



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
JANUARY 4, 2022 - 7:00 PM
HYBRID TEAMS & OPEN MEETING
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

1. Call to Order

2. Introduction of Late Items

3. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for January 4, 2022 be approved.

4. Minutes of Previous Meetings

Recommended Resolutions:

THAT the minutes from the Special Council meeting held on December 9, 2021 be adopted.

5. Petitions and Delegations - None

6. Correspondence

a) AVICC 1st call for 2022 Resolutions and Nominations for AVICC Executive

b) Erin Ryan, Specialist, Research Communications, BCSPCA, re: offer of support: changes to rodenticide use in Sayward

c) Jake Martens, General Manager of Corporate Services, CVRD, re: CSWM Bylaw Adjudication, comment on Bylaw 687

d) Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs, re: extreme weather conditions and COVID-19 restrictions.

e) Dr. Charmaine Enns, Medical Health Officer, Island Health re: cold weather planning for vulnerable populations

f) Mayor Peter Busse, District of Lillooet, re: BC Wildfires petition

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report - None

10. Unfinished Business - None

11. Staff Reports

a) 2022 Regular Council Meeting Schedule – Amended

Recommended Resolutions:

THAT Council approves the attached amended 2022 Regular Council Meeting Schedule as presented noting that June, July, August, and December meetings are varied from Council Procedure Bylaw No. 416, 2015 to one meeting per month, and;

THAT Council direct Staff to amend the Council Procedure Bylaw to revise section 4 regarding Inaugural meetings.

b) Fireworks Bylaw & Community Survey

Recommended Resolution:

THAT Council direct Staff to prepare a moderately restrictive Fireworks Bylaw and consequent amendments to the Fire Protective Services Bylaw, Ticketing Bylaw, and Fees & Charges Bylaw.

c) Investing in Canada Infrastructure Grant Opportunity & Grant Writer

Recommended Resolution:

THAT Council authorize staff to make application to the Investing in Canada Infrastructure Program – Green Infrastructure for short-term and medium-term upgrades to the drainage system; and,

THAT Council authorize staff to retain Urban Systems for a total of \$8,545.

d) Kelsey Centre and Public Health Order

Recommended Resolution:

THAT Council approves a transfer of \$4,300 from the COVID-19 Reserve Fund to cover Kelsey Recreation Centre revenue shortfalls and operating expenses due to public health restrictions.

12. Bylaws

13. New Business

14. Public Question Period (maximum 15 minutes)

Mayor: “The purpose of the public question period is to enable citizens to ask questions of Council about issues that are important to the citizen asking the question. Speakers are asked to limit their questions to one each and, if time permits after everyone has had an opportunity to ask questions, speakers may ask a second question. Citizens will be asked to state their name and address.”

15. In-Camera - None

16. Adjournment



**VILLAGE OF SAYWARD
MINUTES
SPECIAL COUNCIL MEETING
DECEMBER 9, 2021
HYBRID TEAMS & OPEN MEETING
COUNCIL CHAMBERS**

Present: Mayor Mark Baker
Councillor Norm Kirschner
Councillor Wes Cragg
Councillor Sue Poulsen
Councillor Tom Tinsley

In Attendance: Lisa Clark, CFO
Melissa Coates, Finance/Admin Clerk

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

1. Call to Order

Meeting was called to order at 7:00 PM.

2. Introduction of Late Items - None

3. Approval of Agenda

MOTION S21/13

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for December 9, 2021 be approved.

CARRIED

4. Minutes of Previous Meetings

MOTION S21/14

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on November 16, 2021 be adopted.

THAT the minutes from the Special Council meeting (Strategic Planning session) held on November 20, 2021 be adopted.

