# COMMUNITY ECONOMIC RECOVERY INFRASTRUCTURE PROGRAM

# GUIDE - INFORMATION OVERVIEW

# OCTOBER 2020

# Table of Contents

Contents

# 1 Program Overview

## 1.1. Purpose

The Community Economic Recovery Infrastructure Program (CERIP) was developed by the Government of British Columbia to help communities in British Columbia (B.C.) recover from the economic impacts experienced from Covid-19 as part of the implementation of the **Building BC's Recovery, Together** plan guiding economic recovery from the pandemic.

CERIP supports job creation through small-scale infrastructure projects, destination and economic development initiatives and cultural heritage projects.

The CERIP aims to invest in those capital projects that will help achieve the province's vision of resilient communities. Specifically, projects will be selected based on their contribution towards immediately creating new employment or re-employing laid off workers in applicant communities by working with local governments, Indigenous governments and communities, not for profit organizations and other sectors.

CERIP is focused on infrastructure projects that contribute to sustainable communities, promote destination development, support urban and rural economic diversification and competitiveness, and strengthen cultural heritage. It provides urban and rural communities with funding assistance for the construction of new, rehabilitation and expansion infrastructure projects and/or supports local business communities and attracts new investments. The CERIP supports the Province's goals of resiliency and the emerging needs of the post-pandemic B.C. economy through investing in projects that:

- consider the benefits of residents, local businesses and improve the visitor experience;

- supports tourism sector recovery and will elevate BC's competitiveness as a premier travel destination; and

- provide critical upgrades that improve energy efficiency, accessibility, emergency preparedness and resilience for all populations.

The Province has a commitment to uphold reconciliation with Indigenous people, including the **Declaration on the Rights of Indigenous Peoples Act** and the **Truth and Reconciliation Commission of Canada's Calls to Action**. As an umbrella program supporting outcomes from separate partner provincial ministries, CERIP will support community economic resilience, tourism, heritage, urban and rural economic development, and outdoor land-based early learning play spaces recreation for Indigenous communities.

## 1.2. Grant

Funding for individual projects will not exceed $1 million.

Projects seeking a share greater than $1 million must seek prior approval from respective Ministries[1]. Approvals greater than $1 million will only be made under exceptional circumstance as determined by the administrating Ministry.

A one-time 100% grant amount will be provided upfront upon application approval. Each project will be evaluated on its merits and the grant funding is scalable. The successful applicant will be required to sign a contribution agreement that acknowledges their understanding of project benefits and need to provide a final report, detailing the outcomes achieved, upon project completion. Under CERIP, any project costs that exceed the grant amount (the remaining eligible project costs, ineligible project costs, and cost overruns) will be the responsibility of the applicant.

Applicants will be required to utilize internal funding sources to meet project costs incurred over the grant amount. This may include local sources (e.g. borrowing, reserve funds, development cost charges or other approved grants), and other third-party sources. All project funding sources will need to be provided in the project application.

For example, on a project where the CERIP contribution is a $500,000 grant, the applicant would be responsible for the remainder of any and all total project costs.

## 2   Eligibility

### 2.1.   Eligible Applicants

An eligible applicant must be one of the following only:

- A local government established by or under British Columbia statute that is:
    - An incorporated municipality;
    - A regional district applying for a community or in partnership with another organization (e.g. where the district would submit on behalf of a mountain resort or chamber of commerce)
- An Indigenous government or organization that is:
    - A band council within the meaning of section 2 of the Indian Act;
    - An Indigenous development corporation;
    - 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; or

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[1]Ministry of Municipal Affairs and Housing for the Community Economic Recovery stream; Ministry of Tourism, Arts and Culture for the Destination Development stream; and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development for the Unique Heritage Infrastructure Stream and the Rural Economic Recovery stream

- A Not-for-Profit organization whose central mandate is to improve Indigenous outcomes, working in collaboration with one or more of the Indigenous entities referred to above, a local government, or British Columbia.

