District of Barriere

REPORT TO COUNCIL
Request for Decision

Date: August 27, 2025	**File:** 530.20/Rpts
To: Council	**From:** Chief Administrative Officer Fire Chief
Re: Strategic Priorities Fund – Capacity Stream	
Recommendation: THAT Council instructs Staff to apply to the Strategic Priorities Fund – Capital Infrastructure Stream in the amount of $7,000,000 to undertake the Fire Hall Retrofit project; **AND THAT Council instructs Staff to provide overall grant management for the project;** **AND FURTHER THAT Council will support any reasonable cost overruns if those should occur.**	

Purpose

For Council to consider providing direction to staff to apply to the Strategic Priorities Fund – Capital Infrastructure Stream to support Council's strategic goals.

Background

On June 23, 2025, Council discussed the Strategic Priorities Fund (SPF) program and possible projects for Staff to focus on when considering the different funding streams. Council provided the following resolution at that time at the meeting:

THAT Council instructs Staff to pursue Capital Option "3 – Fire Services" for the Strategic Priorities Fund application and prepare the necessary cost estimates to be funded from operating funds or surplus.
AND FURTHER THAT Council instructs Staff to pursue a wastewater and/or water utility infrastructure development plan under the Capacity Building stream.

For clarity, this report focuses on the Capital Infrastructure funding stream application only. A separate report will be provided to Council for the Capacity Building funding stream application.

The District has been successful in past years with applications to the SPF in particular regarding extending water and wastewater utility services.

The SPF is an application-based funding program, which pools a portion of the annual Canada Community-Building Fund (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 intake of the SPF program will see an investment of up to $125 million to support infrastructure ($119 million) and capacity building ($6 million) projects in communities across the province.

The 2025 SPF program guidelines (see attached) include the following options for the 2025 edition of the capital portion of the program:

> Public Transit • Local Roads, Bridges and Active Transportation • Community Energy Systems • Drinking Water • Solid Waste • Wastewater and Stormwater • Regional and Local Airports • Short-Line Rail • Short-Sea Shipping • Broadband Connectivity • Brownfield Redevelopment • Resilience • Tourism Infrastructure • Cultural Infrastructure • Recreation and Sport Infrastructure • Fire Halls and Fire Trucks

Municipalities are limited to one (1) capital infrastructure application and one (1) capacity building application for a total of two (2) SPF applications.

The fund would cover up to 100% of net eligible costs of approved projects up to a maximum federal Canada Community-Building Fund contribution of $7 million.

The application deadline is September 12, 2025, and a Council resolution is required to be submitted alongside each of the applications.

If successful, the project must start within 2 years of approval and must be completed within 5 years of approval.

Capital Infrastructure Needs – Fire Hall

Apparatus and Fire Hall needs

After Council provided direction to Staff in June 2025, Staff retained the services of a qualified professional to create a Class C/D estimate for a retrofit of the current Solar Aquatics site (scheduled to be decommissioned by early 2027 once the new treatment plant is operational at the end of 2026) into a new Fire Hall.

The current Fire Hall has aged out, having had multiple additions over the years, and is no longer adequate to host our growing department and can no longer meet the needs of our community.

Based on the current age of our equipment, a new Fire Engine will be required within 4-5 years (2030) to meet the Fire Underwriter Survey (FUS) regulations that we fall under (cost estimate for a new engine: $1Mil to $1.5Mil). The engine that required replacement is awaiting approval for an extension of life where annual inspections are required to maintain compliance. The Engine's life span expires in October of this year, and extensions are eligible for a maximum of 5 years with a yearly review. It is also highly likely that the new engine will need to be a ladder (or Quint) truck to meet the height restriction limits in the FUS regulations (A new ladder truck is estimated between $2Mil to $2.8Mil). Given the current Fire Hall size and age, it will not be possible to host a new engine or ladder truck at that hall as it is and either a substantial retrofit/rebuilt of the current property or a new fire hall would be needed at another location.

Appendix A attached to this report has assorted interior and exterior pictures that try to highlight the capacity challenges at the current hall.

Regional Services

As Council is aware, the Fire Department provides services not just to Barriere but also to Simpcw First Nation through a mutual aid agreement, to the Thompson Nicola Regional District (TNRD) Area O, Rural Road Rescue (including Highway 5, Agate Bay Road, Dunn Lake Road, Westsyde Road, Barriere Lakes Road etc.), and various other regional emergency support services.

Training Facilities

Adequate training space is critical to ensuring firefighters receive both classroom instruction and essential hands-on, physical training. Firefighting is inherently high-risk, and practical training allows members to hone critical skills, build muscle memory, and develop confidence in high-stress situations. Consistent, realistic training directly reduces the frequency of injuries on the job by ensuring firefighters are physically prepared and able to perform safely and effectively.

Unfortunately, our current firehall does not provide the space necessary to support these needs. Classroom sessions are often overcrowded, preventing all members from participating at the same time. For ProBoard Certified testing with an official proctor, exams must frequently be split into multiple sittings due to limited room, creating delays and added costs.

Practical, scenario-based training is even more impacted. Mutual aid and cross-agency training sessions cannot be accommodated in the existing training room, forcing us to clear engines from the apparatus bay to create space. This practice is only possible in warmer months, as equipment cannot be left outside without risk of freezing or damage. Without a dedicated, year-round training area, our members' ability to engage in the physical, hands-on practice that is vital to their safety, skill development, and overall operational readiness is significantly restricted.

Community Growth Projections

The Housing Needs Assessment conducted in 2024 by the TNRD anticipates that Barriere will require an additional 175 units of housing in 5 years and 448 units within 20 years. As such, housing developers that have contacted the District have all inquired about height restrictions to accommodate as many units as possible of housing on a small footprint. Without a ladder truck, per FUS, the District can only have a maximum of 4 buildings over 10.7m (35 ft) before a ladder truck becomes a standard requirement. The District has already 2-3 buildings that would qualify under the FUS. As such, the anticipated growth projections do indicate that a ladder truck will be required within a not-too-distant future. Failure to meet the FUS requirements would negatively impact our ratings and subsequently would increase the costs to homeowners' fire insurance policies.

Fire Hall – Summary

A new firehall will ensure quicker response times, improved training spaces, safer working conditions for our volunteer firefighters, and better coordination during emergencies. This new facility won't just benefit the fire department — it will support the safety and resilience of our entire region, enhancing fire protection, emergency response, and disaster readiness for years to come.

Financial Impacts

Based on Council's direction at the June 23, 2025, meeting, staff engaged a team of qualified professionals to conduct a feasibility study and draft design options to accommodate a fire hall on the same parcel of land.

In discussions with the team, it was noted that current average post disaster construction costs range from $730 to $750 per sq foot, while renovation costs of existing facilities for administration and training purposes could be as low as $65 per sq foot for minor renovations and $450 per sq foot for major renovations. Further costs such as furnishings, engineering, geotechnical, structural, and contingency funds are anticipated to be an additional 25%-30% on top of the listed costs above. Funding therefore must be based on Project Cost, of which Construction cost is only one part.

The National Building Code of Canada (NBCC) defines a post-disaster facility as a building that is "necessary for the provision of essential services to the general public in the event of a disaster." They include healthcare facilities like hospitals, emergency treatment centers, blood banks, and long-term care facilities. Other key buildings are those that provide utility services and control centers for water and sewage, natural gas distribution, power and electrical substations, and fire and rescue.

Reviewing the challenges that we currently face (room for additional apparatuses, space for training of the volunteers, proper decontamination and cleaning areas, etc.) while equally being prepared for future needs (Work Experience Programs (WEP), fitness facility, etc.) a preliminary order of magnitude budget estimate was calculated at roughly 2,000 sq meters or 21,527 sq feet. For a brand-new fire hall, this would subsequently result in a cost of roughly $21,000,000 which is not a feasible option at this time as the grant would only be able to cover $7,000,000 and as such, taxpayers would be responsible for the remainder (unless another grant becomes available).

Given these preliminary order of magnitude budget, the consultants and staffs' energy focused on a retrofit of a current District-owned building compared to an entirely new construction which would ensure the costs are contained as much as possible. The team also focused on the current property which includes the Radio station building and the Solar Aquatics facility as it provided for the necessary space and the current hall would be close by to accommodate a transition.

As a new Wastewater Treatment Plant is anticipated to be operational at the end of 2026, the current facility (Solar Aquatics) would be available for a retrofit. The Solar Aquatics building was only constructed in 2014 and as such is only 12 years old, but will no longer be required to host a treatment plant, and as such, a component of the building is available to be repurposed if feasible; however, some of the post disaster requirements may impact which portion can be kept and which portion would need to be re-constructed.