CARRIED

5. Petitions and Delegations - None

6. Correspondence

a) Hon. Josie Osborne, Ministry of Municipal Affairs, re: Clean BC Roadmap

- b) Lavinia Rojas, re: fireworks petition
- c) Andrea Cragg, re: Community to Community Forum
- d) SD72 Board News
- e) Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs, re: October 2021 Regional Meetings
- f) Stephanie Hendrickson, CRDCEH Coordinator, re: Rural and Remote SRD Housing and Service Needs
- g) Cpl. Chris McMillan, Sayward RCMP, re: July to Sept 2021 Policing Report
- h) Eric Stubbs, Assistant Commissioner, BC RCMP re: BC Supreme Court Injunction Enforcement – Coastal GasLink
- i) Lisa Dennis, Manager of Legislative Services re: CVRD 2022 meetings calendar
- j) Nancy Matthews, Royal Canadian Legion Campaign Office, re: 17th Annual Military Service Recognition Book
- k) UBCM re: 2022 Convention hotel block

MOTION S21/15

MOVED AND SECONDED

THAT correspondence (a) to (k) be received.

CARRIED

Direction to staff: Council directed staff to go ahead with the advertisement in the Royal Canadian Legion 17th Annual Military Service Book.

7. Council Reports

a.) Cllr Cragg (verbal) – Cllr Cragg provided some information to Council regarding the replacement of the finger wharf at the Sayward Futures dock and indicated that the new dock will be donated by MOWI and that the expected date of replacement is January 2022.

8. Reports of Committees - None

9. Mayor's Report

a) Shared Fire Service (verbal) – Mayor Baker provided an update to Council regarding the Shared Fire Service proposal from the SRD.

10. Unfinished Business - None

11. Staff Reports

a) 2022 Strategic Plan

MOTION S21/16

MOVED AND SECONDED

THAT Council approves the 2022 Strategic Plan.

CARRIED

2

b) 2022 – 2026 Financial Plan

MOTION S21/17

MOVED AND SECONDED

THAT Council schedule the following Committee of the Whole meetings for Financial Planning purposes:

Tuesday January 11, 2022 at 7pm

Tuesday January 25, 2022 at 7pm

Tuesday February 8, 2022 at 7pm

CARRIED

12. Bylaws

a) 2021-2025 Five Year Financial Plan Amendment Bylaw

MOTION S21/18

MOVED AND SECONDED

THAT Five Year Financial Plan Amendment Bylaw No. 478, 2021 be given fourth and final reading.

CARRIED

13. New Business

a) Council Appointments and Portfolios - All appointments take effect December 10, 2021

MOTION S21/19

MOVED AND SECONDED

1.) THAT Mayor Mark Baker be appointed to the Strathcona Regional District Board and Councillor Sue Poulsen be appointed as alternate; Cllr Poulsen to attend the Comox Strathcona Regional Hospital District Board and the Comox Strathcona Waste Management Committee.

2.) THAT Councillor Wes Cragg be appointed to the Sayward Community Tourism Committee and Councillor Tom Tinsley be appointed as alternate.

3.) THAT Councillor Norm Kirschner be appointed to the Community Garden Portfolio and Councillor Wes Cragg be appointed as alternate.

4.) THAT Councillor Sue Poulsen be appointed as the Healthy Communities and Age Friendly Representative and Councillor Wes Cragg be appointed as alternate.

5.) THAT Mayor Mark Baker be appointed to the First Nations Relations and Community Forest Committee and Councillor Wes Cragg be appointed as alternate.

6.) THAT Councillor Norm Kirschner be appointed to the Mid Island Forestry Lands Advisory Group.

7.) THAT Councillor Sue Poulsen be appointed as Deputy Mayor.

8.) THAT Mayor Mark Baker be appointed the Council representative on the Sayward Futures Society Board.

CARRIED

14. Public Question Period (maximum 15 minutes)

Mayor: "The purpose of the public question period is to enable citizens to ask questions of Council about issues that are important to the citizen asking the question. Speakers are asked to limit their questions to one each and, if time permits after everyone has had an opportunity to ask questions, speakers may ask a second question. Citizens will be asked to state their name and address."

15. In-Camera

**MOTION S21/20
MOVED AND SECONDED**

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90(1)(c) of the *Community Charter* to discuss labour relations or other employee relations.

CARRIED

16. Adjournment

**MOTION S21/21
MOVED AND SECONDED**

THAT the Special Meeting of Council for December 9, 2021 be adjourned.

CARRIED

The meeting was adjourned at 8:47 PM.