- A Not for Profit organization that is:
    - An organization incorporated as a not-for-profit corporation or society formed under an Act of Canada or the Province of BC and in good standing under the relevant Act;
    - A company incorporated in BC must be in good standing with the B.C. Registrar of Companies.
    - Operating primarily for community benefit, and a provider of programs that benefit the community and not solely its members' interest.
    - Delivering programs that fall within one of the CERIP streams (outlined in this document);
    - Voluntary and has a broadly-based voting membership involved in the management and control of the organization and its programs;
    - Engaging volunteers in the operation of the organization and/or program(s);
    - With a board whose members do not receive remuneration or other financial benefit for their services while acting in their capacity as board members.

- Also, eligible is in an instance where one of the above eligible applicants submits on behalf and in partnership with a community like entity such as a mountain resort:
    - A regional district/ municipality applying in partnership with a mountain resort
    - A First Nations applying in partnership with a mountain resort
    - A not for profit organization applying in partnership with a mountain resort

Ineligible applicants are:

- Federal entities, including federal Crown Corporations;
- Applicants not operating within the Province of British Columbia;
- An ancillary group sustaining a for-profit business;
- A political party, political action group or lobby group;
- Applicants not defined in section 2.1.

## 2.2. Eligible Projects

Eligible projects will either improve existing infrastructure or create new infrastructure to service economic development, destination development, and heritage conservation goals. These projects must be primarily for public use and benefit. To be eligible for funding, a project must:

- be for construction, development, economic investment, or cultural heritage works including renewal, rehabilitation, expansion or material enhancement of a community public project;

- be community/and or visitor-oriented, open for use to the public and not limited to a private membership;

- not be currently underway and funding may not be used for project costs that have already been incurred;

- stipulate a construction start date of no later than December 31, 2021;

- stipulate a construction completion date of no later than March 31, 2023;

- be submitted by an eligible applicant who is the owner, or has a lease or management agreement that provides for the operation and maintenance of the resulting infrastructure over the long term;

- be duly authorized or endorsed by a senior official sign off authorizing the project to proceed;

- if it is a dedicated space for healthcare or education, have specific benefit to Indigenous peoples by advancing the Truth and Reconciliation Commission of Canada's Calls to Action;

- if proposed works are for a building, or an addition to a building that increases the size of the building, consider wood as the primary building material pursuant to the objectives of the Wood First Act ;

- be within the geographic boundaries of the Province of British Columbia;

- meets all the applicable legislative and regulatory approvals;

- as the CERIP grant is outcomes-based, meet the objectives of one or more of the following project streams: Community Economic Resilience; Destination Development; Unique Heritage Infrastructure; and Rural Economic Recovery;

- support the creation of new, or returned, employment opportunities in applicant communities.

## 2.3. Ineligible Projects

Projects will be deemed ineligible if:

- Construction for the project scope described in the application, has already begun prior to the submission of the project application;

- The project is considered routine cyclical maintenance;

- The project starts after December 31, 2021;

- The project will be completed after March 31, 2023; or

- The project does not meet the criteria of the CERIP as outlined in this document.

## 2.4. 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.

## 2.5. Accessing the Online Application

** Indigenous applicants, seeking funding under the Unique Heritage Infrastructure stream are not required to apply through the LGIS and should apply through the First Peoples' Cultural Council's online grant portal, which will not require a Business BCeID.

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

1. a Business BCeID, and

2. access to the Local Government Information System (LGIS). *see website **gov.bc.ca/CERIP**.

**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 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. OBTAIN A BUSINESS BCeID

- Organizations must be registered with BCeID
- 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"

o   Complete all 5 steps of the application process. Registration can take approximately 2 weeks once all steps are completed correctly.

o   Once the organization's registration has been confirmed, BCeID accounts will be created and Account Manager and Profile Manager roles can be assigned.

o   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:

o   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."

