



C·V·R·D

## ISLAND SAVINGS CENTRE COMMISSION

Thursday, April 12, 2012  
2:30 pm/ ISC Board Room

### AGENDA

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| 1.  | <b><u>APPROVAL OF AGENDA:</u></b>  | 1     |
| 2.  | <b><u>ADOPTION OF MINUTES:</u></b>   |       |
|     | M1      March 8, 2012 Minutes  | 2-4   |
| 3.  | <b><u>BUSINESS ARISING FROM THE MINUTES:</u></b>   |       |
|     | BA1      Commission Governance   | 5     |
| 4.  | <b><u>DELEGATIONS:</u></b>   |       |
| 5.  | <b><u>DEPARTMENT STAFF REPORTS:</u></b>  |       |
|     | SR1      Coordinator, Operations Division. B. Coleman, Verbal Report   |       |
|     | SR2      Youth Outreach Programmer, D. Williams, Verbal Report   |       |
|     | SR3      Manager, Arts & Culture Division, K. Schrader, Verbal Report  |       |
|     | SR4      Manager, Island Savings Centre Division, J. Elzinga, Verbal Report  |       |
| 6.  | <b><u>UNFINISHED BUSINESS:</u></b>   |       |
| 7.  | <b><u>NEW BUSINESS:</u></b>  |       |
|     | NB1      Gas Tax Funding – General Strategic Priorities Fund and Innovations Fund  |       |
|     | - Staff Report, April 4, 2012 J.Elzinga  | 6-7   |
|     | - Draft, Eco Friendly Parking Lot Upgrades Gas Tax Projects Funding Proposal and Program Guide                                 | 8-19  |
|     | NB2      Cowichan and Chemainus Valleys' Arts & Sports Scholarships  |       |
| 8.  | <b><u>QUESTION PERIOD:</u></b>   |       |
| 9.  | <b><u>CLOSED SESSION:</u></b>  |       |
| 10. | <b><u>ADJOURNMENT:</u></b>   |       |
|     | The next Regular Commission meeting will be held May 10, 2012 at 2:30 pm, in the ISC Board Room, 2687 James Street, Duncan BC. |       |

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, March 8, 2012 at 2:30 pm.

**PRESENT:** L. Iannidinardo, P. Kent, A. Siebring, B. Lines,  
L. Duncan

**ALSO**

**PRESENT:** J. Elzinga, Island Savings Centre Manager  
K. Schrader, Arts & Culture Manager  
B. Coleman, , North/Central Cowichan Facility Coordinator  
J. Van Horne, Human Resources Manager  
D. Williams, Youth Outreach Programmer  
A. Plunet, Recording Secretary

**APPROVAL OF  
AGENDA  
2012- 17**

**It was moved and seconded that the agenda be approved in order as presented.**

**MOTION CARRIED**

**ADOPTION OF  
MINUTES  
2012-18**

**It was moved and seconded that the minutes of the Feb. 28, 2012 regular meeting of the Island Savings Centre Commission be approved.**

**MOTION CARRIED**

**STAFF REPORTS:  
SR1**

B. Coleman, North/Central Cowichan Facility Coordinator, reported that work has begun in house to complete the signage project purchased out of the 2011 budget. The condition of the parking lot will be improved pending the arrival of material, and holes in the pavement have been marked to decrease liability risk.

**SR2**

D. Williams, Youth Outreach Programmer, reported the continuance of negative disturbances caused by youth loitering outside the entrances and inside the main lobby. Staff anticipates that the challenges will continue throughout the school spring break.

Discussion ensued on behavior patterns and how best to handle confrontational situations. The upgrading of the surveillance camera system, and creation of a meeting place away from the entrances were identified as possible solutions.

**SR3**

K. Schrader, Arts & Culture Division Manager, reported on upcoming Theatre events. Work has begun on the project identified in the 2011 budget to list the Cowichan Theatre facility on the outdoor signage.

