



# CANADA COMMUNITY-BUILDING FUND IN BRITISH COLUMBIA

## PROGRAM GUIDELINES FOR THE 2022 STRATEGIC PRIORITIES FUND CAPITAL INFRASTRUCTURE STREAM AND CAPACITY BUILDING STREAM

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## Overview of the Strategic Priorities Fund

Program Purpose	Provides funding for strategic investments that are large in scale, regional in impact or innovative and support the Canada Community-Building Fund national objectives of productivity and economic growth, a clean environment, and strong cities and communities.
Eligible Applicants	All local governments outside Metro Vancouver.
Eligible Capital Infrastructure Stream Categories	Public Transit; Local Roads, Bridges and Active Transportation; Community Energy Systems; Drinking Water; Solid Waste; Wastewater; Local and Regional Airports; Short-Line Rail; Short-Sea Shipping; Broadband Connectivity; Brownfield Redevelopment; Disaster Mitigation; Tourism and Cultural Infrastructure; Recreation and Sport Infrastructure; and Fire Hall Infrastructure.
Eligible Capacity Building Stream Categories	Asset Management, Long-Term Infrastructure Planning, and Integrated Community Sustainability Planning.
Application Limit	<p>For Municipalities: One (1) capital infrastructure application and one (1) capacity building application for a total of two (2) SPF applications</p> <p>For Regional Districts: Three (3) capital infrastructure applications and one (1) capacity building application for a total of four (4) SPF applications.</p>
Available Funding	Up to 100% of net eligible costs of approved projects up to a maximum federal Canada Community-Building Fund contribution of \$6 million.

Contact: Canada Community-Building Fund Program Services

For further questions on Strategic Priorities Fund program, please contact UBCM via e-mail at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or by phone at 250-356-0930.

Mailing address:

Canada Community-Building Fund Program Services  
525 Government Street  
Victoria, BC V8V 0A8

# 1 PROGRAM OVERVIEW

The Strategic Priorities Fund (SPF) is one of three funding streams delivered through the Canada Community-Building Fund (CCBF) in British Columbia, formerly known as the Gas Tax Fund. The current CCBF Agreement provides a ten-year commitment of federal funding for investments in local government infrastructure and capacity building projects.

The SPF is an application-based funding program, which pools a portion of the annual CCBF for strategic investments that are considered large in scale, regional in impact, or innovative and support the CCBF national objectives of productivity and economic growth, a clean environment, and strong cities and communities.

This third intake of the SPF program will see an investment of up to \$100 million to support infrastructure and capacity building projects in communities across the province. SPF intakes in 2015 and 2017 resulted in the approval of 170 projects totaling over \$291 million in Canada Community-Building funding.

## 1.1 PROGRAM GOALS AND OBJECTIVES

### Capital Infrastructure Stream

The SPF-Capital Infrastructure stream provides grant funding specifically targeted for the capital costs of local government infrastructure projects that are large in scale, regional in impact, or innovative and support the national objectives of productivity and economic growth, a clean environment and strong cities and communities.

### Capacity Building Stream

The SPF-Capacity Building stream provides grant funding for local government capacity building projects, including asset management, long term infrastructure planning and integrated community sustainability planning that support the national objectives and are large, regional in impact or innovative.

## 1.2 APPLICATION DEADLINE

The SPF intake will be open from April 1 to June 30, 2022. Applications can be submitted through UBCM's [Program Information Management System](#) (PIMS).

Should you require access to PIMS contact [pims@ubcm.ca](mailto:pims@ubcm.ca)



## 1.3 AVAILABLE FUNDING

Capital Infrastructure Stream: Up to \$100 million is available

Capacity Building Stream: Up to \$5 million is available

## 1.4 LIMIT ON NUMBER OF APPLICATIONS

### Municipalities:

Each Municipality may submit one (1) application under the Capital Infrastructure Stream and one (1) application under the Capacity Building Stream for a total of two (2) applications.

### Regional Districts:

Each Regional District may submit three (3) applications under the Capital Infrastructure Stream and one (1) application under the Capacity Building Stream for a total of four (4) applications.

## 1.5 FUNDING AMOUNT LIMIT

The SPF program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$6 million.

## 2 ELIGIBLE APPLICANTS

The SPF program is open to all local governments in British Columbia outside of Metro Vancouver.<sup>1</sup>

A local government may sponsor an application for an Ultimate Recipient. This will count as one of that local government's applications and the local government will be responsible for ensuring that all obligations under the CCBF SPF program are met – including program and project reporting. Refer to Section 9 of this guide for further information.

Ultimate Recipients are defined as: a local government; a non-municipal entity, including for-profit, non-governmental and not-for-profit organizations located and operating in British Columbia; and BC Transit.