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

## 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.**

### 2.6.   Project Streams and Objectives

Please choose the stream that is most appropriate to the nature of your application.

Note: Applications that straddle two streams will only be evaluated according to the criteria of the stream in which the application is made. Where projects contain components of two streams, applicants are strongly advised to make separate applications in each stream (see Section 2.7 application limit.

**Community Economic Resilience (CER)** – Responsive, scalable and resilient development of sustainable community infrastructure, that

- Upgrades infrastructure, improving human safety and increasing environmental benefits.
- Increases accessibility and inter-connectivity for safe trail systems and park amenities.
- Enhances community cohesion and facilitates cultural and educational opportunities.
- Supports downtown revitalization including cultural and entertainment opportunities for communities.
- Supports social opportunities for First Nations youth and elders.
- Creates cultural, educational and entertainment opportunities for communities.
- Provides venues for a variety of recreational sports, activities e.g. arena upgrades, chiller/refrigeration replacement, and emergency preparedness.
- Improves accessibility to facilities and adjustments in response to COVID-19 protocols.

**Destination Development (DD)** – The stream invests in the development, conservation, repair, or rehabilitation of tourism infrastructure and amenities to assist in the re-emergence and resiliency of the tourism sector, creating jobs that will provide long term benefits for the tourism sector and local communities. Proposed projects that develop and sustain tourism places for communities and visitors must be aligned with the following economic recovery objectives:

- Shovel ready projects that can be expedited;
- Provides jobs opportunities and immediate stimulus;
- Strengthens the destination offering to elevate BC's long-term competitiveness and reputation as a 'must visit' travel destination;
- Strengthens community tourism development and resident support for tourism;
- Supports BC's 19 destination development local areas plans; and
- Increases the capacity of tourism destinations to welcome visitors, including adjusting to COVID-19 protocols.

Categories of eligible projects include:
- New or Enhanced Tourism Infrastructure and Attractions that draw visitors such as interpretive, cultural or tourism welcome centres, event facilities, tourism causeways, destination trails, accessibility upgrades, infrastructure for natural attractions, and mountain resort attraction and trails.
- Tourism Related Amenities that improve the visitor experience such as wayfinding, interpretive and First Nations signage, washroom facilities, lighted pathways, accessibility improvements, or seasonal adaptation and expansion projects.
- Tourism Adaptation projects that provide adjustments to tourism facilities in response to COVID-19 protocols, such as patio expansion, staff accommodation modifications, enhancement of gathering spaces, plexiglass installations, or touch free modification.

Applicant must demonstrate how the project:
- Aligns with the actions and priorities identified in the local and regional destination development plans and support the priorities in the Strategic Framework for Tourism in BC ;
- Has broad tourism stakeholder, community and regional support (e.g. letters of support);
- Has the potential to increase visitation and generate tourism expenditures;
- Strengthens the destination offering, including expanding winter and shoulder-season experiences;
- Encourages new business attraction and/or creates diversified economic opportunities; and

- Creates immediate job opportunities and long-term tourism jobs.

**Unique Heritage Infrastructure (UHI)**– Indigenous and Other Cultural Heritage Projects – The UHI stream will support shovel-ready projects to conserve, repair, rehabilitate or develop cultural heritage infrastructure, including heritage structures, cultural heritage sites, landscapes and trails or that is infrastructure associated with an historic place that:

- Supports the safeguarding and transmission oral history and/or cultural heritage knowledge, traditions, practices, crafts and building stewardship;
- Supports cultural heritage documentary history research; and/or
- Houses and safeguards cultural heritage materials and belongings, including repatriated Indigenous materials.

