proceed earlier than planned.

A.7 Describe the project management capabilities:

Describe how the project will be completed on time and on budget (e.g., work plan). Include information on how ineligible costs will be covered (i.e., are funds in place to cover ineligible costs?)

A.8 Describe the technology to be used:

Provide details on the technology to be incorporated in the project. Include information on new approaches, best practices and whether the project uses the best available technologies that are economically feasible.

A.9 (i) Indicate if your share of funding is in place (more details will be requested on Schedule B).

Evidence of a commitment to pay your portion of the total costs must be provided.

(ii) Indicate if there are provisions to finance the project's operations and maintenance.

The federal and provincial governments will provide funding for a portion of the total eligible capital costs for the project; however, it is up to the applicant to demonstrate how they will ensure that all ongoing operational and maintenance costs will be covered without assistance from the federal or provincial governments. Applications that do not adequately address this requirement will not be considered for funding.

A.10 Indicate if you have received or applied for other funding for this project from either the federal or provincial governments.

If yes, indicate the name of the program and the status of that application (e.g., pending, approved, rejected).

A.11 Indicate if either the project tender has been awarded, or if construction has started.

To be eligible, the project tender must not already be awarded, and construction must not be underway or completed.

A.12 Indicate if the project involves provincially or federally owned assets.

Refer to Section 5 - Ineligible projects for details.

A.13 Indicate if the project has authorization to proceed from all appropriate approval authorities.

Evidence must be provided confirming that the project has been duly authorized or endorsed by a resolution of the local government council, regional board of directors or appropriate approval authority. Attach a copy of the resolution or letter of support, as the case requires.

10.3 SCHEDULE B - PROJECT COST FORECAST

B.1 - B.2 A complete description of the categories of eligible costs is detailed in Section 6.

B.3 Total eligible costs - The total of entries in B.1 and B.2.

B.4 Ineligible costs (borne by applicant) - Enter any ineligible costs in this section. Refer to Section 7 - Ineligible Costs, for more information.

B.5 Total ineligible costs (borne by applicant) - The total of entries in B.4.

B.6 Total estimated gross project costs - The total of lines B.3 and B.5. This amount should be the same as that on line 20 of the application form.

B.7 Tax rebates - Record applicable Goods and Services Tax (GST) and other rebate estimates here. For more information, contact the Canada Customs and Revenue Agency at 1-800-959-5525 or visit their web site:
www.ccra-adrc.gc.ca

B.8 Total net estimated project costs - Line B.6 less B.7.

B.9 Cash flow projections and financing - All estimated costs must be broken down by the provincial government fiscal year (April 1 - March 31).

B.10 Proposed method to finance applicant's share.

B.11 Ministry of Community, Aboriginal and Women's Services approval of funding source:

If the local government's share of the project's cost is to be funded through a source that requires Ministry of Community, Aboriginal and Women's Services approval, applicants must complete a bylaw submission, which includes all information normally required for that type of bylaw. The applicant may include reference to the infrastructure program application in their bylaw submission, rather than repeating the same information.

B.12 Description of milestones:

A list of project milestones (e.g., tender awarded, foundation poured, electrical rough-in completed) and the dates they are expected to be completed is required for projects that will take longer than one year to complete.

B.13 Communications plan:

Describe all planned communications activities for the project (e.g., project announcement, ground breaking, ribbon cutting, etc.) and target dates (e.g., two weeks after approval, etc.)

Note that advance approval must be obtained from the management committee for all public announcements of activities under the Infrastructure Program.

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

10.4 SCHEDULE C - ENVIRONMENTAL ASSESSMENT EXCLUSION CHECKLIST AND SCREENING REPORT

Projects that involve physical works or prescribed physical activities and receive funding from the federal government fall under the *Canadian Environmental Assessment Act* (Act) and regulations.

The purpose of the environmental assessment process is to ensure the proposed project, and any related physical activities, does not result in unacceptable environmental effects. Certain types of projects that have an insignificant impact on the environment may be excluded from an assessment under the Act. These projects are specified in the *Exclusion List Regulations*. The information requested on the exclusion checklist (pages 1 and 2 of Schedule C) will help determine whether your project is excluded from an environmental assessment under the Act. Complete this checklist and submit it with your application.

The federal funding agency, the responsible authority as defined by the Act, will make the final decision on whether or not your project is excluded from an environmental assessment.