Mayor

Corporate Officer

Lisa Clark

From: AVICC <avicc@ubcm.ca>
Sent: Tuesday, October 19, 2021 12:40 PM
To: avicc@ubcm.ca
Subject: AVICC 1st Call for 2022 Resolutions and Nominations for AVICC Executive
Attachments: 2022 AVICC Call for Resolutions.pdf; 2022 Call for Nominations and Nomination Form.pdf

Please forward to elected officials, the CAO and Corporate Officer.

The AVICC Executive is putting out a first call for resolutions to be considered at the 2022 convention. The convention is being planned as an in-person event to be held April 1-3 in Victoria at the Conference Centre. AVICC member local governments may now submit board or council endorsed resolutions following the requirements outlined in the attached call for resolutions.

The deadline for resolutions is Noon on Friday, January 28th. Please follow the guidelines to ensure resolutions are submitted that provide AVICC and UBCM with clear policy direction for advocacy. Sending in resolutions well ahead of the deadline is strongly encouraged to allow time to review submissions with the sponsoring local government.

The second document attached has information on nominating members to serve on the 2022/2023 AVICC Executive Committee. The deadline to receive nominations is also Noon on Friday, January 28th.

There will be a second email sent out with information on submitting suggestions for workshops and speakers at the convention. That email will also have information on how to book hotel rooms in Victoria for the convention.

AVICC will continue to monitor Public Health Office guidelines, and will keep members informed if there are any changes required to our plans for holding our convention in-person in Victoria next year.

We look forward to being able to meet in-person in Victoria.



2022 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2022 AGM and Convention that, subject to public health order restrictions, will be held at the Victoria Conference Centre as an in-person event from April 1-3, 2022.

Members are now asked to submit resolutions for consideration at the 2022 Convention. The requirements for the resolutions are outlined below and in the following pages.

DEADLINE FOR RESOLUTIONS

AVICC must receive all resolutions by: **noon, Friday, January 28, 2022**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to avicc@ubcm.ca by the deadline; AND
2. One copy of the resolution by regular mail that may be received after the deadline to: AVICC, 525 Government Street, Victoria, BC V8V 0A8

AVICC's goal is to have resolutions that can be clearly understood, and that have specific actions. If a resolution is endorsed, it's "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution are on the next pages, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. Please contact AVICC & UBCM for assistance in drafting the resolution.
- Each resolution **must include a separate background**er that is a maximum of 3 pages and specific to a **single** resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, March 30th**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM by June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

3. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.



2022 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2022 Nominating Committee is Past President Carl Jensen.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received by noon, Friday, January 28, 2022**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

5. FURTHER INFORMATION

All enquiries should be directed to:

Past President Carl Jensen, Chair, 2022 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8
Phone: (250) 356-5122
email: avicc@ubcm.ca



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

"The Executive shall manage or supervise the management of the Society"

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Executive Director. All members of the Executive serve on the Resolutions Committee.

CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria's Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

3. EXECUTIVE MEETINGS

The full Executive normally meets in person five times a year, following this pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those held in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Online meetings usually occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention. AVICC does not provide Executive members with complimentary registration for the AGM and Convention.

NOMINATIONS FOR THE 2022-23 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to avicc@ubcm.ca by **noon, Friday, January 28, 2022**.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Carl Jensen, Chair, Nominating Committee,
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**

AVICC AGM & Convention – April 1-3, 2022 – Victoria

Lisa Clark

From: Melissa Coates
Sent: Thursday, December 2, 2021 8:46 PM
To: Lisa Clark
Subject: Fwd: BC SPCA offer of support: changes to rodenticide use in Sayward

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From: Erin Ryan <erinryan@spca.bc.ca>
Sent: Thursday, December 2, 2021 6:47:39 AM
To: Melissa Coates <village@saywardvalley.ca>
Subject: BC SPCA offer of support: changes to rodenticide use in Sayward

Dear Mayor Baker and Council,

The BC SPCA is writing to offer support in reassessing the use of all rodenticides in Sayward and to help raise awareness in your community about the many harms to wildlife and pets that can occur from using such poisons. The Village of Sayward can be a leader in taking progressive measures to protect wildlife and local greenspaces **by prohibiting all rodenticide use on public-owned properties and looking at strategies to reduce use on private properties.**

Many municipalities in B.C. have already made a significant difference at a local level through bylaws or operational practices, and this leadership was no doubt a contributing factor to the Province's July 21st decision this year to temporarily ban the sales and use of second-generation anticoagulant rodenticides (SGARs) for 18 months.