<sup>1</sup> Islands Trust and Okanagan Basin Water Board are considered eligible applicants under the SPF Capacity Building Stream



# 3 PROJECTS

## 3.1 PROJECT CATEGORIES

Capital Infrastructure Stream	
Local Roads, Bridges and Active Transportation	Sport and Recreation Infrastructure
Wastewater	Drinking Water
Tourism and Culture Infrastructure	Community Energy Systems
Solid Waste	Public Transit
Short-sea Shipping and Short-line Rail	Disaster Mitigation
Fire Hall Infrastructure	Broadband Connectivity
Local and Regional Airports	Brownfield Redevelopment

Capacity Building Stream	
Asset Management Planning	Long-term Infrastructure Planning
Integrated Community Sustainability Planning	

Examples of eligible projects under each category can be found in Annex A of this program guide.

A list of previously approved projects under the 2015 and 2017 SPF intakes can be found [online](#).

## 3.2 INELIGIBLE PROJECTS

Project works, which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The project is deemed to have been started if a tender has been awarded or work has commenced.

Furthermore, a SPF project will be deemed ineligible if:

- The project start date is later than two years after grant approval
- The project completion date is later than five years after grant approval

### 3.2.1 Ineligible Capital Infrastructure Stream Projects

- National Airport System
- Social Housing / Social Services
- Childcare / Daycare Centres
- Emergency Response Services – Police, EOC's (excluding fire hall infrastructure)
- City Halls / Public Works Buildings / Other Administrative Buildings
- Health Care Infrastructure (hospitals, convalescent and seniors centers, care facilities)
- Facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)

### 3.2.2 Ineligible Capacity Building Stream Projects

- Feasibility studies and detailed design
- Projects that have been approved under the UBCM Asset Management Planning (AMP) grant program unless they are identified as a distinct or phased component of the overall project.

# 4 COSTS

## 4.1 Eligible Costs for Capital Infrastructure Stream

Eligible Costs are the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset in British Columbia.

Infrastructure is defined as a municipal or regional, publicly or privately owned tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), that is primarily for public use and public benefit.

In addition, eligible costs also include expenditures directly related to the joint communication activities and with federal project signage for CCBF funded projects.

### 4.1.1 Employee and Equipment Costs

Incremental employee and equipment costs are only eligible if:

- a. The Ultimate Recipient demonstrates that it is not economically feasible to tender a contract,
- b. The employee or equipment is directly engaged in the work under the parameters of the contract, and
- c. The arrangement has received prior approval in writing by UBCM.

If the use of own force employee or equipment costs is being considered, in addition to the application please provide a letter addressing the conditions above. Note that while most costs are eligible from the date of the application submission, own force employee and equipment costs are only eligible from date of UBCM approval.

For the Capacity Building stream, incremental own force employee costs do not need separate approval but should be clearly identified as incremental and directly engaged in the work only for the duration of the project in the application.

### 4.1.2 Cost Estimate Classification Definitions

For capital infrastructure stream projects, the application form and detailed cost estimate template will ask the applicant to include the class of cost estimate for the project. Below is a definition of cost estimate classification.

**Class A estimate ( $\pm 10-15\%$ ):** A detailed estimate based on quantity take-off from final drawings and specifications. It is used to evaluate tenders or as a basis of cost control during day-labour construction.

**Class B estimate ( $\pm 15-25\%$ ):** An estimate prepared after site investigations and studies have been completed and the major systems defined. It is based on a project brief and preliminary design. It is used for obtaining effective project approval and for budgetary control.

**Class C estimate ( $\pm 25-40\%$ ):** An estimate prepared with limited site information and based on probable conditions affecting the project. It represents the summation of all identifiable project elemental costs and is used for program planning, to establish a more specific definition of client needs and to obtain preliminary project approval.

## 4 COSTS CONTINUED

Class D estimate ( $\pm 50\%$ ): A preliminary estimate which, due to little or no site information, indicates the approximate magnitude of cost of the proposed project, based on the client's broad requirements. This overall cost estimate may be derived from lump sum or unit costs for a similar project. It may be used in developing long term capital plans and for preliminary discussion of proposed capital projects.

As provided by Engineers and Geoscientists of British Columbia, Budget Guidelines for Consulting Engineering Services, 2009

### 4.2 Eligible Costs for Capacity Building Stream

Expenditures related to strengthening the ability of local governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life cycle costs assessments, and asset management plans.