An environmental assessment is required if your project involves physical works that are not excluded (a non-excluded project) under the Act. The assessment will determine the nature and extent of any adverse environmental consequences that result from the project and identify the mitigation measures that may be necessary. An environmental assessment must be completed for all non-excluded projects, in accordance with applicable environmental legislation of the federal and provincial governments, before approval of payment of project funding can be made. As approved projects must be completed by March 31, 2006, the management committee may be less likely to consider funding projects with significant environmental effects or public concern.

If the proposed project is non-excluded, as identified by completing the exclusion checklist, provide a report following the format prescribed under environmental screening (pages 3 and 4 of Schedule C) to help ensure that the assessment is carried out expeditiously and in accordance with the Act.

To assist you in responding, key terms (**bolded** text) are defined in this section. Note that additional information may be required before a funding decision is made.

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

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

For more information on the federal Act, review the website at www.ceaa-acee.gc.ca.

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

DEFINITIONS

Consider the following definitions when completing Schedule C.

Project: An environmental assessment is only required for projects which are not excluded under the *Canadian Environmental Assessment Act*. Under the Canada-British Columbia Infrastructure Program, most, if not all, projects will be undertakings in relation to a physical work in which case the environmental assessment should consider construction, operation, modification, decommissioning or other undertakings likely to be carried out. Projects may also be in relation to physical activities on the *Inclusion List Regulations*.

Excluded Project: Certain projects having insignificant environmental effects do not require an environmental assessment under the *Canadian Environmental Assessment Act*. Examples of projects that may be excluded, under certain circumstances, include:

- maintenance or repair of existing physical works such as buildings, roads, water and waste-water facilities;
- minor modification of existing buildings;
- construction of ramps, doors and handrails to facilitate wheelchair access, fences, sidewalks and small parking lots;
- modifications of existing roads using the existing rights of way; demolition of small existing buildings.

Complete the exclusion checklist to help determine if the project may be excluded from assessment.

Environment: Environment means the components of the earth and includes land, water and air, all organic and inorganic matter and living organisms; and the interacting natural systems that include these components.

Environmental Effect: Environmental effect is defined as:

- any change that the project may cause in the environment, including any effect of any such change on health and socio-economic conditions, on physical and cultural heritage, on the current use of lands and resources for traditional purposes by aboriginal persons, or on any structure, site or thing that is of historical, archaeological, paleontological or architectural significance, and
- any change to the project that may be caused by the environment, whether any such change occurs within or outside Canada.

The environmental assessment should also consider environmental effects of any malfunctions or accidents that may occur in connection with the project, cumulative environmental effects that are likely to result from the project in combination with other projects or activities that have been or will be carried out, and any other matters that you consider relevant.

Mitigation: Mitigation means measures that are technically and economically feasible that would be used to eliminate, reduce or control any adverse environmental effects of the project.

Significance: This is a statement of whether, taking into account the mitigation measures that will be implemented, the project is likely to involve adverse effects that are significant. Environmental standards, guidelines and objectives (e.g., specifying maximum threshold levels) can be used to establish significance. Where they do not exist, reference should be made to the magnitude, geographic extent, duration and frequency, irreversibility and ecological impact of adverse environmental effects that are likely to occur.

Follow-up Program: Follow-up program means a program for verifying the accuracy of the environmental assessment of a project, and determining the effectiveness of any measures taken to mitigate the adverse environmental effects of the project.

Water Body: Water body means a water body, including a canal, reservoir, an ocean or a wetland, up to the high-water mark, but does not include a sewage or waste treatment lagoon or a mine tailings pond.

10.5 SCHEDULE D - GREEN LOCAL GOVERNMENT INFRASTRUCTURE PROJECTS CHECKLIST

This schedule is only required for green local government infrastructure projects.

Local government priority: If you are proposing more than one project, indicate the local government's priority (i.e., 1, 2, 3, etc.) in relation to all proposals being submitted under all components (i.e., green and "other").

Engineering

D.1 - D.4 Ensure that all necessary information is attached and that you have checked off all appropriate boxes. If there is no supporting documentation to be attached, or the question is not applicable to your project, provide a brief explanation in the right hand column.

All applications for waterlines or sewer projects to replace failing private water supplies or sewage disposal systems should document the nature and extent of individual failures in a survey which includes water sampling and analysis. Normally only systems serving at least 25 lots, where there is a minimum 25 per cent failure rate, will be considered for funding.

Detailed requirements for this survey and evaluation are available on request from the Municipal Engineering Services Branch at the Ministry of Community, Aboriginal and Women's Services.

D.5 Does this project meet the required engineering standards?

