PEACE RIVER REGIONAL DISTRICT

Chetwynd Public Library Advisory Committee Meeting
Agenda

December 15, 2020, 11:00 a.m.
1981 Alaska Avenue, Dawson Creek, BC

Pages

1. **Call to Order**
2. **Election of Chair**
3. **Directors' Notice of New Business**
4. **Adoption of Agenda**
5. **Gallery Comments or Questions**
6. **Adoption of Minutes**
7. **Business Arising from the Minutes**
8. **Delegations**
9. **Correspondence**
   - 9.1. Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream — 2
10. **Reports**
    - 10.1. Chetwynd Library Next Step Options, CS-CLIB-001 — 46
11. **New Business**
12. **Diary**
    - 12.1. Diary Items
13. **Item(s) for Information**
    - 13.1. Terms of Reference — 70
14. **Adjournment**

Canada

BRITISH COLUMBIA

Canada-British Columbia Investing in Canada Infrastructure Program

COVID-19 Resilience Infrastructure Stream

Program Guide

Foreword

This Program Guide provides an overview of the Investing in Canada Infrastructure Program (ICIP) - COVID-19 Resilience Infrastructure Stream (CVRIS) requirements for British Columbia. This guide has been developed to provide information to assist in preparing an application to this funding stream.

The goals of ICIP are to create long-term economic growth, build inclusive, sustainable communities and support a low carbon, green economy. Under ICIP, the CVRIS funding is focused on building infrastructure that will help British Columbian's with the significant health and socio-economic challenges brought on by the COVID-19 pandemic by responding to the specific needs of communities. Investments in British Columbia's infrastructure will help build stronger, more inclusive communities, help safeguard the environment and the health of residents, and help support local, low-carbon green economies, as well as work towards reconciliation with Indigenous communities, both on and off-reserve.

The CVRIS targets capital infrastructure projects in communities that will increase the safety and resiliency of British Columbian's, as well as, improve active transportation in communities. Eligible applicants are Local Governments, Indigenous Ultimate Recipients (both on and off reserve) and Not-for-Profit organizations.

The CVRIS is focused on infrastructure that will: upgrade local government and indigenous buildings, improve health and educational facilities; increase access to active transportation; and increase resilience/adaptation to natural disaster events.

Once approved, construction of projects must be able to start before September 30, 2021 and be completed by Dec. 31, 2021. Project design should be completed or nearly completed at the time of application. Final design work can be included as part of the capital grant applications and are required to be at an advanced stage of planning or "shovel-ready". Remote communities will have an extended period with work completed by December 31, 2022.

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

The Program Guide contains references to the Canada-British Columbia ICIP Integrated Bilateral Agreement (the Agreement) which can be found at: http://www.infrastructure.gc.ca/prog/agreements-ententes/2018/2018-bc-eng.html. In the event of a conflict between the Program Guide and the ICIP Integrated Bilateral Agreement, the Agreement prevails.

Contents

1. INTRODUCTION 5

1.1 About the Program 5
1.2 Purpose 6
1.3 Application Intake Timeline 7
1.3.1 Obtain A Business BCeID 7
1.3.2 Request Access to the Local Government Information System (LGIS) 9
1.4 Limit on Number of Applications 9
1.4.1 Application Limits 9
1.4.2 Application Parameters 10
1.5 Cost-Sharing, Stacking and Limits to Funding Award 10

2. APPLICANTS 11

2.1 Eligible Applicants 11
2.1.1 Local Governments 12
2.1.2 Not-for-Profit 12
2.1.3 Indigenous Ultimate Recipient 13

3. PROJECTS 13

3.1 Eligible Outcomes 13
3.2 Eligible Projects 15
3.2.1 All Projects 15
3.3 Ineligible Projects 16
3.3.1 All projects 16
3.3.2 Disaster Mitigation and Adaptation 16
3.3.3 Other Ineligibility Criteria Considered 16
3.4 Project Examples 17
3.5 Project Size and Scope 17

4. COSTS 17

4.1 Eligible Costs 17
4.2 Ineligible Costs 18

5. GENERAL REQUIREMENTS 19

5.1 Required Information 19
5.2 Funding 20
5.2.1 Local Government Recipients 20
5.2.2 Indigenous Ultimate Recipients 21
5.2.3 Not-For-Profit Recipients 21
5.3 Selection Process and Criteria 21

6. APPLICATION PROCESS 22

6.1 Mandatory Documents 23
6.2 Project Location - .KML File 24
6.3 Council/Board/Band Council Resolution 25
6.4 Detailed Cost Estimate 25

6.5 Evidence of Secured Funds 26
6.6 Business Financial Plan 26
6.7 List of Required Licenses, Permits and Approvals 26
6.8 Hazardous Risk Vulnerability Assessment (Disaster Mitigation and Adaptation projects) 26
6.9 Contact Information 27
7. IMPACT ASSESSMENT ACT, 2019 REQUIREMENTS 27
7.1 How To Determine if an Impact Assessment/Federal Environmental Assessment (FEA) is Required 27
7.1.1 Is it a designated project? 27
7.1.2 Is the project on federal lands? 28
7.2 Time and Cost Considerations 28
7.3 Dialogue with Environmental Agencies 28
7.4 Other Regulatory Considerations 29
7.5 B.C. Environmental Assessment Process 29
8. INDIGENOUS CONSULTATION 29
9. APPROVED APPLICATIONS 30
9.1 Assets 31
9.1.1 Disposal of Assets 31
9.2 Shared Cost Agreement 31
9.3 Contract Procedures and Provisions 31
9.4 Changes or Variations to an Approved Project 33
9.5 Cost Overruns 33
9.6 Reporting 33
9.7 Claims 34
9.8 Accounting Records 34
9.9 Communications 35
9.9.1 Procedures for Communications 35
9.9.2 Timeline for Public Events 35
APPENDIX A – PROJECT EXAMPLES 36
APPENDIX B - DEFINITIONS 39
APPENDIX C – EXAMPLES OF ELIGIBLE COSTS AND INELIGIBLE COSTS 41

1. INTRODUCTION

1.1 ABOUT THE PROGRAM

The COVID -19 Resilience Infrastructure Stream (CVRIS) is a component of the over-arching Investing in Canada Infrastructure Program (ICIP) which provides funding through an Integrated Bilateral Agreement (IBA) between Canada and British Columbia (BC) for capital projects. The CVRIS stream was created in response to the effects of the COVID-19 pandemic on communities across the country.

The CVRIS (or funding stream) will support infrastructure projects that provide retrofits, repairs and upgrades to local government and indigenous buildings; support development of active transportation networks, allow communities to improve their infrastructure to increase the resiliency and efficiency in preventing the spread of COVID-19 including protective screens and measures to support physical distancing; and, complete disaster mitigation and adaptation infrastructure projects.

The governments of Canada and British Columbia are investing in CVRIS to support infrastructure projects in communities across the province. Funding represents a commitment of up to $80.29 million by the Canadian and BC governments, for this stream, and must not exceed $10M of total costs per project.

Local Governments, Indigenous Ultimate Recipients and Not-for-Profit applicants (under some outcomes) are eligible to apply for this merit-based funding. *See Section 2.1 on Eligible Applicants for details.* Eligible projects will improve or create infrastructure, specifically tangible capital assets, as defined by the General Accepted Accounting Principles (GAAP), that are primarily for public use and benefit.

In order to be eligible to apply for the CVRIS, a project must meet one of the following federal outcomes listed below.

COVID-19 Resilience Infrastructure Stream Outcomes

- Retrofits, Repairs and Upgrades for local government and indigenous government buildings, health infrastructure and educational infrastructure;
- COVID-19 Response Infrastructure, including measures to support physical distancing;
- Active Transportation Infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths; and
- Disaster Mitigation and Adaptation, including natural infrastructure, flood* and fire mitigation, tree planting and related infrastructure.

*Excludes Flood Mitigation projects as these projects will be administered separately by Emergency Management BC (EMBC) through the Adaptation, Resilience and Disaster Mitigation (ARDM) program.

Infrastructure grant funding programs are often over-subscribed, and it is anticipated that there will be more projects that qualify for CVRIS funding than there are funds available. 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 size of funding requests should be reasonable as compared to the funding envelope. Project applications under CVRIS represent standalone projects funded solely under the funding stream. **Please note:** because 100% of eligible costs are covered by the CVRIS, financial stacking with any other funding sources, including but not limited to Provincial and Federal government sources, is not allowed. In addition, phasing and sole sourcing will not be allowable under CVRIS, In-kind works are also not be eligible under this funding stream.

Approved projects will be subject to reporting requirements as the projects progress. Applicants are encouraged to familiarize themselves with the reporting requirements described in Section 9.6 of this guide.

This funding stream supports projects that can be completed by Dec 31, 2021. Because of the short time until the program end date, design work can be included as part of the capital grant, however, the program supports projects at an advanced stage of planning and close to "shovel-ready". Projects in Remote Communities* are able to extend projects a further year and must be completed by December 31, 2022.

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

***Remote Community or Remote Communities** - means a permanent community with a population less than 10,000 that is approximately 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. Urban service centres include Prince George, Fort. St. John, Dawson Creek, Kamloops, Kelowna, Nanaimo, Capital Regional District, and Lower Mainland. Please contact Ministry Staff to discuss if you are a Remote Community

1.2 PURPOSE

The CVRIS will develop funding partnerships between the Federal Government, Provincial Government and ultimate recipients including: Local Governments, Indigenous Ultimate Recipients (both on and off-reserve) and Not-for-Profit organizations.

This funding stream is focused on projects that that provide retrofits, repairs and upgrades to community buildings, support development of active transportation networks, allow communities to improve their infrastructure to increase the resiliency and efficiency in

preventing the spread of COVID-19 including protective screens and ability to physically distance, and complete disaster mitigation and adaptation infrastructure projects.

1.3 APPLICATION INTAKE TIMELINE

The deadline for the intake is **January 27, 2021** **(2:00pm PST).**

The program will utilize a rolling intake. Applications will be reviewed as soon as they are received by Municipal Affairs.

Application materials for the CVRIS intake are now available. Staff are pleased to discuss potential applications. Please call 250-387-4060 or email Infra@gov.bc.ca

A Business BCeID credential and password are required to access the online application system and we encourage you to set this up now. See Accessing the Online Application on the website for details. Business BCeID requests are required to have been submitted up to 2 weeks prior to the program intake closing date. After receiving your Business BCeID credentials, you must request access to the online application system (the Local Government Information System).

Applicants are strongly advised to initiate the process of obtaining their Business BCeID and LGIS access as soon as possible.

In order to be able to complete your online application you must have two accesses:

- a Business BCeID, and
- access to the Local Government Information System (LGIS).

Important! The two-step authorizations must be obtained several weeks in advance, to allow you time to complete and submit the grant application before the program intake deadline listed on the website. A Business BCeID allows you to WORK on your application and to SUBMIT your application through LGIS. Your organization must be registered with BCeID and have a Business BCeID account, and you (as an individual or consultant) must have a user ID from your organization's Account/Profile Manager. Once you have your Business BCeID user account and a password, you can then request access to the Ministry's online LGIS. Instructions to obtain the two accesses are provided below:

1. Obtain a Business BCeID and individual user account; and

2. Request access to the Ministry's online Local Government Information System (LGIS).

1.3.1 Obtain A Business BCeID

- Organizations must be registered with BCeID and have a Business BCeID account.

- A Business BCeID account provides secure access to online government services.
- Each organization will have a person authorized to act (an Account/Profile Manager) for the organization by BCeID.
- The organization's authorized contact (an Account/Profile Manager) assigns a unique user account and password to individuals/consultants within their Business BCeID registered organization.
- Consultants acting on behalf of multiple organizations must acquire a unique user account from each organization.
- If you do not have the required Business BCeID account or need to verify that your organization is already registered with a Business BCeID, please search for your organization at https://www.bceid.ca/directories/whitepages/

If the name of your organization appears in the results list, then:

- Click on the hyperlink for your organization in the Legal Name column.
- Type in the Security Control text when prompted and click "Continue".
- Business BCeID details will be displayed for all users and will indicate those who have been assigned the Account or Profile Manager roles.
- Contact the Account or Profile Manager within your organization to request creation of a unique Business BCeID for you to use.
- When you have been provided with a BCeID user account and password, you can then request access to the Ministry's LGIS online application.