The SGAR restrictions are a major milestone for our province, and we hope that the change will become permanent. However, there are a number of **exemptions and gaps** that still leave a high risk of exposure for non-target animals like owls and other raptors, and even domestic cats and dogs.

The Minister's Order, in effect until January 2023 includes:

- Restricting who can buy and use SGARs (allowed for essential services only)
- Requiring sellers to prevent unauthorized buyers
- Requiring that SGARs are only used as part of an Integrated Pest Management (IPM) program. This involves identifying the species, determining their population level, identifying and sealing entry points, removing attractants and shelter, incorporating alternatives to rodenticides, and evaluating if the control measures are effective.
- Requiring proper disposal of SGARs
- Requiring record keeping for the sale and use of SGARs (for 3 years)

Unfortunately, **only three specific SGAR products are covered by this Order**. First-generation anticoagulant rodenticides (FGARs) like warfarin, chlorophacinone, and diphacinone are still legal for personal and professional use. These products are an older, slower-acting, and less potent product compared to SGARs – but rodents still suffer the same effects and can develop resistance to these products, making them ineffective for long-term use. Certain non-anticoagulant rodenticides, such as the neurotoxin bromethalin, are also still legal for personal and professional use. There is no antidote for bromethalin if it is accidentally ingested by cats or dogs. Their only hope is to make it to a veterinarian in

time to induce vomiting. Once a pet is showing signs of bromethalin poisoning – seizures, muscle tremors, or inability to walk – it’s generally too late to treat them, and death is inevitable.

Additionally, designated essential services with a certified pesticide applicator on staff may still buy and use SGARs. While it is important that these essential services control rodent populations for health, safety, and critical societal functioning, the exemption means rodent control operators are unlikely to change their service model. **Integrated Pest Management (IPM) – using prevention and attractant management first** – is often skipped to the default use of rodenticide baiting programs that do not aim to solve the initial pest problem. Further, compliance with IPM regulations for such programs is low. In 2019, a total of 311 inspections were conducted by provincial IPM Officers. Of these, only 39% were in compliance. Although many of these non-compliances were administrative or minor in nature, it highlights an existing problem with enforcement and user understanding.

The BC SPCA recognizes that unfortunately, there are currently no fast-acting or pain-free rodenticides and therefore recommends that rodenticides only be used in limited cases of infestation when human health and safety are at immediate risk. If they must be used in essential service locations, precautions to minimize exposure to non-target wildlife and pets must be taken, such as limiting the length of time used and retrieving leftover bait. Alternatively, using snap or captive-bolt traps can provide humane lethal control. We are also optimistic that a new rodent contraception being used in the U.S., and a new multi-capture kill trap under development locally, will be available here in the near future, providing additional effective alternatives to rodenticides.

Local leaders can make a major difference for animal welfare and the environment by enacting pest control bylaws.

For example, in June 2020, the BC SPCA supported the District of North Vancouver Council, to cease using all rodenticides on all District-owned properties, which later led to a bylaw and new operational policy for their contractors. In 2021, the BC SPCA also provided student support to the District to develop and operationalize a **rodent risk assessment checklist** for municipalities. The risk assessment and other resources for municipalities are available online at: <https://animalkind.ca/wildlife/resources-for-municipalities/>

The BC SPCA supports Sayward’s Mayor and Council in advancing initiatives that greatly reduce the use of all rodenticides, in order to protect wildlife, domestic pets, and sensitive habitats from the harmful effects of these poisons. Let us know what we can do to support your municipality in making the commitment to reduce risks of poisoning in your community.

Thank you for your time and consideration,

Erin Ryan, MSc, RPBio (she/her)
Specialist, Research Communications

BC SPCA

1245 East 7th Avenue
Vancouver BC V5T 1R1
t. 604.829.8898

erinryan@spca.bc.ca • spca.bc.ca

Respectfully acknowledging that I work on, and this email was sent from, the unceded traditional territory of the downriver hən̓q̓əmiñəm speaking peoples - ,xʷməθkʷəy̓əm (Musqueam), and salilwataʔ (Tseil-Waututh) Nations, and the Skwxwú7mesh-ulh Sníchim speaking peoples - Skwxwú7mesh Uxwumixw (Squamish) Nation whose historical relationships with the land continue to this day.

