

**Canada-British Columbia
BUILDING CANADA FUND
- Communities Component**

Category Specific Supplement:

WASTEWATER

***(Supplement to the BCF On-line Program Guide –
Communities Component)***

March 2009



Foreword

This Wastewater Supplement Guide provides an overview of the Building Canada Fund – Communities Component (BCF-CC) and the information necessary to satisfy the requirements needed to apply for wastewater infrastructure projects. For each project category, a category specific supplement guide has been created.

This **Wastewater Supplement** is to be used in combination with the **Provincial Program Guide**. **These two (2) guides contain the critical information required to successfully complete and submit an application under the Canada - British Columbia Building Canada Fund – Communities Component. Further, the Wastewater Supplement and the Provincial Program Guide contain significant references to the following documents:**

1. BCF On-Line Program Guide – Communities Component
2. BCF-CC Program Agreement

These guides and additional program information can be found at:

www.bcbuildingcanadafundcommunities.ca

When you are ready to submit your application, you will submit it electronically using the online application in the Shared Information Management System for Infrastructure (SIMSI), which can be found at:

<https://bcfcc-fccvc.infrastructure.gc.ca/>

To be assigned a username and password to access the SIMSI on-line application system, please forward a request to Infra@gov.bc.ca.

For more information on the BCF-CC program contact:

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1 Introduction

This Wastewater Supplement is for applicants who are applying for wastewater projects under the Canada – British Columbia Building Canada Fund – Communities Component (BCF-CC), and is to be used in combination with the Provincial Program Guide. This supplement provides detailed information which is not contained in the BCF On-Line Program Guide – Communities Component or the Provincial Program Guide, and contains category specific information that **must be reviewed prior to submitting a Shared Information Management System for Infrastructure (SIMSI) on-line application**. It has been created to ensure that applicants understand and meet the requirements needed to complete an application for a **wastewater** project. These guides are found at:

www.bcbuildingcanadafundcommunities.ca

This Wastewater Guide contains a **Wastewater Form** (See Appendix 1) that **must be completed** and uploaded on the Document Upload page of the **SIMSI on-line application**. The questions in Appendix 1 and additional required documents identified in this Guide will provide Provincial program staff with the information needed to evaluate applications under the BCF-CC. For more information about SIMSI application process see pages 9-34 of the BCF On-Line Program Guide- Communities Component.

A checklist has been provided in Appendix 2 to further ensure you have satisfied all requirements.

IMPORTANT NOTE: The information provided in this guide and the required information/documentation provided by the applicant is utilized for project evaluation and will ultimately identify projects to be considered for funding approval. It is highly recommended to carefully read the guides and complete the questions in Appendix 1.

2 Objectives, Subcategories, and Project Outcomes

See pages 56-57 of the BCF On-line Program Guide for more information about the objectives, eligible subcategories (which includes, wastewater collection and treatment infrastructure (can include grey water reuse); separation of combined sewers and/or combined sewer overflow control; storm water collection and treatment systems, wastewater sludge treatment and management systems), and project outcomes for wastewater projects.

3 Wastewater Mandatory Criteria and Supporting Documents

This section discusses category specific mandatory criteria for wastewater projects. It is integral that you demonstrate that you have met this criteria either within in the application or with supporting documentation. The following mandatory and supporting documents must be uploaded to the on-line SIMSI application Document Upload page.

The following list identifies project specific mandatory criteria for drinking water projects. These items are further discussed below.

- **All wastewater infrastructure applications must include:**
 - An Engineering Feasibility Study of Options (see Section 3.1)
 - A Business Case (see Section 3.2)
 - A Water Conservation Plan/Strategy (see Section 3.3)
 - A completed Wastewater Supplement Questions (see Section 3.4 and Appendix 1)
- **For projects over \$15 million**, applicants must complete a Value Engineering analysis (see Section 3.5).
- **For Wastewater Collection Extensions**, applicants must provide documentation detailing the nature and extent of individual failures this will help support and answer Question B11 of the Wastewater Supplement Form found in Appendix 1.

3.1 Engineering Feasibility Study of Options

All wastewater infrastructure projects must be supported by an up-to-date comprehensive engineering feasibility study. Applicants are asked to conduct engineering feasibility studies to ensure that they have considered the options and chosen the best engineering and management solution for the particular issue.

An engineering feasibility study should identify the rationale for the proposed solution and should address capital and life cycle expenditures, annual operating costs, emerging technologies, demand management solutions (water conservation versus expansion), resource recovery opportunities, environmental considerations and societal impacts. A feasibility study should also include drawings or maps showing locations of the project and sufficient details to fully describe the project.

3.2 Business Case

Sections of the SIMSI on-line application require submission of financial information for the proposed project. Each section will be completed to meet requirements of the application. It is important to note that the Project Benefits section in the on-line SIMSI application requires that the applicant upload a “Cost Benefit Analysis or other study” on the Document Upload Page. This documentation will further support the business case.

A business case supports the application, and allows for elaboration on elements which may not be captured in SIMSI. In addition to the business case elements outlined on pages 35 - 41 of the BCF On-Line Program Guide, an effective business plan should include:

- A capital cost estimate for the infrastructure that includes an amount for contingency costs;
- A five year budget summary indicating the sources of financing for the construction, operation and replacement of the infrastructure. The sources should include, as applicable, grants, property taxes, fees, debt, Integrated Resource Management (IRM)* strategies and other sources. The financing should be matched by expenditures for the construction and subsequent operation and maintenance of the infrastructure as well as a contribution to a reserve fund for the replacement of the infrastructure;
- A description of how the rate structure for wastewater use, and the initiatives for reducing water consumption, will encourage conservation of water to reduce wastewater operating costs and defer the need to expand wastewater infrastructure;
- Where the potential for revenue from IRM exists, a brief description of the proposed strategy;
- A discussion of the method by which the infrastructure will be amortized to meet the new requirements for financial reporting under Generally Accepted Accounting Principles for the public sector;
- An indication that information in the five year budget provided is or will be incorporated into the financial plan required under s.165 of the *Community Charter* or s.815 of the *Local Government Act*;
- Grant per capita: the total Federal/Provincial request divided by the number of individuals served by the infrastructure; and
- **For Regional Districts**, the number, type and assessed value of properties served by the infrastructure and a description of the area that will be served by the infrastructure and how the costs of the service will be allocated among participants in the service.

