BC Region

CHRT 41 Funding Requests

Guidance Document for Technical Requirements for Capital Project

DRAFT

October 2023

GCDOCS # 105648405

Introduction:

CHRT 41 Funding requests submitted to Indigenous Services Canada (ISC) Child and Family Services (CFS) for capital projects require additional technical supporting documents as outlined in this guidance document. The technical supporting documents are intended to demonstrate key project criteria are met such as site suitability, environmental protection, quality assurance, value for money, health and safety, and sustainability. The technical documentation aligns with the ISC's Community Infrastructure (CI) technical requirements for capital projects, and Lands and Economic Development's Environment and Natural Resources (LED-ENR) technical requirements for the *Impact Assessment Act* (IAA) environmental review process. Three checklists are provided in this document to summarize the technical documents that are typically required at each capital project stage.

Capital projects may include, but not limited to:

- Construction of new buildings
- Renovation of existing buildings
- Acquisition of land parcels and/or buildings

Technical Project Stages of capital projects:

1. Feasibility - The feasibility stage examines all technically sound and economically viable options available to achieve the objectives of a capital project and provides the planning information required for the project to move ahead to subsequent stages. The feasibility stage details the available options for addressing the project objectives, investigates site issues impacting the options, weighs the advantages and disadvantages of each option, and assesses the cost effectiveness of each option.
2. Design – The design stage develops the selected option confirmed in the feasibility stage by obtaining, analysing and processing information to result in a project design which can be constructed.
3. Construction – The construction stage is when a project is constructed. The construction stage only proceeds after the successful completion of the design stage. This stage typically starts with the tendering process to select a qualified and cost-effective contractor to complete the construction of the project, and continues to the final completion/commissioning and occupancy of the project.
4. Post-Construction – The post-construction stage is intended to close-out a capital project and move to the operational phase. The commissioning phase is completed and final project completion documents are prepared to close-out the project, record drawings, inspection reports and other project records documents.

ISC CI and LED-ENR Teams will complete a Review at the following Stages:

- **Pre-Feasibility –** Once the workplan for the feasibility study has been prepared to ensure the workplan meets the technical requirements of the subsequent reviews.
- **Feasibility** – Once all applicable feasibility stage documents outlined in this guidance document have been submitted to ISC.
- **Design** – Once all applicable design stage documents outlined in this guidance document have been submitted to ISC and prior to approval of funding for the construction stage.

- **Post-Construction** – Once construction stage is complete and all project documentation has been compiled into a project completion report and submitted to ISC as outlined in this guidance document.

Flexibility

CFS allows flexibility in the stages listed above based on when a funding request is submitted. Please discuss the funding approach and project stages with CFS.

Reimbursements

Some CHRT 41 funding requestors may submit a funding request for a project after work from one or more stages listed above have been completed. In general, the same requirements apply if funding is being requested prior to or after completing the work. In the event some documents are not available, ISC CFS team will work with requestors to determine the appropriate steps to obtain the required information.

Please note that for reimbursement for a project after site clearing and/or construction has taken place, Impact Assessment Act (see below) review may not be feasible, and therefore the risk associated with potential non-compliance with environmental legislation is solely the responsibility of the project proponent. ISC encourages the submission of the proposed project details as early as possible in the feasibility and design stage so that ISC can support projects to meet applicable federal legislation.

Protocol for ISC-Funded Infrastructure (PIFI)

The PIFI provides a list of applicable laws and regulations that recipients must comply with to maintain public health and safety of workers, occupants, and the environment, and received funding from ISC. Please see the link: Protocol for ISC-Funded Infrastructure (sac-isc.gc.ca)

IAA Process

An Environmental Review Process (ERP) is required under Section 82 of the Impact Assessment Act (IAA) in order for ISC to issue an instrument or funding for projects on federal lands. An ERP determines whether a project is likely to cause significant adverse environmental effects, and should be completed prior to site disturbance. Section 86 of the IAA requires a public notice to be posted to the Canadian Impact Assessment Registry (CIAR) for a minimum of 30 days before a determination can be made. Therefore, the ISC LED Environment and Natural Resources (LED-ENR) team should be notified as soon as possible when a CHRT funding request is received in order to initiate an ERP.