Expenditures could include developing and implementing:

- Studies, strategies, or systems related to asset management, which may include software acquisition and implementation
- Training directly related to asset management planning
- Long-term infrastructure plans
- Consultant costs
- Public information costs

### 4.3 Ineligible Costs

Ineligible Costs include:

- Legal fees
- Leasing costs
- Routine repair and maintenance costs
- Direct or indirect operating or administrative costs
- Purchase of land or any interest therein, and related costs
- For capacity building projects, routine or ongoing planning costs or planning activities that are not incremental to the project
- Costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff
- Overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient

## 5 STACKING

The current SPF program is considered federal funds for the purpose of federal or provincial stacking rules. Although there are no specific rules in the SPF program for stacking with other grants, UBCM recommends the applicant consult with other grant programs to ensure stacking with SPF funding is allowable.

For example, programs under the Investing in Canada Infrastructure Program (ICIP) do not permit stacking with SPF funding.

## 6 PHASING OF PROJECTS

For large projects that require significant funding support, it is recommended that applicants submit a “phased” approach. Applicants should apply for a component of the phased project or identify how the project could be phased. It is important to note that successful grant awards for phased projects do not ensure subsequent funding for future phases of the project.

Where a phase is submitted for funding consideration, the phase should independently meet program outcomes.

If applying for a phase of a larger project, identify how the project will be phased. This should be demonstrated in the detailed cost estimate template, and the project descriptions must be organized to easily describe each of the distinct phases of the project, highlighting which phase is the subject of the funding request.



# 7 APPLICATION REQUIREMENTS AND SUBMISSION

## 7.1 SUBMISSION OF APPLICATIONS

To submit an application applicants must have an account to access UBCM's [Program Information Management System](#) (PIMS). All applications must be submitted using the PIMS system.

Please contact [pims@ubcm.ca](mailto:pims@ubcm.ca) to discuss obtaining access to PIMS.

## 7.2 REQUIRED APPLICATION CONTENTS

Applications must be received through the UBCM [Program Information Management System](#) (PIMS) and must include the following:

- ☐ Completed online application form
- ☐ Project Budget (for Capacity Building)
- ☐ Attached feasibility study and/or design report (for Capital Stream)
- ☐ Detailed cost estimate template (for Capital Stream)
- ☐ Map and/or drawings (for Capital Stream)
- ☐ Current Council or Board resolution indicating support for the proposed activities and willingness to provide overall grant management

### Optional Materials

Other relevant supplemental documentation

# 8 REVIEW OF APPLICATIONS

## 8.1 SCREENING CRITERIA

Selection criteria are based on the program purposes and objectives listed below. These selection criteria form the basis of the scoring and ranking of applications. Note the criteria listed below are not listed in order of priority; applicants should provide full information in relation to all of the criteria that are relevant to the project for which funding is requested.

### 8.1.1 Capital Infrastructure Stream

Following screening criteria, applications will be sent for technical review. Scoring will be based primarily on:

- How much the project is expected to support the CCBF National Objectives of productivity and the economic growth; a clean environment; and strong cities and communities;
- The timing of the project and its outcomes;
- The capacity of the community to undertake, evaluate and document the project, and to operate and maintain it;
- The degree to which the project develops or supports strategic infrastructure investment decisions or links to sustainability or capital investment plans;
- The degree to which asset management practices were considered;
- The degree to which the project uses sustainability principles or leads to sustainable outcomes (e.g., community service demand; resource recovery and environmental protection);
- The degree to which the project considers climate resilience;
- The degree the project benefits more than one community or is identified as regional in impact;
- The size or scale of the project in relation to the size of the community;
- The degree to which the project reflects inter-jurisdiction cooperation;
- The degree to which the innovative plan, process, method or technology supports the approach that will be used, and the additional risks associated with using this innovation;
- The relative benefit of the innovative process, method or technology over existing processes, methods and technologies.

### 8.1.2 Capacity Building Stream

Following screening criteria, applications will be sent for technical review. Scoring will be based primarily on:

- How the project is expected to align with the CCBF National Objectives of productivity and economic growth, a clean environment or strong cities and communities;
- The degree to which the project is identified as large in scale;
- The degree to which the project is considered regional in impact;
- Contribution to innovation;
- Long term thinking;
- Integration with other plans, planning or sustainability activities;
- Collaborative elements, including engaging community members and other partners;
- Implementation program;
- Monitoring and evaluation component;
- Linkage to capital investment plans;
- Contribution to efficient use of infrastructure and other resources;
- Climate impact considerations.



# 9 GRANT MANAGEMENT & APPLICANT RESPONSIBILITIES

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements. Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

## 9.1 Notice Funding Decision

Applicants will be notified after funding decisions have been made.

## 9.2 Funding Agreements

All grant approvals are subject to the execution of a funding agreement between the recipient and UBCM. The agreement will set out the roles and responsibilities of the parties including a deadline for completion of the project and other recipient obligations.