*Integrated Resource Management (IRM) – is a management approach that utilizes solid and liquid waste to create energy, reduce greenhouse gas emissions, conserve and re-use water, and recover nutrients.

IMPORTANT NOTES:

- **If this information is contained within the Engineering Feasibility Study of Options (See Section 3.1), it can be used to support the business case requirements.**
- There will be a **financial analysis of each application**, which will contain a review of the periodic financial information submitted to the Ministry of Community Development (the Ministry). This required financial reporting is available on Ministry files, and thus does not need to be submitted with an application. However; the applicant should recognize that the ranking of applications may reflect the extent to which applicants have met financial criteria such as:
 - Did the applicant meet the deadlines for legislated financial reporting, including the financial plan, audited financial statements, Local Government Data Entry (LGDE) forms and Statement of Financial Information (SOFI)?
 - For municipalities, did the financial plan submitted to the Ministry meet the 2008 transitional requirements for amended s.165 of the Community Charter found in Financial Circulars 08:10 (Financial Plan: New Revenue Policy Disclosure Requirements) and 08:15 (Guide to the Amortization of Tangible Capital Assets)?
 - Measures of financial stability and sustainability which include property tax and development costs charge structures.

3.3 Water Conservation Plan/Strategy

For all wastewater infrastructure projects, applicants must submit an up-to-date water conservation plan or framework summarizing the community's demand management/water conservation strategies. Water conservation is a management strategy that can delay the need to expand infrastructure, reduce drinking and wastewater treatment costs, reduce energy requirements and sustain water sources in a changing climate. A water conservation plan identifies the community's management strategies to support the sizing of proposed infrastructure works; as well it indicates that infrastructure investments and resources are being managed sustainably.

Community water conservation planning further supports actions in the Province's Living Water Smart Plan (www.livingwatersmart.ca), such as:

- Fifty percent of new municipal water needs will be acquired through conservation by 2020.

An effective water conservation plans includes:

- Identify current water consumption (e.g. 600 L/capita/day);
- Set a water reduction target (e.g. 350 L/capita/day by xxxx year);
- Identify the existing wastewater flow entering the treatment or disposal facility (m³/d)
- Compare the flow entering the wastewater facility with the water consumption expected flows (expected flow is based on known inputs to the collection system)

including the population served by the wastewater facility plus other significant contributions from industries, etc.)

- Identify future impacts on the wastewater system due to the drinking water reduction target. (For example, the impact on the treatment process or delay of anticipated upgrades due to increased population, etc.)
- Outline the communities current and planned water conservation actions/measures (e.g. universal metering, inclined block water rates, conservation plumbing fixtures, leakage reduction, rebate programs, education programs, xeriscaping, etc.);
- Identify current and planned mitigation and adaptation strategies to address climate change (e.g. installing water meters to secure water supply, lowering demand to reduce pumping requirements, reclaiming and re-using treated wastewater effluent for irrigation, toilet-flushing, etc.);
- Detail how strategies/initiatives will be implemented (e.g. schedule, funding, responsibility etc.); and
- Link the plan to other regulatory mechanisms, policies and plans (e.g. water master plan, wastewater management strategy, stormwater management plan, etc.).

Project applications will be evaluated based on how well they address and apply demand management/water conservation strategies.

3.4 Wastewater Supplement Questions

The following section describes the additional questions to the on-line SIMSI application and information needed to complete the **Wastewater Supplement Form** located in Appendix 1 – a fillable form is found on the BCF-CC website: www.bcbuildingcanadafundcommunities.ca. The Wastewater Supplement Form **must be submitted** by uploading it to the on-line SIMSI application. **It is integral that these questions are answered, as they will be used to support the ranking of your project against others.**

A1. Does this project application include proposed works that were the basis, or a component, of a previously approved or unapproved provincial or federal capital or planning grant program? Yes/No. If yes, indicate the program name, project number and the amount of funding requested and/or received.

If applicable, identify all approved or unapproved contributions, program name, project number, and the amount of funding requested and/or received. This information will further assist in the review of this project.

A2. Is this project going to exceed the Model National Energy Code for Buildings or achieve a recognized environmental standard (e.g. LEED® - Leadership in Energy and Environmental Design; ISO 14001 Environmental Management System; etc.)? Yes/No. Explain:

All new buildings or materially rehabilitated buildings (including water and wastewater treatment plants) should exceed the energy efficiency requirements of the Model National Energy Code for Buildings or, (preferably) obtain a LEED certification. This is supported by strategies outlined in the BC Energy Plan (www.energyplan.gov.bc.ca) and BC's Climate Action Plan (www.livesmartbc.ca/plan/index.html). Provide appropriate documentation to demonstrate that the project will achieve a recognized standard upon completion.

A3. Will the project be constructed on lands within the Agricultural Land Reserve? Yes/No. Explain:

The Agricultural Land Reserve (ALR) is a Provincial land use zone regulated through the Agricultural Land Commission that protects scarce soil resources and provides a location to sustain agriculture. As the ALR is a matter of significant provincial interest, all ministries work to support the integrity of the ALR and maintain and enhance its ongoing suitability for farming.

For projects involving land within the ALR, describe the infrastructure components that will be constructed in this area. In addition, a letter of support/endorsement from the Agricultural Land Commission must be attached to the application to support this project.

A4. Major risks related to extreme natural events and/or climate change with a potential impact on the project during construction and once complete, must be considered, and where applicable, a mitigation plan developed. Identify these risks and explain how the project considers these risks, and identify the measures being implemented to manage these risks.

Climate change refers to any long-term significant change in the “average weather” in a given region. Climate change can include changes in average climate, climate variability, the frequency and/or severity of extreme weather events and climate-related emergencies (e.g. flood, drought, storm surge).

These climatic changes in turn affect bio-physical systems; they may, for example, drive changes in hydrology (e.g. reduced or early melting of snowpack, intense storm events that increase turbidity levels), sea level and ecosystem health. An initial assessment can indicate the potential for climate change or related impacts to affect infrastructure over its lifetime.

Infrastructure is a long-term commitment; therefore it is important that applicants consider major risks related to extreme natural events and/or climate change when planning for infrastructure. An initial assessment can indicate the potential for climate change or related impacts to affect infrastructure over its lifetime.