If the name of your organization does not appear, and an Account/Profile Manager does not exist, then a person authorized to act for the organization must complete the following steps:

- The authorized person must only register their organization once.
- Visit: https://www.bceid.ca/register/ and select "Register for a Business BCeID"
- Complete all 5 steps of the application process. Registration can take approximately 2 weeks once all steps are completed correctly.
- Once the organization's registration has been confirmed, BCeID accounts will be created and Account Manager and Profile Manager roles can be assigned.
- Go to https://www.bceid.ca/directories/whitepages/ and search for your organization to confirm that the registration process has been completed.

Once an Account/Profile Manager is in place for the organization, this person can assign individual BCeID user IDs for the organization by completing the following steps:

1. The account/profile manager must edit the BCeID business preferences to allow users access. To edit the sharing preferences:

- Log in to https://www.bceid.ca/ . (The login button is in the top right corner.)
- Click "Manage Account".
- Select "Business Preferences" under Manage Business.

- Select "I consent to BCeID sharing my business contact information with Online Services registered with BCeID."

2. When registration completion has been confirmed and the above steps have been completed, Business BCeIDs can be assigned to individual users.

1.3.2 Request Access to the Local Government Information System (LGIS)

You must already have a Business BCeID account, and a BCeID user ID assigned by the organization on whose behalf you wish to submit a grant application.

If your access to LGIS is not in place for the organization wishing to submit a grant application, then
navigate to LGIS at: https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS/

- Complete and submit the Request Access form.
- This process requires verification; it is not instant. LGIS set up can take up to 2 business days. Please note that requests submitted close to the application deadline may take longer to process and will be processed in the order in which they are received.
- Ministry staff will notify you once LGIS access has been granted.

If your access to LGIS is already in place for the organization wishing to submit a grant application, then navigate to https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS/ to create, complete and submit your grant application. For detailed Step by Step instructions of how to navigate in LGIS to create, save and submit the application form please go to the LGIS Learning Training Centre.

1.4 LIMIT ON NUMBER OF APPLICATIONS

1.4.1 Application Limits

- Local Governments
    - Municipalities may submit **one** application.
    - 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 Ultimate Recipients may submit **one** application (i.e. from either the Nation **or** an Economic Development Corporation which has the Nation as shareholders, but not from both). Please see Section 2.1.3 for the definition of Indigenous Ultimate recipients.

- Not-for-Profit entities may submit one application. Please see Section 2.1.2 for the definition of Not-for-Profit organization.

Please see section 2.1 for definitions of eligible applicants.

1.4.2 Application Parameters

CVRIS is a funding stream under ICIP. An applicant may apply to more than one 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 that is determined by the Ministry. This decision is final and not subject to appeal.

If a project is approved under one ICIP Program, it becomes ineligible for funding under another ICIP Program. For example, if a project is approved for funding under the Rural and Northern Communities Program, the same project will become ineligible for funding in CVRIS.

ICIP programs have different funding shares and eligibility considerations. Applicants are welcome to seek advice from program staff on where to best target application efforts according to community needs and alignment with program criteria.

1.5 COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD

The funding provided towards CVRIS projects is cost shared by the Federal Government, and the Province of BC (with the exception of Indigenous Ultimate Recipients which are funded 100% federally). Applicants must be prepared to finance project construction and ineligible costs, as well as, cover any cost over-runs. Projects can not exceed $10 million in total costs and must be completed within the program timelines. The program is claims based. please see **Section 9.7 Claims** for additional details. The levels of federal and provincial contributions towards eligible program costs are provided below in Table 1.

Table 1: Covid-19 Resilience Infrastructure Stream Funding Splits

Ultimate Recipient	***Government of Canada Contribution (up to)***	***Province of British Columbia Contribution (up to)***	***Total Senior Government Contribution (up to)***	***Ultimate Recipient Contribution (up to)***
Local government	80%	20%	100%	0%
Not-for-Profit	80%	20%	100%	0%
Indigenous Ultimate Recipient on/off-reserve	100%	0%	100%	0%

Funding splits apply to costs eligible under the program only (not ineligible costs).

The remaining ineligible project costs and cost overruns are the responsibility of the applicant. Eligible costs are listed in Section 4.1 of this guide.

As projects are funded at 100% and timelines are short for project completion, stacking of any other grants or funding streams is not allowed (i.e. Gas Tax Community Works Funds would count towards the federal contribution for these purposes and would not be eligible to be utilized for the ultimate recipient's funding contribution).

- No more than 100% of project costs will be funded.
- Project applications under ICIP should represent a standalone project funded solely under the program (scope distinctly separate from projects approved under other senior government programs) to avoid stacking, timeline and conflicts with funding rules from other programs.

2. APPLICANTS

2.1 ELIGIBLE APPLICANTS

Please see below for eligible applicant information outcome. A full list of outcomes is found in section 3.1 for reference.

Table 2: Eligible Applicants by Outcome (table is continued on the next page)

Outcome	*Subcategory*	*Local Governments **	*Indigenous Ultimate Recipients*	*Not-for-Profit*
1. The project will provide retrofits, repairs and upgrades to local government and indigenous buildings.	a) Local and Regional Governments and Indigenous Government buildings	✓	✓	
	b) Health Infrastructure	✓	✓	✓
	c) Education Infrastructure	✓	✓	✓
2. The project will help communities to improve their COVID-19 infrastructure, such as protective screens and physical distancing in public facilities.	a) Any public infrastructure asset* where the purpose of the project is to build, modify and/or reconfigure the asset to respond to the COVID-19 pandemic. This includes temporary infrastructure.	✓	✓	✓
3. The project will support development of active transportation networks.	a) Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths	✓	✓	✓

Outcome	*Subcategory*	*Local Governments **	*Indigenous Ultimate Recipients*	*Not-for-Profit*
4. The project will complete disaster mitigation and adaptation infrastructure projects	a) 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 the impacts of climate change, disasters triggered by natural hazards, and extreme weather events)	✓	✓	✓
	b) 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 fires.	✓	✓	✓
	c) Assets associated with afforestation and reforestation	✓	✓	✓

*For the purpose of this project category, public infrastructure asset includes Not-for-Profit infrastructure projects where the project is for public use and/or benefit.

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**.** Please contact program staff to discuss the eligibility of your project.

2.1.1 Local Governments

A local government established by or under British Columbia statute that is:

- A Local or Regional Government established by or under provincial statute;

2.1.2 Not-for-Profit

To be considered a Not-for-Profit organization, the applicant must be:

- An organization incorporated as a Not-for-Profit corporation or society formed under an Act of Canada or a province or territory of Canada and in good standing under the relevant Act.
- An organization that operates and provides programs for the benefit of the community and not solely the interests of its members.
- An organization with a location in British Columbia and be active within the province.

2.1.3 Indigenous Ultimate Recipient

To be considered an Indigenous Ultimate Recipient, the applicant must be an Indigenous Governing Body, including but not limited to:

- A band council within the meaning of section 2 of the *Indian Act.*
- A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between Her Majesty the Queen in Right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation.
- A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure.
- An Indigenous Economic Development Corporation where the Nation is the shareholder.
- A Not-for-Profit organization whose central mandate is to improve Indigenous outcomes.

Ineligible applicants are:

- Federal entities, including federal Crown Corporations.
- For-Profit applicants
- School Districts
- Post-Secondary Institutions
- Health Authorities
- Applicants not defined in Section 2.1.
- Applicants not operating within the Province of British Columbia.

3. PROJECTS

3.1 ELIGIBLE OUTCOMES

Projects submitted under the CVRIS must clearly demonstrate that they are for public use and benefit. Project eligibility is based on its ability to meet the following outcomes set out by Canada. A project must meet at least one of the following outcomes to be considered eligible.

The outcomes specific to the CVRIS funding stream are:

- Retrofits, repairs and upgrades to local government and indigenous buildings, health infrastructure and educational infrastructure
    - Local government and Indigenous government buildings
    - Health infrastructure
    - Educational Infrastructure

- COVID-19 Resilience Infrastructure
    - Any public infrastructure asset* where the purpose of the project is to build, modify and/or reconfigure the asset to respond to the COVID-19 pandemic. This includes temporary infrastructure.

- Active transportation infrastructure
    - Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths

- Disaster mitigation and, adaptation infrastructure**
    - 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 the impacts of climate change, disasters triggered by natural hazards, and extreme weather events.
    - 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 fires.
    - Assets associated with afforestation and reforestation

Please see Appendix A for examples of potential project types.

** For the purpose of this project category, public infrastructure asset includes not-for-profit infrastructure projects where the project is for public use and/or benefit.

* Flood mitigation excluded, as these projects will be administered separately by Emergency Management BC through the ARDM program.

*** Natural infrastructure means the use of naturally occurring resources (e.g. aquifer, wetland, forest, shoreline vegetation, etc.) or the engineered use of natural resources (e.g. green roofs, bioswales/rain gardens, tree-lined streets, etc.) to provide adaptation or mitigation services to the gradual and/or sudden impacts of climate change or natural hazards.

3.2 ELIGIBLE PROJECTS

3.2.1 All Projects

CVRIS must support public infrastructure, which is defined as "tangible capital assets in British Columbia primarily for public use or benefit, including temporary infrastructure related to pandemic response". To be eligible for funding under all outcomes, a project must:

a) be put forward by an applicant who demonstrates that they will be able to operate and maintain the resulting infrastructure over the long term;

b) meet one or more of the Program outcomes (see Section 3.1);

c) be for the construction, renewal, rehabilitation, retrofit or material enhancement of infrastructure, excluding normal maintenance or operation;

d) be supported by all requirements outlined in Section 5 – General Requirements;

e) include an application and supporting documents that are comprehensive, credible, and feasible;

f) stipulate a construction completion date of no later than December 31, 2021 or for remote communities December 31, 2022;

g) be duly authorized or endorsed by a resolution from the appropriate governing body of the applicant's organization, including but not limited to:

- in the case of a local government applicant, a resolution from its council/board.
- in the case of an Indigenous Ultimate Recipient, a resolution from its appropriate council/board or band council.
- in the case of a Not for Profit organization, a resolution from its board of directors;

h) be for broad public use or benefit and clearly demonstrate this within the application;

i) Meet or exceed the applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework;

j) for publicly accessible building(s), 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 local government bylaws;

k) 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;

l) be in the Province of British Columbia; and,

m) meet all the Program criteria identified in this Guide.

3.3 INELIGIBLE PROJECTS

3.3.1 All projects

A project will be deemed ineligible for all outcomes submitted under the CVRIS if:

- the construction began or a tender has been awarded prior to the date of approval into the Program;
- the project will be completed after December 31, 2021 or for remote communities December 31, 2022;
- the project deals with assets owned by the Government of Canada including federal Crown Corporations;
- it does not meet the program outcomes outlined in Section 3.1;
- it involves relocation of whole communities;
- it is housing;
- it involves tourism infrastructure;
- it is a planning project;
- are costs associated with land acquisition;
- is a sports facility that serves as a home facility for a professional sport team;
- is a religious site that serves as a place of assembly for religious purposes, which includes among others, a site, church, mosque, synagogue, temple, chapel (e.g., within a convent or seminary), shrine or meeting house.

3.3.2 Disaster Mitigation and Adaptation

- is disaster response infrastructure that is focussed on Flood Disaster Mitigation and Adaptation (separate program managed by Emergency Management BC through the ARDM program).

3.3.3 Other Ineligibility Criteria Considered

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

- a high probability of the project not being able to be completed within the program timeline;
- potential for the project to not proceed due to applicant funding difficulties;
- a high probability that the project will require a significant change in scope to proceed due to limited planning being undertaken prior to application;
- the project may not provide the level of service identified;
- the project does not have public support;

- the project has the potential to cause environmental or social issues; or,
- the applicant does not demonstrate they are able to manage, maintain and finance the project over the long term.

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

Note: this does not preclude the consideration of innovative concepts and technology, and inclusion of these will be viewed positively where they are suitable for the purpose.

3.4 PROJECT EXAMPLES

Examples of projects which may meet the outcomes in Section 3.1 are found in Appendix A of this guide. This is not an exhaustive list and is intended as a sampling only. Projects that support the listed outcomes and align with other eligibility criteria will be considered for funding.

3.5 PROJECT SIZE AND SCOPE

Projects should provide the best value for the estimated project expenditures and be sized appropriately to their location and the directly benefitting. Projects must be able to be completed by December 31, 2021 or for remote communities by December 31, 2022

The CVRIS funding decision takes into consideration multiple factors including alignment with program criteria, funding distribution, and program oversubscription.

Appropriately sized and scoped project applications are strongly encouraged.