## 9.3 Applicable Law

Recipients are responsible for ensuring that all projects are implemented in accordance with all laws applicable in British Columbia and for ensuring that any required permits, licenses, or approvals are obtained.

## 9.4 Communications and Signage

Included within every signed funding agreement is a Communications Protocol which will outline responsibilities of the recipient for communications activities and signage requirements.

## 9.5 Claims and Payments

The SPF is a claims-based funding program and as such approved funds will only be disbursed after an expense has been incurred and a claim is submitted. Approved grant funding is managed within the PIMS system by submitting a claim.

Payments will be made available to recipients in accordance with the terms and conditions of the funding agreement. Payments are also on condition of the following:

- That UBCM has received sufficient funds from Canada;
- That a holdback of 15% be placed on the project until such time as it is deemed complete; and
- The Ultimate Recipient is in compliance with the terms and conditions of the funding agreement.

## 9.6 Project Reporting

Successful applicants will be required to provide the following reporting:

Type of Reporting	What/When	Frequency
Progress Report	When submitting a claim	As required
Final Report	When submitting final claim	Once
Annual Expenditure Report	Funds spent in prior year	Annually
Outcomes Reporting	Funds spent over life of project	As requested



# ANNEX A: EXAMPLES OF ELIGIBLE PROJECTS

Capital Projects		
Category	Description	Examples
Local Roads, Bridges, & Active Transportation	Roads, bridges and active transportation (active transportation refers to investments that support active methods of travel)	New construction and rehabilitation of local roads, bridges, cycling lanes, sidewalks paths, and hiking trails Intelligent Transportation systems Additional capacity for high occupancy/transit lanes, grade separations, interchange structures, tunnels, intersections and roundabouts
Drinking Water	Infrastructure that supports drinking water conservation, collection, treatment and distribution systems	Drinking water treatment infrastructure Drinking water distribution system (including metering)
Wastewater	Infrastructure that supports wastewater and storm water collection, treatment and management systems	Wastewater collection systems and or wastewater treatment facilities or systems Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization Separate storm water collection systems and or storm water treatment facilities or systems Wastewater sludge treatment and management systems
Community Energy Systems	Infrastructure that generates or increases efficient use of energy	Renewable electricity generators Electric vehicle infrastructure/fleet vehicle conversion Hydrogen infrastructure (generation, distribution, storage) Wind/solar/thermal/geothermal energy systems Alternative energy systems that serve local government infrastructure Retrofit of local government buildings and infrastructure not captured in any other eligible category.

## Capital Projects

Public Transit	Infrastructure which supports a shared passenger transport system which is available for public use	<p>Transit infrastructure such as rail and bus rapid transit systems, and related facilities Buses, rail cars, ferries, Para-transit vehicles, and other rolling stock and associated infrastructure</p> <p>Intelligent Transport Systems such as fare collection, fleet management, transit priority signaling, and real time traveler information system at stations and stops</p> <p>Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance facilities, security enhancement, and transit passenger terminals</p>
Solid Waste	Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage	<p>Solid waste diversion projects including recycling, composting and anaerobic digestion facilities that are clearly linked to a solid waste management plan or sustainability plan.</p> <p>Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery</p> <p>Solid waste disposal strategies that reduce resource use that are clearly linked to a solid waste management plan or sustainability plan</p>
Sport Infrastructure	Amateur sport infrastructure (excludes facilities, including arenas, which would be used as a home of professional sports teams or major junior hockey teams)	<p>Sport infrastructure for community public use</p> <p>Sport infrastructure in support of major amateur athletic events</p>

# ANNEX A: EXAMPLES OF ELIGIBLE PROJECTS

Capital Projects		
Recreation Infrastructure	Recreational facilities or networks	Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport--- specific courts, or other facilities that have sport and/or physical activity as a primary rationale; Community centers that offer programming to the community at large, including all segments of the population; Networks of parks, fitness trails and bike paths
Cultural Infrastructure	Infrastructure that supports arts, humanities, and heritage	Museums The preservation of designated heritage sites Local government owned libraries and archives Facilities for the creation, production, and presentation of the arts Infrastructure in support of the creation of a cultural precinct within an urban core
Tourism Infrastructure	Infrastructure that attracts travelers for recreation, leisure, business or other purposes	Convention centers Exhibition hall-type facilities Visitor centres
Disaster Mitigation	Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters	Construction, modification or reinforcement of structures that protect from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme national events and impacts or events related to climate change Note: this category is related to disaster prevention (such as dykes, berms, seismic upgrades etc.) and not response (such as fire trucks, fire halls, etc.)

