

**NEW BUILDING CANADA FUND
SMALL COMMUNITIES FUND
APPLICATION FORM**

PLEASE READ THE PROGRAM GUIDE in order to ensure you submit all required information before completing this Application Form.

The Application Form must be completed in full and submitted with all mandatory supporting documentation. See Program Guide section 6 for more details. Applicants should be aware that information collected is subject to provincial freedom of information legislation.

All sections of the application form must be completed. If a question is not relevant to your specific project, enter N/A. Where possible we have provided examples to assist you in the completion of the Application Form.

Please provide only specific concise project information.

Application Number: **16**

A. Applicant Information

| | | | |
|-----------------------------|-----------------------|-------------------------|--------------------------|
| Legal Name of Applicant: | District of Sooke | | |
| Applicant Mailing Address: | 2205 Otter Point Road | City/Town: | Sooke |
| Province: | BC | Postal Code: | V9Z 1J2 |
| Primary Contact First Name: | Michael | Phone Number: | (250) 642-1634 Ext: |
| Primary Contact Last Name: | Dillabaugh | Email Address: | mdillabaugh@sooke.ca |
| Title of Primary Contact: | Director of Finance | Alternate Contact Name: | Brent Blackhall |

B. Project Information

| | |
|----------------|---|
| Project Title: | Grant Road Connector Project - Phase 2 (Phillips to Charters) |
| 1. | Select the Project Type that describes the largest percentage of works being undertaken in this Project. Highways & Major Roads |
| 2. | Nature of the project. New Construction |
| 3. | Provide a brief project rationale outlining why the project is needed along with the objectives that will be achieved. Currently there is only one route through town along Highway 14 (Sooke Road/West Coast Road). This is a busy route that is prone to traffic incidents, is time consuming for vehicle traffic trying to connect within the community and is not safe for active modes of transportation. The key issue identified by stakeholder consultation to the District's 2009 Transportation Plan was the need for an alternate route through the community, including a collector road system. The need for this alternate route also achieves many goals and objectives listed in the District's 2010 Official Community Plan including specific objectives of the Transportation, Parks and Trails, Energy and Climate Change, |

Economic Development, and Health and Quality of Life plans. Approximately 16,000 vehicles travel daily on the existing single route through town along Highway 14 (Sooke Road). Transit Service also must use this route, adding to the congestion. The new alternate route will take approximately 6,400 vehicles off the highway while also opening up active transportation and Transit access within the community. This alternate route will: - stimulate economic growth through opening up safe, efficient and reliable access to the town core, - will improve the environment by reducing green house gases through reduced idling, allowing active modes of transportation and proving potential new Transit service, - will help build a stronger community by proving a safe, efficient and sustainable connection from key residential areas to the town core. The District recently completed the first phase of this project (Church Road to Otter Point Road - "Wadams Way") which provided approximately 500 meters of new road and multi-use trail. That phase was tendered in February 2014 and officially opened in September 2014, under budget and on time. The next phase, Phillips Road to Charters Road, is the subject of this grant application and will provide an efficient link to Wadams Way and the town core for key residential areas currently only able to use the highway.

4. Describe the alternatives considered for this project.
 The District explored both a bridge option and a culvert option for this project. Given that fiscal responsibility is the number one strategic priority for the District, this drove the decision to go with the culvert option. The estimated \$800,000 savings helps ensure the District makes adequate contributions towards required long-term capital infrastructure needs, while also living within its means. Installation of a culvert will have more of an impact on fisheries resources and environmental integrity compared to a bridge. The Environmental Assessment report recognizes these challenges and has provided design recommendations to offset any habitat and watercourse impacts.

5. Provide a detailed list of the physical works of the project.
 Project Works:
 The project involves construction of a new asphalt road, culvert and multi-use trail, including road connections and related infrastructure. Please see attached cost estimate for detailed project works.

 Example:

 Project works (i.e. treated wastewater effluent pipeline and outfall)
 - Approximately 10km of effluent forcemain;
 - Pumping system for the forcemain;
 - Outfall structure for discharge to a river;
 - Civil, mechanical and electrical works and supplies.

6. a) Provide physical address of project *.
 District of Sooke, road ROW at 2194/2168 Phillips Road to the east and 6519/6521 Charters Road to the west.
 b) Project Latitude:
 48 d 23 m 14 s
 c) Project Longitude:

-123 d 42 m 32 s

* Map of project location is mandatory. See section 6 of the Program Guide for a list of mandatory and optional supporting documentation.