Identify the risks associated with your project and explain how these risks are being managed.

A5. Describe how greenhouse gas (GHG) emission impacts (through the construction and operation of the proposed infrastructure project) have been considered, and where possible, reduced? Please include an outline, in detail the methodology used to determine GHG emission reduction estimates (include all calculations and assumptions).

The Province is committed to firm greenhouse gas (GHG) reduction targets and enshrined these in law through the Greenhouse Gas Reduction Targets Act. The Provincial government is encouraging local governments to become carbon neutral in their operations by 2012 through signing and implementing the *Climate Action Charter* (www.cserv.gov.bc.ca/ministry/whatsnew/climate_action_charter.htm).

Not all infrastructure projects will lead to net greenhouse gas reductions. For example, the construction of new infrastructure will often lead to a net increase in GHG emissions. However, where these projects take steps to reduce greenhouse gases, it is still possible to report emissions reductions relative to a 'business-as-usual' future. For example, a new building will lead to an increase in overall energy and greenhouse gas emissions even if it is highly energy efficient. However, a highly energy efficient building will reduce emissions in comparison to a business-as-usual building.

In addition, wastewater infrastructure projects can incorporate opportunities for renewable energy opportunities. Examples include the capture and re-use of generated methane from digesters, heat recovery throughout the collection system; and solar heat and electricity infrastructure on the roof of the treatment facility, etc. Also see the Integrated Resource Management Study for further approaches: www.cserv.gov.bc.ca/ministry/whatsnew/irm.htm

Please outline, in detail, the methodology used to determine GHG emissions (including all calculations and assumptions). For further information on calculating greenhouse gases, please view the Greenhouse Gas Assessment Guide (www.cserv.gov.bc.ca/lqd/environment/energy_efficiency.htm).

A6. What is the current status of the community's local and regional planning? Explain how this project supports the environmental, social and economic goals and objectives of community and regional plans (e.g., official community plan (OCP), regional growth strategy (RGS))?

Describe when the community's OCP, and if applicable, the region's RGS and municipal RCS, were last updated and explain the specific goals, objectives, strategies and/or policies that the project application contributes towards. Explain the connection at both a strategic and practical level.

B1. Will this project result in a registration under the Municipal Sewage Regulation or an approved Liquid Waste Management Plan under the *Environmental Management Act*? Yes/No. Explain:

All funded wastewater projects will be required to comply with British Columbia *Environmental Management Act*. Disposal of wastewater must be approved by the Ministry of Environment with a registration under the Municipal Sewage Regulation (MSR) or as a component of an approved Liquid Waste Management Plan (LWMP). Please identify the type of authorization (permit, registration, LWMP) that governs the wastewater system currently and how this project will change, or will not affect, this authorization.

B2. Will this project result in effluent quality and disposal practices that meet the treatment and disposal standards identified in the Municipal Sewage Regulation? Yes/No. Explain:

The Municipal Sewage Regulation identifies appropriate minimum standards for wastewater treatment around the province. Applicants must identify how their project assists the community to meet, or exceed, these provincial regulatory standards and/or how the project outcome aligns with, or compares to, these standards.

All projects, including those that are a component of a LWMP, should identify how and when the wastewater system, of which the project is a part, will achieve the outcomes and standards for effluent quality and wastewater treatment that are identified in the Municipal Sewage Regulation (MSR).

Registrations under the MSR must achieve these standards immediately. A LWMP may allow a community to plan to meet these standards over time. Older permits may allow a community to discharge to a lower standard than the MSR, but planning needs to be undertaken to consider when the treatment facility will be updated to meet existing wastewater standards.

To answer this question, applicants should identify whether the wastewater system meets the technical standards of the MSR; and, if not, when the system will be upgraded to these standards. If there is no plan to meet these standards, explain why.

For example, the MSR requires the equivalent of secondary treatment or better for discharges to surface water. Similar standards to these are being proposed as national standards that will likely be applied across Canada. Work on a national Canada-wide Strategy for municipal wastewater discharges is currently underway, and details of this work are available at the website of the Canadian Council of Ministers of the Environment: http://www.ccme.ca/ourwork/water.html?category_id=81

B3. (a.) Does the wastewater system, of which this project forms a part, include a discharge to surface water? Yes/No. (b.) If yes, what surface water body receives the discharge and how often? (c) If yes, is there disinfection of the wastewater prior to discharge? Yes/No. (d) If yes, what type of disinfection is used? And, if it is chlorination, what type of dechlorination is used? Explain:

All projects that form part of a wastewater system that includes one or more discharges to surface water must identify the surface water that receives the discharge(s), the frequency of the discharge(s), and whether there is disinfection applied prior to discharge. Where chlorination is used as a disinfection agent, the project must identify whether dechlorination is also undertaken and if so, what substance is used for that purpose.

Chlorine residuals are known to be toxic to fish. Any project that includes construction of a system that will use chlorine for disinfection must also incorporate dechlorination. This requirement is a standard in the Municipal Sewage Regulation and a mandatory criterion for federal funding through this program. For further information on this topic see Environment Canada's website at: www.ec.gc.ca/ETAD/default.asp?lang=En&xml=644650DF-A2D2-48CE-B2FD-EC42AFB9D706

B4. (a) Does this project affect management of wastewater sludge/solids? Yes/No. (b) If yes, how? (c) If no, why? Explain:

Wastewater sludge/solids are produced through wastewater treatment, and their production, treatment, handling, disposal, re-use, etc. may be affected by a wastewater project. Such effects must be identified in the application.

To answer this question, applicants must identify whether the project affects the management of wastewater solids or sludge, and, if so, how. The applicant must first identify how solids or sludge is currently managed within the wastewater system of which this project is a part and then consider how this project will affect or modify those practises. For example, sludge management might involve facilities that accept trucked septage or those that enhance sludge/biosolids processing for beneficial re-use such as through composting and land application (note: composting of biosolids must be in accordance with Ministry of Environment's Organic Matter Recycling Regulation. www.env.gov.bc.ca/epd/epdpa/mpp/omrreg.html).

Sludge digestion processes can provide for resource recovery through capture and re-use of methane for energy generation and reduction of greenhouse gases.