The Friends of the Cowichan Theatre Society was credited with increasing community awareness of the Cowichan Theatre over the years, and projecting plans for future expansion such as a Theatre Lobby expansion and a black box theatre. Discussion ensued on the consideration of making changes to the Commission governance in order to increase support to strengthen community roots in relationship with the Theatre.

L. Iannidinardo made a motion to change the Island Savings Centre bylaw to allow appointed members from the community to sit on the Island Savings Centre Commission. The motion was seconded.

It was suggested that staff research the models, practices and benefits of different Commission makeup, and report back to the Commission on the benefits of including appointed community members to sit on the Commission. The previous motion was withdrawn, and a new motion put forward.

2012-19

**It was moved and seconded that Island Savings Centre staff research the historical governance of the Island Savings Centre Commission and other Commission governance models, practices and benefits, and return with a report to the Commission.**

**MOTION CARRIED.**

The Arts and Culture Manager stated that public communication would be necessary before going forward with an increase to ticket costs and ticket user fees.

2012-20

**It was moved and seconded that the Arts and Culture Manager report back to the Commission on the status of Capital Improvement initiatives identified in 2011.**

**MOTION CARRIED**

SR4

J. Elzinga, Island Savings Centre Manager, reported the cancellation of the Mar. 17/12 fundraiser event to bring hockey old-timer Guy Lefleur and the Montreal Canadiens Oldtimers to participate in an exhibition game in the Cowichan Arena.

**UNFINISHED  
BUSINESS**

No Unfinished Business

**NEW BUSINESS**

NB1

To promote efficiency and avoid duplication of services, the Cowichan Place Committee has adopted Terms of Reference for staff, which will be brought before their individual boards for further direction. The Commission noted that this Staff Committee was appropriate.

NB2

A March 6, 2012 Staff Report on long term funding for the Island Savings Centre was presented to seek Commission direction on requesting public

input into the Island Savings Centre Sustainability Plan.

2012-21

It was moved and seconded that Island Savings Centre Commission direct staff to make a presentation at the April Commission meeting on the potential of holding a public approval process in the fall of 2012 to address capital requirements and the increasing transfer to reserve. The presentation would include the expense of the public approval process, the components, and a proposed timeline.

**MOTION CARRIED**

NB3

A Request for Proposals will soon be made public for a Food and Beverage opportunity. Recognizing a responsibility as leaders, staff was encouraged to encourage sustainable food services by the inclusion of healthy alternatives in the process.

D. Williams left the meeting at 4:20 pm.

RESOLVE INTO  
CLOSED  
SESSION  
2012-22  
4:20 p.m.

It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter, Section Part 4, Division 3, Section 90, Subsection (1) (c) Labour Relations.

**MOTION CARRIED**

RISE FROM  
CLOSED  
SESSION  
2012-24  
4:25 p.m.

It was moved and seconded that the Commission rise without Report.

**MOTION CARRIED**

QUESTION  
PERIOD

No questions were received.

ADJOURNMENT  
2012-25  
4:25 p.m.

It was moved and seconded that the meeting be adjourned at 4:25 p.m.

**MOTION CARRIED**

NEXT MEETING

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Dated:



## STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING  
APRIL 12, 2012

DATE: April 4, 2012  
FROM: John Elzinga, Manager  
SUBJECT: Commission Governance.

### Recommendation/Action:

Provided for information.

### Relation to the Corporate Strategic Plan:

Complete a governance renewal study to review and look at ways of improving current recreation governance structures ie: commissions.

### Financial Impact: (Reviewed by Finance Division: )

No perceived financial impact.

### Background:

At the March Island Savings Centre Commission meeting, staff were directed to research the historical governance of the Island Savings Centre Commission and other Commission governance models, practices, and benefits, and return with a report to the Commission.

The Manager has been made aware that it is part of the Legislative Services Division's 2012 work plan to conduct a comprehensive corporate governance review to examine committee/commission structure and make recommendations for improvements.