The consultants provided 3 options for further discussion at the meeting:

1. Option 1 would see a full build-out at the Solar Aquatics facility to a cost of roughly $12,000,000 + roughly 30% for other costs for a Project Cost of: $15,760,765.
2. Option 2 strictly focuses on the bare minimum (new truck bays and fire equipment area), yet without new office spaces, training facilities, and meeting rooms for EOC, etc.). Costs for this option would be the most affordable at roughly $8,500,000 + roughly 25% for other costs, for a Project Cost of: $10,622,875.
3. Option 3 shows an entirely new built, basically removal of everything and starts from scratch. Construction costs are listed at roughly $16,000,000 + roughly 30% other costs, for a Project Cost of: $20,871,283.

So, what does this mean for the taxpayer?

If successful under the SPF grant application, and a $7,000,000 amount was received towards a hall, the taxpayers would be faced with the following impacts for the various options:

1. Option 1 - Roughly $8,760,765 would be remaining to be borrowed. MFA Rates for 25 years are currently at 4.94%, which would result in roughly $650,000 per year or $16.4Million in total payments over that time period. This amount is around the overall threshold allowable to the District for total debt. It is above the approval free liability zone, and as such an alternative approval process would be required. An additional $650,000 annually would be required to be funded from taxation or other means. 1% taxation increase is roughly $11,000, so roughly 59% if fully funded by taxation.

2. Option 2 - Roughly $3,622,875 would be remaining to be borrowed. MFA Rates for 25 years are currently at 4.94%, which would result in roughly $270,000 per year or $6.8Million in total payments over that time period. This amount is well within the overall threshold allowable to the District for total debt. It is still above the approval free liability zone, and as such an alternative approval process would be required. An additional $270,000 annually would be required to be funded from taxation or other means. 1% taxation increase is roughly $11,000, so roughly 25% if fully funded by taxation.

3. Option 3 - Roughly $13,871,283 would be remaining to be borrowed. MFA Rates for 25 years are currently at 4.94%, which would result in roughly $1,040,000 per year or $26Million in total payments over that time period. This amount is well over the overall threshold allowable to the District for total debt and as such, the District would not be able to pursue this option. If permissible, an additional $1,040,000 annually would be required to be funded from taxation or other means. 1% taxation increase is roughly $11,000, so roughly 95% if fully funded by taxation.

Although the cost projections are high, the intent would be to have a fire hall that is capable of supporting the community and region for the next 75 to 100 years without any additional major construction costs besides the regular wear and tear replacements (roof, A/C, etc.).

Staff is still working on refining the potential layouts and needs and would consider the dollar amount listed for Option 2 the absolute maximum amount that is feasible for the District's taxpayers. That being said, all options include roughly 15% contingency funding, which in case of Option 2 accounts for $1.2 Million which may not be required and bring the total without contingency to $2.4Million.

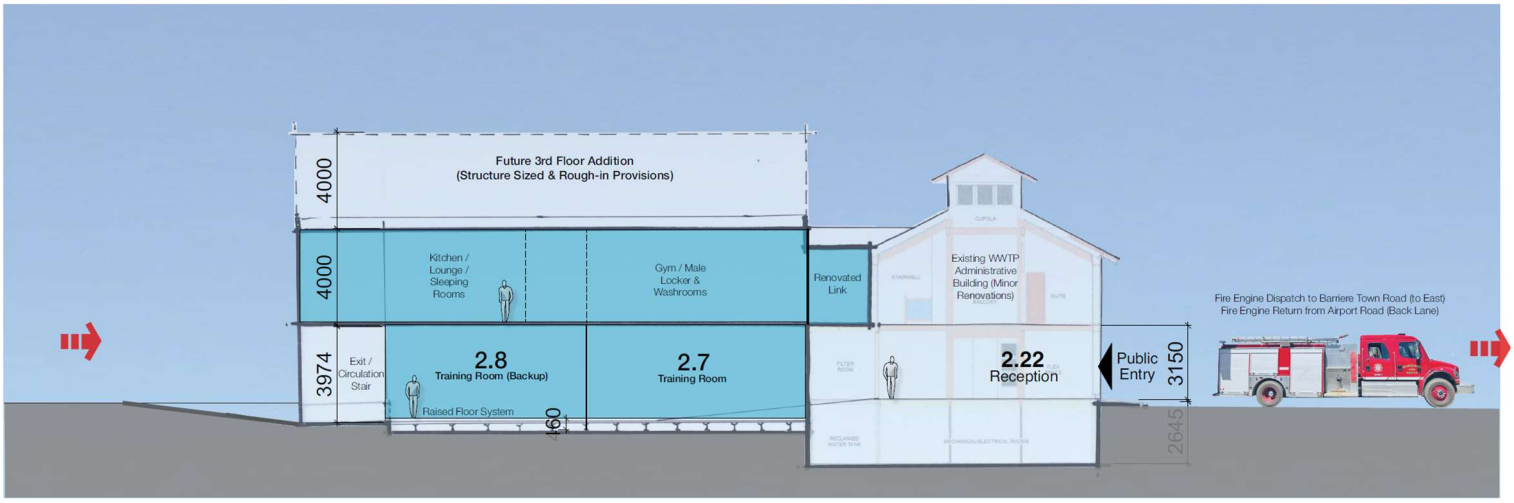
However, as the cost estimate is based on current (Q2 2025) dollar amounts, at best, the construction could not commence until Q1 2027 (construction has to commence though within 2 years of grant approval) and as such, there is a risk of inflation impacting this dollar amount negatively. Given past construction cost increases it is fair to assume a 10% cost escalation over the next 2 years as reasonable, which would bring the project for Option 2 to roughly $11.7 Million, minus the $7,000,000 for the grant, equals $4.7 Million outstanding. If the District would not use any of the 15% contingency funds at that stage, then the overall amount remaining would roughly be $3.2 Million.

Phasing the project and spacing the capital cost over more years is a potentially viable option. It should however be understood that multiple procurement cycles, mobilization/demobilization of different contractors, warranty gaps and overlaps, scope overlaps, with time/cost escalation would add considerable additional cost to the final built value vs. constructing in one continuous phase beginning to end of project.

The initial proposal asked for a Class B estimate (+/- 10%-15% range) and feasibility report; however, was unable to be achieved in the timeline. The final report by the consultant team that will be part of the SPF application will be closer to a Class C to D estimate; however, with as much certainty as possible.

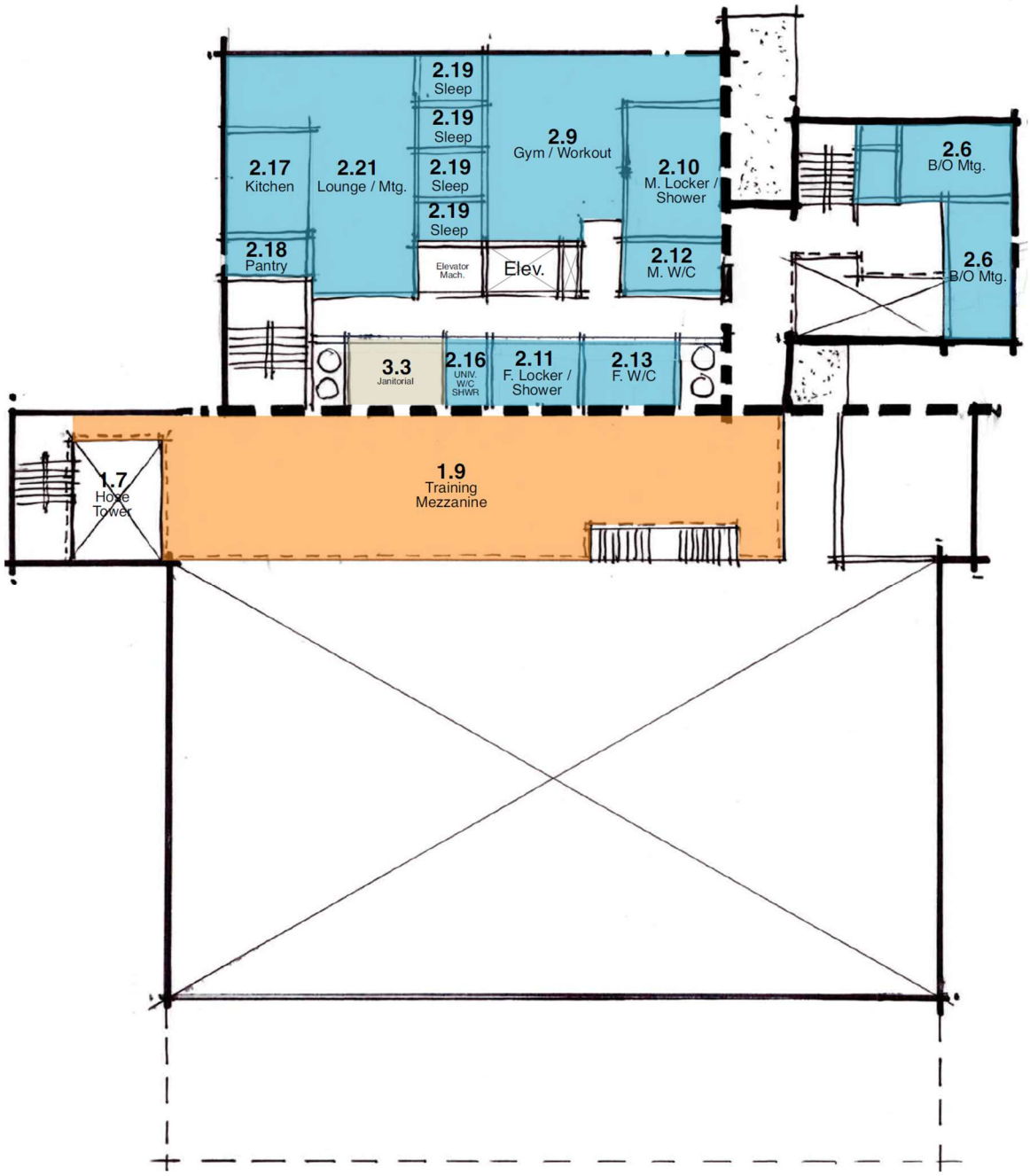
Below are some conceptual drawings of the Option 1 solution from the front (East), and a sectional from the side.