Management of wastewater solids must meet applicable provincial and federal regulations and requirements, and applicable requirements should be identified for projects including development of new or expanded sludge management facilities.

B5. (a) Does the community have a sewer-use bylaw in place to provide source control of one or more specific contaminants? Yes/No. (b) If not, is one planned and/or do you have a different method of source control? Please provide copies of relevant bylaw(s) and programs and/or explain rationale.

Source control is an important aspect of wastewater management because it allows one or more specific contaminants to be removed at the source, thus from the wastewater stream. This reduces/prevents contaminants from reaching the wastewater treatment facility and, therefore, from being discharged into the environment. Contaminants that are important to control at the source include those that are difficult to remove through the wastewater treatment process and/or those that have particularly undesirable effects, such as mercury. Source control can be accomplished with a sewer-use bylaw that allows contaminants to be controlled at their source or, in other words, at their point of use.

In the future, source control programs and sewer-use bylaws will likely be required in all communities. An example of a comprehensive sewer-use bylaw has been developed by the Canadian Council of Ministers of the Environment (CCME) as part of the proposed Canada-wide Strategy for management of Municipal Wastewater Effluent. The draft bylaw forms a technical supplement within the draft Strategy document (October 2007) which is available at:

www.ccme.ca/ourwork/water.html?category_id=81#211

B6. (a) Does the local government have a watershed management plan? Yes/No. (b) If yes, how does this project fit into the plan and/or how is wastewater management considered in the plan? (c) If no, explain how wastewater management is considered in a watershed context.

Integrated watershed management is a strategy for protecting both aquatic ecosystems and drinking water sources. A watershed management plan aims to balance human activities with the protection of natural resources by considering the environment, the social context, and the economy in the decision-making process. Taking a watershed approach means that a local government planning for infrastructure investments must consider all impacts and issues influencing the entire watershed, rather than considering only those within its own boundaries. Consideration of contaminant loadings and cumulative impacts due to waste discharge from significant uses, including those from sewage discharge and on-site sewage disposal failures, should form part of a comprehensive watershed management plan. Indicate and explain how this project is identified in or related to the watershed management plan. Please refer to specific sections of the plan and use page numbers where possible.

Where there is no watershed management plan, explain how wastewater impacts are being considered within the watershed context. This should include identification of the watershed area, identification of significant waste releases in the watershed (such as from agriculture, industries, institutions, and other communities), and identification of important uses of the water resources (such as drinking water sources including surface sources and groundwater,

recreational use of waterways, commercial fish or shellfish harvesting, issues and areas of importance to aboriginal peoples, and others specific to the local area.) Additionally, significant changes underway to forests and vegetation that may affect rainfall runoff and riparian habitat may be included.

B7. Demonstrate how wastewater management is linked to the community's water conservation/demand management strategies/plan.

Discuss approaches used to integrate protection of drinking water supplies with wastewater management and with rainwater management. Link considerations such as: managing pollutants at a watershed level; providing for sustainable groundwater and healthy streams and waterways; reducing inflow and infiltration to sanitary and combined sewers; supporting water stewardship initiatives; etc.

Discuss how the community has linked reduction of water-supply demands with wastewater management and wastewater flows. Consider the key objectives in BC's Living Water Smart Strategy (www.livingwatersmart.ca/) for water conservation and reduction of water-supply demand and link these with plans for wastewater treatment, operation and maintenance costs, wastewater reclamation and re-use, and with reduced impact on the receiving environment. Include details of targeted reductions for community water use, achieved reductions over the last five years, and identify water conservation/demand management bylaws and initiatives. Explain how this project considers these initiatives.

B8. Demonstrate how integrated resource and water management approaches have been utilized in the development of this project and/or the management of the wastewater system.

All projects need to reflect an integrated approach to wastewater management, which means taking a holistic, ecological view of natural resources, the environment, and human interactions (accounting for ecological, societal, and economic aspects). It recognizes that human activities take place within ecosystems (not outside of them) and that maintenance and viability of the ecosystem is necessary for economic and social sustainability. For example:

- Resource recovery may be used to reduce energy costs and greenhouse gas emissions through activities such as capturing and re-using methane from digestion processes for energy production, recovering and using heat from sewage, re-using biosolids, etc.;
- Water-supply demands and wastewater flows can be reduced by reclaiming and re-using wastewater;
- Rainwater/stormwater management and retention can be used to reduce impacts on the environment and reduce the need for additional and larger infrastructure; and
- Directional drilling can avoid ecological impact, reduce traffic disruptions, and reduce costs.

Identify specific aspects of this project where waste will be recovered and/or re-used, including wastewater reclamation and re-use of the liquid component (effluent) through irrigation or toilet-flushing, use of composted biosolids in soil amendment or ground cover, capture and re-use of methane gas, etc.

The following resources provide examples of this type of integrated thinking:

1. The Integrated Resource Management Study - www.cserv.gov.bc.ca/ministry/whatsnew/irm.htm; and,
2. BC's Climate Action Plan - www.livesmartbc.ca/plan/index.html

B9. Has the regional office of the Ministry of Environment been involved with the planning and development of the proposed project? Yes/No. Explain:

The local regional office of the Ministry of Environment must be involved where a project involves a new, or a change to a, discharge or disposal to the environment or involves a new, or a change to, Liquid Waste Management Plan.

Applicants must identify the regional office and the name of the staff member who is the MoE contact for the project and provide documentation that the Ministry of Environment has given their support.

If involvement from MoE is not required, the applicant must explain why.

B10. (a) Does this project include components for management of storm water or rainwater? Yes/No. (b) If yes, how are sustainable community and watershed management principles reflected in the project? Explain:

The applicant must identify what components of the project, if any, affect storm water or rainwater management. These components may be conveyance or water quality structures or considerations. The link between watershed management and these project components must be expanded upon and clarified.

For example, the following questions can be addressed by the applicant:

- How does the project link to community planning documents, such as the Official Community Plan, Regional Growth Strategy, liquid waste management plan, water conservation plan, master drainage plan, etc.?
- How are drinking water sources or natural hydrological processes supported?
- Are low impact development concepts employed and will they be supported by bylaws and/or alternative development standards?
- How are climate change issues considered or addressed? For example, alternative design criteria may accommodate more intense/frequent storm events; processes and tools to determine and design for climate change impacts can be identified.