An ERP is not required for Modern Treaty sites, but they are required for sites with First Nations Land Management (FNLM) codes. The ERP for FNLM Land Code Operational Nations are completed in collaboration through a harmonized process with the First Nation.

Land Related Requirements

Should the CHRT 41 capital project include a plan for a third party to operate the facility on Band land, or if a Band will be leasing land to a third party, an ISC Headlease may also be required as a separate process. ISC Lands staff are available to assist with this process. This requirement does not apply to First Nations Land Management Land Code Operational Nations.

Timber Permits

If trees are being cut to accommodate the project construction or the activities funded by the program, a timber permit may be required. There are three types of authorizations that may be granted under the Indian Timber regulations; Permit for Sale, Permit for Band or Permit for Individual Use or Licences. Consent from the Nation must be obtained through a Band Council Resolution unless the subject area was surrendered to Canada. Proponents are strongly encouraged to reach out to regional staff with preliminary plans to assess the requirement. This requirement does not apply to First Nations Land Management Land Code Operational Nations.

Construction Change Orders

Construction stage can begin once a design stage review has been completed and any follow up documents such as Construction Environmental Management Plan (CEMP) have been submitted. At this point there are no further planned reviews until the project is complete. However, if a change order arises during the construction that significantly adds to the scope of work and/or additional funding requests, a review of the change order and supporting technical documents may be recommended by Community Infrastructure.

On- and Off-Reserve Projects

This guidance document has been developed to apply for projects located on- and off-reserve; however, they are based upon CI and LED requirements which focus on on-reserve projects. There may be some additional requirements for off-reserve projects depending on the regulatory landscape where the projects will take place. The checklists may still be used as guidance for off-reserve projects.

Acquisitions

The guidance document has been developed primarily for projects involving construction and major renovations. If a project involves acquisition only, such as the purchase of an existing building, other technical requirements may apply. These will be determined on a case by case basis. The checklists may still be used as reference.

Authentication

In this document, the term ‘authentication’ or ‘authenticated’ is used as per the Engineers and Geoscientists BC standard. Where a document that requires authentication has been prepared by a professional other than a engineer or geoscientist this term may be substituted by the term ‘signed and sealed’, ‘sealed’, or ‘certified’ as appropriate to the profession who has prepared the document. All professionals must follow their respective professional standards when authenticating a document for submission to ISC.

Living Document

This is a living document that has been prepared as a communication tool to assist with the implementation of CHRT41 funding requests for capital project. The objective is to facilitate collaboration between First Nations, requestors, agencies, consultants, professionals, ISC Child and Family Service, ISC’s Lands and Economic Development ENR, and ISC’s Capital Infrastructure. The document may be subject to updates at any time based on feedback received or changes to the CHRT 41

funding program. If you have any comments or suggestions on how to improve this guidance document please submit to bccfs@sac-isc.gc.ca.

Checklist #1: Checklist for Deliverables of the Feasibility and Planning Stage Review

Project Name: _____

Request Number (PXXXXXX):_____

Checklist Submitted by and contact email: _____

Date: _____

Checklists are for the purpose of CHRT 41 Capital Funding Reviews. The specific requirements of each project depend on the nature of the project. Please discuss with ISC regarding the project specific requirements. The Following Components are considered the key deliverables for the Feasibility Stage for Capital Projects delivered with CHRT 41 Funding.