Unique Heritage Infrastructure projects will help communities safeguard and enjoy their heritage places while:

- Stabilizing, repairing and rehabilitating heritage places for communities and visitors;
- Providing local economic stimulus and employment through the stewardship of cultural heritage;
- Supporting the transmission of knowledge and practice of specialised skills that strengthen the stewardship of cultural heritage; and/or
- Creating opportunities for Indigenous communities to protect, learn about, share and revitalize Indigenous cultural heritage, including the preservation, housing and showcasing of Indigenous cultural heritage materials and cultural knowledge and practices; and/or
- Recognizing Indigenous peoples as the stewards of their cultural heritage, including positioning the First Peoples' Cultural Council as the lead agency for Indigenous applicants.

**Indigenous Applicants seeking funding under this stream are encouraged to:**
- Apply for Unique Heritage Infrastructure funding for Indigenous cultural heritage projects by visiting the First Peoples' Cultural Council's online grant portal: http://www.fpcc.ca/culture/projects/
- Contact Karen Aird (karen@fpcc.ca) at the First Peoples' Cultural Council for further information on Unique Heritage Infrastructure funding for Indigenous cultural heritage projects.

All other applicants, as part of their Unique Heritage Infrastructure application, must demonstrate the following in their application:

- The heritage values associated with the proposed project;
- The level of public access of the historic place and associated resources;
- For the repair or rehabilitation of existing heritage places, how the Standards and Guidelines for the Conservation of Historic Places in Canada will be applied to the project;
- For the repair or rehabilitation of existing heritage places, the level of heritage protection and recognition at the federal, provincial or municipal level under relevant legislation;
- For the repair or rehabilitation of existing heritage places, the value ascribed by the community as evidenced by their inclusion in heritage management plans, heritage inventories, community registers, or Official Community Plans (OCP).

Types of projects considered include:

- The repair and rehabilitation of historic places;
- The repair and rehabilitation of archives associated with historic places;
- The repair and rehabilitation of collections associated with historic places;

- The repair, rehabilitation and construction of infrastructure that supports public access to the stories of historic places and the places themselves;
- The repair, rehabilitation or construction of infrastructure that supports public access to the transmission of community memory and traditional practices, craft and trades;
- The repair, rehabilitation or construction of infrastructure that supports public access to cultural materials that support the telling of the stories of historic places and/or the transmission of community memory and traditional practice, craft and trades.

Types of projects NOT considered include:

- Places where the community has not formally expressed heritage value in one of the ways listed above;
- Projects that are primarily performing arts focused;
- Property owned by a heritage society that is neither a historic place nor associated with a historic place in any of the ways described above;
  - Projects not consistent with the **Standards and Guidelines for the Conservation of Historic Places in Canada**.

**Rural Economic Recovery (RER)** – Projects that take place in, or directly benefit, a rural community (see Appendix B for definition). Recovery will be supported through a focus on community-led projects that accelerate community recovery and diversification based on their unique needs and opportunities:

Economic Infrastructure
- Redevelopment of commercial or industrial lands to encourage new business attraction and create diversified economic opportunities for rural communities.
- Development or expansion of infrastructure to support business growth and productivity for key rural economic sectors including tech, agriculture, and natural resource industries.
- Destination trails and outdoor recreation asset development to create a destination for recreational tourism and support resident and visitor attraction initiatives.

Competitive Rural Business Climate
- Targeted support for business retention and expansion initiatives to assist rural businesses in adapting to the post-COVID landscape.
- Potential funded projects include redefining delivery models, increasing e-commerce, developing new business opportunities, and returning staff to work.

Accelerating Economic Recovery
- Support for collaborative action between Indigenous governments and local governments, industry, and business to identify economic recovery needs and required responses.
- Funded projects will support communities that are facing capacity barriers to complete needs assessments and identify high impact projects.

2.7. **Application Limit**

Each eligible applicant* can submit two **applications under the CERIP**.

*The application limit will not apply where Regional Districts are partnering with Mountain Resorts

Indigenous applicants who wish to apply for Unique Heritage Infrastructure funding for Indigenous cultural heritage projects – see Accessing the Online Application section 2.5 for more information.