Additional information on principles and approach is available through the British Columbia's *Stormwater Planning Guidebook* available at the Ministry of Environment website:

www.env.gov.bc.ca/epd/epdpa/mpp/stormwater/stormwater.html

B11. For sewer extension projects that are required to correct on-site sewage disposal failures:

a. Is there a bylaw in place to require community sewer to all lots less than 1 hectare; or alternatively, is there an approved Liquid Waste Management Plan that identifies decentralized wastewater management?

b. Is there a report and survey detailing the nature and extent of individual failures?

All applications for waterlines or sewer projects to replace failing private water supplies or on-site sewage disposal systems must provide a documentary report, detailing the nature and extent of individual failures in a survey which includes water, soil, wastewater and groundwater sampling and analysis, with results prepared by a certified laboratory.

Normally only on-site systems serving at least 25 lots, where there is a minimum 25 percent failure rate, will be considered for funding.

Projects to correct on-site sewage disposal problems will be considered within the context of growth strategy goals. To support these goals, contributions will normally only be provided for projects to replace failing on-site systems with community sewer in urbanizing areas of incorporated municipalities.

To be considered eligible, applications must demonstrate that there is an adequate planning process in place with applicable bylaw(s) that promote future development in a sustainable fashion.

For those applications that are addressing on-site sewerage system(s) failure, the above requirement can be met by **either**:

1. An approved (by Minister of Environment) Liquid Waste Management Plan (LWMP) for decentralized wastewater. The LWMP must address on-site sewage in a sustainable fashion, with the understanding that on-site sewage systems will be considered as permanent infrastructure. The LWMP must be supported by appropriate bylaws (OCPs, zoning, subdivision standards, etc.) At the minimum, the LWMP will address:

- where the recipient is proposing development of new properties that will not receive community sewer, the cumulative hydraulic loading from

onsite sewage disposal systems can be safely and sustainably handled by the overall soils environment,

- a community plan for the management and maintenance of onsite septic systems,
- a bio-solids management plan, and
- a septage collection plan;

OR

2. Confirmation that a bylaw is in place which requires community sewer service to all **new** lots of less than **one hectare** in size within the boundaries under the jurisdiction of the applicant.

IMPORTANT NOTE: Applications addressing on-site sewage system failures for properties/lots developed after May 31, 2005 will no longer be considered eligible for funding in current or future funding programs administered by the BC Ministry of Community Development.

C1. Data Requirements for Wastewater Projects

This section requires the Applicant to complete the data table provided in Appendix 1. This data will be used to create a profile of the applicant's current wastewater system. It is important to ensure the data entered is as accurate as possible.

Measuring water use provides essential information to effectively manage water supplies. As identified in BC's Living Water Smart plan, it is estimated that in almost every sector of the economy cost-effective water use reductions of 20 to 50 percent, or more, are available from efficiency measures. The benefits are even greater when energy savings, reduced infrastructure needs, and reduced impacts on water are taken into account.

Developing a clear picture of wastewater management in a community is essential to appropriately manage BC's water resources into the future. Just as measuring water use provides essential information to effectively manage water supplies, managing wastewater along with water provides many benefits including protection of water supplies and reduced infrastructure needs.

Value Engineering

Where the project is over \$15 million (or less at the discretion of the Ministry of Community Development), the applicant must conduct a value engineering analysis, or similar analysis that satisfies the intent of the value engineering analysis and is approved, in advance, by the Infrastructure Branch, Ministry of Community Development, prior to approval of a grant. The Infrastructure Branch reserves the right to send a representative to participate in the process. To be eligible, the applicant must demonstrate how they will satisfy this requirement; the value engineering analysis must be received by the Infrastructure Branch for review before funding approval.

Phased components of projects that, cumulatively, will trigger the Value Engineering (e.g. total cost of all phases is over \$15 million) requirement must still be included in a Value Engineering analysis. It is important, and most beneficial, to commence the value engineering process early in the project planning stage. For guidance and assistance, please refer to the Ministry's publication *Value Engineering for Municipal Projects* (March 1995) available at:

www.cserv.gov.bc.ca/lgd/infra/library/value_engineering_for_municipal_projects.pdf.

Further Value Engineering resources include:

- The Canadian Society of Value Analysis (www.scav-csva.org)
- SAVE International (www.value-eng.org).

3.6 Application Certification Form

To complete the application process, all applicants must complete, print, sign and mail in the application certification form to the appropriate Provincial Ministry responsible for the project category you are applying for. This form can be downloaded from the BCF-CC website:

www.bcbuildingcanadafundcommunities.ca

4 Technical Conditions

The following section has been provided for information purposes only. It outlines technical conditions that will be used to develop the contribution agreements for recipients who obtain an approval under the Building Canada Fund – Communities Component. These technical conditions must be met prior to receiving payments of claims. The contribution agreement payment conditions are a valuable resource to ensure that infrastructure investments meet the desired goals and objectives of the BCF-CC, as well as work to support provincial plans and strategies. These technical conditions further support the Infrastructure Branch's mandate: to promote, encourage and support the development of sustainable infrastructure.

The following sections have been organized to identify the various technical conditions for each project type throughout the claim process.

4.1 Conditions Prior to First Payment/Start of Construction

Projects where MCD determines that the design must be reviewed prior to the start of construction

Prior to the start of construction, the Recipient must submit a pre-design report to the Infrastructure Branch, Ministry of Community Development. *The Ministry will provide the Recipient with confirmation once this condition is deemed to have been satisfactorily met. Only once the condition has been met will the applicant be able to proceed with construction.*

The pre-design report, being a statement of project concept and desired performance, shall include details such as treatment process flow-line diagrams, location map, detailed cost estimates (an itemized description, cost per unit of measure, number of units, as well as engineering and contingency costs) and an anticipated construction schedule.

Projects with installed equipment

Prior to the start of construction, the Recipient must provide documentation to the Infrastructure Branch, Ministry of Community Development, confirming that, where applicable, equipment/devices contain energy efficiency features and design (e.g. pumps, lighting, controls, HVAC, etc.).