East Elevation (Option 1 - Full Build-Out with Future Provisions)



East - West Building Section (Option 1 - Full Build-Out with Future Provisions)

Above is the main floor of the Option 1 solution. Option 2 would essentially remove the top left area shaded in blue and grey from the retrofit which would be intended to host training and EOC facilities and office spaces. The top right area would remain and could be used for offices in the meantime.



Option 1 is shown above for floor 2. Option 2 again would remove the top left area which had a meeting room and gym area included.

Benefits or Impact

General

This resolution would provide Staff the direction to apply for the grant for a Fire Hall replacement or retrofit. The resolution also provides for two funding program requirements by instructing staff to oversee the grant management and for the District to cover any financial shortfalls if they should occur.

Finances

100% funding would be provided through the SPF up the approved amount if successful.
As this is a large-scale construction project, final costing cannot be determined until the actual Request for Proposal (RFP) responses are received in 2 years from now. A resolution to apply to the grant must include a component that Council will financially support any cost overruns.

Other financial impact details are included in the report above.

Strategic Impact

Priority #2: Fiscally Responsible Operations
Goal 1. – Develop a District Facilities Roadmap
Actions to get us there:
a. Review current key facilities for long- and short-term use (Facility Assessments):
    a. Town Hall / SD73 partnership
    b. Fire Hall
    c. Works Yard
    d. BBC
    e. Lions Hall
    f. Old Chamber Building
    g. Solar Aquatics

Risk Assessment
Compliance: Strategic Priorities Fund 2025 Program Guidelines

Risk Impact: Low

Internal Control Process:
Staff will follow the necessary processes when submitting the funding application.

Next Steps / Communication

- Submit SPF Capital Infrastructure application before September 12, 2025.

Attachments

- Appendix A – Inside Pictures
- Appendix B – Outside Pictures
- Appendix C – Design Overview and Costing Options
- Strategic Priorities Fund 2025 Program Guidelines

Recommendation

THAT Council instructs Staff to apply to the Strategic Priorities Fund – Capital Infrastructure Stream in the amount of $7,000,000 to undertake the Fire Hall Retrofit project;

AND THAT Council instructs Staff to provide overall grant management for the project; AND FURTHER THAT Council will support any reasonable cost overruns if those should occur.

Alternative Options

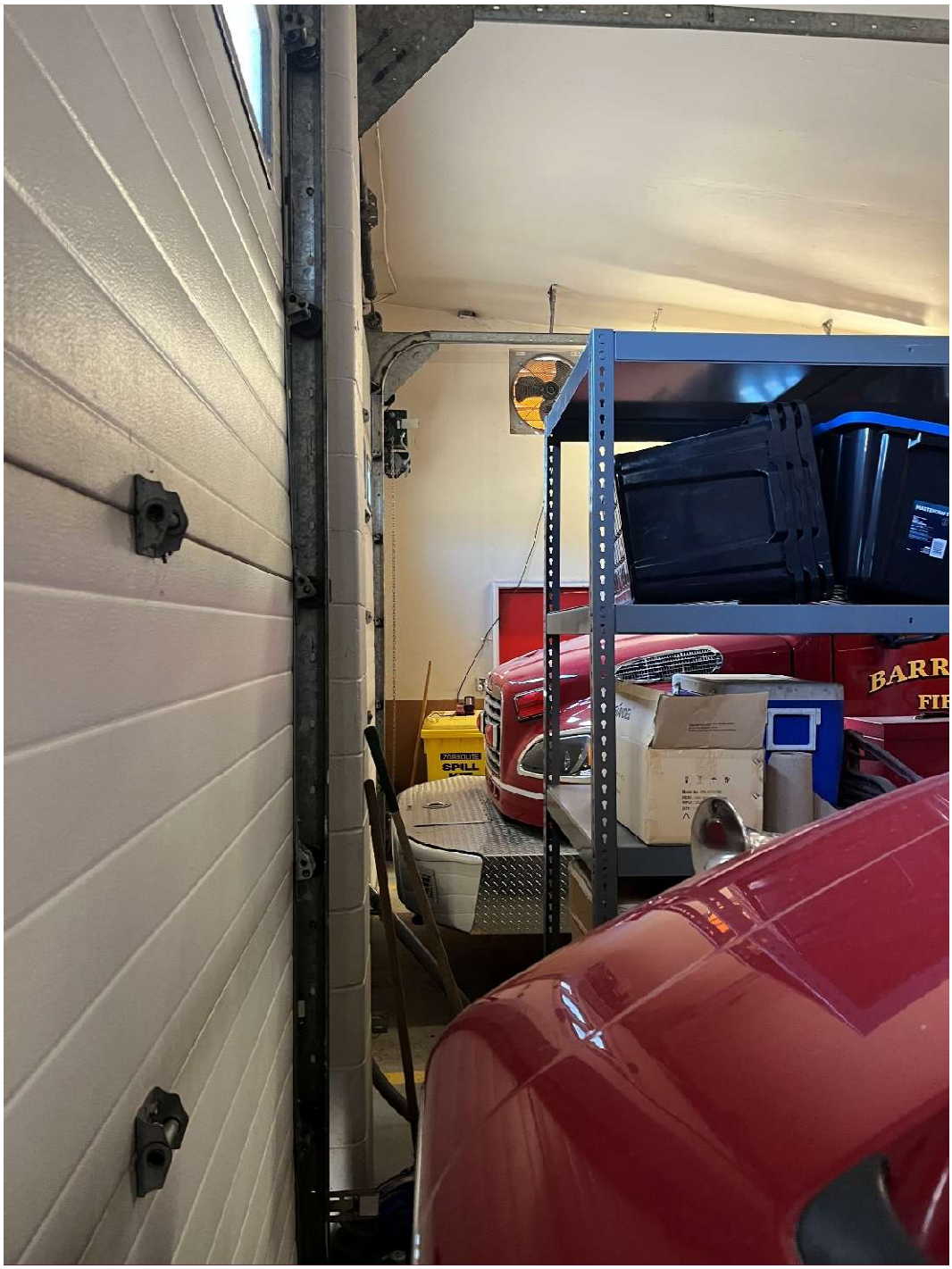
1. Council could instruct Staff to not proceed with the application. Although this is an option, the need for an expanded hall due to the need for a ladder truck and other essential firefighting facilities still remains; and Council would need to determine how to fund such a high-cost project in other means.

2. Council could instruct Staff to reduce the scope and find alternative ways to fit the application within parameters that would meet the community's affordability levels, for example, a phased approach with only two bays; or two bays and a reduced administrative area, or a retrofit of the current fire hall.