Engineering Standards: All water and waste-water projects should comply with the *Residential Services and Site Planning Standards (1980)* issued by the Ministry of Community, Aboriginal and Women's Services, and the relevant elements of the latest version of the *Recommended Standards for Water Works or Sewage Works (Ten State Standards)*. In the case of rural water systems, the *Design Guidelines for Rural Residential Water Systems (1998)* issued by the Ministry of Water, Land and Air Protection may alternatively be used. In addition to the above standards, surface water treatment plants must meet the *USEPA Surface Water Treatment Rule*, in accordance with the *USEPA Guidance Manual*, to achieve a minimum 3 log reduction of giardia and 4 log reduction of viruses. Slow sand filter design must be in accordance with the *AWWA Manual of Design for Slow Sand Filtration*.

Applicants that receive funding under this program for water treatment facilities will be required to have the plant classified by the Environmental Operators Certification Program, to employ an appropriately qualified operator and to operate and maintain the plant to consistently meet the giardia and virus reductions of the USEPA *Surface Water Treatment Rule*, in accordance with the USEPA *Guidance Manual*. These conditions will be included in the contract between the applicant and the provincial government.

If the information on the schedule has already been sent to the Ministry of Community, Aboriginal and Women's Services, it is not necessary to resubmit it. You should make reference to this previously submitted information on the schedule.

Financial

D.6 Indicate the proposed method of funding of your share of project costs.

Indicate how your share will be financed (e.g., debt, accumulated surplus, reserve funds, etc.).

D.7 Indicate if the third reading bylaw is attached. Where funding source requires Ministry of Community, Aboriginal and Women's Services approval, check the appropriate box to indicate if a copy has been attached.

D.8 Details of the impact on residential users. These rates should be calculated on the basis of the federal and provincial governments' share of the eligible costs.

Other

D.9 Provide a brief explanation of how the project supports the regional growth strategy and/or the growth strategy goals set out in section 849, *Local Government Act*. Attach documentation as appropriate.

D.10 Indicate if the project involves land within the Agricultural Land Reserve (ALR). The ALR is a provincial land use zone in which agriculture is recognized as the priority use. Farming is encouraged and non-agricultural uses are regulated. Any changes to property in the ALR, including subdivision, use for non-farming purposes, or exclusion from the Reserve is subject to the *Agricultural Land Reserve Act* and you must submit an application to the Land Reserve Commission and obtain its approval. This documentation must be included with your application.

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

Land Reserve Commission Phone: (604) 660-7000
133-4940 Canada Way Fax: (604) 660-7033
Burnaby, B.C. V5G 4K6
Web site: www.landcommission.gov.bc.ca/lrc/alr/alr_main.htm

D.11 Indicate if the project conforms with the Official Community Plan, under section 875 *Local Government Act*. Select the applicable box.

D.12 Explain how the project fits into the local government Liquid Waste Management Plans (LWMP).

Liquid Waste Management Plans (LWMP) are developed by local governments under the *Waste Management Act* to address various liquid waste streams resulting from human activities including storm-water and on-site systems.

The LWMP is linked to land use planning requirements under the *Local Government Act* and is supported using bylaws made pursuant to that Act; hence there is an established linkage between the LWMP process, land use planning and infrastructure requirements.

D.13 Explain how this project supports the local government water conservation program.

The province encourages water conservation initiatives. For new water supply or treatment projects, sound water conservation practices must be part of the project planning. Reducing demand is to be encouraged through water conservation practices, pricing mechanisms, or by making existing water consumption more efficient through a combination of a new water ethic, education and skilful use of innovative and appropriate technologies.

Water Management: The linkage between water supply requirements and waste-water treatment needs should be addressed in applications.

Water treatment: Applications should be supported by records of water consumption and water quality over a period of years. This information should be available for project evaluation purposes. In most cases, extended pilot plant testing will also be required, and this should be incorporated into project budgets.

D.14 Explain how this project promotes sustainability in the community.

Community sustainability requires the integration of several factors, including environmental quality, growth management, ecosystem health and economic activity. Planned infrastructure is an essential component of a sustainable community. Applicants should outline how their infrastructure project integrates with the long term sustainability planning goals of the community.

Project Planning: Local governments are encouraged to assess their infrastructure requirements in conjunction with the adoption of sound watershed and conservation-oriented land use policies. Applicants must demonstrate that projects for the treatment of drinking water or sewage are accompanied by appropriate source control.

D.15 On-site sewage disposal:

Projects to correct on-site sewage disposal problems will be considered within the context of the provincial growth strategy goals as detailed in section 849 *Local Government Act*. To support these goals, funding will normally only be provided for projects to replace failing on-site systems with community sewer in urbanizing areas of incorporated municipalities. Applications must include confirmation that a bylaw is in place which requires community sewer service to all new lots of less than one hectare in size.

