



February 26, 2020

Shawn Tomlin, CAO  
 East Kootenay Regional District  
 19 – 24<sup>th</sup> Avenue South  
 Cranbrook, BC V1C 3H8

**RE: 2019 Structural Flood Mitigation – Approval Agreement & Terms of  
 Conditions of Funding – ~~IN CONFIDENCE~~**

Dear Mr. Tomlin,

Thank you for submitting an application under the Community Emergency Preparedness Fund for the 2019 Structural Flood Mitigation funding stream.

I am pleased to inform you, ~~in confidence~~, that the Evaluation Committee has approved funding for your project, *Cold Spring Creek Debris Flood Mitigation Project*, in the amount of **\$750,000.00**.

After this Approval Agreement has been signed and returned, a payment in the amount of **\$375,000.00** will follow by electronic funds transfer. This amount represents 50% of the total approved grant. The balance of funding will be available after a satisfactory final report and financial summary has been submitted to UBCM and reviewed and approved by Emergency Management BC.

The Ministry of Public Safety and Solicitor General has provided funding for this program and the general Terms & Conditions for this grant are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) This approval agreement is required to be signed by the CAO, Band Manager, or designate and returned to UBCM.
- (2) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application. Note, operational and maintenance activities are not eligible expenditures, and remain the responsibility of the applicant upon project completion.
- (3) All project activities must be completed within 24 months and no later than February 28, 2022.

- (4) The final report is required to be submitted to UBCM within 30 days of project completion and no later than March 31, 2022.
- (5) Any unused funds must be returned to UBCM within 30 days following the project end date.
- (6) As a condition of grant approval, all approved applicants may be required to meet with Emergency Management BC and/or the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (e.g., GeoBC and the Deputy Inspector of Dikes for the region), or designate, to discuss the project prior to commencing work.
- (7) Where applicable, projects must be completed to acceptable provincial and professional standards, including:
  - Provincial Flood Hazard Area Land Use Management Guidelines
  - Seismic Design Guidelines for Dikes
  - Dike Design & Construction Guidelines
  - Section 3.4 of Flood Mapping in BC: APEGBC Professional Practice Guidelines V1.0
  - Specifications for LiDAR For the Province of British Columbia
  - Specifications for the Production of Digital Elevation Models for the Province of British Columbia
- (8) Where applicable, approved applicants are required to grant the Province of British Columbia free and clear access and distribution rights, specifically a perpetual, royalty-free, non-exclusive, worldwide license to use, reproduce, modify and distribute, any and all of the spatial data products acquired/produced using CEPF funding.

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or provincial government websites, and all final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate the East Kootenay Regional District for responding to this opportunity to undertake projects that mitigate and prepare for flood events.

If you have any questions, please contact Local Government Program Services at (250) 387-4470 or by email at [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

Sincerely,



Rebecca Bishop  
Program Officer

cc: **Kara Zandbergen, Engineering Technician**

*Enclosure*

**Approval Agreement (to be signed by the CAO, Band Manager or designate)**

I, SHAWN TOMLIN, have read and agree to the general Terms & Conditions and the requirements for funding under the 2019 Structural Flood Mitigation funding stream.



Signature

March 2, 2020

Date

*Please return a scanned copy of this signed Approval Agreement to [cepf@ubcm.ca](mailto:cepf@ubcm.ca)*

# Local Government Program Services

## General Funding Terms & Conditions

*The purpose of the Terms & Conditions is to provide basic information on grants administered by the Union of BC Municipalities through Local Government Program Services (LGPS). For specific information regarding the requirements of each funding program, please refer to the relevant Program & Application Guide. For information regarding a specific project approved through LGPS, please refer to the approval letter.*

### 1. Definitions

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**Approved Applicant:** In general, LGPS grants are awarded to local governments (regional districts and municipalities) and, in some programs, First Nations. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.

**Approved Partner(s):** organizations that contribute directly to the approved project, are identified in the application and are approved by UBCM. This may include boards of education, health authorities, First Nations or aboriginal organizations, non-profit organizations and local governments (other than the applicant). Refer to program guides for requirements for partners in regional applications.

**Approved Project:** the activities described in the application and budget and approved by UBCM.

**Cash Expenditures:** direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partner for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.

**Community Contribution:** Some LGPS programs require cost-sharing. The community contribution is the portion of the approved project cost that is required to be provided by the approved applicant or an approved partner. This can be in cash or in-kind, but must be an eligible expenditure.

**In-Kind Expenditures:** the use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.

### 2. Eligible & Ineligible Expenditures

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Eligible expenditures, including community contributions, are direct costs that are properly and reasonably incurred by the approved applicant or approved partner as part of the approved project.

To be eligible for grant funding, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM.

### 3. Grant Management & Applicant Responsibilities

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#### Notice of Decision

All applicants will be informed of the status of their application by letter, generally within 90 days of the application deadline. Approved applicants will be informed of specific conditions of the grant approval and are required to sign and return a copy of the Approval Agreement.

#### Applicant Responsibilities

Approved applicants are responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline

- Providing proper fiscal management of the grant and approved project (see below)
- Submitting final reports as required by the Program & Application Guide (see below)

### **Accounting Records**

Acceptable accounting records must be kept that clearly disclose the nature and amounts of eligible expenditures (cash and in-kind) incurred as part of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant.

In all cases, the final project expenditure must be net of any rebates (such as GST/PST) that the approved applicant or approved partner is eligible to receive.

### **Changes to or Cancellation of Approved Project**

Any significant variation from the approved project as described in the approved application must be approved, including any major changes to:

- Start or end dates
- Project purpose, goals, outcomes or milestones
- Cash and in-kind expenditures or matching funds (when required)
- Project partners

If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

## **4. Reporting Requirements**

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### **Submission of Reports**

Approved applicants are required to submit final reports as outlined in the Program & Application Guide. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- Submit all documents as Word or PDF files. Note: files over 20mb cannot be accepted.
- Submit all digital photos or images as JPEG files. Note: files over 20mb cannot be accepted.
- If a hardcopy of the report is required, do not bind reports or submit in binders or folders.

### **Extensions and Outstanding Reports**

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact UBCM to request and be granted permission for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

## **5. Recognition of Funding and Funders**

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Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact LGPS at (250) 356-2947.