All new buildings constructed as a ‘stand alone project’ or to support other infrastructure (e.g. water and wastewater facilities)

Prior to the start of construction, the Recipient must submit documentation to the Infrastructure Branch (IB), Ministry of Community Development, confirming that for all new buildings exceed the energy efficiency requirements of the Model National Energy Code for Buildings (Code), or obtain LEED (Leadership in Energy and Environmental Design).

Wastewater Facility Projects

Before payment of the first claim, the Recipient must submit a report to Infrastructure Branch, Ministry of Community Development, demonstrating how wastewater is being managed sustainably. This report must:

- Identify the existing wastewater flow entering the wastewater treatment facility;
- Compare the flow entering the wastewater treatment facility with the water consumption expected (expected flow is based on known inputs to the system including the population serviced by the wastewater facility plus others significant contributions);
- Establish a wastewater flow reduction target based on water conservation plans;
- Outline current and planned strategies/initiatives that support integrated resource management as well as climate change adaptation and mitigation (e.g. biosolids composting and reuse, wastewater heat recovery, water reclamation, asset management);
- Detail how strategies/initiatives will be implemented (e.g. schedule, financing, responsibility etc.); and
- Link wastewater management strategies to relevant policies and plans (e.g. OCP, Regional Growth Strategy, BC Climate Action Charter, Master Water Plans, stormwater drainage plans, Liquid Waste Management Plans, bylaws etc.).

For projects that are over \$15 million (or less at the discretion of the Infrastructure Branch, Ministry of Community Development)

Prior to completion of pre-design and/or construction, the Recipient must conduct a value engineering analysis by a Certified Value Specialist (CVS); or similar analysis that satisfies the intent of the value engineering analysis and is approved in advance by the Infrastructure Branch, Ministry of Community Development. It is advised that the value engineering analysis be completed as early as possible.

The Infrastructure Branch reserves the right to send a representative to observe and/or participate in the process. The value engineering analysis must be received by the Branch for review before construction commences or before completion of the pre-design (depending on current stage of project). *The Ministry will provide the Recipient with confirmation once this condition is deemed to have been satisfactorily met. Only once the condition has been met will the applicant be able to proceed.*

4.2 Conditions Prior to 25% of Eligible Costs

Asset Management

The Province reserves the right to withhold payments on claims in excess of \$xxx (i.e. 25% x 2/3rds of eligible costs) until the Recipient has completed and submitted an Asset Management electronic reporting form to the Infrastructure Branch (IB), Ministry of Community Development.

This Asset Management reporting form will be provided by IB and will be the first of two electronic submissions required under this contribution agreement. This first submission establishes a benchmark/baseline and is the first step towards performance measurement. The second submission, required prior to the final claim, enables a comparative performance assessment.

Water Conservation Plan

The Province reserves the right to withhold payments on claims in excess of \$xxx (i.e. 25% x 2/3rds of eligible costs) until the Recipient has provided an up-to-date, succinct, effective, council or board endorsed water conservation plan covering the entire water system to the Infrastructure Branch, Ministry of Community Development. Water conservation must be a part of the project planning and implementation. Effective water conservation plans must:

- Identify current water consumption (e.g. 600 L/capita/day);
- Set a water reduction target (e.g. 350 L/capita/day by xxxx year);
- Identify the existing wastewater flow entering the wastewater treatment facility (m³/d);
- Compare the flow entering the wastewater treatment facility with the water consumption expected (expected flow is based on known inputs to the system including the population serviced by the wastewater facility plus others significant contributions);

- Outline the communities current and planned water conservation actions/measures (e.g. universal metering, inclined block water rates, conservation plumbing fixtures, leakage reduction, rebate programs, education programs, xeriscaping, etc.);
- Identify current and planned mitigation and adaptation strategies to address climate change (e.g. installing water meters to secure water supply, lowering demand to reduce pumping requirements);
- Identify future impacts on the wastewater system due to the drinking-water reduction target. For example, the impact on treatment process or delay of anticipated upgrades due to increased population, etc.
- Identify other methods that will be applied to reduce wastewater flows, such as reduction of inflow and infiltration, reclamation and re-use of wastewater, etc.;
- Detail how strategies/initiatives will be implemented (e.g. schedule, funding, responsibility etc.); and
- Link the plan to other regulatory mechanisms, policies and plans (e.g. water master plan, wastewater management strategy, Liquid Waste Management Plans, bylaws, etc.).

The Ministry will provide the Recipient with confirmation once this condition is deemed to have been satisfactorily met. Only once the condition has been met will the applicant be able to proceed.

4.3 Conditions Prior to 85% Eligible Costs

Wastewater Project Requirements

The Province reserves the right to withhold payments on claims in excess of \$xxx (i.e. 85% x 2/3rds of eligible costs) until the Recipient has provided the following to the Infrastructure Branch (IB), Ministry of Community Development:

Demonstration that the project complies with

- *British Columbia Environmental Management Act*, and
- Municipal Sewage Regulation (MSR); or
- Is a component of an approved Liquid Waste Management Plan.

Confirmation that the:

- Wastewater facility has been classified by the British Columbia Environmental Operations Certification Program (BCEOCP); and
- That the operator(s) of the wastewater facility are either a) certified to the level required by the wastewater facility classification under the BCEOCP; or b) a plan is in place and is submitted to IB to ensure operators will receive their required training (includes both education and experience) to enable BCEOCP certification.

Design must be in accordance with the *Recommended Standards for Water Works or Sewage Works* (Ten States Standards) or an equivalent accepted by IB.

Installed equipment, energy systems, buildings (All buildings constructed as 'stand alone' or to support other infrastructure, including building retrofits)

The Province reserves the right to withhold payments on claims in excess of \$xxx (i.e. 85% x 2/3rds of eligible costs) until the Recipient has submitted documentation to the Infrastructure Branch, Ministry of Community Development, demonstrating:

- The degree to which the building and/or equipment met the expected energy efficiency performance (including the amount of energy saved and the amount of renewable energy produced);
- The amount of greenhouse gases that are reduced/emitted as a result of this project; and
- Where applicable, certification achieved.

4.4 Conditions Prior to Final Payment

Where the project involves connecting failed on-site sewage systems to a community system

Before the payment of the final claim, the Recipient must provide confirmation to Infrastructure Branch, Ministry of Community Development that there is a bylaw in place for decommissioning existing on-site sewage systems on properties that are being/have been connected to the community sewage collection system.