December 15, 2021

Sent via email only: cfo@saywardvalley.ca

Lisa Clark
PO Box 29
Sayward BC V0P 1R0

Dear Lisa:

Re: Comox Strathcona Waste Management District Bylaw Adjudication

At the Comox Strathcona Waste Management (CSWM) Board meeting held December 2, 2021, the Board gave first and second readings to Bylaw No. 687 being, "Comox Strathcona Waste Management Bylaw Adjudication Ticketing Bylaw No. 687, 2021". The Board also passed a resolution to refer Bylaw No. 687 to the local governments in the CSWM service area for comment prior to considering third reading.

The adjudication ticketing system is an alternative to the Municipal Ticketing Information System (MTI) for the ticketing of bylaw contraventions that is currently used by the CSWM service. Although the two systems can be used together by local governments, the adjudication system was created by the Province to provide local governments with the ability to make enforcement of bylaw matters more efficient and less expensive for both the members of the public and the local government.

The Comox Valley Regional District (CVRD) found that the existing MTI system did not support effective and cost efficient compliance or represent best practices in bylaw enforcement. Increasingly, local government bylaw matters are not a priority for the Provincial Court system and are regularly delayed for more serious matters resulting in added costs and inconvenience to witnesses and staff. Although ticketing for bylaw infractions is a tool that is proven to enhance compliance with local government regulations, the requirement for personal service of tickets, the high cost of court prosecutions and the difficulty in collecting fines owing are detriments to the use of the MTI system.

Approval from the Attorney General's Office to join the adjudication program was received by the Comox Valley Regional District on July 14, 2021. With recent implementation of the adjudication system by the CVRD Board, it is now recommended that the CSWM Board also endorse this same method of more efficient bylaw enforcement and ticketing for the solid waste service.

Attached to this letter is the staff report concerning this matter together with Bylaw No. 687. The CSWM Board will be considering giving third reading to Bylaw No. 687 at their next meeting on January 20, 2022. As such, I would ask that you bring this matter to the attention of your Board and provide any feedback by January 13th so that it may be shared with the Board in advance.

Sincerely,

J. Martens

Jake Martens
General Manager of Corporate Services
Comox Valley Regional District

Attachment: Staff report dated November 25, 2021

DATE: November 25, 2021

TO: Chair and Directors
Comox Strathcona Waste Management Board

FROM: James Warren
Deputy Chief Administrative Officer

RE: **Bylaw Dispute Adjudication System**

FILE: 4020-20

Supported by James Warren
Deputy Chief Administrative
Officer

J. Warren

Purpose

To introduce a Bylaw Dispute Adjudication System (adjudication system) as an alternative for the ticketing of bylaw contraventions, and the required draft ticketing bylaw.

Recommendation from the Deputy Chief Administrative Officer:

THAT the board give first, second, and third reading to Bylaw No. 687 being “Comox Strathcona Waste Management Bylaw Adjudication Ticketing Bylaw No. 687, 2021” attached as Appendix A to the staff report dated November 10, 2021

Executive Summary

The adjudication system is an alternative to the Municipal Ticketing Information System (MTI) for the ticketing of bylaw contraventions, currently used by Comox Strathcona Waste Management (CSWM). The adjudication system allows the enforcement of bylaw matters, to be more efficient and less expensive for both the members of the public and the local government. The current MTI system does not support effective and cost efficient compliance or represent best practices in bylaw enforcement.

At the October 26, 2021 Comox Valley Regional District (CVRD) Board meeting, the CVRD’s adjudication ticketing bylaw received final approval. This was following previous staff reports, presented to the Electoral Areas Services Committee with recommendations that the board endorse the adjudication system, and direct the preparation of bylaws, policies and agreements for the implementation of the adjudication system provided for in the *Local Government Bylaw Notice Enforcement Act*. The CVRD will be able to utilize the adjudication system through their ticketing bylaw, commencing December 1, 2021.