Prepared by:
D. Drexler, Chief Administrative Officer
A. Hovenkamp, Fire Chief

Appendix A – Inside Pictures


BARRIERE
FIRE
DEPARTMENT
FireSmart
6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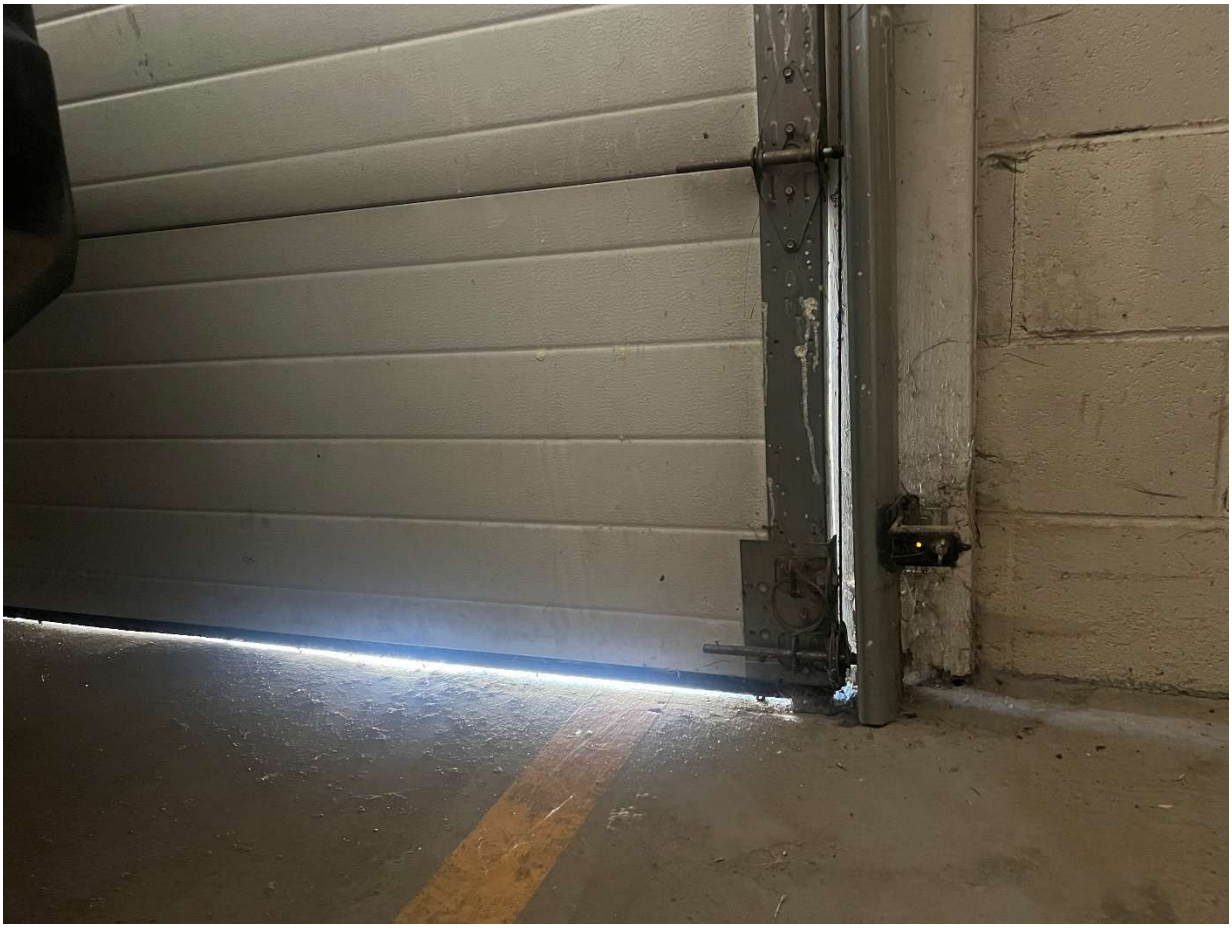
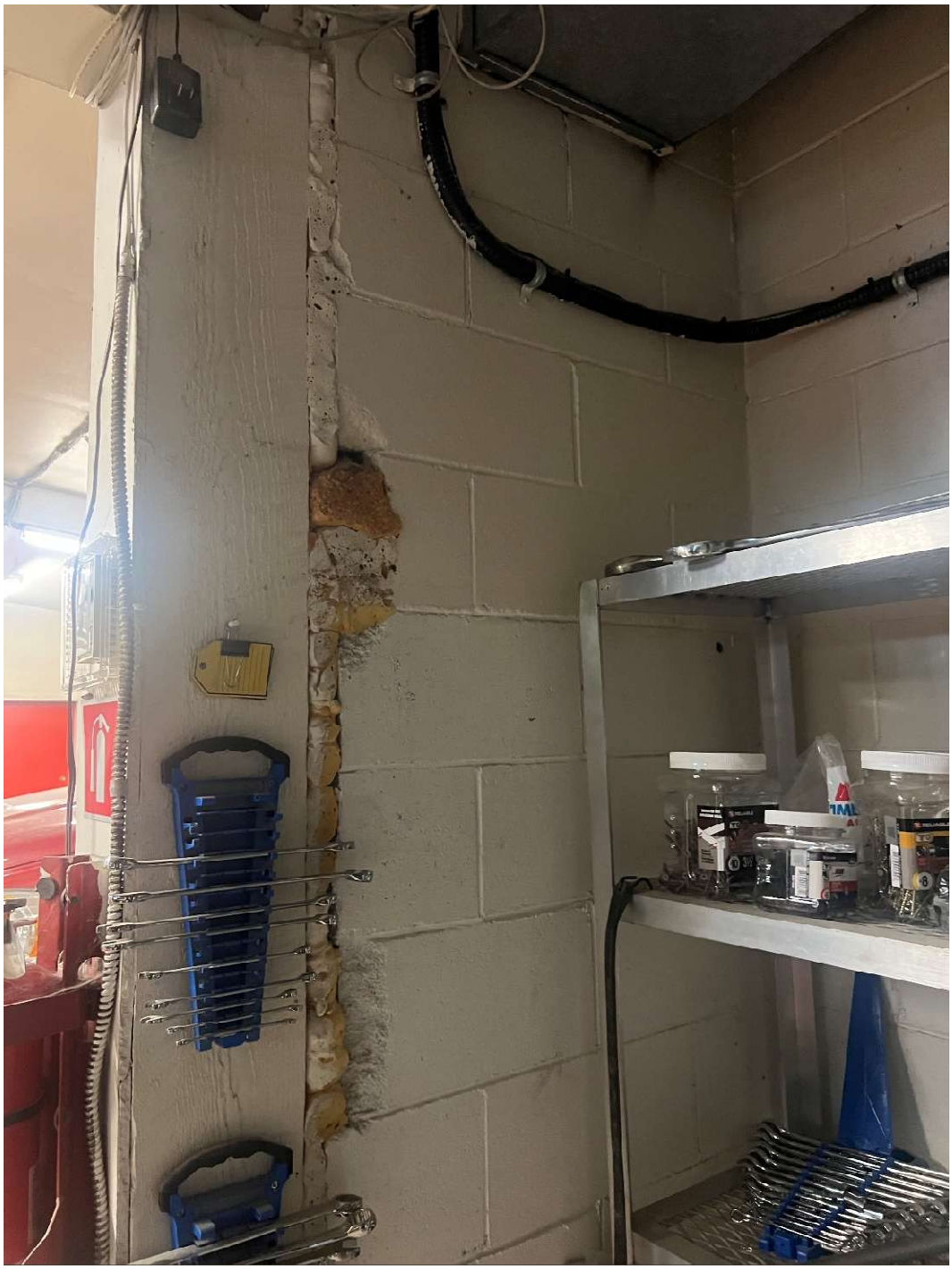
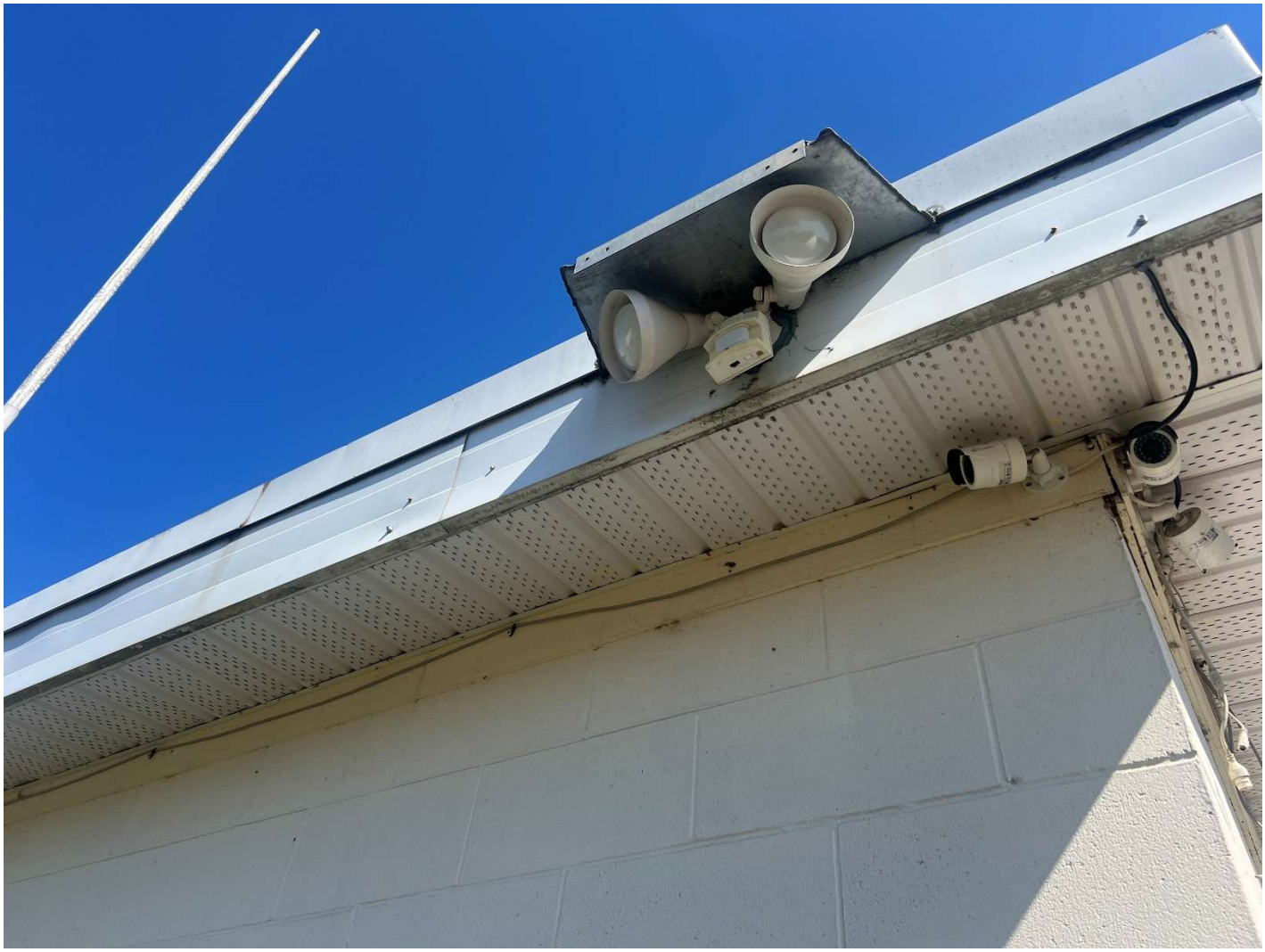