4. COSTS

Projects **can not** exceed $10 million in total costs. *See Appendix C for examples of eligible and ineligible costs.*

4.1 ELIGIBLE COSTS

Eligible costs allowed for approved projects will include the following:

a) costs incurred between the project approval date and the project completion date set out in the Shared Cost Agreement.

b) 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);

c) the capital costs of constructing, retrofitting or renovating a tangible asset, as defined and determined according to generally accepted accounting principles in Canada;

d) all planning (including plans and specifications), assessment and design costs specified in the agreement such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services, to a maximum of 15% of total funding award;

e) costs related to meeting specific Program requirements;

f) the costs of engineering and environmental reviews, including environmental assessments and follow-up, as defined in the, 2019 and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment;

g) the costs of Indigenous consultation, and where appropriate, accommodation (for approved projects only, costs associated with Aboriginal consultation and engagement activities, are retroactively eligible from February 15, 2018.

h) the costs directly associated with joint federal and provincial communication activities (press releases, press conferences, translation, etc.) and with federal and provincial project signage;

i) unless otherwise specified in the IBA, eligible expenditures may include capital costs, design and site preparation directly linked to the development of natural infrastructure.

4.2 INELIGIBLE COSTS

The following are deemed ineligible costs:

a) costs incurred prior to the approval of the project and any and all expenditures related to contracts signed prior to project approval, with the exception for expenditures associated with Indigenous consultation and engagement activities;

b) all capital costs, including site preparation and construction costs, are ineligible until INFC has confirmed that environment/impact assessment and Indigenous consultation obligations have been met and continue to be met;

c) costs incurred for projects that start construction after September 30, 2021;

d) 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;

e) costs incurred after December 31, 2021 for projects in non-remote locations in the provinces and costs incurred in the territories or remote locations after December 31, 2022

f) costs related to developing a funding application and application supporting documentation;

g) costs incurred for cancelled projects;

h) costs of relocating entire communities;

i) land acquisition;

j) real estate and other fees related to purchasing land and buildings;

k) financing charges, legal fees and interest payments on loans, including those related to easements (e.g. associated surveys);

l) costs associated with operating expenses and regularly scheduled maintenance work;

m) leasing land, buildings and other facilities;

n) leasing of equipment other than equipment directly related to the construction of the project;

o) overhead costs, including salaries and other employments benefits, direct or indirect costs associated with operating expenses, administration and regularly scheduled maintenance work, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff, except those indicated in Eligible Expenditures;

p) costs related to furnishing and non-fixed assets which are not essential for the operation of the asset/project, with the exception of temporary infrastructure funded under the COVID-19 resilience infrastructure stream, as approved by Canada;

q) any goods and services costs which are received through donations or in kind;

r) taxes for which the ultimate recipient is eligible for a tax rebate and all other costs eligible for rebates;

s) all capital costs, including site preparation, vegetation removal and construction costs, until Canada has been satisfied that the federal requirements under the Impact Assessment Act, 2019, 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; and

t) all capital costs, including site preparation, vegetation removal and construction costs, until Canada is satisfied that any legal duty to consult, and where appropriate, to accommodate Indigenous groups or other federal consultation requirement, has been met and continues to be met.

5. GENERAL REQUIREMENTS

5.1 REQUIRED INFORMATION

Please ensure that your application addresses the following:

- Application form and mandatory documents have been filled out in full and submitted online using the Local Government Information System (LGIS).

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

5.2 FUNDING

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

Applicants must be prepared to finance project construction. Please see Section 9.7 for additional details.

5.2.1 Local Government Recipients

Local governments are eligible to receive 100% funding towards eligible costs.

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

- met the deadlines for legislated financial reporting, including the financial plan, audited financial statements, Local Government Data Entry (LGDE) forms and Statement of Financial Information (SOFI);
- submitted the financial plan to the Ministry to meet requirements of s 165 of the Community Charter for municipalities and Section 374 of the *Local Government Act* for regional districts; and
- measures of financial stability and sustainability which include property tax structures and development costs charge structure.

Also see the “Evidence of Secured Funds”, and “Council/Board Resolution” sections under Section 6.

5.2.2 Indigenous Ultimate Recipients

Indigenous Ultimate Recipient applicants are eligible to receive 100% funding towards eligible costs.

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

5.2.3 Not-For-Profit Recipients

Not-for-Profit applicants are eligible to receive 100% funding towards eligible costs.

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

5.3 SELECTION PROCESS AND CRITERIA

The Program is merit based and projects are subject to a comprehensive technical ranking assessment and internal provincial review, with a list provided to the Oversight Committee and recommendations submitted to Canada for final approval. Previous ICIP intakes have been oversubscribed, and not all good applications have been able to be awarded funding.

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

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

- represent good value for money;
- contribute to community objectives and is based on community need for services;
- enhance and protect public health;

- enhance and protect environmental health;
- support sustainability principles;
- are consistent with integrated long-term planning and management;
- demonstrate efficient use of resources throughout the life of the assets created;
- are situated within, and advances, the organization's capital works and financial plans;
- exhibit long-term sustainability, including operational viability, asset management for sustainable service delivery, and environmental sensitivity;
- will be able to be financially supported by the organization over the life of assets created including lifecycle and renewal costs;
- are supported by a high level of planning including identifying appropriate levels of service and demand;
- contribute towards reduction in demand for natural resources;
- consider adaptation and mitigation to climate change; and
- use the best available economically feasible technology, if applicable.

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

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

6. APPLICATION PROCESS

All applicants must complete and submit an online application form via the LGIS. A Business BCeID is required to set up access in LGIS; this can take up to 15 business days. New users are encouraged to start the process of requesting a Business BCeID as early as possible. See the **Accessing the Online Application document** on the ICIP CVRIS website for more details.

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

As part of project eligibility, the following criteria will need to be confirmed as met. Documentation that is not required as a mandatory upload at submission must be available and may be requested by the Province at any time including: during the application process, approval process, construction, and on/after completion of the project.

This information includes:

a) The project supports public infrastructure, defined as tangible capital assets, primarily for public use and/or benefit, with the possible exceptions of temporary infrastructure related to pandemic response.

b) The completed asset will be owned and operated by the funding recipient for the duration of the Asset Disposal Period (five years after a project is complete) with the possible exceptions of temporary infrastructure related to pandemic response.

c) Project contracts will be awarded through a public tender process in a way that is fair, transparent, competitive and consistent with value for money principles.

d) The project will meet or exceed applicable energy efficiency standards for buildings where a building is constructed.

e) All required permits will be obtained when necessary.

f) The project will consider climate change in the design and will include materials that will increase energy efficiency when applicable.

g) The project will consider climate related risks and will have mitigation measures for these risks.

h) Does the applicant have a Council/Board/Band Council/other appropriate governing body resolution authorizing the project to proceed and committing the applicant's share? This must be available upon request.

i) The completed works will meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change.

j) For publicly accessible building(s), the completed works will 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 local government bylaws;

k) The project will 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.

6.1 MANDATORY DOCUMENTS

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

The following mandatory documents (15 MB limit per document) must be clearly labeled and will be required to be uploaded at time of submission to LGIS as part of your online application. Types of mandatory documentation may vary by applicant type. The documents include, but are not limited to:

- Project Location: .KML file (see directions on the ICIP CVRIS website)
- Detailed Cost Estimate (Must use the template on the ICIP CVRIS website)
- Site Plan/Map
- Partnership/Memorandum of Understanding (MOU) agreement (if more than one entity is involved in the project)
- Hazardous Risk Vulnerability Assessment or Risk Study (for Disaster Mitigation and Adaptation projects)
- For Not-for-Profit applicants: Business financial plan including working capital and income sources

Attached supporting documents should be clearly labelled, succinct and submitted in a searchable format where possible, including where an attachment is large, ensuring specific sections are highlighted for reference.

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

- Partnership agreement/Letter of Support/Memorandum of Understanding (MOU) between project partners (if applicable)
- Options Assessment
- Business Plan
- Cost Benefit Analysis or Other Study
- Design Drawings or Details
- Letters of Support*
- Asset Management Plan

*Letters of support, partnership agreements, or MOUs from the other partners are recommended for projects done in partnership with others or that will have joint ownership. Letters from health officers are useful for projects that support public health objectives.

6.2 PROJECT LOCATION - .KML FILE

The project location must be submitted in the form of a .KML file. Please see the instructions for creating a .KML file on the ICIP CVRIS website.

6.3 COUNCIL/BOARD/BAND COUNCIL RESOLUTION

A resolution or bylaw endorsing the project must be approved by the appropriate authorized governing body of the applicant, such as a council, board or band/tribal council and must be submitted within one month of the program closing date. The resolution or bylaw will commit the proponent to contributing its share of the eligible costs, ineligible costs and potential over-runs related to the project. An example of the resolution can be found on the ICIP CVRIS website.

The resolution/bylaw must identify the source of the proponent's share of the project costs. The resolution should show support for the project from a Municipality's Council, a regional district Board, Not-for-Profit organization's Board or an Indigenous applicant's band council (or other appropriate authorized body).

Projects not supported by an appropriate resolution will not be reviewed. In the application, you will be asked to attest that you have a resolution for your project.

6.4 DETAILED COST ESTIMATE

A Detailed Cost Estimate Template has been provided on the ICIP CVRIS website **and submission of a completed cost estimate* is mandatory**. Detailed costs estimates must include but are not limited to: an itemized description, cost per unit of measure, date, number of units, as well as design, engineering, contingency costs, and tax rebate breakdowns, as well as whether the costs are eligible or ineligible and to state the class of confidence level of cost estimates (e.g. class B or C**).

*The preference is that submitted projects are planned to the degree that required works are identified.
**Class C (representing +/- 25 to 40% variability in costs) or better (Class A or B).

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***. It is important to plan your project to start following final project approvals.

Projects where design remains preliminary in nature should ensure that plans are in place to cover potential cost overruns and that adequate contingencies are included within the cost estimate. Otherwise, there may be additional risk linked to the proposed project given the potential cost uncertainties.

It is important to note that projects will be reviewed in the context of the *Impact Assessment Act (IAA),* 2019 and regulations as discussed in Section 7. Where applicable, project cost estimates should include costs to conduct an Impact Assessment study.

6.5 Evidence of Secured Funds

Applicants must provide how and where funding will come from to pay for any ineligible costs and overages that may occur during the project. Please answer the appropriate question in the application.

6.6 Business Financial Plan

Not-for-Profit applicants will need to supply evidence that the it is in good financial standing by supplying a financial statement that includes working capital and income sources.

Please upload:

- An internally prepared financial statement for projects with eligible costs up to $500,000 or,
- A statement reviewed by an independent public accountant for projects with eligible costs $500,001 and above.

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

6.7 List of Required Licenses, Permits and Approvals

All applicants are required to investigate and submit a list of licenses, permits and approvals which are required for the project to proceed and they must advise on the status of any that have been applied for. This demonstrates that a project is on track and/or that the proponent has considered and commenced applications for these required items.

6.8 Hazardous Risk Vulnerability Assessment (Disaster Mitigation and Adaptation Projects)

Projects that are submitted to the Adaptation, Resilience and Disaster outcome require that a Hazardous Risk Vulnerability Assessment (HVRA) be completed. If you do not have one completed prior to the intake closure, please contact the Ministry. The purpose of the HVRA is to identify potential hazards to the community through an evaluation of the likelihood and severity of the potential hazard including impacts on residents, infrastructure and environment. The assessment provides information on the resiliency of the community and provides mitigation and response strategies.

For an example of a Hazardous Risk Vulnerability Assessment please see:
https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/local-emergency-programs/hazard-risk-and-vulnerability-analysis

6.9 CONTACT INFORMATION

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

Ministry of Municipal Affairs
Phone: 250-387-4060
Email: infra@gov.bc.ca

7. IMPACT ASSESSMENT ACT, 2019 Requirements

The *Impact Assessment Act*, 2019 (the Act) and its regulations are the legislative basis for the federal practice of environmental assessment. A Federal Environmental Assessment (FEA) is a process to evaluate the environmental effects and identify measures to mitigate potential adverse effects of a proposed project. The Act ensures that the environmental effects of a project are carefully reviewed before a federal department/agency decides to allow the proposed project to proceed.

Detailed information on the *Impact Assessment Act*, 2019 and regulations can be found at the Impact Assessment Agency's website: www.canada.ca/en/impact-assessment-agency.html.