7. a) What is the population of the community?
12,363
- b) What is the population that will be served by this project?
12,363
- c) List the communities below that will benefit from the project:
In addition to the District of Sooke, the Juan de Fuca Electoral District communities will also benefit from reduced traffic on the highway connecting them to the larger communities in the Capital Regional District.

8. a) Estimated Project Start Date:
01/09/2015
- b) Estimated Project End Date:
01/09/2016
- c) Estimated Construction Start Date:
01/10/2015
- d) Estimated Construction End Date:
01/09/2016
- e) Identify existing risks to meeting this timeline. Please list all that are known and include your evaluation and proposed mitigation for each risk. (i.e. seasonal limitations to construction; detailed design work; public oppositions expected; referendum required, Environmental Assessment/Aboriginal Consultation etc...)
Timeline Risks:
- | Issue/Risk | Timing or Impact | Mitigation |
|----------------------------------|-----------------------------------|---------------------------------------|
| School traffic along Throup Road | September 2015 to June 2016 | Coordinate with Sooke School District |
| Demamiel Creek Golf Course | April through September 2015/2016 | Coordinate with property owner |
| Fisheries Window | July 1 to Oct 1; Dec 1 to Feb 15 | Construction staged within windows |
- f) Other project timeline comments:
Small portion of road right-of-way remains to be secured with the SEAPARC Commission. They have approved the transaction at their Board level and support the project (letter attached).
Geotechnical, Archaeological and Environment impact assessments have already been conducted and would only need to be updated (if necessary).
Public and stakeholder consultation has already taken place.

9. a) Does the project involve federal owned asset?
No
- If Yes, please provide detail:
- b) Does the project involve provincial owned asset?
No
- If Yes, please provide detail:
- c) Has tender on design work been awarded?
Yes
- d) Has tender on construction work been awarded?
No
- e) Has physical work on construction been started?
No
- f) Does the project involve lands within the Agricultural Land Reserve?
No

C. Financial Details

In addition to the financial information below, a detailed cost estimate is mandatory. See section 6 of the Program Guide for a list of mandatory and optional supporting documentation.

| | | |
|-----|---|-------------------|
| 10. | Summary of Financial Details | |
| | a) Total Gross Project Costs: | \$ 3,808,439 |
| | b) Ineligible Project Costs | |
| | Land Acquisition Costs: | \$ |
| | Leasing Land, Building and Other Facilities: | \$ |
| | Financing Charges: | \$ |
| | Legal Fees: | \$ |
| | In-kind Contribution: | \$ |
| | Tax Rebate: | \$ |
| | Other: | \$ |
| | Total Ineligible Project Costs: | \$ |
| | c) Eligible Project Costs | |
| | Design/Engineering Costs (max 15%): | \$ 150,000 |
| | Construction/Material Costs: | \$ 2,896,751 |
| | Contingency: | \$ 761,688 |
| | Other (EA, etc.): | \$ |
| | Total Eligible Project Costs: | \$ 3,808,439 |
| | d) Total Grant Request: | \$ 2,538,959 |
| 11. | Provide detailed list of Other Funding Sources. <u>Please note:</u> Other federal and/or provincial grants will affect the total grant requested as per stacking limit. The provincial contribution will be equal to the federal contribution. - see section 1.5 of the Program Guide. | |
| | Other Funding Sources | Amount of Funding |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| 12. | Indicate how the local share of capital costs have been secured and show evidence of secured funds i.e. audited financial statement, bank statement etc. Local share of funds has been secured through Development Cost Charges, Capital Reserves and property taxes. This has been authorized and committed through Council resolution (attached). Audited Financial Statements (also attached) list reserve balances. | |
| 13. | Will the project require the borrowing of funds? No | |
| 14. | Who will own the completed project? District of Sooke | |
| 15. | Who will be responsible for operating and maintenance? District of Sooke | |
| | <ul style="list-style-type: none"> • Do you have a plan to fund, operate and maintain the asset over its lifecycle? Yes • What are the expected annual operation & maintenance costs of the project [including depreciation]? \$87,500 (includes amortization of \$85,000). • How will the operation, maintenance and renewal of this capital project be funded? O&M is contracted out and funded annually through taxes. Amortization is partially funded annually (\$130,000 was | |

set aside in a Capital Asset Replacement Reserve in 2014 and \$180,000 is currently planned for 2015).