Where the project involves the construction of stormwater infrastructure

Before payment of the final claim the Recipient must submit a report to the Infrastructure Branch, Ministry of Community Development, detailing strategies that are in place or planned to manage stormwater. The report must demonstrate:

- Methodology that will be used to monitor and evaluate this funded stormwater project;
- Linkages to planning documents, such as the Official Community Plan, Regional Growth Strategy, liquid waste management plan, water conservation plan, master drainage plan or similar;
- Mitigation and adaptation strategies that address climate change (e.g. alternative design criteria used to accommodate more intense/frequent storm events; watershed management plans, etc.); as well as the processes and tools used to determine and design for climate change impacts;
- Examples of adopted low impact development bylaws, alternative development standards, and any innovative works that support stormwater management;
- The relationship of this funded project and other stormwater management strategies to a watershed approach to stormwater management (e.g. does the project affect drinking water sources or support natural hydrological processes); and
- Highlight how the project and strategy is inline with the principles of British Columbia's *Stormwater Planning Guidebook*.

Final Asset Management Report – Final Form

The Province reserves the right to withhold payments on the final claim until the Recipient has completed and submitted the second electronic Asset Management reporting form to the Infrastructure Branch (IB), Ministry of Community Development.

This second Asset Management reporting form requirement builds on the first submission, enabling a comparative performance assessment of, but not limited to, the infrastructure constructed through this funding program.

This second submission is to be completed and submitted electronically on the same form as the original submission.

If the Recipient is not able to complete this condition (e.g. the project has not been completed prior to submission of the last claim and/or insufficient time – one (1) year – has not passed since completion) then the Recipient must submit a letter of commitment that the data will be submitted once the project is complete and an appropriate amount of time has passed.

5 Contact Information

Ministry of Community Development

PO Box 9838 Stn Prov Govt
4th Floor 800 Johnson Street
Victoria, BC V8W 9T1
Phone:(250) 387-4060
Fax : (250) 356-1873
Email: infra@gov.bc.ca

Additional resources can be found on the Building Canada Fund – Communities Component website: www.bcbuildingcanadafundcommunities.ca

The Shared Information Management System for Infrastructure (SIMSI) on-line application, can be found at: <https://bcfcc-fccvc.infrastructure.gc.ca/>

To be assigned a username and password to access the SIMSI on-line application system, please forward a request to Infra@gov.bc.ca.

Appendix 1: Wastewater Supplement Form

Please read the related category supplement guide before completing this form. This document is meant to be completed electronically, and submitted with the SIMSI on-line application. A word version of this form is found on the BCF-CC website under the Program Guide tab: www.bcbuildingcanadafundcommunities.ca. The form fields will expand as you write and each question must be completed using 200 words or less. These questions form a component of the review and ranking of your project. If you have questions, please contact the Ministry of Community Development by telephone: 250-387-4060 or email: infra@gov.bc.ca.

Name of Project	
Legal Name of Applicant	
Contact Name	
Telephone	
Email	
A1.	Does this project application include proposed works that were the basis, or a component of a previously approved or unapproved provincial or federal capital or planning grant program?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, indicate the program name, project number and the amount of funding requested and/or received.
A2.	Is this project going to exceed the Model National Energy Code for Buildings or achieve a recognized environmental standard (e.g. LEED® - Leadership in Energy and Environmental Design; ISO 14001 Environmental Management System; etc.)?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Explain:
A3.	Will the project be constructed on lands within the Agricultural Land Reserve?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Explain:
A4.	Major risks related to extreme natural events and/or climate change with a potential impact on the project during construction and once complete, must be considered, and where applicable, a mitigation plan developed. Identify these risks and explain how the project considers these risks, and identify the measures being implemented to manage these risks.
A5.	Describe how greenhouse gas (GHG) emission impacts (through the <u>construction</u> and <u>operation</u> of the proposed infrastructure project) have been considered, and where possible, reduced? Please include an outline, in detail the methodology used to determine GHG emission reduction estimates (include all calculations and assumptions).
A6.	What is the current status of the community's local and regional planning? Explain how this project supports the environmental, social and economic goals and objectives of community and regional plans (e.g., official community plan (OCP), regional growth strategy (RGS))?
B.1	Will this project result in a registration under the Municipal Sewage Regulation or an approved Liquid Waste Management Plan under the <i>Environmental Management Act</i> ?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Explain:
B.2	Will this project result in effluent quality and disposal practices that meet the treatment and disposal standards identified in the Municipal Sewage Regulation?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Explain:
B.3	a. Does the wastewater system, of which this project forms a part, include a discharge to surface water?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b. If yes, what surface water body receives the discharge and how often?

	Explain:
	c. If yes, is there disinfection of the wastewater prior to discharge?
	Explain:
	d. If yes, what type of disinfection is used? And, if it is chlorination, what type of dechlorination is used?
	Explain:
B.4	a. Does this project affect management of wastewater sludge/solids?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b. If yes, how?
	Explain:
	c. If no, why?
	Explain:
B.5	a. Does the community have a sewer-use bylaw in place to provide source control of one or more specific contaminants? Please provide copies of relevant bylaw(s) and programs and/or explain rationale
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Explain:
	b. If not, is one planned and/or do you have a different method of source control?
	Explain:
B.6	a. Does the local government have a watershed management plan?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b. If yes, how does this project fit into the plan and/or how is wastewater management considered in the plan?
	Explain:
	c. If no, explain how wastewater management is considered in a watershed context.
	Explain:
B.7	Demonstrate how wastewater management is linked to the community's water conservation/demand management strategies/plan.
B.8	Demonstrate how integrated resource and water management approaches have been utilized in the development of this project and/or the management of the wastewater system.
B.9	Has the regional office of the Ministry of Environment been involved with the planning and development of the proposed project?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Explain:
B.10	a. Does this project include components for management of storm water or rainwater?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b. If yes, how are sustainable community and watershed management principles reflected in the project?
	Explain:
B.11	For sewer extension projects that are required to correct on-site sewage disposal failures:
	a. Is there a bylaw in place to require community sewer to all lots less than 1 hectare; or alternatively, is there an approved Liquid Waste Management Plan that identifies decentralized wastewater management?
	b. Is there a report and survey detailing the nature and extent of individual failures?