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

7.1 HOW TO DETERMINE IF AN IMPACT ASSESSMENT/FEDERAL ENVIRONMENTAL ASSESSMENT (FEA) IS REQUIRED

A FEA will be required under *Impact Assessment Act* 2019 if the project meets the definition of a designated project and or it is located on federal lands.

7.1.1 Is it a designated project?

The Project List (Also known as the *Physical Activities Regulation*) identifies types of projects that may require an assessment under the Act*:* *http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-147/page-1.html#docCont*.

Only projects on the designated project list require FEA or projects designated by the Minister due to potential for environmental effects or public concerns. Should the Project meet the definition of a designated project, proponents must provide to the Impact

Assessment Agency of Canada a description of their proposed project to initiate the process.

7.1.2 Is the project on federal lands?

Projects on federal lands are subject to an assessment of environmental effects. Information must be provided to program staff on whether the project will be located on federal lands. Proponents must engage with the federal lands' owner to establish the process and requirements to meet the *Impact Assessment Act*, 2019. For more information refer to the Impact Assessment Process Overview available at:

https://www.canada.ca/en/impact-assessment-agency/services/policy-guidance/impact-assessment-process-overview.html

7.2 TIME AND COST CONSIDERATIONS

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

7.3 DIALOGUE WITH ENVIRONMENTAL AGENCIES

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

IMPORTANT NOTE:

- Where necessary, ICIP funding is conditional upon completion of an environmental assessment review of the project under the federal Impact Assessment Act with a satisfactory outcome.
- Where necessary, initiating provincial and, or federal environmental assessments early in the planning of a project will assist provincial and federal governments determine 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 FEA and/or recommended by federal departments and agencies participating in the review process.
- Any changes to the scope of the project while it is underway could re-open the FEA review and cause the project to have construction delays. In addition, project scope changes need to be brought to the Ministry program staff immediately as they need the Province's approval prior to going forward with any changes to the original approved scope.

7.4 OTHER REGULATORY CONSIDERATIONS

Projects must meet all applicable federal and provincial environmental legislation and standards including consultation with Indigenous nations. Where a project is excluded from a review under federal or provincial environmental assessment legislation it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

7.5 B.C. ENVIRONMENTAL ASSESSMENT PROCESS

Proposed projects or modifications to existing projects that are subject to the *British Columbia Environmental Assessment Act* (BCEAA) are specified in the Environmental Assessment Reviewable Project Regulations by project type, design capacity, and diversion or extraction rate. All applicants should review a copy of the regulations for information on projects that may be subject to the BCEAA. Information must be provided to Ministry of Municipal Affairs program staff on whether the project will be subject to BC Environmental Assessment.
Refer to BC Environmental Assessment Office's website at www.eao.gov.bc.ca or contact their office at:

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

8. INDIGENOUS CONSULTATION

It is the responsibility of the Proponent to determine whether the project requires consultation with Indigenous groups. Information must be provided to program staff on whether the project will be subject to Indigenous Consultation.

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

- Indigenous groups have been notified and, if applicable, consulted;

- Where an Indigenous Ultimate Recipient is the applicant, members of the benefitting community/Nation have been notified of the project;
- 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 not, with accompanying explanation;
- Accommodation measures, where appropriate, are being carried out by British Columbia or Ultimate Recipient at their own cost; and,
- Any other provided information that Canada may deem appropriate.

Please note:

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

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

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

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

9. APPROVED APPLICATIONS

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

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

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

All projects will be expected to be substantially complete within the dates set out in their Shared Cost Agreement.

Shared Cost Agreement or Ultimate Recipient Agreement"*
is an agreement between British Columbia and the Ultimate Recipient under the ICIP.

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

9.1 ASSETS

9.1.1 Disposal of Assets

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

9.2 SHARED COST AGREEMENT

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

9.3 CONTRACT PROCEDURES AND PROVISIONS

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

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

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

- proponents receive the best value for money spent on contracts;
- vendors have fair access to information on procurement opportunities, processes and results;
- acquisition opportunities are competed, wherever practical;
- proponents only engage in a competitive process with the full intent to award a contract at the end of that process;
- proponents are accountable for the results of their procurement decisions and the appropriateness of the processes followed;
- the cost of the procurement process, to both vendors and proponents, is appropriate in relation to the value and complexity of each procurement;

- contracts are awarded in accordance with the Canadian Free Trade Agreement and international trade agreements if applicable; and,
- acquisitions are managed consistent with the policy of the Province of British Columbia. The Province of British Columbia's Policies can be accessed at:

  https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/procurement

Proponents are responsible for:

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

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

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

Two resources are available to help applicants to achieve excellence in the awarding of contracts in a way that is transparent, competitive, and consistent with value for money principles:

1) The Master Municipal Construction Documents Association (MMCD) provides its members with standardized contract documents and training programs to maximize the benefits of the documents. The Province of British Columbia encourages British Columbia Municipalities to use the Master Municipal Construction Documents for the construction of municipal services. Many B.C. local governments have been, and continue to, subscribe to the MMCD documents, certification, training and procedures. For further information about MMCD access its website at: https://www.mmcd.net/

2) 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.

9.4 CHANGES OR VARIATIONS TO AN APPROVED PROJECT

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

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

9.5 COST OVERRUNS

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

9.6 REPORTING

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

These reports must be completed and submitted online using the LGIS.

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

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

- proof of completion of Indigenous Consultation, as deemed required by Canada
- confirmation that required permits have been received and/or that the design and construction meet associated regulatory requirements;
- a list of energy efficient features and equipment used in the project;
- a summary of the state of asset management practice within the organization in reference to the Asset Management BC Roadmap and/or AssetSMART 2.0;

- confirmation that a new building exceeds the energy requirements under the National Energy Code for Buildings by at least 25%;
- an asset renewal profile for the asset group related to the project.

Applicants may be required to report on the following federal targets if applicable to the project:

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

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

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

9.7 CLAIMS

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

Claims must be completed and submitted online using the LGIS. The online claim form requires summary of expenditures information, including name of payee, date paid, work rendered start/end dates, invoice number, invoice date, etc. Current progress reports must be submitted online to the Ministry via LGIS and technical conditions must be met for claim reimbursement. All projects are subject to site visits and audits at any time during the project and up to the end date of the IBA for ICIP between Canada and BC or up to three years after the final settlement of accounts.

9.8 ACCOUNTING RECORDS

Applicants must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the project. These records should include both the records of original entry and supporting documents of the applicant, divisions or related parties, and any third party, named in the application or contract, as appropriate to the

project. Applicants must retain accounting records for a minimum of six years after the end date of the IBA for ICIP between Canada and BC.

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

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

9.9 COMMUNICATIONS

9.9.1 Procedures for Communications

An important aspect of the program is to communicate its impact in helping improve the quality of life in British Columbia communities. The purpose of joint communications activities is to provide information on the Program to the public in a well-planned, appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

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

9.9.2 Timeline for Public Events

Please contact the Ministry at least **15 working days** prior to any scheduled public events. The federal and provincial Ministers, or their designated representatives, regularly participate in the events, thus need time to schedule for such an occasion.

APPENDIX A – PROJECT EXAMPLES

Category 1: Retrofits, repairs and upgrades for local government and indigenous buildings, health infrastructure and education infrastructure;	
Eligible Asset Sub-Category	**Examples of project types**
Local and Regional Governments and Indigenous Government buildings	• Administrative buildings • Fire halls • Police stations • Public works buildings • Maintenance facilities • Physical Plants • Food safety infrastructure (community freezers, greenhouses etc.) • Any other municipal (local government) and indigenous government buildings that deliver or provide services or programming.
Health infrastructure	• Nursing homes and senior citizen homes • Long-term care facilities • Wellness centres • Paramedic Services facility • Health centres, clinics and other health care buildings • Community interest facility e.g. mental health and addiction centres • Rehabilitation centres • Youth services facilities
Educational Infrastructure	• Day care facilities • Adult education facilities • Playgrounds • Sports facilities • Computer labs and web infrastructure • Libraries • Performing arts centres • Research centres • Agricultural education infrastructure (barns, green houses, etc.)

Category 2: COVID-19 Resilience Infrastructure, including measures to support physical distancing;	
Eligible Asset Sub-Category	**Examples of project types**
Any public infrastructure asset* where the purpose of the project is to build, modify and, or reconfigure the asset to respond to the Covid-19 pandemic, this includes temporary infrastructure.	• Safety retrofits for public buildings • Safety retrofits for rolling stock • New builds, retrofits, repairs or rebuilds of social housing, long-term care facilities, seniors' homes or temporary housing (shelters) to support new safety measures or physical distancing • Expand single rooms within existing hospitals • Separation infrastructure for infectious disease care from other care (e.g., COVID-19 wards and dedicated facilities) • Modular field hospitals, mobile ICU units or other equipment to facilitate rapid expansion of intensive care capacity • Renovate public facilities to serve as designated hospital overflow sites • Barriers • Passenger safety improvements • Driver safety improvements (barriers etc.) • Video screens and PA systems for announcements • Automatic vehicle location technology • Security enhancements • Food security infrastructure
Category 3: Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths; and	
Eligible Asset Sub-Category	**Examples of project types**
Active transportation infrastructure	• Parks trails and multi-use paths • Bike and pedestrian lanes on existing or new roads or highways • Sidewalks • Footpaths and foot bridges • Active transportation support facility (e.g. bike parking/storage) • Street and park furniture (e.g. benches, shade areas, planters) • Playground infrastructure within parks (e.g., tennis courts, swimming pools)

Category 4: Disaster mitigation and adaptation infrastructure, including natural infrastructure, flood and fire mitigation, and tree planting and related infrastructure.	
Eligible Asset Sub-Category	**Examples of project types**
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 the impacts of climate change, disasters triggered by natural hazards, and extreme weather events. • Excludes Flood Mitigation projects as these projects will be administered separately by Emergency Management BC	**Natural:** • Forest • Firebreaks • Shoreline vegetation • Green Roofs • Bioswales/rain gardens • Aquifer • Wetland restoration **Structural:** • Man-made wetlands • Retaining walls and other shoreline protection such as rock revetment • Seawalls and breakwaters
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 fires. • Excludes Flood Mitigation projects as these projects will be administered separately by Emergency Management BC	• Drainage canals • Man-made wetlands • Retaining walls and other shoreline protection such as rock revetment • Seawalls and breakwaters • Weirs
Assets associated with afforestation and reforestation	• Tree planting projects • Coordination or distribution centres • Nurseries • Greenhouses

*public infrastructure includes Not-for-Profit infrastructure projects where the project is for public use and/or benefit.

APPENDIX B - DEFINITIONS

Indigenous Governing Body– means a council, government or other entity that is authorized to act on behalf of an Indigenous group, community or people that holds rights recognized and affirmed by section 35 of the Constitution Act, 1982. "Indigenous peoples of Canada" has the meaning assigned by the definition of aboriginal peoples of Canada in subsection 35(2) of the Constitution Act, 1982.

Construction Start - means the performance of physical activities on the property which results in changes which are visible to any person inspecting the site and are recognizable as the initial steps for the preparation of the land or the installation of improvements of fixtures, unless otherwise approved by Canada.

Access – a geographical area that does not have year-round road, rail, or water connections, and relies entirely on bush aviation. If it does have access part of the year on ice roads, it can only be reached by gravel road.

Accessibility – taking appropriate measures to ensure persons with disabilities have access, on an equal basis with others, to the physical environment, to transportation, and to other facilities and services open and provided to the public.

Asset Disposal Period - unless otherwise agreed to by Canada, means the period ending five (5) years after a Project is Substantially Completed for any Asset other than land purchased or acquired, in whole or in part, by the Ultimate Recipient with contribution funding provided by Canada under the terms and conditions of this Agreement. For any Asset that is land purchased or acquired, in whole or in part, by the Ultimate Recipient with contribution funding provided by Canada under the terms and conditions of this Agreement, it means the period ending forty (40) years after a Project is Substantially Completed.

BCeID – an online user authentication services that makes it possible for you to use a single user ID and password to sign in securely to participate in BC Government Online Services. Applicants must register and obtain a Business BCeID in order to be able to log in to the Local Government Information System (LGIS) system.

Contract -– 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.

Food Security – exists when all people, at all times, have physical, social and economic access to sufficient, safe and nutritious food which meets their dietary needs and food preferences for an active and healthy life. Household food security is the application of this concept to the family level, with individuals within households as the focus of concern.

Impact assessment – means an assessment of the effects of a designated project that is conducted in accordance with the *Impact Assessment Act,* 2019.