## Capital Projects

Broadband Connectivity	Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia	High-speed backbone Point of presence Local distribution within communities Satellite capacity
Brownfield Redevelopment	Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the GTF, and/or the construction of municipal use public parks and publicly---owned social housing.	New construction of public infrastructure as per the categories listed under the Federal Gas Tax Agreement New construction of municipal use public parks and affordable housing
Regional and Local Airports	Airport related infrastructure (excludes National Airport System)	Construction projects that enhance airports and are accessible all year---round, through the development, enhancement or rehabilitation of aeronautical and/or non---aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.)  Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities

# ANNEX A: EXAMPLES OF ELIGIBLE PROJECTS

Capital Projects		
Short-line Rail	Railway related infrastructure for carriage of passengers or freight	<p>Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal</p> <p>Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel</p> <p>Construction, development or improvement of facilities to improve interchange of goods between modes</p> <p>Procurement of technology and equipment used to improve the interchange of goods between modes</p> <p>Operators must offer year-round service</p>
Short-sea Shipping	Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean	<p>Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities</p> <p>Capitalized equipment for loading/unloading required for expansion of short-sea shipping</p> <p>Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS)</p> <p>Note: The purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding</p>
Fire Halls and Fire Stations	Fire hall and fire station infrastructure	<p>New fire hall (building) for housing fire-fighting apparatus and staff (may include attached dorms, basic training facilities and administration areas)</p> <p>Retro-fit and modernization of existing firehalls and attached building space</p> <p>Acquisition of a fire-truck as a capital asset as part of an overall capital upgrade to an existing fire hall or construction of a new firehall</p>



Fire Halls and Fire Stations continued		<p>Note: the following investments are not eligible in the fire hall category:</p> <ul style="list-style-type: none"> <li>Acquisition or replacement of fire trucks or other vehicles as a standalone project</li> <li>Personal protective equipment (PPE) and gear and other fire station related equipment</li> <li>Fire hydrants and reservoirs</li> <li>Communications devices (Ex.: Cell phones, radios, pagers)</li> <li>Structural Protection Units and contents</li> </ul>
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### Capacity Building Projects

Category	Description	Examples
Asset Management	Increase local government capacity to undertake asset management planning practices.	<ul style="list-style-type: none"> <li>Asset Management Practices Assessment</li> <li>Current State of Assets Assessment</li> <li>Asset Management Policy</li> <li>Asset Management Strategy</li> <li>Asset Management Plan</li> <li>Long-Term Financial Plan</li> <li>Asset Management Practices Implementation Plan</li> <li>Asset Management Plan Annual Report</li> </ul>
Integrated Community Sustainability Plans	Increase local government capacity to undertake integrated community sustainability plans	<ul style="list-style-type: none"> <li>Integrated community sustainability plans</li> <li>Regional growth strategies</li> <li>Community development plans</li> <li>Community plans</li> </ul>
Long-term Infrastructure Plans		<ul style="list-style-type: none"> <li>Transportation plans</li> <li>Infrastructure development plans</li> <li>Liquid waste management plans</li> <li>Solid waste management plans</li> <li>Long-term cross-modal transportation plans</li> <li>Water conservation/demand management plans</li> <li>Drought management contingency plans</li> <li>Air quality plans</li> <li>GHG reduction plans</li> <li>Energy conservation plans</li> </ul>

# ANNEX B: SAMPLE ONLINE CAPITAL INFRASTRUCTURE APPLICATION FORM

SAMPLE ONLY. NOT FOR SUBMISSION.

## SECTION 1 PROJECT INFORMATION

1. Project Title
2. Project Category
3. Is this project the subject of a recent infrastructure grant application? (Yes/No)

If yes: Provide the name of the program and status of application.

4. Project Rationale: Provide a brief project rationale outlining why the project is needed and how the project meets that need.

For example, why the project is needed could be: current facility needs replacement due to age, condition, increased service demands, meeting regulatory requirements etc.

5. Project Description: Provide a detailed list of the physical works and location of the project.

For example:

- Build a wastewater effluent pipeline and outfall at north end of 20 Mile Bridge at Highway 10, including:
  - 10km of force main;
  - pumping system;
  - outfall structure; and
  - civil, mechanical and engineering works.

6. Project Location: Include physical address, GPS coordinates or start and end points.

## SECTION 2 REQUIRED DOCUMENTATION

7. Please attach the requested documents:

- ☐ Detailed Cost Estimate Template
- ☐ Maps and/or Drawings
- ☐ Feasibility Study and/or Design Report
- ☐ Board or Council Resolution Supporting the Application

Attach any other relevant information that would assist in the technical review of the application (max 20 MB limit per document)

Notes for Submitted Documentation

8. How are you planning to secure all funds associated with this project? Provide evidence that funds have been secured or explain how and when funds will be secured.