So that these two initiatives are compatible, unless directed otherwise by the Island Savings Centre Commission, it is staff's intention to have Legislative Services take the lead on developing an appropriate Commission governance review and to make recommendations. The Island Savings Centre Manager will provide regular updates to the Island Savings Centre Commission on the development of the Legislative Services review and recommendations.

Submitted by,

John Elzinga, Manager,  
Island Savings Centre.

**Reviewed by:**  
Division Manager:

**Approved by:**  
General Manager:

A handwritten signature in black ink, appearing to be "J. Elzinga", is written over a horizontal line.



## STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING  
APRIL 12, 2012

**DATE:** April 4, 2012  
**FROM:** John Elzinga, Manager  
**SUBJECT:** Gas Tax funding – General Strategic Priorities Fund and Innovations Fund (application based).

### Recommendation/Action:

That the Island Savings Centre Commission support an application to Gas Tax funding, the general strategic priorities fund and the innovations fund, for the development of an environmentally friendly parking lot for the Island Savings Centre.

### Relation to the Corporate Strategic Plan:

Actively pursue alternative funding sources including grants and partnerships.

**Financial Impact:** (Reviewed by Finance Division: *SEN*)

Within the Island Savings Centre Sustainability Plan, parking lot restoration is scheduled for 2014 and is currently budgeted at \$650,000.

The estimate for an environmentally friendly parking lot as described in the attached, including the excavation of an abandoned oil tank and the creation of a snow melt pit, is budgeted for \$1,200,000. Staff are recommending an application to gas tax funding for \$800,000. Therefore, the Island Savings Centre would only be required to expend \$400,000 for this project, anticipated to be funded out of Island Savings Credit Union sponsorship, and current taxation. There is no intent to use reserve funds, or borrow funds for this project.

It is anticipated that the deadline for the expenditure of gas tax funding on this project would be March 31, 2015. The Commission could therefore discuss if this would be a 2013 or 2014 project.

### Background:

Replacing parking areas at the Island Savings Centre has been identified as a high priority phase one project on the Island Savings Centre Sustainability Plan.

An environmentally friendly parking lot was recently incorporated into the renovation of the Cowichan Lake Sports Arena. The proposed project for the Island Savings Centre would be similar in nature and almost double the size. A draft of a funding proposal based on the Cowichan Lake Sports Arena gas tax information is provided for further background.

This is application based, rather than from assured CVRD funding like Community Works or Regionally Significant Project funding under the gas tax program. The CVRD is entitled to two applications under this program. Staff believe that this project meets the program purposes of being larger in scale, regional in impact, and reflect an innovative approach to achieving the intended outcomes of reduced GHG emissions, cleaner air, and cleaner water. Further, because of the catchment area for the facility, we achieve the program objectives of attaining greater local government collaboration in planning and implementing infrastructure priorities, and making efficient use of public facilities and services.

Submitted by,

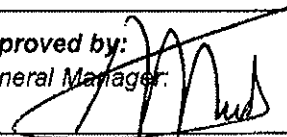
John Elzinga, Manager,  
Island Savings Centre.

**Reviewed by:**

Division Manager:

**Approved by:**

General Manager:



## DRAFT

ISLAND SAVINGS CENTRE  
ECO FRIENDLY PARKING LOT UPGRADES

## Gas Tax Projects Funding Proposal

## 1. Project Description / Abstract

This project includes the design and construction of an “ecologically friendly” parking lot for the Island Savings Centre. The proposed design represents a scientific eco friendly parking facility that will mitigate the high energy water runoff from approximately 1.2 hectares of paved surface that flows directly into Somenos Lake. The rain gardens, bioswales and bioretention system will detain, filter and infiltrate all rainwater falling on the site as well as remove pollutants, dust and grit from the receiving waters which are a recognized environmentally sensitive area.