Local Government Information System (LGIS) – online tool for applicants to apply, report and submit claims for infrastructure programs within the Investing in Canada Infrastructure Program.

Mitigation measures – means measures to eliminate, reduce, control or offset the adverse effects of a project or designated project, and includes restitution for any damage caused by those effects through replacement, restoration, compensation or any other means.

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

Substantial Completion or Substantially Completed - when referring to a Project, that the Project can be used for the purpose for which it was intended

Third Party – means any person or legal entity, other than a Party or Recipient, who participates in the implementation of a Project by means of a Contract.

Vulnerable Populations – families or individuals who would likely have to spend a substantially larger share of their income than average on the necessities of food, shelter and clothing and thus would be living in a difficult circumstance.

Natural Infrastructure - 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.

Remote Community or Remote Communities - means a permanent community with a population less than 10,000 that is approximately 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. Urban service centres include Prince George, Fort. St. John, Dawson Creek, Kamloops, Kelowna, Nanaimo, Capital Regional District, and Lower Mainland. Please contact Ministry Staff to discuss if you are a Remote Community

Regional Government - means a regional district that has been established by or under a provincial statute, or the electoral area within a regional district that:

a) Provides local services and acts as a general local government to unincorporated communities; or,

b) Provides regional services.

APPENDIX C – Examples of Eligible Costs and Ineligible Costs

Please note: The following are examples only and are based on staff knowledge of past federal-provincial programs and program criteria. The determination of whether costs are eligible will ultimately rest with program staff. If a cost is not listed below, contact program staff prior to undertaking associated work. (See Section 6.12 for contact information)

General

ELIGIBLE	INELIGIBLE
• Costs paid under contract for goods or services considered to be direct and necessary to implement the project	• Any unpaid costs including invoices or holdbacks • Accrued costs • Any goods or services costs which are received through donations or in kind
• Costs incurred after approval and on or before the project completion date stipulated in the Shared Cost Agreement and deemed properly and reasonably incurred	• Costs incurred prior to approval date and after project completion date as stipulated in the Shared Cost Agreement (with the exception of Aboriginal Consultation)
• Capital costs as defined by GAAP (except capital costs included in **INELIGIBLE COSTS)**	• Services or works normally provided by the Recipient, including: o overhead costs o salaries and other employment benefits of any employees of the Recipient unless pre-approved by the Ministry and specifically related to the project o leasing of equipment except that directly related to the construction of the project o purchasing equipment o accounting fees incurred in the normal course of operation o auditing fees incurred in the normal course of operation o operating expenses and regularly scheduled maintenance
	• Land acquisition and real estate fees: o leasing land, buildings and other facilities and related costs

ELIGIBLE	INELIGIBLE
	• Financing charges, loan interest payments legal fees (including those related to easements)
	• Taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates

Impact Assessment/Indigenous Consultation Costs

ELIGIBLE	INELIGIBLE
• Environmental reviews • Environmental costs • Remedial activities • Mitigation measures • Indigenous consultation	

Design / Engineering Costs

ELIGIBLE	INELIGIBLE
• Fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, and engineering of a project	
• Accommodation costs included in consulting fees or disbursement for out of town/province professionals	• Any legal fees including those for land transfers (easements, Right of Way)

Construction/Materials Costs

ELIGIBLE	INELIGIBLE
	• Cost of purchasing land and associated real estate and other fees • Value of donated land • Interim financing and interest costs • Appraisal fees • Land title fees • Leasing of land or facilities
	• Building permit charged by proponent to itself • Development cost charges
• Insurance related to construction	• Liability insurance for directors
• Project management fees	
• Material testing necessary to prove suitability of soils and specified structural elements	
• Fencing for the construction site • Permanent fencing	
• Towing heavy equipment to and from the construction site	• Towing vehicles
• Security guard & First Aid attendant (contracted for construction project)	• Ambulance for workplace accidents • First aid courses
• Furniture and/or equipment essential for operation of the project	• Tools (e.g. hammer, saw, shovel, rakes, gloves) • Furnishing and non-fixed assets which are not essential for the operation of the asset/project
• Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to the site property line	• General repairs and maintenance of a project and related structures
• Safety equipment to be kept at the project site (e.g. safety goggles, beakers, eye wash bottles, latex gloves, UV lamp, vacuum hand pump, forceps, etc.)	
• Fire protection equipment as required by the fire department	
• Third party (contractor) rental of a trailer/site office	
• Permanently installed 2-way radios, phone system for facility	• Monthly bills for utilities and phone/internet
	• Contributions in kind
• Fuel costs for rental equipment	• Vehicle maintenance and fuel costs

ELIGIBLE	INELIGIBLE
• Temporary construction or permanent signage, specific to the project	• General construction signs (e.g. detour, street closed)
• Relocation/renovation kiosk signs for public information	• Temporary “Hours of Business” signs
• Surveys necessary to determine the site’s suitability for the intended purpose	• Any other surveys except to determine the site’s suitability
• Demolition of unwanted structures from the site	
• Landscaping to restore construction site to original state following construction • Installation of landscaping	• Maintaining landscaping
• Newspaper/radio ads related to contract tenders and contract award notifications; or public safety, road closure or service interruption notices related to the project	
• Printing and distribution costs for public information materials regarding the project	
• Printing costs for preparing contract documents or tenders, blueprints, plans/drawings	
• Courier services, specific to project e.g. delivering drawings/designs	
• Paving of access and curb cuts	

Communication Activities Costs

ELIGIBLE	INELIGIBLE
• Any costs reasonably incurred to undertake joint federal and provincial communication activities, such as, but not limited to: - federal or provincial funding recognition signage - permanent commemorative plaques - A/V rental and set up costs - event equipment rental and set up costs, such as stage and podium for joint events - event photography	• Media consultant • Event planners • Gifts • Hospitality costs, such as, but not limited to: - food/beverages - liquor - entertainment

PEACE RIVER REGIONAL DISTRICT

REPORT

To: Chetwynd Public Library Advisory Committee Report Number: CS-CLIB-001

From: Trish Morgan, General Manager of Community Services Date: December 7, 2020

Subject: Chetwynd Library Next Step Options

RECOMMENDATION:

That the Chetwynd Library Advisory Committee recommend that the Regional Board obtain a proposal and cost estimate from m2 Architecture to work with the Peace River Regional District and Chetwynd Library Advisory Committee to alter the concept design from 2018 in order to reduce the cost of the project.

BACKGROUND/RATIONALE:

In 2017, at the request of the District of Chetwynd and the Chetwynd Library Board, the Peace River Regional District (PRRD) started the process to examine options to either upgrade the current library or build a new library in Chetwynd. Funds were budgeted by the PRRD to conduct a high level feasibility study, which included forming an Advisory Committee and hiring a consultant specializing in library services to lead the project. The study was completed, and the final report was presented in a joint meeting to the Electoral Area Director for Area E and District of Chetwynd Mayor and Council.

It was determined through the 2017 feasibility study that a new facility was needed, and in mid-2018, an architect was hired to develop a concept and to provide preliminary Class 'D' estimates for the construction of their proposed concept for the facility. A design was developed, and in 2019 the PRRD applied to the Investing in Canada Infrastructure Program for grant funding of $6.5 million of the estimated overall project budget of $8.3 million. The grant application was unsuccessful.

This report provides an overview of possible next steps, options and timelines. A detailed timeline of actions taken to date has been included in "Other Considerations" section.

1) Re-engage m2 Architecture and move forward with the "shed roof" design that was included in unsuccessful $6.5M grant submission to the Investing in Canada Infrastructure Program in 2019.

Last Cost Estimate (2018) = $8.3 million for 8,000 square feet

Steps:

- Obtain a new cost estimate for the existing design and footprint.
- Conduct public consultation to determine if the community is in favour of the design, estimated costs and long term borrowing. (Note that the community was consulted in the first phase of the process in 2017 to identify the programming needs of the community, but no further consultation has taken place and if borrowing is needed for the project, then the community should be consulted on the design).

- Move forward to an elector approval process for loan authorization in 2021 if total project funding is not available.
- If the loan authorization is approved, start work on construction drawings for tendering.
- Tender project.
- Construction.

Design & Construction Timeline (based on m2's original proposal):

Item	Timeline to Complete	Cumulative Timeline
Schematic and design development	3 weeks	3 weeks
Construction documents	16 weeks	19 weeks
Tender (issue, review submissions, contract award)	11 weeks	30 weeks
Construction	56 weeks	86 weeks
Plus assent voting/referendum	39-40 weeks	
Plus AAP	31-32 weeks	
Plus Petition	27 weeks	

Considerations:

- The cost of the construction has likely increased, due to inflation, from late 2019 at $8.3 million.
- m2 may not be interested or available to assist with the project.
- The community may not be in favour of the design or costs associated.

2) Re-engage m2 Architecture and scale back the design of the "shed roof" library.

Cost Estimate = unknown but the design could potentially be adapted to meet a target budget figure

Steps:

- Work with the architect and Advisory Committee to reduce the square footage of the library and potentially scale back or eliminate some features to further reduce costs.
- Obtain a new cost estimate for a new design and footprint. Note that the re-design could be based on a maximum allowable budget.
- Conduct public consultation to determine if the community is in favour of the scaled back design, estimated costs and borrowing.
- Move forward to an elector approval process for loan authorization in 2021 if total project funding is not available.
- If the loan authorization is approved, start work on construction drawings for tendering.
- Tender project.
- Construction.

Design & Construction Timeline (based on m2's original proposal):

Item	Timeline to Complete	Cumulative Timeline
Design changes	5 weeks	5 weeks
Schematic and design development	3 weeks	8 weeks
Construction documents	16 weeks	24 weeks
Tender (issue, review submissions, contract award)	11 weeks	35 weeks
Construction	56 weeks	91 weeks
Plus assent voting/referendum	39-40 weeks	
Plus AAP	31-32 weeks	
Plus petition	27 weeks	

Considerations

- There is a cost for the design work associated with scaling back the project.

3) Issue a new RFP for architectural and project management services

Estimated Cost = unknown but the project could be developed to meet a target budget figure, project criteria would have to be updated

Design & Construction Timeline (would need to be confirmed in proposal):

Item	Timeline to Complete	Cumulative Timeline
RFP preparation	2 weeks	2 weeks
Board approval to issue RFP and provide pre-budget approval	3 weeks	5 weeks
Issue RFP	5 weeks	10 weeks
Proposal review and contract award	4 weeks	14 weeks
Concept design	8 weeks	22 weeks
Schematic and design development	8 weeks	30 weeks
Construction documents	16 weeks	46 weeks
Tender (issue, review submissions, contract award)	11 weeks	57 weeks
Construction	52 weeks	109 weeks
Plus assent voting/referendum	39-40 weeks	
Plus AAP	31-32 weeks	
Plus petition	27 weeks	

Considerations

- The costs associated with any proposal and the project may not vary much from other consultants in the past.

ALTERNATIVE OPTIONS:

1. That the Chetwynd Library Advisory Committee recommend that the Regional Board re-engage m2 Architecture to work with the Peace River Regional District and Chetwynd Library Advisory Committee to move forward with obtaining an updated cost estimate for the concept design for an 8,000 sqft library as developed in 2018.

2. That the Chetwynd Library Advisory Committee recommend that the Regional Board issue a request for proposals to obtain a qualified architectural/engineering firm to develop a new concept design and cost estimate for presentation to the public in preparation for an elector approval process in the fall of 2021.
3. That the Chetwynd Library Advisory Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Partnerships

☒ Collaboration with Local and First Nations governments

FINANCIAL CONSIDERATION(S):

Grant funding from the Provincial and Federal Government may become available again in 2021. In the first intake of the Investing in Canada Infrastructure Program the average grant awarded was between $2.07 and $2.5 million. In 2019 the PRRD applied for a grant for $6.5 million for the project and was not successful.

Currently the following funds have been committed to the project:

Electoral Area E**	$1,000,000
District of Chetwynd	$300,000
Chetwynd Library Board	$500,000
TOTAL	$1,800,000

The current service area includes the District of Chetwynd and a large portion of Electoral Area E. Bylaw 266, 1980 authorized the question seeking public approval of the function of Library Services, and the PRRD received authority to provide the service via Supplementary Letters patent dated April 30, 1981. The service was converted in 2018 (Bylaw No. 2331, 2018); the conversion established the function under current legislated requirements and amended the original authority to include the ability to enter agreements, and incur debt associated with the provision of library services.

In 2020 $496,218 was requisitioned for the service with an associated tax rate of $0.1470/$1,000 on land and improvements. The maximum requisition is the greater of $755,298 or $0.6588/$1,000 on land and improvements.