Feasibility Study	**Submitted**	**Not Applicable**	**Comments (optional)**
Letter of Recommendation (as per CHRT 41 Application)			
Project Summary, History, Participants, Description, Location, Objective, & Rationale			
Feasibility Report (Authenticated)			
Option Analysis			
Life Cycle Cost Analysis			
Preferred Option Recommended			
Appropriate Site Servicing Confirmed • Water [Domestic & Fire Flow] • Sanitary Sewer • Electrification • Gas • Connectivity • Road Access, etc.			
Land Requirements Identified			
Land Encumbrance Check			
Archeological Overview Assessment			
Archeological Impact Assessment (if required)			
Geotechnical Report (Authenticated)			
Operations & Maintenance (O&M) Capacity Assessment			
Other Subconsultant Reports, if required (Authenticated)			
Alignment with Tender Policy			
Environmental Impact Assessment- Preliminary Project Description Form (Sections 1-2)			
Phase 1 Environmental Site Assessment (ESA)			

Report			
Regulatory Impact/ Permits Identified*			
Project Schedule incl. Major Milestones			
Project Construction Process & Procurement Strategy Outlined			
Class 'C' Capital Cost Estimate			
Class 'D' O&M Cost Estimate			
Building Code Letters of Assurance Schedule A			
Confirmation of applicable Laws, Regulations, Codes, and Standards			
Professional Certification Statement **			

**Examples: Environment Canada, Fisheries Canada (DFO), First Nations Health Authority, Transport Canada, BC Ministry of Environment and Climate Change Strategy, BC Ministry of Forests, BC Ministry of Water, Land and Resource Stewardship, BC Ministry of Transportation and Infrastructure, ISC Timber permit, gravel extraction permit, waste disposal permit, burning permit, provincial land tenure permit, building permit, demolition permit, etc.*

***"I hereby give assurance that the submitted feasibility report and associated drawings have been completed in accordance with ISC Protocol for ISC Funded Infrastructure, and other applicable National and Provincial codes and standards". As a minimum this assurance should be provided by the "Engineer of Record" and the internal "Reviewing Engineer.*

FEASIBILITY STAGE FOR PROJECTS UNDER CHRT 41 CAPITAL FUNDING

The following information provides an overview of some key documents listed in the Feasibility Stage Checklist above.

Project Description, Objectives and Rationale - Required by Community Infrastructure to assess technical aspects of request
Technical Feasibility Study – A final authenticated report prepared by a professional architect or engineer licensed to practice in BC. It looks at one or more options for design and construction, or renovation, to see if it meets the objectives of the project. Part of the study must include life cycle cost considerations. A life cycle cost analysis shows that a proposed technical solution gives value for money when compared to all of the potential solutions that would achieve the same project objective. The technical feasibility study must identify if existing community-support infrastructure needs to be upgraded, or if new infrastructure needs to be created, to meet the needs for the proposed building (for example: roads, water and wastewater systems, electricity).
Operations and Maintenance Capacity Assessment – outlines the operations and maintenance activities expected for the preferred options and includes and assessment of the owner's capacity to safely and effectively operate and maintain the proposed works. Indicates additional resources and/or training required to reduce gaps, or if applicable design alternatives to meet the needs of the owner in the operation and maintenance stage.
Land Encumbrance Check – Confirmation of land tenure (ownership) rights and infringements relating to a specific parcel of land. Encumbrance checks are required for projects on and off-reserve, although the procedure for obtaining the document will differ.
Geotechnical Investigation – A final authenticated report prepared to assess the existing ground conditions and confirm that the land may be used safety for the intended purpose. The finding of this report will provide information used in the design of the foundation and other design aspects of the project.
Archeological Overview Assessment – A final certified report prepared by a professional archaeologist licensed to practice in BC. It compiles existing knowledge about recorded archaeological site locations, historical First Nations' land use, along with cultural and environmental constants or changes in the area likely to affect site location to determine the need for detailed archeological studies and assist with project planning.
Phase 1 Environmental Site Assessment Report – A final authenticated report prepared by a qualified professional licensed in BC. It is a non-invasive study that looks to determine if there is a potential for contamination to be present on a site. Depending on the recommendations of the assessment report, further studies may be required in future phases of the project.
Preliminary Project Description Form (Sections 1-2) - ISC is required to ensure that projects and/or activities that occur on reserve lands or are funded by the department do not cause significant adverse environmental effects. This form gathers the preliminary information required to assist in the determination of the potential effects from a proposed project prior to the department enabling the project to proceed. This form will also help determine if further information and/or further review is required. ISC Forms by category (sac-isc.gc.ca)
Site Survey - a survey completed by a licensed surveyor of the land that the Project is proposed to be constructed on. The survey shows how the proposed building will fit with existing buildings and infrastructure