## 2. Project Details (feasibility study or detailed designs)

The project involves the design of a state of the art water filtration of ground water system, that creates bioswale elements designed to remove silt and pollution from surface water runoff. It consists of swaled drainage with gently sloped sides (less than six percent) and filled with vegetation, compost and/or riprap. The water's flow path, along with the wide and shallow ditch, is designed to maximize the time water spends in the swale, which aids in the trapping of pollutants and silt. A common application is around parking lots, where substantial automotive pollution is collected by the paving and then flushed by the rain. The bioswale, or other type of biofilter, wraps around the parking lot and treats the runoff before releasing it to the watershed or storm sewer.

The project will also create a bioretention process where contaminants and sedimentation are removed from the storm water runoff. Storm water is collected into the treatment area which consists of a grass buffer strip, sand bed, ponding area, organic layer or mulch layer, planting soil, and plants. Runoff passes first over or through a sand bed, which slows the runoff's velocity, distributes it evenly along the length of the ponding area, which consists of a surface organic layer and/or ground cover and the underlying planting soil. The ponding area is graded, its centre depressed. Water is ponded to a depth of 15 cm (6 inches) and gradually infiltrates the bioretention area or is evapotranspired. The bioretention area is graded to divert excess runoff away from itself. Stored water in the bioretention area planting soil exfiltrates over a period of days into the underlying soils.

A treatment area consisting of new asphalt parking to store polluted water and control runoff before final treatment will be installed.

A snow melt pit will be installed as part of the project. Currently as the ice is resurfaced within the Island Savings Centre's Cowichan Arena, excess snow consisting of ice paint and surface pollutants (dirt, blood, other fluids) is deposited in the parking areas and contributes to the pollutant runoff. A snow melt pit will contain these pollutants.

Finally, oil tanks currently buried under the parking areas can be excavated, and removed before leakage occurs into the environment.



### 3. Estimated costs (including proposed sources of funding)

This project is estimated to cost \$1.2 M. Two thirds of the cost is to be funded by Gas Tax (\$800,000), with the CVRD providing the remainder of \$400,000 from taxation from the areas funding the Island Savings Centre, including the District of North Cowichan, the City of Duncan, Electoral Area D (Cowichan Bay), and Electoral Area E (Cowichan Station, Sahtlam, Glenora).

### 4. Budget breakdown

Design	\$50,000
Construction	\$975,000
Snow Melt Pit	\$50,000
Excavation of Oil Tank	\$25,000
Contingency	\$100,000

### 5. How is this project larger in scale (as compared to a Community Works funded project)?

The Island Savings Centre services two incorporated areas (the Municipality of North Cowichan and the City of Duncan) and two electoral areas (Area D – Cowichan Bay, and Area E – Cowichan Station, Sahtlam, Glenora).

### 6. How is this project determined to be regional in impact?

The project would receive funding by taxation from the above communities.

### 7. How does this project contribute to lower GHG, cleaner air or cleaner water?

The introduction of filtration bioswales, bioretention areas and containment using a state of the art ground water management plan will reduce the amount of dust, grit, hydrocarbons and other pollutants that currently flow directly in the Somenos riparian area. The project will create cleaner water for an ecosystem that houses numerous marsh species.

### 8. How does this project move the region towards sustainability / increasing capacity?

The removal of pollutants using a modern scientific filtration system is the best way forward to address the repair / replacement of this area, while at the same time preserving our valuable ecosystem.

### 9. Describe the process developed for achieving regional consensus for this project.

To be determined.

Canada



# Program Guide

Applying for funding for  
**CAPITAL PROJECTS**  
 under the Gas Tax  
 Agreement's  
 General Strategic  
 Priorities Fund (GSPF)  
 and Innovations Fund (IF)

Updated February 2012

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## FAST FACTS AND REFERENCES

*This summary information is provided only as a convenience. Please refer to the Program Guide pages identified and the Gas Tax Agreement (GTA) for more detailed information about the programs and how to apply.*