For more assistance, contact the Municipal Engineering Services Branch at the Ministry of Community, Aboriginal and Women's Services at (250) 387-4060.

D.16 Licences, permits and approvals. Provide a list of all required provincial environment, health and other licences, permits and approvals and the status of each (e.g., received, in progress, not yet applied for, etc.).

10.6 SCHEDULE E - OTHER PROJECTS CHECKLIST

This schedule is only required for projects in the “other projects” category.

Local government priority: If you are proposing more than one project, indicate the local government’s priority (i.e., 1, 2, 3, etc.) in relation to all proposals being submitted under all components (i.e., green and “other”).

Engineering

E.1 - E.5 Ensure that all necessary information is attached and that you have checked off all the appropriate boxes. If there is no supporting documentation to be attached, or the question is not applicable to your project, provide a brief explanation in the right hand column.

Financial

E.6 Details of the impact on residential users. These rates should be calculated on the basis of the federal and provincial governments’ share of the eligible costs.

Other

E.7 Indicate if the project involves land within the Agricultural Land Reserve (ALR). The ALR is a provincial land use zone in which agriculture is recognized as the priority use. Farming is encouraged and non-agricultural uses are regulated. Any changes to property in the ALR, including subdivision, use for non-farming purposes, or exclusion from the Reserve is subject to the *Agricultural Land Reserve Act* and you must submit an application to the Land Reserve Commission and obtain its approval. This documentation must be included with your application.

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

Land Reserve Commission Phone: (604) 660-7000
133-4940 Canada Way Fax: (604) 660-7033
Burnaby, B.C. V5G 4K6
Web site: www.landcommission.gov.bc.ca/lrc/alr/alr_main.htm

E.8 Licences, permits and approvals. A list of all required provincial environment, health and other licences, permits and approvals and the status of each (e.g., received, in progress, not yet applied for, etc.) is required.

11. The application process

11.1 How To Apply:

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

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

Value engineering through a formal value engineering analysis is required for projects with capital costs over \$10 million, and possibly for complex projects of lesser cost. This process is described in the Ministry of Community, Aboriginal and Women's Services 1995 publication *Value Engineering for Municipal Projects*. You can obtain copies from the Ministry of Community, Aboriginal and Women's Services.

Inter-connection with Local Government Grants 2000 Program:

Project applications which were submitted, but not approved, under the Local Government Grants Program (LGGP) pursuant to Municipal Affairs Circular No. 99:34 will not automatically be reconsidered under the Canada-British Columbia Infrastructure Program. Application may be made by completing the appropriate forms. Make a note on Schedule D of any supporting documentation which has already been submitted. Additional copies of supporting documentation will not be required.

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

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

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

11.2 Where To Apply:

Applications and inquiries for:

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

Note: You can initiate the application process by fax or e-mail. At some point in the future, you will also be able to submit applications on-line through the Infrastructure Canada web site: www.tbs-sct.gc.ca/ino-bni. However, to complete the process, send the application with original signatures to the lead ministry as detailed in Section 12 - Contact Information.

11.3 When To Apply:

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

A first round of approvals will be completed on the basis of applications that are received by March 15, 2001. Subsequent application review dates will be announced on the Ministry of Small Business and Economic Development and Western Economic Diversification Canada's web sites.

12. Contact Information

12.1 Green local government infrastructure projects:

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

12.2 Other projects:

Ministry of Small Business and Economic Development
Infrastructure Development Branch
PO Box 9327 Stn Prov Govt
7th Floor, 1810 Blanshard Street
Victoria BC V8W 9N3
ph: (250) 952-0675 fax: (250) 952-0688
www.cse.gov.bc.ca/InfrastructureProgram/

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

Western Economic Diversification Canada
700- 333 Seymour Street
Vancouver BC V6B 5G9
ph: (604) 666-6256 fax: (604) 666-2353
toll-free: 1-888-338-9378
www.tbs-sct.gc.ca/ino-bni

Examples of Program Objectives,

Appendix

Benefits and Measures

The following table gives examples of benefits and measures for the program's four objectives. These are intended for use in completing Schedule A (A1 - A4). The examples are not necessarily exhaustive.