Signed Letter and/or Band Council Resolution - this is needed to show support of the proposed project from the Chief(s) and/or Band Council(s) of the community, or communities, that are directly involved.

Checklist #2: Checklist for Deliverables of the Design Stage Review

Project Name: _____

Request Number (PXXXXXX):_____

Checklist Submitted by and contact email: _____

Date: _____

Checklists are for the purpose of CHRT 41 Capital Funding Reviews. The specific requirements of each project depend on the nature of the project. Please discuss with ISC regarding the project specific requirements. The Following Components are considered the key deliverables for the Design Stage for Capital Projects delivered with CHRT 41 Funding.

Design Stage	Submitted	Not applicable	Comments (optional)
Letter of Recommendation (as per CHRT 41 Application)			
Project Summary, History, Participants, Description, Location, Objective, & Rationale			
Class 'A' Total Project Cost Estimate			
Final Design Report (Authenticated			
Design Drawings (Issued for Tender) (Authenticated)			
Final Specifications (Authenticated)			
Tender Documents (Authenticated)			
Alignment with Tender Policy			
Site Location Plan			
Site Plan			
Land Encumbrance Check			
Right-of-ways Identified/ Confirmed			
Impact Assessment Study Report			
Impact Assessment – Fully Executed Project Description Form (Sections 1-6)			
Construction Environmental Management Plan (CEMP) (If applicable)			
Environmental Site Assessment (ESA) Phase I or II Report (as applicable)			
Copies of Required Permits • Timber Description • Other Permits*			

Comments by other Regulatory Agencies (if applicable) • First Nations Health Authority (FNHA) • Other First Nations/ Province/ Municipal/ Regional District • Fisheries Canada/ Environment Canada • Others *_____			
Annual Operations & Maintenance (O&M) Class 'A' Cost Estimate			
Operation & Maintenance Plan (Draft)			
O&M Training Plan (if warranted)			
Project Schedule incl. Major Milestones			
Class 'A' Total Project Cost Estimate			
Project Construction Process & Procurement Strategy Outlined			
Building Code Letters of Assurance - Schedules A, B			
Professional Certification Statement **			

* *Examples: Environment Canada, Fisheries Canada (DFO), First Nations Health Authority, Transport Canada, BC Ministry of Environment and Climate Change Strategy, BC Ministry of Forests, BC Ministry of Water, Land and Resource Stewardship, BC Ministry of Transportation and Infrastructure, ISC Timber permit, gravel extraction permit, waste disposal permit, burning permit, provincial land tenure permit, building permit, demolition permit, etc.*
** *"I hereby give assurance that the submitted design report and associated drawings have been completed in accordance with ISC Protocol for ISC Funded Infrastructure, and other applicable National and Provincial codes and standards". As a minimum this assurance should be provided by the "Engineer of Record" and the internal "Reviewing Engineer.*

DESIGN STAGE FOR PROJECTS UNDER CHRT 41 CAPITAL FUNDING

The following information provides an overview of some key documents listed in the Design Stage Checklist above. Once the design stage deliverables have been submitted, reviewed, discussed and accepted by ISC, the project is considered 'ready to proceed' to construction.