2020 Tax Rate = $0.1470/$1,000

Assessed Value	Taxes Applied
$ 100,000.00	$ 14.70
$ 200,000.00	$ 29.40
$ 300,000.00	$ 44.10
$ 400,000.00	$ 58.80
$ 500,000.00	$ 73.50

Borrowing Amount	Term	Interest Rate	Annual Payment	Tax Rate for Payment Only	Cost Per $100,000 of Assessment
$2,000,000.00	5 year	0.91%	$ 404,442.85	$0.1198	$11.98
$2,000,000.00	10 year	1.47%	$ 214,150.69	$0.0634	$6.34
$2,000,000.00	15 year	1.93%	$ 156,354.77	$0.0463	$4.63
$2,000,000.00	20 year	2.25%	$ 129,382.45	$0.0383	$3.83
$3,000,000.00	5 year	0.91%	$ 606,664.27	$0.1797	$17.97
$3,000,000.00	10 year	1.47%	$ 321,226.03	$0.0952	$9.52
$3,000,000.00	15 year	1.93%	$ 234,532.16	$0.0695	$6.95
$3,000,000.00	20 year	2.25%	$ 194,073.67	$0.0575	$5.75
$4,000,000.00	5 year	0.91%	$ 808,885.70	$0.2396	$23.96
$4,000,000.00	10 year	1.47%	$ 428,301.38	$0.1269	$12.69
$4,000,000.00	15 year	1.93%	$ 312,709.55	$0.0926	$9.26
$4,000,000.00	20 year	2.25%	$ 258,764.90	$0.0767	$7.67
$5,000,000.00	5 year	0.91%	$ 1,011,107.12	$0.2995	$29.95
$5,000,000.00	10 year	1.47%	$ 535,376.72	$0.1586	$15.86
$5,000,000.00	15 year	1.93%	$ 390,886.94	$0.1158	$11.58
$5,000,000.00	20 year	2.25%	$ 323,456.12	$0.0958	$9.58
$6,000,000.00	5 year	0.91%	$ 1,213,328.55	$0.3594	$35.94
$6,000,000.00	10 year	1.47%	$ 642,452.06	$0.1903	$19.03
$6,000,000.00	15 year	1.93%	$ 469,064.32	$0.1390	$13.90
$6,000,000.00	20 year	2.25%	$ 388,147.35	$0.1150	$11.50

COMMUNICATIONS CONSIDERATION(S):

At some point in the future the concept design and costs will need to be presented to the public for feedback. At that time

OTHER CONSIDERATION(S):

The Electoral Area 'E' Director has met with the following organizations to determine if there are any potential partnerships:

- Northern Lights College
- Saulteau First Nation
- West Moberly First Nation
- School District No. 59 Peace River South

Northern Lights College does not have a need for shared library services in Chetwynd. Their main libraries are on campuses in Dawson Creek and Fort St John and they have an established inter-library loan system to transfer hard copy publications to their Chetwynd campus. Further, much of their collection is online and is of a technical or academic nature.

Saulteau and West Moberly First Nations seem interested in the possibility of a new library in Chetwynd. Further discussions are needed to determine if they are interested in becoming a financial partner in the construction and the service. They are both interested in seeing more information about the history and culture of the region and their communities in the library.

School District No. 59 has been advocating to the Ministry of Education to replace Chetwynd Sr. Secondary for a number of years. So far they have been unsuccessful in that proposal but have completed significant renovations to the school. They have suggested that a letter be sent to the Board of Education outlining what has already been completed to see if the Board has any interest in a partnership in the future.

Timeline of Activities to Date:

2016

- District of Chetwynd hosts a meeting with the PRRD and library
- Library Board examines options to renovate the 50 year old library
- October: RFP issued to conduct a feasibility study on the Chetwynd Library to determine the needs of the community and the programming spaces required.

2017

- November: The feasibility study recommends that a new library is needed to replace the existing 50 year old building with a new facility in the range of 6,000 sqft on the Chetwynd Rec Centre property which is central to other community amenities.

2018

- March: RFP issued to secure firm to design and construct a library in Chetwynd. Only one incomplete proposal was received.
- April: RFP redrafted to secure a firm to design a library in Chetwynd and provide costs estimates for the construction of an 8,000 sqft library. One proposal was received and a contract was secured with the firm m2 Architecture.
- July: m2 worked with the Chetwynd Public Library Advisory Committee to develop a design and refine the space needs identified in the November 2017 feasibility study.
- July: Chetwynd Library Board commits $500,000 towards the cost of the construction and commits to paying for furnishings.
- August: m2 provided two designs for consideration and provided a cost estimate for each option
- October: the Investing in Canadian Infrastructure Program (ICIP) was launched and work started to complete the grant application
- August: District of Chetwynd commits to sell the property to the PRRD for $1, to provide $300,000 to the construction of the project, and to cover a portion of the costs required for demolition of the current building.

2019

- January: Electoral Area E Director commits $753,756 to the project.
- January: grant application submitted to ICIP for $6.5 million to construct the library

2020

- March: PRRD notified that grant application for $6.5 million not approved. The average funding for successful projects was approximately $2-$2.5 million.

- March: staff starting investigating costs and options with respect to a library in Chemainus which included a number of the features identified in the feasibility study and was constructed for $2.5 million (excluding permits, engineering, project management, land, etc.).
- July to October: staff engaged with HDR Architecture (architects for the Chemainus Library) to obtain a quote for the design and project management of a similar facility in Chetwynd. The estimated total cost is approximately $7 million to $7.9 million.
- September: Electoral Area 'E' Director and staff met with Northern Lights College to determine if there was interest in a partnership for a new library. Northern Lights does not have a need for additional library services in Chetwynd.
- September: Electoral Area 'E' Director and staff met with Saulteau First Nation to discuss the project and ask for their support and input.
- October: Electoral Area 'E' Director and staff met with West Moberly First Nation to discuss the project and ask for their support and input.
- November: Electoral Area 'E' Director and staff will meet with School District No. 59 representatives on November 9, 2020 to determine if there is a possibility of a partnership in a new facility.

If borrowing is required to construction a new library the following timelines need to be to be added to the design and construction timeline and will need to be completed prior to construction drawings being developed.

Assent (Referendum) Voting Process Timeline

Time to Complete	Item	Cumulative Timeline
4 weeks	Obtain permission from Regional Board to go to referendum	4 weeks
6 weeks	Develop borrowing bylaw & have legal review	10 weeks
2 weeks	Board provides first three readings of the bylaw	12 weeks
8 weeks	Bylaw is forwarded to the Ministry of Municipal Affairs for approval	20 weeks
12 weeks	PRRD preps for referendum, secures facility, develops COVID plan, completes statutory advertising, advanced voting and regular voting	32 weeks
3-4 weeks	Bylaw goes back to the Regional Board for adoption	35-36 weeks
4 weeks	Wait one month quashing period before bylaw can go to the Ministry for final certificate of approval and expenses can be incurred	39-40 weeks

Alternative Approval Process (counter petition) Timeline

Time to Complete	Item	Cumulative Timeline
4 weeks	Obtain permission from Regional Board to utilize an AAP process	4 weeks
6 weeks	Develop the borrowing bylaw and bring back to the Regional Board for three readings	10 weeks
8 weeks	Bylaw is forwarded to the Ministry of Municipal Affairs for approval	18 weeks

7 weeks	Complete required advertising and provide 30 days for elector responses from date of 2nd advertisement	25 weeks
3-4 weeks	Bylaw goes back to the Regional Board for third reading and adoption	28-29 weeks
4 weeks	Wait one month quashing period before bylaw can go to the Ministry for final certificate of approval and expenses can be incurred	31-32 weeks

Petition Process Timeline

Time to Complete	Item	Cumulative Timeline
4 weeks	Obtain permission from Regional Board to utilize a resident petition process	4 weeks
4 weeks	Develop public information required for mail out/distribution to benefitting area	8 weeks
6 weeks	Hold Public information session, allow one month deadline for receipt of petition responses	14 weeks
3-4 weeks	Verification of results and development of report to Board on the results	17-18 weeks
2 weeks	Bylaw goes to the Regional Board for three readings	19-20 weeks
2 weeks	Bylaw goes back to the Regional Board for adoption	21-23 weeks
4 weeks	Wait one month quashing period before bylaw can go to the Ministry for final certificate of approval and expenses can be incurred	27 weeks

Attachments:

1. 2018 Chetwynd Library Concept Design & Cost Estimate
2. 6 Phases of the Design Process

External Links:

1. Chetwynd Public Library Feasibility Study, November 2017

m² Architecture inc.
106 – 2893 West 41st Avenue
Vancouver BC, V6N 3C5

Project
Chetwynd Library
Concept Stage

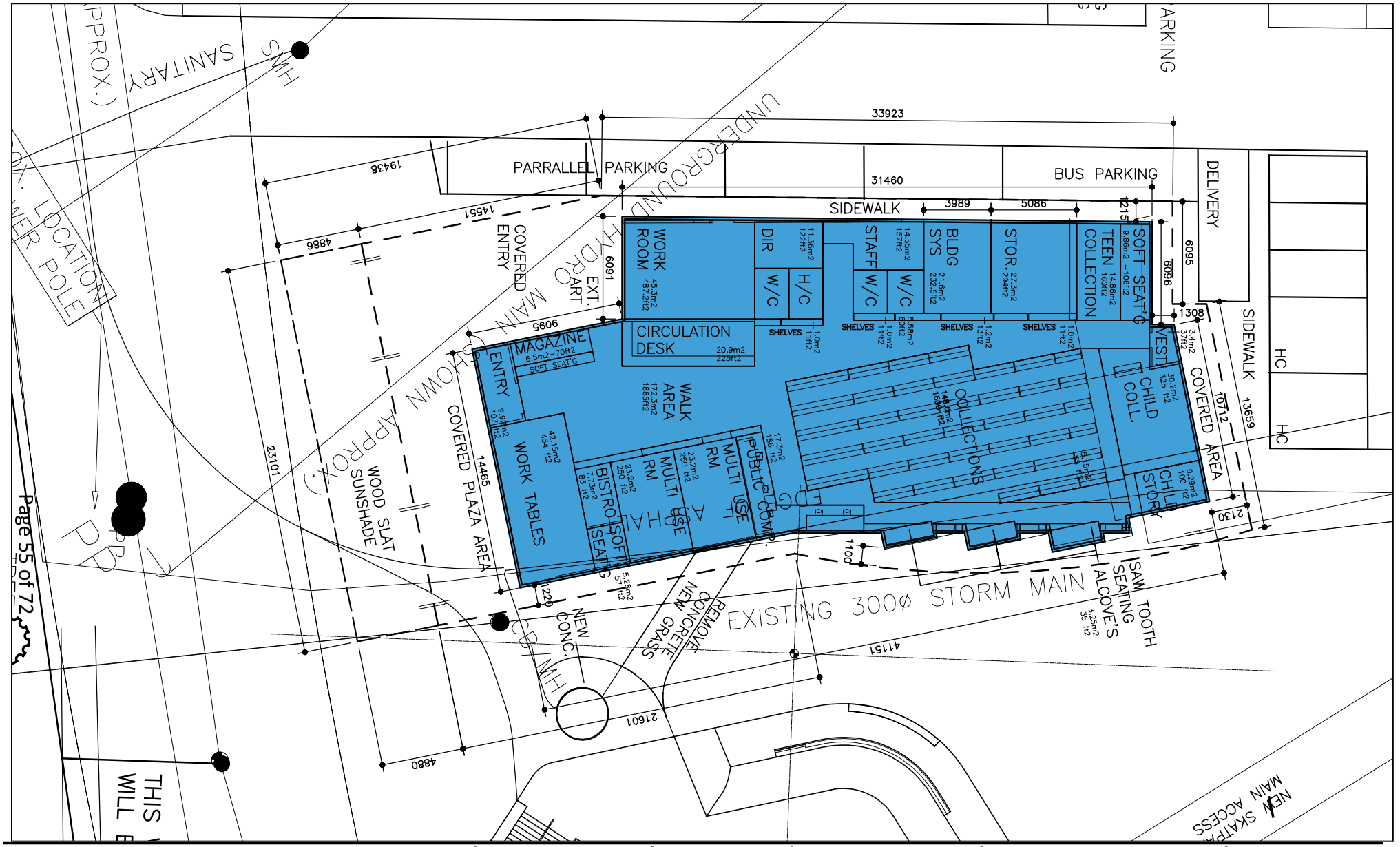
address
5012 - 46th Street
Chetwynd, B.C.,
V0C 1J0