Program objective	Benefit	Measure(s)
A.1 Enhance the quality of the environment	Improved water quality	<ul style="list-style-type: none"> • Increase in the number of households that are provided access to municipal water service. • Increase in the output of potable water (million M³). • Increase in the number of households with improved potable water quality. • Increase in the number of households connected to municipal waste-water collection and treatment systems. • Increase in the number of households whose waste-water is treated to a higher quality.
	Improved air-quality	<ul style="list-style-type: none"> • Increase in public transit ridership. • Decrease in kilometers driven by single occupancy vehicles. • Increase in number of public transit vehicles with alternative energy sources. • Decrease in tonnage of emissions and pollutants (particulate matter, hydrocarbon, CO_x, NO_x, SO_x ozone O₃, and volatile organic compounds e.g. benzene, toluene).
	Improved water and waste-water management, including water conservation practices	<ul style="list-style-type: none"> • Increase in the number of households equipped with residential metering. • Increase in the number of households served by zone meters installed and used to measure water distribution and demand patterns. • Decrease in the amount of unaccounted for water use (million M³). • Decrease in the amount of water lost through leakage or wasted in inefficient treatment plant operations (million M³). • Decrease in the infiltration in the waste-water collection system (million M³). • Decrease in tonnage of treatment chemicals (e.g., chlorine) used in water or waste-water treatment processes. • Decrease in per capita water consumption as measured on an annual average (<i>option is to measure on a peak hour/season demand basis</i>). • Increase in service reliability of water and waste-water treatment and distribution facilities by installation of back-up power systems in event of major power outages (e.g., ice storm). Measured by the number of facilities with back-up power systems.
	More efficient energy use	<ul style="list-style-type: none"> • Decrease in electricity use (kWh per square foot) by municipal buildings and facilities. • Decrease in municipal buildings' use (BTU equivalent per square foot) of heating fuels (natural gas, heating oil)

A.2 Support long-term economic growth	Increased economic opportunity in communities, especially resource communities experiencing a critical transition in their economic base	<ul style="list-style-type: none"> • Increase in permanent jobs created directly by the project. • Increase in permanent jobs created indirectly through the project. (New businesses or industries attracted). • Increase in private sector capital investment or economic activity in the community as a result of this project.
	Safer and more efficient movement of people and goods	<ul style="list-style-type: none"> • Increase in traffic movement at key intersections and in key corridors at peak times. • Decrease in traffic accidents, injuries and fatalities.
	Increased access to the new economy through improved telecommunications for local public institutions or remote and rural areas	<ul style="list-style-type: none"> • Increase in the number of Canadians served by improved/higher capacity telecommunication links in remote and rural areas. • Increase in the number of local public institutions with access to high speed telecommunications services. • Increase in the capacity of the telecommunications links to remote and rural areas / to local public institutions.
	Increased tourism opportunities	<ul style="list-style-type: none"> • Increase in the number of tourists visiting community as a result of the project. • Increase in average length of stay of tourists visiting community as a result of the project.
A.3 Improve community infrastructure	Increased community environmental health and public safety	<ul style="list-style-type: none"> • Increase in the number of citizens with reduced risk of fire. • Decrease in response time for emergency vehicles. • Increase in the number of households with access to water supply for fire fighting.
	Supported regional growth strategies	<ul style="list-style-type: none"> • Increase in ability to accommodate population growth in existing urban areas.
	Increased supply of affordable housing	<ul style="list-style-type: none"> • Increase in the number of new affordable units provided.
	Supported Canadian heritage and culture	<ul style="list-style-type: none"> • Increase in the number of Canadians with access to heritage and cultural facilities. • Increase in the number of designated heritage sites that are preserved or renovated.
	Increased access to local recreational facilities	<ul style="list-style-type: none"> • Increase in the number of Canadians with access to a recreational facility.
	Supported development of English and French linguistic minority communities	<ul style="list-style-type: none"> • Increase in the number of Canadians in minority official language communities with access to heritage, cultural and/or recreational facilities.
A.4 Build 21st century infrastructure through best technologies, new approaches and best practices	Encouraged innovation	<ul style="list-style-type: none"> • Use of new approaches and best practices in carrying out the project.
	Increased effective partnerships and enhanced leveraging of funding	<ul style="list-style-type: none"> • Confirmation that the project is employing public-private or NGO partnerships. • Incremental funds leveraged from non-government partners for the project.

	Encouraged use of new approaches and best practices	<ul style="list-style-type: none"> • Confirmation that the project is using construction best practices. • Reduced consumption as a result of using demand management techniques.
	Encouraged more efficient use of existing infrastructure	<ul style="list-style-type: none"> • Reduction in operating costs. • Reduction in life cycle costs for an existing or replacement facility.