Project Description, Objectives and Rationale - Required by Community Infrastructure to assess technical aspects of request
Final Detailed Design Report – a final authenticated report that specifies and rationalizes in detail the preferred solution for meeting the service need, including factors such as lot servicing, access to services and supporting infrastructure (water, wastewater, internet, electricity, roads).
Design Drawings and Specifications– Final authenticated documents that demonstrate that the project meets applicable federal, provincial, and territorial codes and standards for the design, construction and operation of similar physical assets, that the design of the project is approved and certified by a professional engineer or architect licensed to practice as such in the province/territory where the proposed work is undertaken.
Class 'A' Cost Estimate – A cost estimate based on a quantity take off from the final design drawings and specifications. It is used to evaluate tenders and forms the basis of the funding request. Cost Estimate Definitions - Knowledge Areas - NPMS - Real Property - PSPC (tpsgc-pwgsc.gc.ca)
Tendering Process - Federally funded capital projects administered by First Nations must align with the First Nation's own tendering policies or, in the absence of such policies, the projects must align with the Tendering policy on federally funded capital projects for First Nations on reserve. Tendering policy on federally funded capital projects for First Nations on reserve (sac-isc.gc.ca)
Operations and Maintenance Cost Estimate – Estimate of the annual cost to operate and maintain the building and ancillary components (utilities, generators, septic fields, etc.) once it is complete. This cost estimate is in addition to the annual cost to operate and maintain the services that will be provided within the building.
Building Code Letters of Assurance – Legal accountability documents under the BC Building code/ They are uniform, mandatory documents intended to clearly identify the roles and responsibilities of key individuals in a building project. Letters of Assurance - Province of British Columbia (gov.bc.ca)
Environmental Impact Assessment (EIA) Report – A report prepared by a Qualified Environmental Professional (QEP) that evaluates the potential environmental impacts of a proposed project before it is initiated. An EIA is a planning and decision making tool that determines the environmental setting, predicts potential impacts and provides measures to mitigate any adverse effects, taking into account any potential socio-economic, human health or cultural impacts. Impact Assessment Process Overview - Canada.ca
Other Environmental Reports or Permits as Required – Additional reports or Permits may be required and will be outlined in the design stage as environmental information is submitted and reviewed (e.g. related to Species at Risk, fish habitat, wetland compensation, etc.)
Project Description Form (Sections 3-6) – Update the Project Description Form based on the information obtained in the Environmental Impact Assessment and the Phase I Environmental Site Assessment. For detailed instructions, refer to the Guide to Completing the Project Description Form under the Environmental Review Process Category. ISC Forms by category (sac-isc.gc.ca)
Permits and Regulatory Comments – Provide copies of finalized or draft permit/authorizations required to proceed to the construction stage. If applicable, include copies of correspondence from applicable regulatory agencies.

Signed Letter and/or Band Council Resolution - this is needed to show support of the proposed project from the Chief(s) and/or Band Council(s) of the community, or communities, that are directly involved.

Checklist #3: Checklist for Deliverables of the Post-Construction Stage Review

Project Name: _____

Request Number (PXXXXXX):_____

Checklist Submitted by and contact email: _____

Date: _____

Checklists are for the purpose of CHRT 41 Capital Funding Reviews. The specific requirements of each project depend on the nature of the project. Please discuss with ISC regarding the project specific requirements. The Following Components are considered the key deliverables for the Post-Construction Stage for Capital Projects delivered with CHRT 41 Funding.

Post Construction	**Submitted**	**Not applicable**	**Comments (optional)**
First Nation Letter of Acceptance/Substantial Completion Certificate of Sign-off			
Project Expenditure Accounting • Final Project Costs • Budget Comparison • Funding Comparison			
Digital Record Drawing *(Electronically Authenticated Full Size pdf/A verified by Notarius platform)*			
Assessment Inventory Forms (authenticated by the coordinating professional and signed by Chief Councilor)			
Completion Report (Authenticated)			
Building Code Schedules A, B, C-A, C-B			
Building Code Review			
Align with Tender Policy			
Fuel Tank Registration (if fuel tank installed during project)			
Pre-construction Reports and Assessments (if not submitted at previous Stages, such as for Reimbursement) • Impact Assessment Report (Recent within 5 years) • Geotechnical Reports • Land encumbrance Check • Archeological Overview Assessment • Phase 1 Environmental Site Assessment (Recent within 5 years if possible) • Feasibility Report • Detailed Design Report			
Operations and Maintenance (O&M) Manual			