Program Guide Scope	This program guide is for funding under GSPF and IF for <b>capital projects only</b> . A separate program guide for GSPF/IF funding for capacity building and Integrated Community Sustainability (ICS) Planning projects is available on UBCM's website.	Page 2
Application Deadline	<b>May 31, 2012</b>	Page 4
Eligible Applicants	<b>For GSPF:</b> Tier 1 and 2 local governments; other Eligible Applicants as co-applicant only <b>For IF:</b> all local governments and Island's Trust, GVTA, GVS&DD and GVWD; other Eligible Applicants as co-applicant only	Page 4
Application Limit	Eligible applicants outside of the GVRD may submit two capital project applications. These application will be considered under both the GSPF and IF programs. Eligible applicants within the GVRD may submit one capital project application to be considered under the IF program.	Page 4
Eligible Projects	Subject to Tier restrictions, certain public transit, community energy, water, wastewater, solid waste, and roads, bridges and tunnel and active transportation capital projects (See GTA definitions and Schedule A including April 2008 Amendment and September 2010 Amendment)	Page 4
Available Funding	Up to 100% of the net eligible costs of approved projects (Eligible Costs – see GTA Schedule B)	Page 6
Applications	An application form is available on our web site. You must use that form for your application.	Page 7

## CONTACT INFORMATION

Gas Tax/Public Transit Management Services  
Union of British Columbia Municipalities  
525 Government Street, Victoria, BC, V8V 0A8  
Phone: 250 356-5134 Fax: 250 387-5119 Email: [gt-pt@ubcm.ca](mailto:gt-pt@ubcm.ca)  
Website: [www.ubcm.ca](http://www.ubcm.ca) (from the main page, click on "Funding Programs", then "Gas Tax Fund")

## NEW FOR THIS YEAR

### Applications considered under both GSPF and IF programs

For this application round, all submissions from outside GVRD will be considered under both GSPF and IF programs. Applicants are no longer required to specify which program they are applying under.

### Online Application Submission

This year, UBCM has moved to an online application submission system. Please see the UBCM website for further information on how to submit your completed application form.

### Resubmission of Projects from the 2010-2011 Intake

Applicants may resubmit projects that were considered in the last intake of the GSPF/IF program (2010-2011). In order to do so, you must submit a new application, however, you only need to complete those sections of the application where project details have changed. Applicants resubmitting projects are still required to complete the signature page and supply a Council/Board Resolution.

## INTRODUCTION

### About the General Strategic Priorities Fund (GSPF) and Innovations Fund (IF)

The GSPF and IF are two application based funding programs under the Canada-British Columbia-UBCM Agreement on the Transfer of Federal Gas Tax Revenues (GTA). The GTA delivers federal funding to local governments and other eligible recipients to invest in eligible capacity building/integrated community sustainability planning projects and public transit, local roads, bridges, tunnels, active transportation, community energy, water, wastewater and solid waste infrastructure projects that contribute to reduced greenhouse gas emissions, cleaner water or cleaner air.

The GSPF is available to all local governments outside of the Greater Vancouver Regional District. The IF is available to all local governments in British Columbia.

Invitations to submit applications under both the GSPF and IF occurred in both 2007 and 2008 in relation to Gas Tax funding to be received from the Government of Canada by 2010, and this funding has now been fully committed.

The Gas Tax Agreement was amended in 2008 to provide funding for fiscal years 2010-11 through to 2013-14. Total funding delivered to BC communities during the 2010-11 to 2013-14 is expected to be just over \$1 billion, and of this, about \$50 million is allocated to the IF and \$107 million is allocated to GSPF.

This is the second intake of applications invited under both the GSPF and IF programs for the Gas Tax extension period. Available funding for this round of applications for capital projects is \$33 million for GSPF and \$15.5 million for IF.

### About this Guide

**This is a program guide for capital projects under the General Strategic Priorities Fund (GSPF) and the Innovations Fund (IF) only.** The guide sets out the purposes and objectives for the GSPF and IF programs and relates these to the criteria upon which capital project applications will be ranked. It establishes who is eligible to apply for funding, how to make applications and what to expect if a project is awarded funding.