Appendix B – Outside Pictures



STRATEGIC PRIORITIES FUND 2025

PROGRAM GUIDELINES

MAY 2025

UNION OF BC MUNICIPALITIES

A STREAM OF THE CANADA COMMUNITY-BUILDING FUND IN BC

PURPOSE OF THE STRATEGIC PRIORITIES FUND

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 of Metro Vancouver.

ELIGIBLE CAPITAL INFRASTRUCTURE STREAM CATEGORIES

Public Transit • Local Roads, Bridges and Active Transportation • Community Energy Systems • Drinking Water • Solid Waste • Wastewater and Stormwater • Regional and Local Airports • Short-Line Rail • Short-Sea Shipping • Broadband Connectivity • Brownfield Redevelopment • Resilience • Tourism Infrastructure • Cultural Infrastructure • Recreation and Sport Infrastructure • Fire Halls and Fire Trucks

ELIGIBLE CAPACITY BUILDING STREAM CATEGORIES

Asset Management, Long-Term Infrastructure Planning, and Integrated Community Sustainability Planning.

APPLICATION LIMIT FOR MUNICIPALITIES

One (1) capital infrastructure application and one (1) capacity building application for a total of two (2) SPF applications

APPLICATION LIMIT FOR REGIONAL DISTRICTS

Total of four (4) applications with a maximum of three (3) capital infrastructure applications

AVAILABLE FUNDING

Up to 100% of net eligible costs of approved projects up to a maximum federal Canada Community-Building Fund contribution of $7 million.

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

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

Table of Contents

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 fourth intake of the SPF program will see an investment of up to $125 million to support infrastructure and capacity building projects in communities across the province

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 May 20, 2025, to September 12, 2025. Applications can be submitted through UBCM's Program Information Management System (PIMS).

For help accessing PIMS, contact pims@ubcm.ca

1.3 AVAILABLE FUNDING

- Capital Infrastructure Stream: Up to $119 million is available
- Capacity Building Stream: Up to $6 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 four (4) applications with a maximum of three (3) applications under the Capital Infrastructure Stream.

1.5 FUNDING AMOUNT LIMIT

The SPF program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of $7 million.

2 ELIGIBLE APPLICANTS

The SPF program is open to all local governments in British Columbia outside of Metro Vancouver.

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

Ultimate Recipients are defined as: a local government; a non-municipal entity, including for-profit, nongovernmental and not-for-profit organizations located and operating in British Columbia; and BC Transit.[1]

[1] 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	Recreation and Sport Infrastructure
Wastewater and Stormwater	Drinking Water
Tourism and Culture Infrastructure	Community Energy Systems
Solid Waste	Public Transit
Short-sea Shipping and Short-line Rail	Resilience
Fire Hall and Fire Trucks	Broadband Connectivity
Regional and Local Airports	Brownfield Redevelopment

CAPACITY BUILDING STREAM
Asset Management Planning
Long-term Infrastructure Planning
Integrated Community Sustainability Planning - Housing Planning

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

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 (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

3.2.2 Ineligible Capacity Building Stream Projects

- 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 Expenditures are those associated with the acquiring, planning, designing, constructing, or renewal and rehabilitation of a tangible capital asset or natural asset in British Columbia.

Infrastructure is defined as a municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia primarily for public use or 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

The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

a. the Ultimate Recipient can demonstrate that it is not economically feasible to tender a Contract;
b. the employee or equipment is engaged 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 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 (±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 (±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 (±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.

Class D estimate (±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

4.2 ELIGIBLE COSTS FOR CAPACITY BUILDING STREAM

The expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans.

Expenditures could include developing and implementing:

- Studies, strategies, plans or systems related to asset management, which may include software acquisition and implementation
- Studies, strategies, plans or systems related to housing or land use, including Housing Needs Assessments; and its relation to infrastructure service delivery
- Training directly related to asset management planning; and
- Long-term infrastructure plans

4.3 INELIGIBLE COSTS

- 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
- 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
- Taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates
- Costs associated with healthcare infrastructure or assets
- The cost of leasing of equipment by the Ultimate Recipient and its direct or indirect operating or administrative costs of Ultimate Recipients

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.

Strategic Priorities Fund and Community Works Funds can be stacked without restrictions.

6 PHASING OF PROJECTS

For large projects that require significant funding support, it is recommended that applicants consider an appropriately sized and scoped project application. Applicants should apply for a component of the project or identify how the project could be phased. Where a phase is submitted for funding consideration, each phase should independently result in outcomes which align with the SPF objectives. It is important to note that successful grant awards for phased projects do not ensure subsequent funding for future phases of the project.

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.

Please contact us at ccbf@ubcm.ca or 250-356-5134 if you are considering submitting a phased approach application.