For example: 3rd reading of borrowing bylaw; confirmation of other grants such as Community Works Funds; reserve funds, etc.

Note that applications will not be considered until all funds have been secured for the project.

9. Class of Cost Estimate:

- a. Provide the class estimate A, B, C, D
- b. Provide the year the cost estimate was determined?
- c. How was the cost estimate determined?

See program guide for examples of Cost Estimate Class.

10. What contingency plans are in place for increases in project costs or if external contributions are less than anticipated?

Note that SPF does not consider cost overruns

### SECTION 3 PROJECT DETAILS

11. Has the project started? (Yes/No)

Project works which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The project is deemed to have been started if a tender has been awarded or work has commenced.

12. Estimated project start date.

13. Estimated project completion date.

14. Identify risks to meeting this timeline.

Please list all that are known, and include your evaluation and proposed mitigation for each risk. (e.g. seasonal limitations to construction, detailed design work, public oppositions expected, referendum required, unconfirmed grants, siting not confirmed, environmental assessments etc.)

15. Is there the intent to submit a request for the use of own force labour and equipment for this project? (Yes/No)

Please see program guide for how to submit a request for approval.

# ANNEX B: SAMPLE ONLINE CAPITAL INFRASTRUCTURE APPLICATION FORM CONTINUED

16. Is this project a phase or component of a larger project? (Yes/No)

If yes: Is this phased approach reflected in the cost estimates and/or supporting documentation you have provided? (Yes/No)

Please provide additional details on the phases, including funding for past and future phases and estimated timelines.

17. Have alternative options for the project been considered?

If yes: If so, how were they compared or analyzed? Please Explain why the chosen option was selected.

18. Estimated Total Project Costs

19. Strategic Priorities Funding Request

20. Borrowing

21. Other Grants

22. Other Contributions

e.g. In-kind contributions, legal fees, tax rebates, other

23. Internal Contributions

e.g. Reserves, DCCs, etc..

## SECTION 4 PROGRAM OBJECTIVES

In order to be eligible a project must align with one or more of the Canada Community-Building Fund National Objectives of Productivity and Economic Growth, Cleaner Environment, or Strong Cities and Communities.

Answer the following questions for each national objective that is applicable to the project or phase that is the subject of this application, identifying both quantitative and qualitative benefits.

24. Productivity and Economic Growth: Describe the measurable economic benefits of the project in the community.

e.g. Number of existing or confirmed jobs; increase in number of services/level of service.

25. Productivity and Economic Growth: Describe the non-measurable economic benefits of the project in the community.

e.g. Potential for future business/jobs, increasing tourism, services etc.

26. Cleaner Environment: Describe the environmental benefits of the project.

e.g. Reduction in GHG emissions, cleaner water, cleaner air, climate change mitigation etc.

27. Cleaner Environment: What environmentally sustainable considerations have been incorporated into the project?

e.g. Integration, connections with long term planning, climate change adaptation etc.

28. Strong Cities and Communities: Describe the community health, social, and cultural benefits of the project.

e.g. Promoting inclusive and accessible communities, improved drinking water quality etc.

29. Strong Cities and Communities: Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans.

Include a copy of the relevant sections of the community plan as supporting documentation. Identify relevant sections with page and paragraph numbers included.

## SECTION 5 PROGRAM CRITERIA

In order to be eligible a project must meet at least one of the SPF Program Criteria: Large in Scale, Regional in Impact, or Innovative. Describe how the project subject to this application meets these criteria.

30. Large in Scale: Describe how the size, scale and/or benefits of the project is large in relation to the size of the community.

31. What is the population of community? (The community making the application.)

32. What is the population that will be directly served by this project?

33. Regional in Impact: Describe the degree to which this project supports interjurisdictional collaboration and coordination.

34. Does this project involve partnerships? (Yes/No)

e.g. P3, NGO, inter-agency etc.

If so, Identify the parties involved in the partnership and their roles.

# ANNEX B: SAMPLE ONLINE CAPITAL INFRASTRUCTURE APPLICATION FORM CONTINUED

e.g. Sharing cost, governance, or delivery.

35. Regional in Impact: Describe the degree the project benefits more than one community, is identified as regional priority, and/or is regional in scope.

36. Innovation: Describe any innovative component(s) of the project.

37. Describe what research, planning, testing, technology, or methodology supports the approach that will be used, and the additional risks associated with using this innovation (include where it has been used, and the results).