phase
Grant Application

sheet title
Artist Rendering - South East Entry View

scale 1:500 | date 19.01.22

sheet no.
a-03



m² Architecture inc.
106 – 2893 West 41st Avenue
Vancouver BC, V6N 3C5

Project
Chetwynd Library
Concept Stage

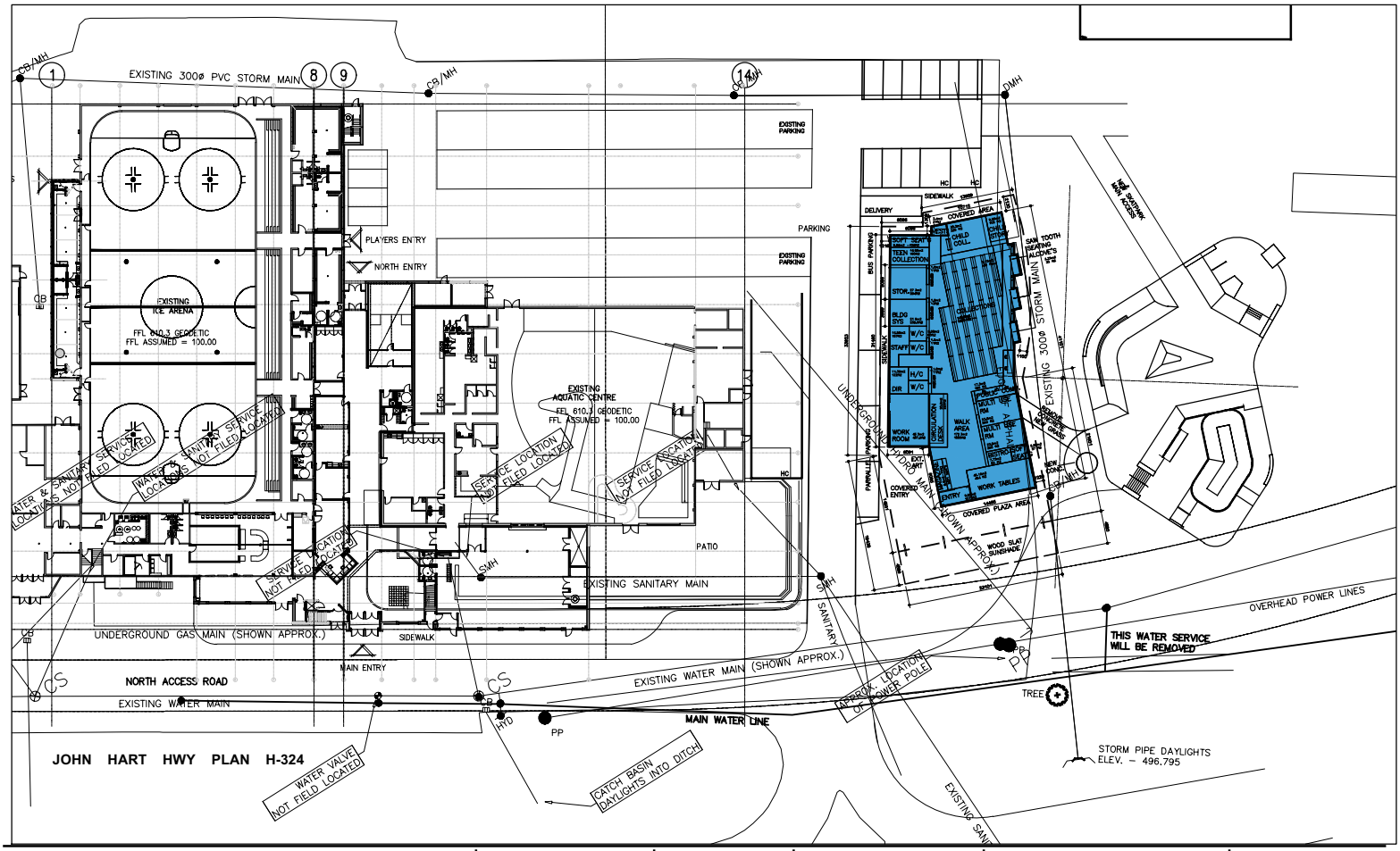
address
5012 - 46th Street
Chetwynd, B.C.,
V0C 1J0

phase
Grant Application

sheet title
FLOOR PLAN

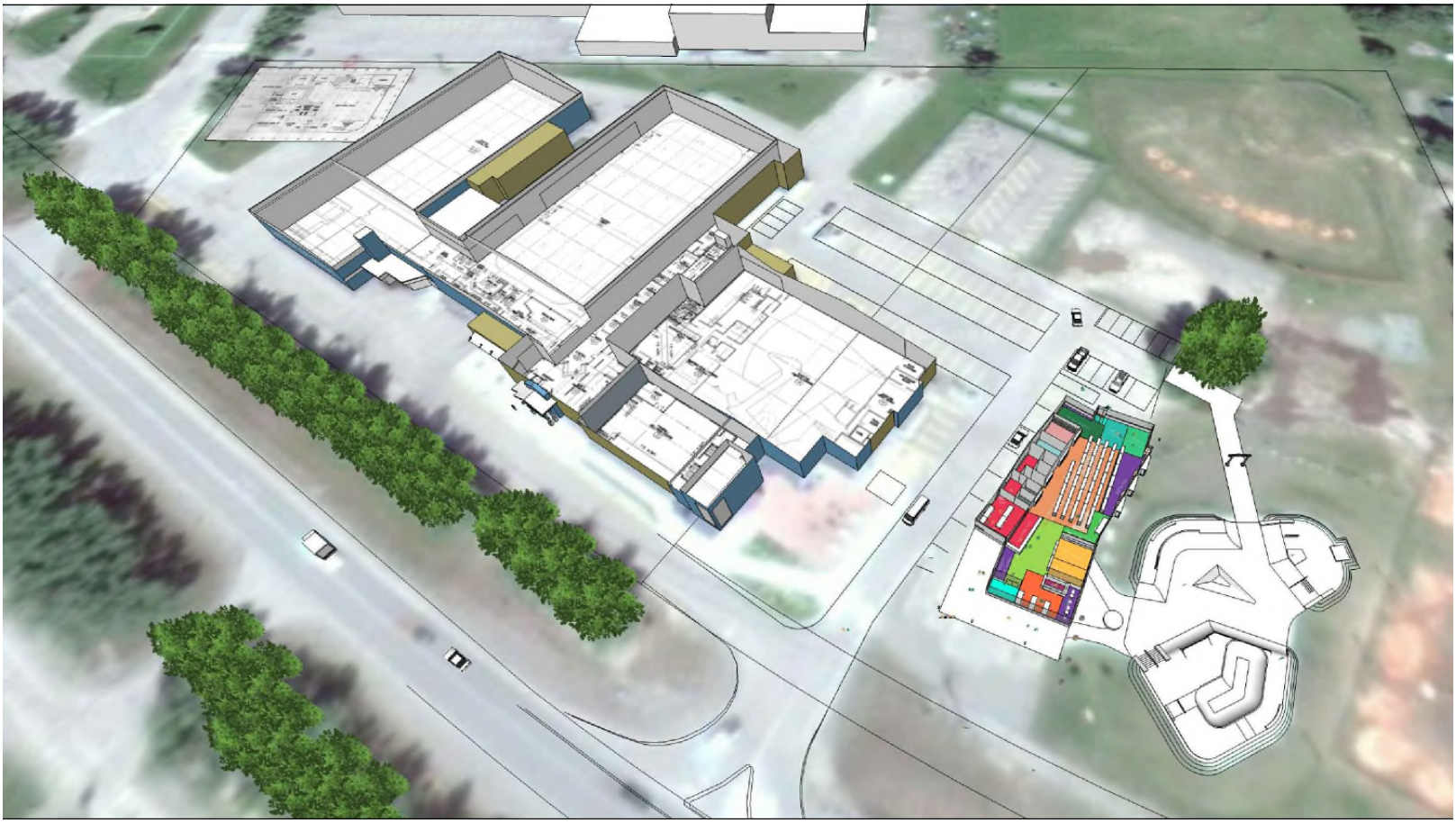
scale 1:200 | date 19.018.22

sheet no.
a-02



m² Architecture inc.
106 – 2893 West 41st Avenue
Vancouver BC, V6N 3C5

Project	address	phase	sheet title	sheet no.
Chetwynd Library Concept Stage	5012 - 46th Street Chetwynd, B.C., V0C 1J0	Grant Application	SITE PLAN scale 1:500 | date 19.01.22	a-01



m² Architecture inc.
106 – 2893 West 41st Avenue
Vancouver BC, V6N 3C5

Project
Chetwynd Library
Concept Stage

address
5012 - 46th Street
Chetwynd, B.C.,
V0C 1J0

phase
Grant Application

sheet title
3D Aerial Site Plan - View to North West

scale 1:500 | date 19.01.22

sheet no.
a-04

PEACE RIVER REGIONAL DISTRICT

February 10, 2019

Please find the below 5 year fiscal breakdown corrected to accurately reflect the funding required in fiscal year 2021 to 2022.

Five Year Fiscal Breakdown	Hard Costs %	Amount	Soft Cost %	Amount
April 1, 2019 - March 31, 2020 (2019-2020)			70%	$ 1,314,250.00
April 1, 2020 - March 31, 2021 (2020-2021)	80%	$ 5,145,600.00	20%	$ 375,500.00
April 1, 2021 - March 31, 2022 (2021-2022	20%	$ 1,286,400.00	10%	$ 187,750.00
2022-2023				
2023-2024				
TOTAL		$ 6,432,000.00	100%	$ 1,877,500.00

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ARCHITECTURE
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6 phases of the Design Process

Introduction

If you've hired or worked with an architect (or you're planning to) the technical terms that are often used can quickly become confusing—and I can sympathize, as a non-architect who has worked in an architecture firm for many years! It can be hard to understand the "lingo" associated with their work—but you can (and should) develop a basic understanding in order to optimize communication between you and your design professional.

This whitepaper gives a very basic overview of the phases of the design process. These are important to know, because your design professional typically plans their progress and schedule in accordance with these milestones—though they are sometimes modified to meet a particular project's needs. The design phases will usually be listed in the contract, but beyond that, you may be wondering what they actually mean and what you can expect to see at each phase (note that this whitepaper is written from the perspective of commercial projects—residential projects can be quite different).

The American Institute of Architects' (AIA) standard contract outlines five phases of design that are typically part of the basic services your architect provides:

schematic design
design development
construction documents
bidding/procurement
construction administration

I'm including a sixth phase, **programming**, which is usually not included in your architect's fee for basic services, but is often added in as an extra. This phase is an important first step for many clients in order to establish the project parameters. Not all clients hire an architect for this step, but if you need help determining what exactly you need in your new space, your design professional is well-suited to help.

Programming

The main goal during this phase is to figure out how much space you need now, how much you're likely to need in the future, and how that space should be used, organized, and arranged – the "program of requirements."

During this phase (also referred to as Program of Requirements), your design professional will ask you a lot of questions and do a lot of listening – and possibly some onsite observations, interviews, and workshops with your organization. This phase involves a lot of research on the part of your design professional and a lot of participation from you. As you can imagine, it's vitally important to get this phase right – nobody wants to make a big investment in a building only to outgrow it far too soon or end up with a lot of wasted, unused space because it's too big. Your design professional will work closely with you to determine your space needs, as well as how they can be arranged and used most efficiently. Additionally, your architect will start to look at applicable zoning, building code, and other regulatory requirements, and will work with you to develop a project schedule that meets your needs.

What you'll see produced in this phase varies per firm, but it's usually a tabulation of some sort (often an Excel spreadsheet) that lists the types of spaces and square footages of each. You may also see some basic diagrams that illustrate things like department adjacencies and anticipated workflow or circulation.

Schematic Design

Your design professional takes your Program of Requirements and begins the process of translating it into an efficient building design.

Schematic design is fairly conceptual in nature, so it doesn't go into much detail yet. Your design professional will begin to lay out the site, the interior spaces, and develop basic exterior designs, if your project includes exterior work. Usually your design professional will prepare a cost estimate as part of this phase as well.