The guide is not, however, intended to be the only reference document in relation to these programs. The provisions of the Gas Tax Agreement (GTA) apply to both GSPF and IF programs, and applicants should be familiar with the GTA's provisions. Full text of the GTA, along with additional background information, is available on the UBCM website.

Funding is also available under the GSPF and IF programs for certain capacity building and Integrated Community Sustainability (ICS) Planning projects. A separate program guide and application forms have been developed for capacity building/ICS Planning projects and it is available on the UBCM website.

## **PROGRAM PURPOSES AND OBJECTIVES**

### Program Purposes

Both the **GSPF** and the **IF** provide investments towards projects that improve public transit, local roads, bridges and tunnels, active transportation, community energy, water, wastewater or solid waste infrastructure that reduce greenhouse gas (GHG) emissions, or provide cleaner air or cleaner water.

Within these investment goals, funding is specifically targeted in the **GSPF** program towards strategic investments that are larger in scale or regional in impact and in the **IF** program towards projects that reflect an innovative approach to achieving the intended outcomes of reduced GHG emissions, cleaner air and cleaner water.

### Program Objectives

**The program objectives for the GSPF are to:**

- reduce GHG emissions and provide cleaner water and cleaner air;
- attain greater local government collaboration, coordination and cooperation in planning and implementing infrastructure priorities; and

- encourage innovative and comprehensive approaches to achieving sustainable communities, such as projects that:
  - implement sustainability plans or strategies or are designed to meet existing and evolving environmental or health standards;
  - are consistent with a community that is socially, economically and environmentally healthy and that makes efficient use of public facilities and services, land and other resources;
  - utilize sustainability principles such as energy efficiency, demand management, innovation, best management and construction practices and full cost accounting; and
  - maximize the benefits of infrastructure investments, including integrated planning, policy development, implementation and evaluation activities, and development or use of innovative methods and strategies to govern, manage, operate and maintain infrastructure.

**The program objectives for the IF are to:**

- reduce GHG emissions and provide cleaner water and cleaner air; and
- encourage innovative, collaborative and comprehensive approaches to achieving sustainable communities, such as initiatives, plans and projects that:
  - could provide new infrastructure technology, including technology that has not been extensively field tested in the BC operating environment;
  - create or use new plans or planning models or processes, including those that could improve best practices;
  - create or use new models to plan, govern, manage, operate and maintain infrastructure, including those that could improve best practices; and
  - have potential application beyond the specific project, plan or jurisdiction considered for funding.

**ELIGIBLE APPLICANTS, APPLICATION LIMITS AND DEADLINES**

Application deadline: Applications must be received by May 31, 2012.

Eligible Applicants and Application Limits:

Greater Vancouver Regional District and its member municipalities and TransLink, GVS&DD and GVWD are eligible to apply under the IF program, either as individual applicants, or as a co-applicant with another eligible recipient. One application for a capital project will be accepted from each local government and from each of TransLink, GVS&DD and GVWD. An additional application may be submitted for a capacity building / ICS Planning project (see Capacity Building / ICS Planning Program Guide).

All other local governments are eligible to apply, either as an individual applicant, or as a co-applicant with another eligible recipient under both the GSPF and IF programs. Each eligible local government may submit two applications for capital projects which will be considered under both the GSPF and IF programs. Two additional application may be submitted for a capacity building / ICS planning project (see Capacity Building / ICS Planning Program Guide).

## PROJECTS

### Eligible Projects:

Eligible Projects are those that result in tangible capital assets in British Columbia primarily for public use or benefit, owned by an eligible recipient, that improve the quality of the environment and contribute to reduced GHG emissions, cleaner water or cleaner air and that fall within the category of projects described in Schedule A of the GTA. A September 2010 Amendment to Schedule A of the GTA expands the eligible project categories to now include Local Roads, Bridges, and Tunnels, and Active Transportation Infrastructure. Please see the UBCM website for the amended Schedule A. Eligible projects are limited to those categories specifically identified for each Tier in Schedule A of the GTA, and a project must meet all other eligibility requirements set out in the GTA (e.g., funding must represent incremental spending).