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 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
- Attached feasibility study and/or design report (for Capital Stream)
- Detailed cost estimate template (for Capital Stream)
- Map and/or drawings (for Capital Stream)
- Project Budget (for Capacity Building Stream)
- Current Council or Board resolution indicating support for the proposed activities and willingness to provide overall grant management and support any cost overruns
- Own force labour and/or equipment request (if applicable)

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
- The degree to which the project enables, supports, or preserves housing, including affordable housing

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
- Housing and growth considerations
- Climate impact considerations

9 GRANT MANAGEMENT AND 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 for capital projects.

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 and Housing Report	Funds spent in prior year	Annually
Outcomes Report	Funds spent over life of project	As requested

ANNEX A: EXAMPLES OF ELIGIBLE PROJECTS

CAPITAL PROJECTS	
CATEGORY & DESCRIPTION	**EXAMPLES**
LOCAL ROADS, BRIDGES, & ACTIVE TRANSPORTATION The construction, renewal, or improvement of essential infrastructure such as roads, bridges and active transportation.	New construction and rehabilitation of: • Local roads • Bridges • Cycling lanes • Sidewalks paths • Overpasses, or underpasses • Tunnels • High occupancy lanes or transit lanes • Grade separations • Interchanges • Intersections • Roundabouts • Sound barriers • Snow fences • Intelligent transportation systems
DRINKING WATER Infrastructure that supports drinking water conservation, collection, treatment and distribution systems	• Drinking water treatment infrastructure • Wells • Transmission mains • Distribution pipes • Storage • Facilities • Smart meters
WASTEWATER AND STORMWATER Infrastructure that supports wastewater and storm water collection, treatment and management systems.	• Treatment • Storage • Transmission mains, collection pipes • Facilities
COMMUNITY ENERGY SYSTEMS Development, improvement, or renewal of infrastructure dedicated to energy generation or efficiency enhancement.	• 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 Use of natural infrastructure, such as natural vegetation for stormwater drainage, green roofs for insulation and reduced energy use, and trees for natural shading and cooling

CAPITAL PROJECTS	
CATEGORY & DESCRIPTION	**EXAMPLES**
PUBLIC TRANSIT Infrastructure which supports a shared passenger transport system which is available for public use.	Transit infrastructure such as: • Rail • Buses • Ferries • Para-transit vehicles • Rapid transit systems • Related facilities Intelligent transport systems such as: • Fare collection • Fleet management • Transit priority signaling • Real time traveler information system at stations and stops Related capital infrastructure including: • Bus lanes • Streetcar and trolley infrastructure • Storage and maintenance facilities • Security enhancement • Transit passenger terminals
SOLID WASTE Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.	Solid waste diversion projects including: • Recycling • Composting and anaerobic digestion facilities Solid waste disposal projects including: • Thermal processes • Gasification, and landfill gas recovery • Solid waste disposal strategies that reduce resource use Solid waste management system infrastructure, including: • Facilities • Rolling stock • Collection bins
SPORT INFRASTRUCTURE & RECREATION INFRASTRUCTURE Sport infrastructure for community public use and in support of major athletic events; 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 Other facilities that have physical activity as primary public use Community centers that offer programing to the community at large, including all segments of the population Networks of parks, fitness trails and bike paths

CAPITAL PROJECTS	
CATEGORY & DESCRIPTION	**EXAMPLES**
CULTURAL INFRASTRUCTURE Infrastructure that supports arts, humanities, and heritage. Infrastructure that supports opportunities to showcase the richness of Canada's diversity, including facilities aimed at supporting off-reserve Indigenous population	• 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 • Aboriginal Friendship centres and Youth Centres • Indigenous arts centres • Indigenous traditional/ceremonial rooms or spaces • Construction and management of trails for preserving Indigenous traditions, including hunting and fishing • Centres to help commemorate residential school survivors
TOURISM INFRASTRUCTURE Infrastructure that attracts travelers for recreation, leisure, business or other purposes	• Convention centers • Exhibition hall-type facilities • Visitor centres
RESILIENCE Supports assets that increase a community's capacity to withstand, respond to, and rapidly recover from damage and disruptions caused by changing climate conditions.	Construction of public infrastructure and/or modification or reinforcement of existing public infrastructure including natural infrastructure that prevent, mitigate or protect against impacts of climate change, disasters triggered by natural hazards, and extreme weather. Building dams and dikes to reduce the risk of flooding Restoring wetlands and other natural infrastructure to redirect and capture rainwater Seismic upgrades Installing retaining walls, gabions, to control erosion Stabilizing of berms to protect roads from erosion and shifts in the ground.
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 • Laying fibre optic cable to bring broadband Internet access to a community

CAPITAL PROJECTS	
CATEGORY & DESCRIPTION	**EXAMPLES**
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 CCBF, 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 CCBF Agreement New construction of municipal use public parks and affordable housing
REGIONAL AND LOCAL AIRPORTS Airport related infrastructure for local and regional airports with year-round service (excludes National Airport System (NAS)	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
SHORT-LINE RAIL Railway related infrastructure for carriage of passengers or freight that offer year-round service	• Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal • Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel • Construction, development or improvement of facilities to improve interchange of goods between modes • Procurement of technology and equipment used to improve the interchange of goods between modes
SHORTSEA SHIPPING Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean	• Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities • Capitalized equipment for loading/unloading required for expansion of short-sea shipping • 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)
FIRE HALLS AND FIRE TRUCKS Fire Hall and fire truck infrastructure	• New fire hall (building) for housing fire-fighting apparatus and staff (may include attached dorms, basic training facilities, and administration areas) • Retro-fit and modernization of existing fire halls and attached building space • Eligible rolling stock as stand-alone purchases includes all types of fire engines, i.e. any trucks that are part of the fire department that respond to the actual emergency.

CAPACITY BUILDING PROJECTS	
CATEGORY & DESCRIPTION	**EXAMPLES**
ASSET MANAGEMENT Increase local government capacity to undertake asset management planning practices	Asset Management Practices Assessment Current State of Assets Assessment Asset Management Policy Asset Management Strategy Asset Management Plan Long-Term Financial Plan Asset Management Practices Implementation Plan Asset Management Plan Annual Report
INTEGRATED COMMUNITY SUSTAINABILITY PLANS Increase local government capacity to undertake integrated community sustainability plans	Integrated community sustainability plans Regional growth strategies Community development plans Community plans Housing Needs Assessments Housing Plans
LONG-TERM INFRASTRUCTURE PLANS Increase local government capacity to undertake long-term infrastructure planning.	Detail design documents and feasibility studies, through the appropriate infrastructure funding category Transportation plans Infrastructure development plans Liquid waste management plans Solid waste management plans Long-term cross-modal transportation plans Water conservation/demand management plans Drought management contingency plans Air quality plans GHG reduction plans Energy conservation plans

ANNEX B: SAMPLE ONLINE INFRASTRUCTURE APPLICATION

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.

    - e.g. 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.

    - e.g. 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, 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)

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.

    - e.g. Third 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. UBCM will not consider cost overruns. Council and Board Resolutions supporting the application must clearly identify that the local government will consider any cost overruns to 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. Estimated construction 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, permitting, 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.

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. 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

ASSET MANAGEMENT

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? (Yes/No)

    - 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.

50. How will this project enable, support or preserve housing supply, including affordable housing?

    - e.g. The investment in infrastructure which increases the capacity of communities to support, enable and preserve housing growth
    - e.g. increase capacity for wastewater system to support neighborhood expansion of xxx new housing units, or a drinking water project which increases the treatment capacity of a water treatment plant to accommodate population increases.

RESOURCE RECOVERY

51. Explain how resources are recovered and reused in this project. e.g. Collection of biogas, heat, or reclaimed effluent/water

ENVIRONMENTAL PROTECTION

52. 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

53. 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

54. 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.

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

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

a. GIS infrastructure inventory,
b. Infrastructure replacement evaluation and schedule,
c. Some infrastructure conditional assessments and identification of capital works;
d. A review of operation and maintenance to ensure long-term infrastructure integrity;
e. 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.

SECTION 3 PROJECT OUTCOMES AND OUTPUTS

15. Progress to Date: Summarize the progress to date related to overall asset management, integrated community sustainability planning, or long-term infrastructure planning within your community.

16. Process: What are the key steps/stages in completing the project?

    - e.g. public consultation, research, assessment, training.

17. Integration: In what ways does this project integrate with and/or align plans or activities?

18. 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.

19. 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, identifying current and future housing needs of a municipality or community, etc.

20. Implementation: Is there an anticipated implementation plan for the project? If yes, please describe.

21. 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.

22. 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.

23. 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) / infrastructure needed to support community growth

24. 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

25. 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 / Climate change / Meets Regulatory Requirements / Cultural, Creative or Recreational Opportunities / Increased Efficiency, Accessibility to an Essential Core Service / Increases Resiliency to Climate Change / Identify current and future housing needs and plans

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.

26. 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.

27. Regional in impact: Describe how this project is identified as regional in impact, a regional priority or leads to regional collaboration.