Maintenance Management Plan			
Warranty Final Inspection Process			
Field inspection reports, environmental monitoring reports, Inspection and all test results, progress and completion photographs, etc.			
Commissioning Reports			
Copies of Permits*			
Legal Survey Plan			
Professional Certification Statement **			
Letter from First Nation/Agency confirming receipt of O&M Manual, Completion Report & Record Drawings in preferred format (Paper/Digital)			

* *Examples: Environment Canada, Fisheries Canada (DFO), First Nations Health Authority, Transport Canada, BC Ministry of Environment and Climate Change Strategy, BC Ministry of Forests, BC Ministry of Water, Land and Resource Stewardship, BC Ministry of Transportation and Infrastructure, ISC Timber permit, gravel extraction permit, waste disposal permit, burning permit, provincial land tenure permit, building permit, demolition permit, etc.*

**"I hereby give assurance that all constructed works in this project have been completed in general accordance with the record drawings, the project specifications and applicable codes and standards, that all required testing has been carried out in accordance with the specifications, applicable codes and standards and generally accepted procedures and that required environmental mitigation measures identified in the project have been implemented."

POST- CONSTRUCTION - COMPLETION STAGE UNDER CHRT 41 CAPITAL FUNDING

The following information provides an overview of some key documents listed in the Post-Construction Stage Checklist above. A completion report is recommended to close the project and move into the post-construction phase. If there is an opportunity in the future to include the constructed asset in the ISC Asset Inventory System, the completion report will required at that time.

First Nation Certificate of Completion – First Nation confirms that project has been completed and confirms the use of the capital asset as being, at least in part, to support delivery of Jordan's Principle funded services or First Nations Child and Family services.
Project Expenditure Accounting – All final project expenditures including requestors (owner), consultants, and contractor expenses, as applicable. The final project costs are to be broken down according to the various elements of the project and are to be compared to the Class A estimates and to the approved funding. Any significant variances are to be explained.
Final Design Drawings – Digitally authenticated final design drawings prepared upon completion of the construction project. These drawings reflect design changes made during construction and incorporate contract-related items such as addenda and change orders.
ICMS Asset Inventory Form – ISC's Integrated Capital Management System Asset Inventory System Form must be authenticated by the coordinating professional and signed by the Chief councillor (If the asset owner is not a First Nation, signature of authorized signatory). This form will permit the asset to be added to ISC Asset Inventory System.
Completion Report – An authenticated completion report that provides a complete record of the project. The content includes project implementation history, project participants, tender process, project milestones, inspections and test results, project changes, project costs, and other relevant project documentation. Attached to the report is the field inspection reports, inspection and test results, certificate of substantial performance, colour photographs during the course of construction.
Building Code Letters of Assurance (Schedules A, B, C-A, C-B) - Legal accountability documents under the BC Building code/ They are uniform, mandatory documents intended to clearly identify the roles and responsibilities of key individuals in a building project. Letters of Assurance - Province of British Columbia (gov.bc.ca)
Final Inspection Reports – prepared by the project professionals (architects, engineers, etc.) inspectors during construction
Inspection test results – for any material and installation testing conducted during construction
Environmental Monitoring Reports – demonstrate compliance with the environmental monitoring plan and applicable permits/authorizations.
Commissioning Reports – prepared to record the final inspections, testing, set-up and start-up of systems and controls
Operations and Maintenance Manual – Instructions and product information for equipment, component and controls installed in a facility. Warranties for all applicable equipment should be included.
Legal Survey Plan – copy of the posted legal survey plan. Legal registration of the survey plan may not be available for some time after project completion so a copy of the 'ready for registration' plan that has been submitted for registration is acceptable. The registered pan is to ensure that all assets are legally projected for the use and operations and maintenance by the First Nation or Agency.