The deliverables that your design professional will prepare in this phase include preliminary drawings such as floor plans, elevations, and a site plan if applicable. You may also see some sketches or you could ask your architect to do some computer renderings (usually this would be another add-on service) to help you visualize and get a sense of how the spaces will look and feel. For the most part, the design won't yet include things like what types of materials will be used, so if you do get sketches or renderings, keep in mind that what they're showing isn't necessarily final. Oftentimes the design professional (and their consulting engineers) will prepare a narrative as part of schematic design, which describes broadly the project and what kinds of systems (e.g., HVAC, electrical) the building will use. This also helps the team estimate the project costs.

Design Development

The building's exterior will be more fully designed (if applicable), interior layouts will be completed, room sizes are finalized, and most materials are selected.

In this phase, your design professional advances the design significantly. The main goal of this phase is to define and develop the important aspects of the project. The exterior, interior layouts, room sizes, and materials are more fully designed. The engineers will further develop the HVAC, plumbing, and electrical systems.

The deliverable in this phase is a much more detailed set of drawings than the schematic phase (it looks like they're done, but they're not) and (most likely) a specification book, which can be thought of as the written instructions for the drawings. The specification book will specify the materials that have been selected, and provide things like installation instructions, quality control requirements, and other technical information. An updated cost estimate is usually produced as well.

Construction Documents

This phase basically takes the design development drawings and specifications and fills in the details that will enable a contractor to actually build your project.

All necessary technical information is finalized, and the final set of drawings and specifications will include the information that's required in order to obtain a building permit from whichever local authority has jurisdiction (eg the city, county, etc.). Your architect will typically handle the permitting process for you, and if the authority has questions, requires additional information, or requests changes/corrections to the drawings (all of these scenarios are pretty common), your architect will take care of it.

The deliverable in this phase is a complete set of drawings and specifications, referred to as the Construction Documents, which will get submitted for permit and given to contractors to develop bids/quotes for the work. Again, an updated cost estimate is usually produced as well.

Bidding

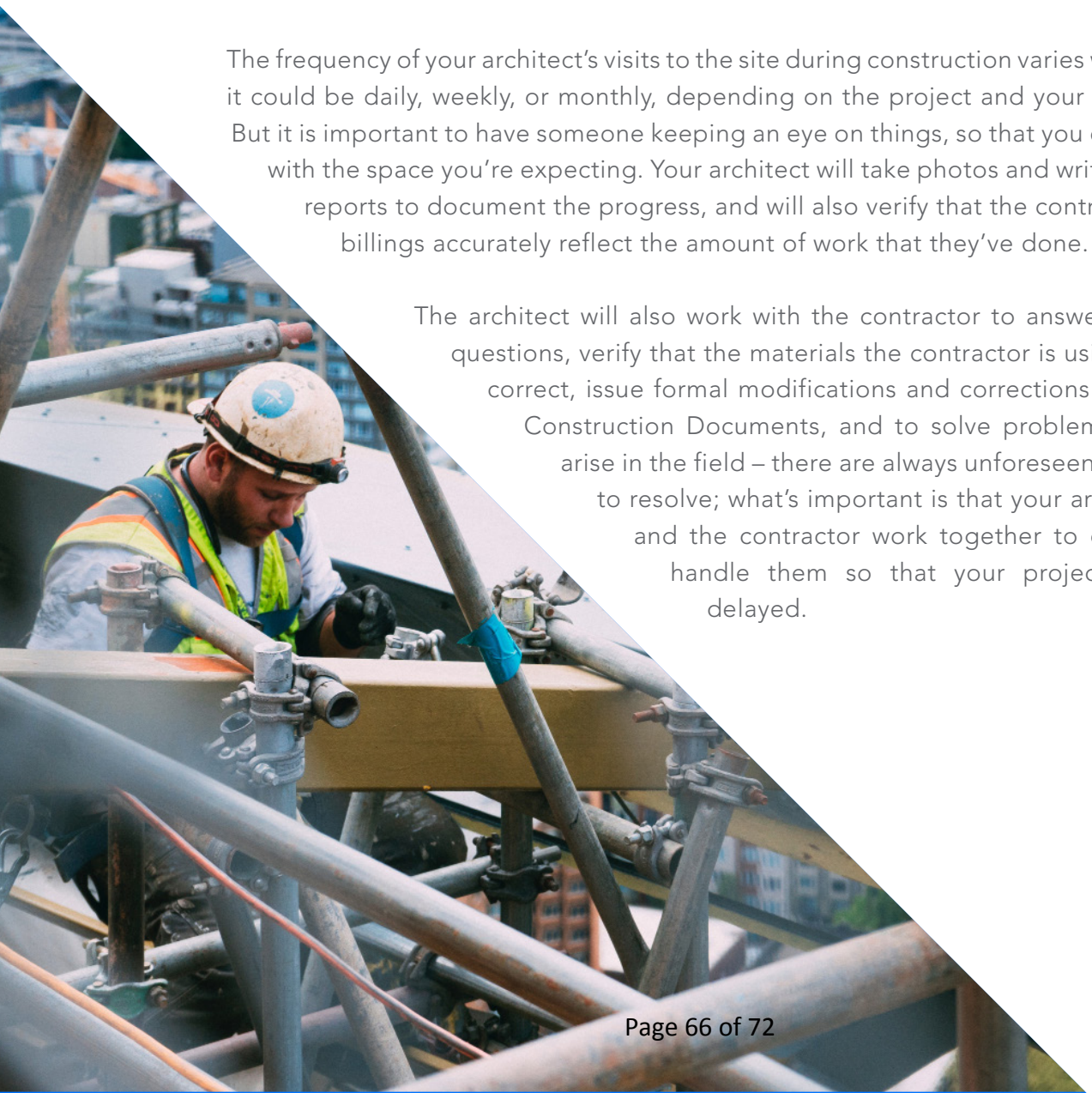
This is just what it sounds like – obtaining bids from contractors to do the work.

There are a lot of different ways of hiring contractors; if you work for a public entity there are laws that govern how you do this, but if not, then you have some flexibility. You could choose a contractor based on their qualifications, and then negotiate only with them, or you could select a few contractors to get quotes from so that you feel confident you're getting a competitive bid. Your architect can help you explore your options.

During the bidding or procurement phase, your architect will answer contractors' questions, issue formal clarifications to the drawings or specifications if necessary, and help evaluate the bids to make sure the contractors' prices include everything they're supposed to.

Construction Administration

This phase involves your architect monitoring the construction to verify that it is happening in accordance with the Construction Documents they prepared.



The frequency of your architect's visits to the site during construction varies widely; it could be daily, weekly, or monthly, depending on the project and your needs. But it is important to have someone keeping an eye on things, so that you end up with the space you're expecting. Your architect will take photos and write field reports to document the progress, and will also verify that the contractor's billings accurately reflect the amount of work that they've done.

The architect will also work with the contractor to answer their questions, verify that the materials the contractor is using are correct, issue formal modifications and corrections to the Construction Documents, and to solve problems that arise in the field – there are always unforeseen issues to resolve; what's important is that your architect and the contractor work together to quickly handle them so that your project isn't delayed.

SUMMARY OF 6 PHASES

That's a quick overview of the design phases that will hopefully help you know what to expect when you start working with a design professional! Keep in mind that these could be modified or compressed, particularly on smaller projects, but generally this is it how it goes!

Programming

You're figuring out how much space you need, how much you're likely to need in the future, and how that space should be used, organized, and arranged.

Schematic Design

Your design professional takes your Program of Requirements and begins the process of translating it into an efficient building design.

Design Development

The building's exterior (if applicable), interior layouts, and room sizes are finalized, and most materials are selected.

Construction Documents

All the details of the design development drawings are filled in so a contractor can build your project.

Bidding

This is just what it sounds like – obtaining bids from contractors to do the work.

Construction Administration

Your architect is monitoring construction to verify that it is in accordance with the documents they prepared.

ARCHITECTURE
EXPLAINED

About the Author

Laura Schneider

Schooley Caldwell's Marketing Director
& Business Development Manager

Laura is Schooley Caldwell's Marketing Director and Business Development Manager, and has worked in the A/E/C field for over 16 years, giving her a thorough understanding of the industry. Her role includes market and project research, lead identification, assembling teams of consultants, marketing strategy, client development, and firm communications. Laura is also our resident party planner, and when cupcakes or milkshakes randomly appear in the office, she's usually behind it.

Laura is a lifelong Columbus resident and holds a Bachelor's degree in Anthropology from The Ohio State University. She is obsessed with beaches – fortunately she has a lot of family in Costa Rica and visits as often as possible. She and her husband live in German Village with their pets (Lily the dog and Luna the cat, who are mortal enemies), and outside of work she enjoys cooking, traveling, visiting local breweries, and reading.

SCHOOLEY CALDWELL

ARCHITECTURE. INSPIRED.

District of Chetwynd Public Library Advisory Committee
Terms of Reference

1. **Purpose/Scope**

1.1 The general mandate of the Chetwynd Public Library Advisory Committee (the "Committee") will include, but not be limited to the following:

a. To provide advice, input and feedback to the Peace River Regional District from a stakeholder perspective at key milestones during the planning and development process for the design and construction of the multi-purpose Chetwynd Public Library (the "Project").

2. **Principles**

2.1 The activities of the Committee will reflect the following principles related to the Project:

a. The Project must meet the objectives and timelines of the Peace River Regional District.
b. The Project must be completed within budget.
c. The financial implications of decisions related to the Project must be balanced with the opportunities related to construction of a major community facility intended to service the residents of the District of Chetwynd and surrounding region for the long-term.
d. The process of completing the Project will encourage effective relationships, partnerships with others and community involvement.

3. **Membership**

3.2 The Peace River Regional District Board of Directors appoints members of the Committee. The membership will include the following:

a. Two (2) representatives from the District of Chetwynd Library Board
b. The Peace River Regional District Electoral Area 'E' Director
c. The District of Chetwynd Mayor or one (1) Member of Chetwynd Council
d. One (1) Staff Person (Manager) of the current Chetwynd Public Library

*This list is not exclusive and may be amended or added to at the discretion of the Regional Board.

A Chair shall be elected by the membership each calendar year.

The PRRD CAO or designate will be the senior staff liaison for this Committee. Other Regional District staff, District of Chetwynd staff and consultants will attend meetings as required in an advisory support role.

4. Objective

4.1 The Committee is advisory and all recommendations will be forward to the Peace River Regional District Board for approval.

4.2 The primary objective of the Committee is to support the Regional District's efforts in the investigation of the development of a new public space in Chetwynd.

4.3 Options for this Project should be developed at a $1.5 million, $1.75 million and $2 million budget.

5. Procedures

5.1 The term of the Committee is for the duration of the Project. Upon completion of the Project, the Committee is automatically disbanded.

5.2 Meetings will be scheduled on an ad-hoc basis as requested by Staff or the Committee Chair.

5.3 Members are expected to attend all meetings. If unable to attend a meeting, an alternate is not required.

5.4 Communications will be through the CAO of the Peace River Regional District or designate.

5.5 The Committee will liaise with other stakeholders where appropriate.

6. Meetings

6.1 Meetings will be at the call of the Chair or when requested by the CAO of the Peace River Regional District or designate.

6.2 Copies of the agenda and minutes of the previous meeting will be circulated to the Committee members and Council members in advance of the next meeting.

6.3 The decision process is to be consensus based. Major decisions must go before the Peace River Regional District's Board of Directors. If some members disagree with the Committee's recommendations or activities, decisions will be recorded in the meeting minutes.

6.4 Decisions, input, feedback and advice made by or from the Committee or Committee members to the project team will not be binding upon the Peace River Regional District or Regional District Board.

6.5 Executive and secretarial support for the Committee will be provided by the Peace River Regional District.

6.6 A quorum is established when 50% +1 members are present.

7. Code of Conduct

7.1 Advisory Committee members shall:

a. Declare a conflict of interest if he or she has a direct or indirect pecuniary interest in a matter under consideration;
b. Also declare a conflict if he or she has some other, non-pecuniary type of interest that places the member in a conflict position (e.g. bias). This could include any benefit obtained by relations, close friends or associates of the member.
c. Be respectful towards each other and work cooperatively.
d. If there is a conflict of interest, it will be up to the member to remove himself or herself from the discussion and decision. However, where a conflict is not recognized by an individual, the Peace River Regional District may exercise its prerogative to excuse the member from the meeting and/or restrict their access to pertinent information.
e. Committee members serve at the pleasure of the Peace River Regional District's Board of Directors. The Board of Directors may amend these terms at its discretion.

Date Committee Established		Board Resolution #	
Date TOR Approved by Board	November 24, 2016	Board Resolution #	RD/16/11/38 (24)
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	