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

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

30. Notes for Required Documents

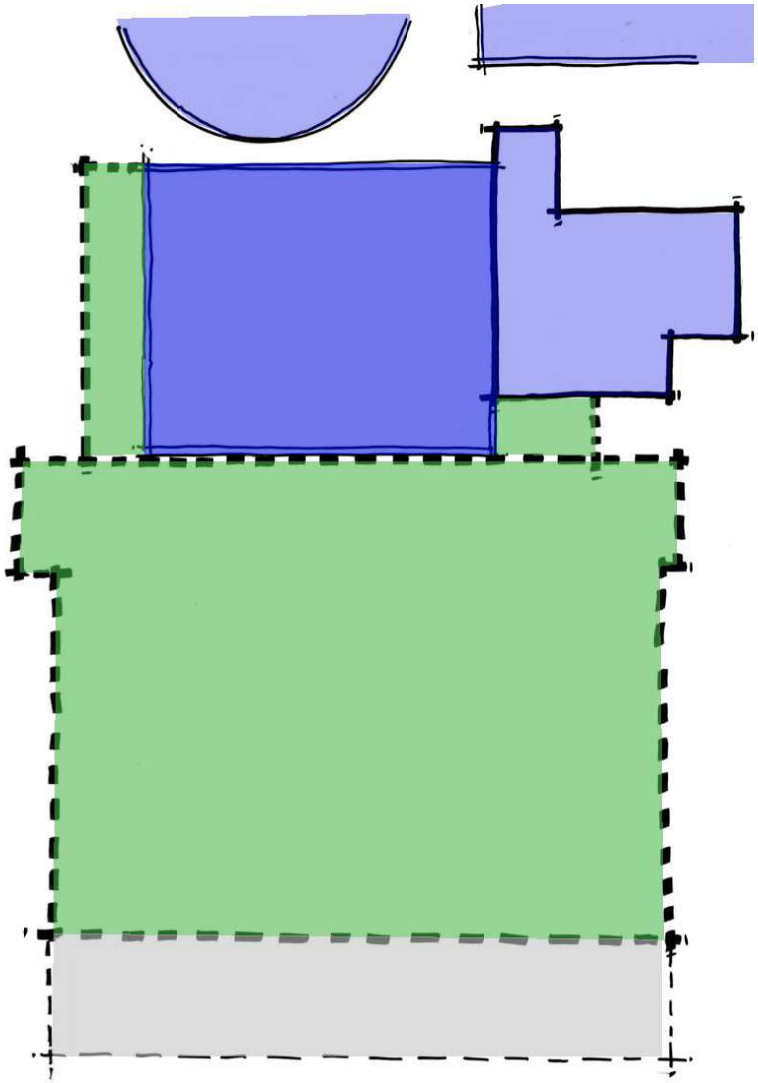
UNION OF BRITISH COLUMBIA MUNICIPALITIES

Victoria Office
525 Government Street
Victoria, BC V8V 0A8
250-356-5134 ccbf@ubcm.ca

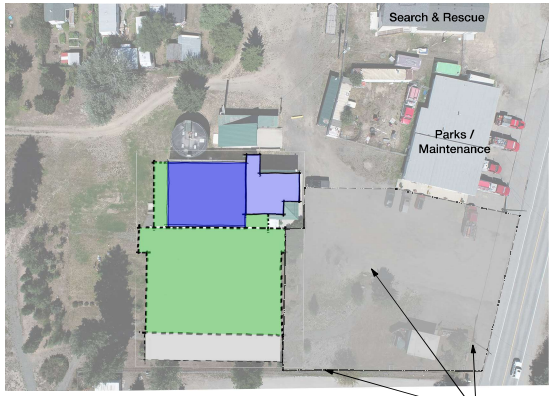
Richmond Office
Suite 60 -10551 Shellbridge Way
Richmond, BC V6X 2W9
604-270-8226 ubcm@ubcm.ca

Legend

- Existing WWTP - Minor Renovations
- Existing WWTP - Major Renovations
- Building Expansion
- Future Expansion (Apparatus Bay) Allowance



Existing Site



Proposed Site

District of Barriere Proposed Fire Hall

Iterate Architecture Inc.

Building Development Keyplan

N.T.S. 2025-08-25

Barriere Waste Water Treatment Plant & Firehall Site

4587 Barriere Town Road
Lot 1 District Lot 1445
Kamloops Division
Yale District Plan 1871

District of Barriere Proposed Fire Hall

Iterate Architecture Inc.

Main Floor Plan

1:200 2025-08-25

Barriere Waste Water Treatment Plant & Firehall Site

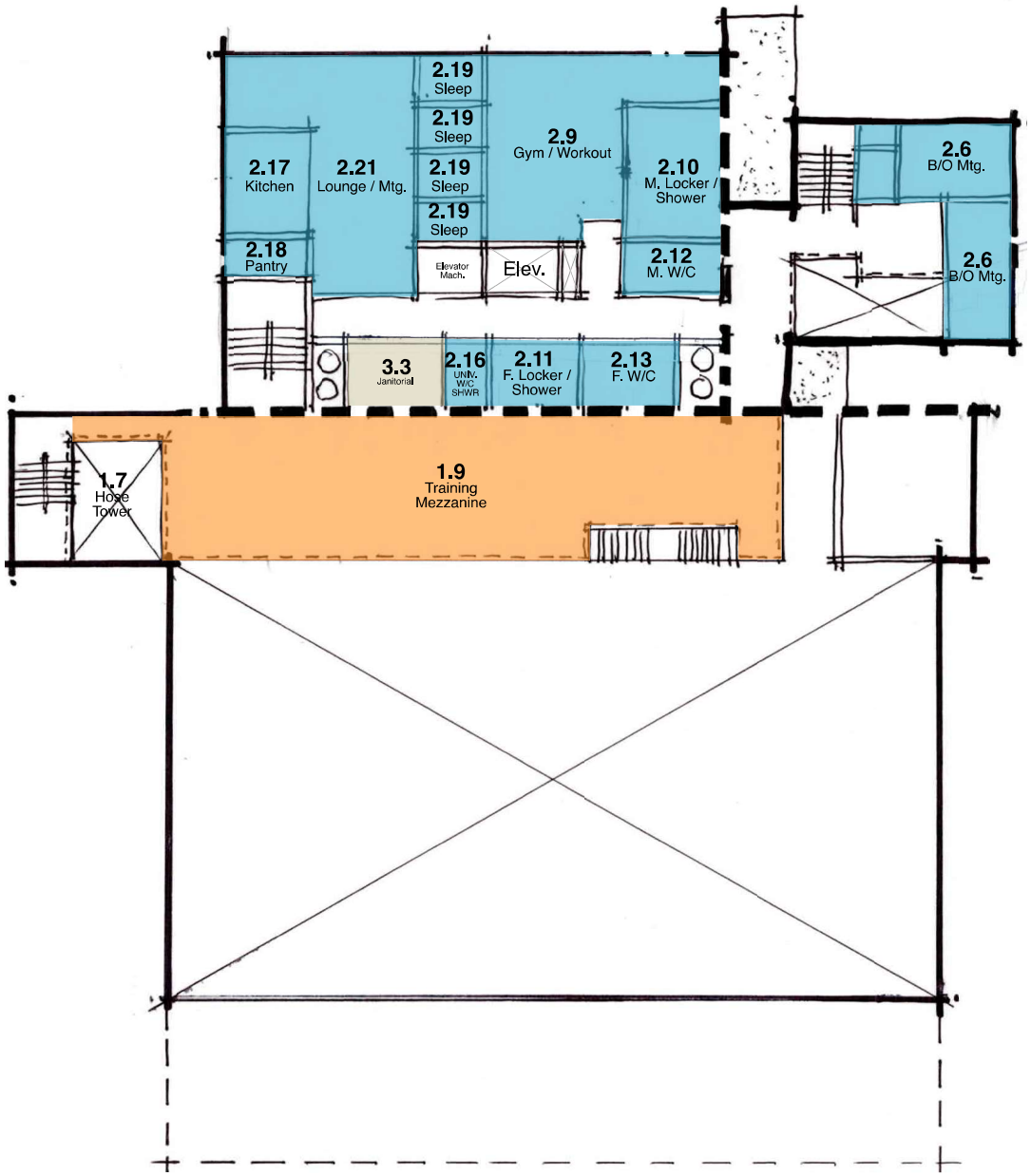
4587 Barriere Town Road
Lot 1 District Lot 1445
Kamloops Division
Yale District Plan 1871

District of Barriere Proposed Fire Hall

Iterate Architecture Inc.