All other applicants must complete and submit an online application form via the Local Government Information System (LGIS) see **gov.bc.ca/CERIP** for the online portal. A Business BCeID is required to set up access in LGIS. This can take up to 15 business days, if the applicant organization has not registered with BCeID. New users are encouraged to start the process of requesting a BCeID as early as possible.

A certification statement by a Financial Approver and Project Authority that the information contained in the application is correct and complete will be required as part of the online application along with a project location KML file, and a detailed cost estimate. All Indigenous eligible applicants (that are a not-for profit entity with a central mandate that improves Indigenous outcomes) will also require a letter from the benefitting Indigenous community/nation supporting the project.

A checklist is available online to assist the applicant to ensuring full and accurate information is submitted. Applications will not be reviewed unless all necessary information is provided.

### 2.8. Project Size

Projects should provide the best value for the estimated project budget and meeting the funding stream objectives, clearly demonstrate those benefits for the community. Appropriately sized and scoped project applications are strongly encouraged.

Most projects are expected to be small and completed in one construction season.

When applying for a single phase of a larger project, the phase must independently result in outcomes which align with the CERIP objectives and be useable infrastructure even if subsequent phases do not proceed. Please communicate with your funding stream contact if you are considering an application of this nature.

### 2.9. 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 available on the website at **gov.bc.ca/CERIP.**

### 2.10. Detailed Cost Estimate

The project detailed cost estimate information must be submitted in the template, available on the website at **gov.bc.ca/CERIP**. Please submit this with your fully completed electronic application and a project location .KML file.

### 2.11. Application Deadline

All application forms and supporting documentation must be received, through the LGIS **by Thursday, October 29, 2020 (11:59pm PDT).**

For each project all eligible applicants <u>must</u> submit electronically a **completed application Form, detailed cost estimate** and a **project location .kml file.**

Applicants are responsible for ensuring that full and accurate information is submitted as part of their application package. Applications with incomplete information will not be considered. Applicants should be aware that information collected is subject to the **Freedom of Information and Protection of Privacy Act**. The information being collected is for the purpose of administering the CERIP will be used for the purpose of evaluating eligibility under CERIP. If it is not possible to complete the application form electronically, please contact the Ministry staff.

## 3 Approval

All projects must be completed by March 31, 2023. Successful recipients will be notified in writing Successful applicants will be contacted by early winter of 2020/21 if their application is approved.

Applicants are encouraged to clearly demonstrate how proposed projects meet CERIP's objectives as well as the objectives of the stream under which the project will be assessed.

The CERIP funding decision takes into consideration multiple factors including alignment with program criteria, funding distribution, program oversubscription, and directly supporting the principles articulated in the **Building BC's Recovery, Together** consultation paper. A senior executive member committee consisting of Deputy representatives from several BC provincial ministries (Ministry of Municipal Affairs and Housing; Ministry of Tourism, Arts and Culture; and Ministry of Forests, Lands, Natural Resource Operations and Rural Development) is responsible for all project approvals.

### 3.1. Terms and Conditions

If the project is approved, the successful applicant will receive a contribution agreement that sets out the terms of the funding and the reporting requirements. This will confirm all parties' understanding of the project, and the maximum one-time grant amount to which the applicant is entitled, to ensure that sustainability and resiliency goals and CERIP objectives are met.

### 3.2. Reporting Requirements

Grant recipients will be required to complete a **final report form** with a summary of expenditures upon project completion. As a condition of the grant, recipients will be required to submit a final report form detailing the project's performance, and provide details of the project's outcomes achieved, under which the grant is awarded. **The final report form may be submitted up to one year after the completion of the project.** Applicants should ensure that the means to collect and provide the data is in place, when filling out the project performance reporting criteria at time of project application. This form is required to be completed electronically and submitted via the LGIS. For projects that extend beyond one calendar year, an annual progress report will be required, along with a final report with a summary of expenditures. The grant recipient will be asked to report on the following outcomes:

- # of new permanent jobs created as a result of the project
- Total # of individuals, reg & temp. employed for project duration
- Of these totals employed (reg & temp):
    - # of Indigenous peoples
    - # of new Canadians
    - # of women
    - # of young adults (18 to 35 years old)

- Average pay scale of individuals employed for project duration, including:
    o # of individuals who earned ≤ than $30/hour
    o # of individuals who earned > than $30/hour
- Pursuant to the objectives of the Wood First Act, the use of wood in a new building or expansion project expressed as a dollar value and as a percental of total material costs

### 3.3. Payment of Grant

There are no claims under this program. An upfront one-time grant payment is made towards the project, and will be paid by the successful grant recipient, upon signing of the contribution agreement. The total amount of the grant payable will not exceed either the amount noted in the contribution agreement. The applicant is responsible for all costs over and above the grant amount, cost overruns, ineligible/eligible costs, ongoing maintenance and operating costs associated with the operations of the completed project.

### 3.4. Transfers between Projects

Grants are project specific. Any diversion from the project description, as provided in the project application, may be considered only with Ministry approval, and any scope change must produce similar results to that for which the grant was approved.

### 3.5. Disposal of Assets

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 British Columbia or a municipal or regional government, or with the Province's consent.

### 3.6. Events and Communications

Please provide 20 working days' notice of publication of any formal communications materials or public events relating to the approved project to your CERIP stream contact.

## 4   Contact Information

| | |
|---|---|
| Ministry of Municipal Affairs and Housing<br>PO Box 9838 Stn Prov Govt<br>Victoria, BC V8W 9T1 | Community Economic Resilience Stream<br>Local Government Infrastructure and Finance Branch<br>4th Floor - 800 Johnson Street, Victoria, BC<br>Phone: 250 387-4060   Email: infra@gov.bc.ca<br>Website https://intranet.gov.bc.ca/economy-sector/mah?MAH |
| Ministry of Forests, Lands, Natural Resource Operations and Rural Development | Rural and Economic Recovery Stream<br>Rural Policy and Programs Branch<br>Phone: 250 356-7950   Email: ruraldevelopment@gov.bc.ca |
| Ministry of Forests, Lands, Natural Resource Operations and Rural Development | Unique Heritage Stream<br>Indigenous applicants:<br>     First Peoples' Cultural Council Karen Aird karen@fpcc.ca<br>All other applicants:<br>     Laura Saretsky (lsaretsky@heritagebc.ca): Nechako, Vancouver Island/Coast, North Coast<br>     Jennifer Dunkerson (jdunkerson@heritagebc.ca): Kootenay, Cariboo, Northeast<br>     Paul Gravett (pgravett@heritagebc.ca): Mainland/Southwest, Thompson/Okanagan |
| Ministry of Tourism, Arts and Culture | Destination Development Stream<br>Tourism Policy tourismpolicy@gov.bc.ca |

## Appendix A – Eligible and Ineligible Costs

**Please note:** The following are **examples only** and are based on staff knowledge of past infrastructure programs and program criteria. Project costs must be direct and essential to the project. Costs will be reviewed to determine if they are reasonable and have been accurately estimated.

**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<br>• Accrued costs<br>• 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 | • Costs incurred prior to approval date and after project completion date |
| • Capital costs as defined by Generally Accepted Accounting Principles (GAAP) (except capital costs included in **INELIGIBLE COSTS**)<br>• leasing of equipment related to the construction of the project<br>• Project management fees | • Services or works normally provided by the Recipient, including:<br>  o  overhead costs<br>  o  salaries and other employment benefits of any employees of the Recipient **unless pre-approved** (to a maximum of 15% of the total funding) by the Ministry responsible and specifically related to the project. e.g. A $100,000 project may get pre-approval for $15,000. |
| | • Land acquisition and real estate fees:<br>  o  leasing land, buildings and other facilities |