### Phasing of Projects

For large infrastructure 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. Each phase should be a stand-alone aspect of the project. It is important to note that successful grant awards for phased projects do not ensure subsequent funding for future phases of the project.

### Ineligible Projects

Projects which would otherwise be eligible become ineligible if the project is started prior to the date the project is included in a GSPF or IF application. The project is deemed to have been started if a construction tender has been awarded or construction has commenced.

## COSTS AND FUNDING

### Eligible and Ineligible Costs

Eligible costs are set out in Schedule B of the GTA, and that Schedule should be consulted prior to applying. In general, eligible costs are limited to certain direct costs, properly and reasonably incurred and paid by the recipient under a contract for goods and services necessary for the implementation of an eligible project (e.g., capital costs; professional/consultant fees where the professional/consultant was specifically engaged to undertake design, engineering, etc; costs related to environmental assessments).

Schedule B also sets out ineligible costs, including such things as overhead costs, costs of feasibility studies for individual projects, land, routine repairs and maintenance, legal, audit and administrative costs. Generally, the costs of the recipient's own employees and equipment are ineligible, however, there are certain exceptions (see below).

### Own Force Employee and Equipment Costs

The incremental costs of the Local Government's employees or equipment may be included in its Eligible Costs under the following conditions:

- a) the Local Government has determined that it is not economically feasible to tender a contract;
- b) employees or equipment are employed directly in respect of the work that would have been the subject of the contract; and
- c) the arrangement is approved in advance and in writing by the Gas Tax Management Committee.

If the use of own force employee or equipment costs are being considered, please provide in addition to the application, a letter addressing the conditions above. Please note that while most eligible costs are eligible from the date of the application submission, own force employee and equipment costs are only eligible from date of Management Committee approval for the employee or equipment costs, which is expected to occur in winter 2012.

#### Funding amounts

Successful applicants will be awarded grant funding up to the lesser of 100% of the actual eligible project costs and 100% of the estimated eligible project costs identified in the application. Grants will be approved on the basis of the net costs to the applicant, that is, net of other grants, rebates and other external contributions (e.g., governments, non-government organizations, private sector).

If funding for a project is provided under another federal infrastructure program (e.g., Building Canada Fund), the maximum federal contribution under the other infrastructure program continues to apply, and GSPF or IF funding cannot be used to increase the maximum federal contribution under the other infrastructure program.

### **SELECTION PROCESS AND CRITERIA**

#### Selection Process

Applications will first be screened to ensure the applicant and the project meet eligibility requirements. Those meeting eligibility requirements will then be reviewed and scored against the selection criteria noted below. Funding decisions will be made primarily on the basis of the relative ranking of applications in relation to these criteria. Applicants are responsible for ensuring that applications include full and accurate information to assess eligibility and to score the project on the stated selection criteria.

#### Screening Criteria (both GSPF and IF)

- o Application must be submitted by an eligible local government or by TransLink, GVS&DD or GVWD, either individually or as a co-applicant with another eligible recipient. Eligible recipients are defined in section 1.1 of the GTA.
- o Application must be for a project that is an Eligible Project, as defined in the GTA, for that applicant (i.e., the applicant's Tier will determine which of the Schedule A categories and sub-categories are applicable)



- The project must not be ineligible because it had been started at the time of application, with “started” meaning that a construction tender has been awarded or construction has commenced.
- For **GSPF** applications, the project must be “larger in scale” or “regional in impact” and for **IF** applications, the project must “represent an innovative approach to achieving environmental sustainability objectives”.