Second Floor Plan

1:200 2025-08-25



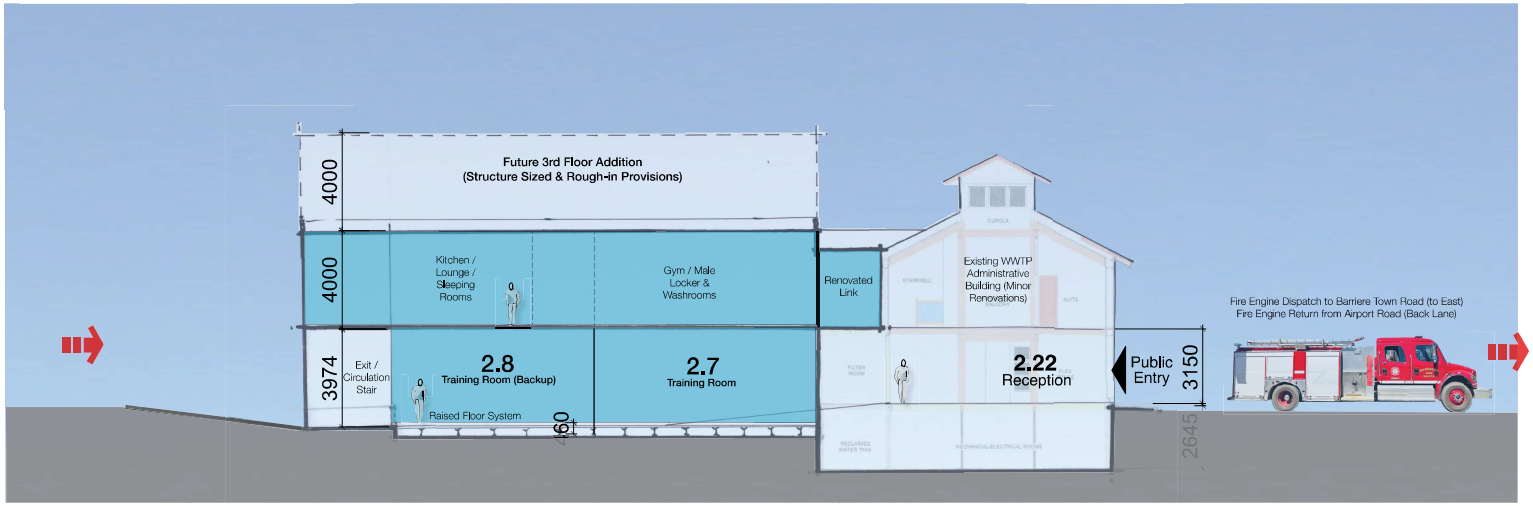
District of Barriere Proposed Fire Hall

Iterate Architecture Inc.

Elevation & Building Section

N.T.S. 2025-08-25

East Elevation (Option 1 - Full Build-Out with Future Provisions)



East - West Building Section (Option 1 - Full Build-Out with Future Provisions)

Total Barriere Site Overview

Sunday, August 24, 2025

Total Barriere Site Overview

LEGEND (PATHS AND BOUNDARIES) & ISSUES

Overall issues surrounding the site and neighbourhood context included:

- "A" Boundary, is the overall perimeter of municipal owned, and controlled, property that includes open & unused (or temporarily used by Barriere Fire Rescue for training) as well as recreational areas. There are existing site paths used for vehicular and pedestrian circulation / access to parts of the overall parcel that need to be considered in the proposed fire hall's siting and design.

- "B" Path, is the approximate existing pedestrian circulation path on the site that the community is used to enjoying, primarily to provide recreational opportunities as well as access from the North to the ball diamonds and fields to the South of the site.

- "C" Path, is a proposed revised pedestrian circulation path.

- "D" Path, is existing, as well as proposed new/enhanced, district fire serves vehicular circulation.

"B" Path and "C" Path per attached site analysis diagram were discussed :

- The existing path is well used and there is a commemoration plaque at the entrance near the existing Waste Water Treatment Plant (WWTP).

- Removal of the path is likely to trigger some negative reaction from the community.

- Notwithstanding the negative reaction, it was felt that from a operational efficiency standpoint (free and unimpeded fire fighting vehicle movement, including supporting emergency response times as well as on-site training activities held in the current open field West of the existing WWTP), that either adjusting the existing "B" path South, or providing a new path such as that proposed in the "C" path scenario would present a hazard to both staff and the public that would not be acceptable.

- The feasibility study is therefore to recommend the removal of the pedestrian path all together.

- A boundary fence should be used to enclose the site, with a portion at the "E" Boundary added to discourage and limit public access to the West portion of the property which will be used for Fire Rescue training, potential future hall expansion, and vehicle return to station via the "D" path.

Total Barriere Site Overview

- "E" Boundary, is a proposed boundary fence, potentially part of a full fencing strategy to segregate and close-off public access to the municipal parcel (including from Airfield Road to the West and Barriere Town Road to the East) for safety and emergency services operational reasons.

District of Barriere Proposed New Fire Hall - Project Order of Magnitude Budget

OPTION 1 - FULL BUILDOUT

** Order of Magnitude Budget Costs Based on Iterate Architecture Inc. Proposed Schematic Design Development to Date*	Area (m2)	Area Conversion (ft2)	Historic Cost Factor (Per ft2)	
Construction Cost - Minor Renovation Areas (WWTP)	160	1722.24	$65	111,946
Construction Cost - Full Renovation (Greenhouse)	700	7534.8	$450	3,390,660
Construction Cost - Operations Side	988	10634.8	$732	7,784,697
5% Construction Contingency				564,365
Site Development Allowance (Earthwork, Road Base/Basic Road Surfacing, Services)				250,000
TOTAL CONSTRUCTION COST				**12,101,668**
Furnishings, Fixtures and Equipment (7.5% of Construction Total)				907,625
Miscellaneous Internal Costs (Permits, Printing, Misc.)				8,000
Outside Consultants Fees Allowance (Architecture, Civil, Structural, Mechanical, Electrical, Hazmat for WWTP Areas Cleaning, Survey, Geotech)				1,270,675
Disbursements				15,000
Testing Costs (Materials, Welding, Compaction etc.)				25,000
Project Contingency (Project scope or site specific considerations not yet known, 10% of all project costs to date - schematic design)				1,432,797
TOTAL PROJECT COST				**15,760,765**

District of Barriere Proposed New Fire Hall - Project Order of Magnitude Budget

OPTION 2 - OPERATIONAL SIDE W/OUT ADMIN & TRAINING AREAS

** Order of Magnitude Budget Costs Based on Iterate Architecture Inc. Proposed Schematic Design Development to Date*	Area (m2)	Area Conversion (ft2)	Historic Cost Factor (Per ft2)	
Construction Cost - Minor Renovation Areas (WWTP)	160	1722.24	$65	111,946
Construction Cost - < No Renovation of Greenhouse >	0	0	$450	0
Construction Cost - Operations Side	988	10634.8	$732	7,784,697
5% Construction Contingency				394,832
Site Development Allowance (Earthwork, Road Base/Basic Road Surfacing, Services)				250,000
TOTAL CONSTRUCTION COST				**8,541,475**
Furnishings, Fixtures and Equipment (2% of Construction Total)				170,829
Miscellaneous Internal Costs (Permits, Printing, Misc.)				8,000
Outside Consultants Fees Allowance (Architecture, Civil, Structural, Mechanical, Electrical, Survey, Geotech)				896,855
Disbursements				15,000
Testing Costs (Materials, Welding, Compaction etc.)				25,000
Project Contingency (Project scope or site specific considerations not yet known, 10% of all project costs to date - schematic design)				965,716
TOTAL PROJECT COST				**10,622,875**

District of Barriere Proposed New Fire Hall - Project Order of Magnitude Budget

OPTION 3 - FACILITY FROM SCRATCH (COMPARISON)

** Order of Magnitude Budget Costs Based on Iterate Architecture Inc. Proposed Schematic Design Development to Date*	Area (m2)	Area Conversion (ft2)	Historic Cost Factor (Per ft2)	
Construction Cost - Minor Renovation Areas (WWTP)	0	0	$65	0
Construction Cost - Full Renovation (Greenhouse)	0	0	$450	0
Construction Cost - Additions / Operational Areas * If Entire Program Was Built from Scratch	1848	19891.9	$732	14,560,850
5% Construction Contingency				728,043
Site Development Allowance (Earthwork, Road Base/Basic Road Surfacing, Services)				750,000
TOTAL CONSTRUCTION COST				**16,038,893**
Furnishings, Fixtures and Equipment (15% of Construction Total)				1,202,917
Miscellaneous Internal Costs (Permits, Printing, Misc.)				8,000
Outside Consultants Fees Allowance (Architecture, Civil, Structural, Mechanical, Electrical, Hazmat for WWTP Areas Cleaning, Survey, Geotech)				1,684,084
Disbursements				15,000
Testing Costs (Materials, Welding, Compaction etc.)				25,000
Project Contingency (Project scope or site specific considerations not yet known, 10% of all project costs to date - schematic design)				1,897,389
TOTAL PROJECT COST				**20,871,283**