16. Do you have council/board resolution authorizing the project to proceed and commit your share of project funding?
Yes

- If no, when do you expect to submit the council/board resolution:

17. Indicate how the program funding will have an incremental impact on the project whether its scope enhanced (increase in size - expressed in the form of a percentage) or its timing accelerated (by number of years).

The project would not be possible in the near term without NBCF-SCF funding. The funding will accelerate the timing of the project by at least 3 years based on the time it would take the District to accumulate enough other grant and reserve funds.

18. Eligible Costs Forecast - Project cost estimates are based on work completed or goods and services received, and are for all contributions (Provincial, Federal, and Applicant Share):

| | |
|---|---------------------|
| Project Costs – work expected to be completed April 1, 2015 to March 31, 2016 | \$ 1,256,785 |
| Project Costs – work expected to be completed April 1, 2016 to March 31, 2017 | \$ 2,551,654 |
| Project Costs – work expected to be completed April 1, 2017 to March 31, 2018 | \$ |
| Project Costs – work expected to be completed April 1, 2018 to March 31, 2019 | \$ |
| Project Costs – work expected to be completed April 1, 2019 to March 31, 2020 | \$ |
| Project Costs – work expected after March 31, 2020 | \$ |
| Total (must equal Total Eligible Costs (10 c.)) | \$ 3,808,439 |

19. Asset Management

a) Do you have a long-term financial plan that exceeds a 5 year horizon? If yes, how many years after 5 years does it go?

No. The District's financial plan is a five year plan, adopted annually each year. Currently we are operating under the 2014-2018 Five Year Financial Plan.

b) How does it relate to your OCP? Capital works plan? Asset management plan? Other strategic community and corporate plans?

The financial plan is guided by the other plans. The OCP is the main planning tool and other plans (Transportation Master Plan, Parks and Trails Master Plan etc) support the development of the OCP document. The Corporate Strategic Plan helps to set priorities for the term of Council. The Capital Plan is a five year plan that is part of the Five Year Financial Plan. The District recently completed an RFP process to acquire Asset Management software to better manage assets and plan for their replacement. The District is now fielding calls from other municipalities who are exploring the same process and is ahead of the curve in this respect. Asset Management is incorporated into the Five Year Financial Plan through the Capital Asset Replacement Reserve and the Capital Plan process.

c) What proportion (%) of infrastructure replacement are you able to fund through current financial revenues?

\$130,000 was set aside into a Capital Asset Replacement Reserve in 2014 and \$180,000 is planned for 2015. This

represents 7% of annual amortization. The District can also use some of its other reserves if necessary (see audited financial statements attached for a list of reserve accounts).

For the asset class that you are applying for:

- d) Do you have an asset inventory/registry – complete? Up to date?
Yes. All asset types are managed in our Asset Management system. The assets reporting is audited annually for completeness, existence, accuracy and valuation.
- e) Condition assessment?
The new Asset Management software is allowing for more detailed recording of condition assessments. Condition assessment information then provides input of potential project urgencies and timing for our Capital Plan and Five Year Financial Plan. Valuation of our assets is audited annually as part of our financial statement audit and is a financial representation of condition assessment. Condition assessment reports have also been conducted by consultants (Stantec in 2008).
- f) An asset management plan? If yes is the plan linked to a long term financial plan?
The District recently completed an Asset Management Strategy RFP process and acquired Asset Management software to better manage assets and plan for their replacement. The District has since been fielding calls from other municipalities who are exploring the same process and we are ahead of the curve in this respect. Asset Management is incorporated into the Five Year Financial Plan through the Capital Asset Replacement Reserve and the Capital Plan process. The new system will allow for development of asset replacement/repair plans that then feed into the financial planning process.
- g) Using the AM BC Roadmap available at www.assetmanagementbc.ca, identify which 'Basic Level' practice modules/building blocks your local government has achieved (for the asset category applied for)?
For Road assets the District has achieved "Basic Level" building blocks 1.0-1.3; 2.1-2.4; 3.1-3.3; 4.1 (partially), 4.2-4.3, 4.4 (partially); 5.1-5.2; 6.1 (partially) and 6.2. "Partial" rated blocks are being addressed with the new Asset Management software.
- h) What effect will the proposed project have on service levels and how will these be measured?
Minor impact - road maintenance is contracted out and the project would add less than \$5K to projected contract costs. Performance measurement standards are built into the contract. The District's Calls for Service tracking system in Tempest is used to assist with performance monitoring. The new Asset Management software will also assist with performance monitoring.