#### Selection and Scoring Criteria:

Selection criteria are based on the program purposes and objectives discussed previously. These selection criteria then form the basis of the scoring and ranking of applications. **Please note that the criteria 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.**

#### **Criteria common to both GSPF and IF applications are:**

- how much the project is expected to contribute to reduced greenhouse gas emissions, cleaner air or cleaner water;
- the timing of the project and its outcomes;
- how well the project is linked to broader planning initiatives in the community.
- the degree to which the project develops or supports strategic infrastructure investment decisions or links to sustainability and capital investment plans;
- the degree to which the project uses sustainability principles or leads to sustainable community outcomes (e.g., demand management; best management and construction practices);
- the capacity of the project to provide new innovative research, testing, technology, methodology or approaches that may be used by other jurisdictions in planning or implementing sustainable infrastructure;
- the capacity of the community to undertake, evaluate and document the project, and to operate and maintain it;
- the capacity of the project to improve public and/or environmental health or to move the community towards evolving environmental or health protection standards; and
- the degree to which the project supports inter-jurisdictional cooperation in planning and implementing infrastructure priorities.

#### **GSPF specific criteria are:**

- the degree to which the project is larger in scale or regional in impact and/or reflects inter-jurisdictional cooperation;
- the size or scale of the project in relation to the size of the community.

#### **IF specific criteria are:**

- the degree to which the project benefits outweigh the potentially prohibitive costs and risks;
- the degree to which the innovative plan, process, method or technology could be used in other jurisdictions; and
- the relative benefit of the innovative process, method or technology over existing processes, methods and technologies.

## HOW TO APPLY

A link to the online application form is available on the UBCM website.

**Applications must be received by May 31, 2012** and applicants are responsible for ensuring full and accurate information is provided at the time of application.

## APPROVED APPLICATIONS

Successful applicants will be notified as soon as possible after funding decisions have been made.

### Content of 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.

Depending on the nature of the project, the specific funding agreement for that project may also impose additional standards or requirements (e.g., IF recipients may be required to provide details of testing or trials of new technology; certain types of infrastructure projects may need to be built to specific standards).

### 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.**

Funding under the GTA, including funding provided under the GSPF and IF programs is **not** considered to be federal funding for the purposes of the *Canadian Environmental Assessment Act*. There may, however, be other aspects of the project that would trigger an environmental assessment under that Act and recipients are responsible for determining whether or not an environmental assessment is required for a proposed project. Detailed information on that Act and its regulations can be found at [www.ceaa-acee.gc.ca](http://www.ceaa-acee.gc.ca)

Proposed projects that are subject to the *British Columbia Environmental Assessment Act* are specified in the Environmental Assessment Reviewable Project Regulations by both category and minimum-size threshold. Recipients are responsible for determining whether or not a proposed project is subject to that Act. All applicants should review a copy of the regulations for information on projects that may be subject to BCEAA (available at [www.eao.gov.bc.ca](http://www.eao.gov.bc.ca)).

### Payments

Payments will be made available to recipients in accordance with the terms and conditions of the funding agreement. There are a number of factors that will affect the timing of payments to recipients, including:

- *Cash flow considerations:* The amounts estimated for both the GSPF and the IF are based on funding commitments by Canada over a five-year period, and

funding decisions under both programs will likely occur prior to receiving all the funding that has been committed by Canada. UBCM cannot, however, make payments for an approved project until it receives sufficient funding from Canada to do so. Therefore, there may be a need to manage the flow of funds to recipients to ensure that payments due to recipients do not exceed payments received from Canada.

- *Estimated costs vs. actual costs:* Funding is based on the lesser of the actual net eligible costs and the estimated eligible costs. Depending on the nature and scale of the project, a funding agreement may provide for the release of progress payments prior to or during construction. However, a portion of the anticipated funding will be held back until project completion, since it is only then that actual costs can be determined.
- *Other requirements under the funding agreement:* A portion of the approved funding may need to be held-back until other conditions set out in the funding agreement are met.

#### Changes to approved projects

GSPF and IF approvals are project specific and material changes to scope of the project are subject to Management Committee approval. Consequently, recipients must report any proposed changes to an approved project to UBCM.