**Construction/Materials Costs**

| ELIGIBLE | INELIGIBLE |
|---|---|
| • Insurance related to construction | • Liability insurance for directors |
| • Furniture and/or equipment essential for operation of the project | • 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 | • General routine, cyclical repairs and maintenance |

**Professional Costs**

| ELIGIBLE | INELIGIBLE |
|---|---|
| • Fees paid to professionals, technical personnel, consultants and contractors | • Any legal fees |

**Impact Assessment/Indigenous Consultation Costs**

| ELIGIBLE | INELIGIBLE |
|---|---|
| • Environmental reviews<br>• Archaeological assessments<br>• Indigenous consultation | |

**Communication Activities Costs**

| ELIGIBLE | INELIGIBLE |
|---|---|
| • Any costs reasonably incurred to undertake provincial communication activities, | • Gifts<br>• Hospitality costs, such as, but not limited to:<br>- food/beverages/liquor/entertainment |

## Appendix B – Definitions

**Please note:**   The following are definitions used in funding various infrastructure programs and grants.

**Indigenous** – refers to "Aboriginal" in the context of the meaning assigned by the definition *aboriginal peoples of Canada* in subsection 35(2) of the *Constitution Act, 1982*. An "Indigenous group" refers to a group, community or people that hold rights recognized and affirmed by section 35 of the *Constitution Act, 1982*.

**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.

**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 BCeID in order to be able to log in to the Local Government Information System (LGIS) system and submit your application online.

**Capital Infrastructure Project** –  a project funded by public monies, or proposed to be funded by public monies, to build restore, retain, or purchase any equipment, property, facilities, programs or other items, including buildings, park facilities, infrastructure, information technology systems, or other equipment, that is funded on a necessarily non-repeating, or non-indefinite, basis and that is to be used as a public asset, or for the public benefit.

Any and all funds used shall be used in accordance with the CERIP program rules: An investment in a facility, structure, or system, to accelerate growth within a community. To receive funding, capital projects are obligated to prove how the investment provides an improvement (additional capacity), new useful feature, or benefit (reduced costs). It must be used as a public asset or to benefit the public.

**Construction Start** – 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.

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

**Destination Trail** – a recreational path/track/route made for passage through a wilderness, forest, mountainous region to support the recovery of the tourism sector and to elevate the area as a premier travel destination.

**Displaced Worker** – displaced or dislocated workers are individuals who have lost their jobs due to a layoff. They've experienced job loss due to circumstances beyond their control. Workers who are terminated due to unsatisfactory job performance are not considered displaced workers.

**Local Government Information System (LGIS)** – online portal and project management tool developed by the Province to support Information management.

**Mountain resort** – all season resort or ski hill operating on provincial land as defined under the *All-Seasons Resort Policy and or Parks Ski Resort Guidelines*

**New Canadians** – persons residing permanently in Canada who were born outside of Canada, excluding temporary foreign workers, Canadian citizens born outside Canada and those with student or working visas.

**Project Nature** –
    **New Construction** – new physical works
    **Rehabilitation** – does not alter the purpose of existing infrastructure
    **Expansion** – involves an increase e.g. raising, lengthening or widening to the exterior dimensions or the production capacity of the infrastructure

**Rural** – for the purposes of CERIP, rural is defined as a community with a population of 25,000 or less located outside of a major urban region.

**Senior Official** – an individual at the applicant organization who has the authority:
- to bind the administering institution to the general conditions governing grants;
- to submit applications for funding on behalf of the applicant organization;
- to be signatory on financial documents.

**Vulnerable Populations** – Families, individuals, groups, or communities that are at a higher risk of additional or increasing economic disparity or difficulty as a result of barriers they face surrounding access to or participation in social, economic, cultural, health, political, and environmental resources.

**Vulnerable Workers** – includes workers and apprentices who are increasingly physically, economically or socially vulnerable as a result of the pandemic.