C1. Data Requirements for Wastewater Projects	
Total population served by the wastewater system (not limited to the population served by this project) ¹	
Projected annual population growth rate (%) ²	
Number of connections ³	Residential
	Institutional
	Commercial
	Industrial
Total actual annual wastewater volume (m ³) ⁴	
What is the current type of authorization for disposal of the wastewater? ⁵ (permit, MSR, LWMP, other-specify)	
Total system revenue inclusive of wastewater rates and fees, property taxes, development cost charges, etc.	
Total system expenditures inclusive of treatment, collection, operations & maintenance, administration, debt financing, etc.	
Total system energy use (kwh/year)	
What level of wastewater treatment is currently provided? (1,2, or 3 and N or P as applicable) ⁶	
Does the community have any combined sewers? (Y/N) ⁷	
Is wastewater discharged to a surface water body ⁸ ? (Y/N)	
To what facility or at what location is the treated wastewater effluent disposed of? (location or name) ⁹	

¹Enter the total population served by the entire wastewater system, not just the population served/benefiting from this proposed project (e.g. the proposed project may benefit only 150 people, however the entire system may serve 1670 people, enter 1670). The wastewater system in this case is from the household connection through the collection system pipes to the treatment facility and disposal location.

²Projected Annual Population Growth may be determined from one or more of the following options:

- Existing population growth predictions currently used by your local government;
- Estimate an expected population growth percentage. Consider the following when deriving this number:
 - Recent and/or future boundary extensions (i.e. these may create a false positive growth rate);
 - Historical growth fluctuations keeping in mind reasons for any exceptional fluctuations;
 - Future developments and influences of the community and economy.
- Use historical growth data from BC Stats (or your own data) to determine a graphical trend to extrapolate a percentage growth rate;

³Enter the number of connections to the collection system broken down by sector. If a sectoral breakdown is unavailable only provide the total number of connections.

⁴Total annual wastewater volume is the amount of wastewater that is collected, handled and/or discharged by the system annually and may be limited by collection-system capacity, provincial authorization for discharge, treatment facility capacity, etc. This volume is measured in cubic

metres.

⁵For the type of authorization for disposal of wastewater from system, of which the project is a part, enter the type of approval given at the provincial level such as that provided by the Ministry of Environment. Authorizations include those under permit, Municipal Sewage Regulation (MSR) registration, and approved Liquid Waste Management Plan (LWMP). If the authorization is other, please specify the type.

⁶Enter the highest level of wastewater treatment that is currently provided by the system (before this project). The level of treatment should be recorded as: 1, for preliminary treatment such as screening; 2, for primary treatment for the reduction of biochemical oxygen demand (BOD) and total suspended solids (TSS); or 3, for tertiary treatment to further reduce BOD and TSS. The letter N or P can be added where treatment is also provided to remove total nitrogen (N) or phosphorous (P), respectively.

⁷Enter Y (yes) or N (no) for whether combined storm and sanitary sewers exist in the wastewater collection system.

⁸Enter Y (yes) or N (no) to indicate whether treated wastewater is discharged to a surface water body through a planned discharge, even if the planned discharge is occasional. Surface water bodies include creeks, streams, wetlands, rivers, lakes, oceans, etc.

⁹Enter the end location for the liquid portion of the treated wastewater. For example, enter the name of the receiving water body (name of creek, river, bay, etc.) if there is a water discharge, or the location (name, address, etc) for ground disposal.

Appendix 2: Application Checklist

Projects that are approved under this program must demonstrate how they support the program purpose and objectives set out in the Program Agreement and supporting documents. If the application form has not provided the opportunity to reflect this, please upload additional supporting information to SIMSI.

To ensure that your project application is reviewed effectively, fully complete the SIMSI on-line application, and upload the supplementary questions and all applicable supporting documents listed in the application checklist shown below. If there is no supporting documentation to be attached, or the question is not applicable to your project, provide a brief explanation. If there is insufficient information, it will delay the review of your application and may render it ineligible.

In addition to a completed on-line SIMSI application, the following supporting documents should be also **uploaded** to your application:

- Documentation, which verifies that your share of the project's funding, is in place (see the Provincial Program Guide, Section 6.1).
- Resolution from your board or council, authorizing the project to proceed (see the Provincial Program Guide, Section 3.1).
- Detailed cost estimates with dimensions, lengths, diameters, unit costs, etc. State the date and basis of cost estimates (see the Provincial Program Guide, Section 6.3).
- List of all required federal and/or provincial licenses, permits and approvals as well as status of each (see Provincial Program Guide, Section 6.6).
- Documentation detailing the issues addressed by the project (see the Provincial Program Guide, Section 6.4).
- Engineering feasibility study of options/reports (see the Wastewater Supplement Section 3.1).
- A Business Case (see the Wastewater Supplement Section 3.2).
- A plan or report summarizing the community's demand side management or water conservation strategies as outlined in the Program Guide (see the Wastewater Supplement, Section 3.3).
- Supplementary questions for Wastewater Projects (see Wastewater Supplement, Section 3.4 and Appendix 1 – a fillable form is found on the BCF-CC website: www.bcbuildingcanadafundcommunities.ca).
- Completed Authorization/Certification Form, which is found on the last page of the SIMSI application. This can be either uploaded as a scanned pdf copy of the original or mailed into the appropriate Ministry contact (see the Wastewater Supplement, Section 5).

Where applicable, the following supporting documents are required:

- Copies of correspondence with all relevant agencies (e.g. local Health Authority, Ministry of Environment, Department of Fisheries of Oceans, etc.) (see the Wastewater Supplement, Question B9 in Section 3.4).
- For wastewater collection extension projects, documentation detailing the nature and extent of individual failures and a bylaw requiring community sewer to all lots less than 1 hectare; or a Liquid Waste Management Plan that identifies decentralized wastewater management (see the Wastewater Supplement, Question B.11 in Section 3.4).
- Where the project cost is over \$15 million, a value engineering analysis (see the Wastewater Supplement, Section 3.6).
- For projects involving land within the Agricultural Land Reserve, attach a letter of support/endorsement from the Agricultural Land Commission (see the Wastewater Supplement, Question A3 in Section 3.4).