38. Innovation: Describe the relative benefit of the innovative process, method or technology over existing practices.

## SECTION 6 PROJECT PLANNING AND BENEFITS

### ASSET MANAGEMENT

Reporting on progress towards improving Asset Management practices is a mandatory requirement for fulfilling reporting commitments set out in the Canada Community-Building Fund Community Works Fund (CWF) Agreement between BC local governments and the Union of BC Municipalities (UBCM).

In 2022, all local governments will be required to complete the CCBF Asset Management Survey – Phase 3. Completion of this survey will also be a pre-condition to approvals under this CCBF 2022 Strategic Priorities Fund intake. Information on how to complete this survey will be available on the UBCM website.

For more information on asset management tools, resources and best practices, including the document Asset Management for Sustainable Framework for BC, please visit Asset Management BC

39. How do you manage your infrastructure assets? Explain whether you have an asset management plan linked with a long-term financial plan, asset management policy, strategy, framework, and/or governance structure.

40. Does your local government have a long-term financial plan?

- a. How long-term is your financial plan (in years)?
- b. How does the financial plan relate to an Asset Management plan, Capital Works plan, Official Community Plan, and any other strategic community and corporate plans.

41. Describe how operation and maintenance will be funded over the lifecycle of the infrastructure subject to this application.

42. What proportion (%) of infrastructure replacement for this project will be funded through current financial revenues?

For the Asset Class subject to this application:

43. Is there an asset inventory/registry?

If yes: Is it complete?

If yes: What year was it completed?

44. Has a condition assessment been completed?

If yes: What year was it completed?

45. Is there an asset management plan?

If yes: Is it complete?

If yes: What year was it completed?

If yes: Is the plan linked your organizations long-term financial plan?

46. Additional Comments for the Asset Management Questions Listed Above:

47. What effects will the proposed project have on service levels and how will these be measured?

e.g. The water treatment plant upgrade will improve water quality– measured by the reduction in the number of boil water advisories, and improved levels of disinfection residuals and or by the number of residents with improved water quality and/or meet a provincial/federal standard.

48. Describe the long-term financial plan in place for renewal or replacement of the asset subject to this application?

### COMMUNITY SERVICE DEMANDS

A community's demand for a service (existing or new) is a critical component in establishing the appropriate level of service. It is determined by various factors such as population growth, immigration/emigration, societal changes, changing demographics and changing community demands/expectations including the ability or desire to pay for the service.

49. Explain how community demands were used to identify the size and scope of project components and/or establish the appropriate service levels provided by the project.

e.g. Drinking Water: For design of the water main the average per capita demand of 400 L/day/person was used to size the proposed main.



### RESOURCE RECOVERY

50. Explain how resources are recovered and reused in this project.

e.g. Collection of biogas, heat, or reclaimed effluent/water

### ENVIRONMENTAL PROTECTION

51. What considerations have been or will be applied to protect the environment and/or reduce the demand on natural capital/resources?

e.g. Supporting water conservation, waste diversion, green building requirements, enhancing the natural areas.

### CLIMATE RESILIENCE

52. How has this project considered climate risk and what considerations (climate mitigation and/or adaptation) have been considered and integrated into this project to make it more climate resilient.

### OTHER CONSIDERATIONS

53. What, if any, regulatory requirements, or standards apply to this project? How will the infrastructure and/or service provided by this project affect these requirements?

Include how the current and proposed infrastructure or services differ in regulatory standards.

54. Describe the key project benefits(s) that led the community to make this project a priority for application for funding. (Include the key reason(s) why this project is important to the community.)

# DETAILED COST ESTIMATE TEMPLATE

When submitting your SPF application, you are required to include the Strategic Priorities Fund Detailed Cost Estimate. This document is an excel spreadsheet and can be found [on our website](#).



# ANNEX C: SAMPLE ONLINE CAPACITY BUILDING APPLICATION FORM

## SECTION 1 PROJECT INFORMATION

1. Project Title
2. Project Category
3. Has this project started?

Project works, which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The project is deemed to have been started if a tender has been awarded or work has commenced.

4. Estimated project start date:
5. Estimated project completion date:
6. Project Rationale

Provide a brief project rationale outlining why the project is important to the community.

### 7. Project Description/Abstract

Briefly describe the proposed activities. Please also attach a detailed work plan and budget, and terms of reference or consultant's proposal. If you are providing supplemental documentation, please provide the page number in the document that you refer to.

For example:

Deliverables include:

- A ICSP inclusive of new digital mapping which will be available to the community through a District website;
- A District wide sustainability framework against which to measure and assess development proposals; and
- Communications and engagement strategy.

Phase 2 will develop a Long-term Infrastructure and Asset Management Plan, including:

- GIS infrastructure inventory,
- Infrastructure replacement evaluation and schedule,
- Some infrastructure conditional assessments and identification of capital works;
- A review of operation and maintenance to ensure long-term infrastructure integrity;
- Some long-range financial planning.