20. If this project involves a partnership, provide the legal name of all partner organizations and describe how they are supporting this project:
Not applicable.

D. Project Benefits

Economic growth, cleaner environment and stronger communities

Please use the following questions to demonstrate how the proposed project meets program objectives. Projects will be assessed on how they meet one or more of these principles. Where possible provide quantitative data in the fields below (e.g. total GHG emission reductions, energy

saved, number of residents that will have access to drinking water which meets emerging water standards, etc.).

Economic growth

21. a) Describe how the project improves economic growth in the community:

This new alternative route will provide safer, more efficient and more reliable commuting from key residential areas to the town core, elementary schools, middle school, and to and from the golf course and recreation facility, pool and arena. Development opportunities will be created by this new access and BC Transit will now have an alternative east/west route instead of the congested Highway. Business in the town core will be easier to access due to the reduced traffic on the highway. Tourism related business will benefit from less local commuter traffic on the Highway resulting in improved travel times for out of town visitors.

b) List the direct and indirect economic benefits and any impacts that are real but not measureable (e.g. community cohesiveness):

Direct economic benefits will accrue from capital investment (GDP), commuter time savings, commuter operating cost savings, federal/provincial income tax, District property tax and reduced accident costs. Indirect economic benefits will accrue to business owners in the town core through the easier access. Tourism operators in the town core and to the west will benefit through reduced local residential commuter traffic on the highway. See the Business Case for the full explanation and estimated costs and benefits.

Cleaner environment

c) Describe the environmental benefits and contribution of the project (e.g. reduced resource consumption, reduction in greenhouse gas emissions, etc.):

Greenhouse gas emissions will be reduced from less vehicles idling on a congested highway through town. The multi-use trail will open up a new and safe active transportation route that will reduce the volume of vehicle traffic. Direct access to the schools and to the SEAPARC recreation centre will be possible by trail instead of by having to drive.

d) Describe the community health and social benefits of the project (e.g. promoting inclusive and accessible communities, improved drinking water quality, etc.):

Community health will be significantly impacted by the multi-use trail connection that the project will provide. Currently a large number of residents must commute along the highway to access the town core and do not have access to the existing trail network. The highway is prone to traffic incidents and is not friendly for activities such as biking, walking and running. This new route will also provide a safe and efficient way to connect to the middle school, French immersion school, family resource center, golf course and recreation facility. It will also open up new Transit connections that would provide reduced trip times and more efficient service. Drinking water quality is improved by providing a means for installation of a second water connection into Sooke, resulting in a looped system for backup.

Stronger communities

e) Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans. Include a copy of the relevant sections of the community plan(s) as supporting documentation. See Section 6 of the Program Guide.

The community is lacking an alternate route to the town core and through the town to other communities. The only current route is along Highway 14 (Sooke Road/West Coast Road) which is congested, accident prone and not friendly for active transportation. This lack of an alternate route is identified in the District's Official Community Plan, Transportation Plan and Parks and Trails Master Plan as a priority project for the sustainability and livability of the community. Excerpts of those plans are attached.

E. Environmental Assessment and Aboriginal Consultation

22. Is any part of the project located on federal lands?
No
23. Will aboriginal groups be consulted about the project?
Yes - the T'Sou-ke Nation has supported the project and was involved in the archaeological impact assessment.
24. Is the project subject to an environmental assessment?
No, however an Environmental Impact Assessment was carried out by the District for internal and stakeholder purposes.

F. Mandatory and Supporting Documents

All mandatory and optional supporting documentation* are to be emailed or mailed (must include application number) to:

For the following project categories:

Brownfield Redevelopment, Connectivity and Broadband, Disaster Mitigation Infrastructure, Highways and Major Roads, Innovation, Local and Regional Airports; Public Transit, Short Line Rail and Short Sea Shipping

Ministry of Transportation and Infrastructure
PO Box 9850 Stn Prov Govt
5C - 940 Blanshard St.
Victoria, BC V8W 9T5
Phone: 250-952-0675
Email: infrastructure@gov.bc.ca

For the following project categories:

Drinking Water, Green Energy, Solid Waste Management and Wastewater

Ministry of Community, Sport and Cultural Development
PO Box 9838 Stn Prov Govt
4th Floor 800 Johnson St.
Victoria, BC V8W 9T1
Phone: 250-387-4060
Email: infra@gov.bc.ca

* Please see Section 6 of the Program Guide for a list of mandatory and optional supporting documentation.