## SECTION 2 PROJECT COSTS AND SOURCES OF FUNDING

Note that SPF does not consider cost overruns

- 8. Estimated Total Project Cost
- 9. Strategic Priorities Funding Request
- 10. Ineligible Costs
- 11. Borrowing
- 12. Other Grants
- 13. Other Local Government Contributions

e.g. In-kind contributions, legal fees, tax rebates, other

- 14. With reference to the field, provide any other information to support responses above.
- 15. Has this project or a component of this project applied for or received funding through FCM's Municipal Asset Management Program or the Asset Management Planning Grant administered through UBCM? Y/N

If yes: Provide the name of the program and status of application.

For a defined project, eligible applicants may either be approved for funding under the Strategic Priorities Fund or FCM's Municipal Asset Management Program (MAMP) or the Asset Management Planning program, but not both. It is recommended that the same project not be applied for under both programs. Projects that have been approved under the MAMP or Asset Management Planning Program are deemed ineligible projects under the Strategic Priorities Fund program, unless they are identified as a distinct or phased component of the overall project.

## SECTION 3 PROJECT OUTCOMES AND OUTPUTS

- 16. Progress to Date: Summarize the progress to date related to asset management, integrated community sustainability planning, or long-term infrastructure planning.
- 17. Process: What are the key process steps in completing the project?  
e.g. public consultation, research, assessment, training.
- 18. Integration: In what ways does this project integrate with other plans or activities?
- 19. Intended Deliverables: What deliverables, outputs or products will result from this project? List any policies, practices, plans, or local government documents that will be developed or amended as a result of the project.

# ANNEX C: SAMPLE ONLINE CAPACITY BUILDING APPLICATION FORM

20. Intended Outcomes: What are the intended benefits that will result from this project? Please describe in detail.

e.g. Improved awareness of asset management, reduction in long term operating costs, increased sustainability, enhancements in overall community health and safety, increased or improved environmental protection, enhanced economic benefits, etc.

21. Implementation: Is there an anticipated implementation plan for the project?

If yes, please describe:

22. Capacity: Describe how you plan to provide the appropriate resources required to manage and deliver the project. Please describe in detail.

e.g. Internal staffing compliment, External consultant, Training and education, etc.

23. Identify existing risks to the project.

e.g. Financial, Implementation, Staffing changes or Meeting timelines, etc.

## SECTION 4 PROGRAM OBJECTIVES

In order to be eligible a project must align with one or more of the Canada Community-Building Fund National Objectives of Productivity and Economic Growth, Cleaner Environment, or Strong Cities and Communities. Describe how these objectives will be met.

24. Productivity and Economic Growth: Describe how this project will consider economic growth in the community.

e.g. Jobs / Construction Infrastructure and Development / Tourism / Movement of Goods / Community Facilities / Economic Development Opportunities / Improvements in Connectivity (IT)

25. Cleaner Environment: Describe how this project will consider environmental benefits and impacts.

e.g. Protect the Environment / Environmental Improvements / Meets Regulatory Requirements / Green Energy Creation, Distribution/ Reduction in Negative Environmental Effects or Volume thereof / Improved Service Levels / On Side Demand Management

26. Strong Cities and Communities: Describe how this project will consider long-term goals and vision of the community.

E.g. Public Health and Safety / Healthy Living / Resiliency / Meets Regulatory Requirements / Cultural, Creative or Recreational Opportunities / Increased Efficiency, Accessibility to an Essential Core Service / Increases Resiliency to Climate Change

## SECTION 5 PROGRAM CRITERIA

In order to be eligible, a project must meet at least one of the program criteria of: Large in scale; Regional in impact; or Innovative. Please describe how you meet one or more of these criteria.

27. Large in scale: Describe how the project is considered large in scale and/or scope and will be integrated, relative to the size of the community, and provides benefits to large percentage of the population.
28. Regional in impact: Describe how this project is identified as regional in impact, a regional priority or leads to regional collaboration.
29. Contribution to Innovation: Describe any innovative research, planning, testing, technology, methodology or approaches that will be used, and how these innovative elements may be transferable to other jurisdictions.

## SECTION 6 REQUIRED DOCUMENTATION

Prior to submitting the application to UBCM please ensure you have uploaded all mandatory attachments to this form. The maximum size per file upload is 20 MB.

If you are uploading large documents, please indicated in the application form what they are and where the reviewer should refer to find relevant information. It is preferred that only relevant information be uploaded.

If you resolution is not available at the time of application submission, please include the date it will be submitted by email.

30. Required Documents: Budget / Board or Council Resolution / Other

31. Notes for Required Documents

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