- On July 14, 2021 the CVRD received approval from the Attorney General’s office to join the adjudication program.
- The required CSWM ticketing bylaw is attached as Appendix A for consideration.

With recent implementation of the adjudication system by the CVRD it is now recommended that the CSWM board now also endorse this same method of more efficient bylaw enforcement and ticketing.

Prepared by:	Concurrence:	Concurrence:
	V. Schau	M. Rutten
<hr/>	<hr/>	<hr/>
Amanda Yasinski Manager of Bylaw Compliance	Vivian Schau Senior Manager of CSWM Services	Marc Rutten, P.Eng General Manager of Engineering Services

Background/Current Situation

In 2003, the Province adopted the *Local Government Bylaw Notice Enforcement Act* (Act), creating a framework for a streamlined non-judicial system for local governments to deal with bylaw ticket disputes. The *Act* was developed to create a simple, fair and cost-effective system for dealing with minor bylaw infractions through:

- The creation of a bylaw notice and an enforcement dispute forum dedicated to resolving local bylaw matters;
- Reduction to the cost and complexity of decision making in that forum;
- Avoidance of unnecessary attendance of witnesses and the involvement of legal counsel;
- Reduction in the length of time required to resolve bylaw ticket disputes; and
- The elimination of the requirement for personal service of tickets.

Each local government participating in an adjudication system must pay its own costs. At the same time, the adjudication system improves local government bylaw contravention enforcement by providing a more accessible venue for determining simple bylaw contraventions. It also reduces the demand on the court system, is less expensive to administer than the court process and is a better balance between the amount of the penalty imposed (at a maximum set by regulation, currently \$500) and the cost of pursuing the bylaw contravention in court.

The adjudication system is an alternative to the MTI System for the ticketing of bylaw contraventions, currently used by CSWM. Although the two systems can be used together by local governments, and would not replace the ability of the CSWM to pursue more serious matters through injunctive relief or higher fines from the courts where deemed appropriate by the Board.

Under the MTI system, tickets must be personally served and disputed tickets can only be resolved within Provincial Court. In the case of the CSWM, this means bylaw staff must apply for a hearing date in Provincial Court; liaise with the disputant, direct the collection of evidence from bylaw staff and witnesses, serve legal documents and argue the case in Provincial Court before a Judge or Judicial Justice of the Peace.

Local government bylaw matters are not a priority for the Provincial Court system and are regularly delayed for more serious matters resulting in added costs and inconvenience to witnesses and staff. Bylaw complainants are often reluctant to give evidence in court for reasons such as lost time from work or fear of retribution. Although ticketing for bylaw infractions is a tool that is proven to enhance compliance with local government regulations, the requirement for personal service of tickets, the high cost of court prosecutions and the difficulty in collecting fines owing are detriments to the use of the MTI system.

Screening Officers

In order to reduce the number of disputed notices forwarded to adjudication, a local government has the option of establishing one or more screening officers. A screening officer does not need to be a bylaw enforcement officer but should have some familiarity with the bylaws and be available to respond to bylaw notice recipients in a timely manner, such as supervisors and managers.

The screening officer has the authority to cancel a bylaw notice if they believe that the allegation did not occur or that required information is missing from the notice. A screening officer may also be permitted to cancel a bylaw notice based on discussion or correspondence with the disputant and will typically explain the process and potential consequences of dispute adjudication. Additionally, a local government may also authorize a screening officer to enter into a compliance agreement with a person who has received a bylaw notice based on set conditions.

If the screening officer determines that cancellation or a compliance agreement are not possible and the person still wishes to dispute the allegation, the disputant must confirm this and indicate whether they plan to appear at the adjudication hearing in person, in writing or by telephone. The disputant is then advised of the date and time of the adjudication.

Adjudication

Adjudicators under this system are chosen on a rotating basis from a list established by the Ministry of Attorney General. At the adjudication hearing, the adjudicator hears from both the disputant and the local government to decide whether they are satisfied that the contravention occurred as alleged. When considering the matter, the adjudicator can review documents submitted by either party or hear from the parties or witnesses over the telephone. The function of the adjudicator is strictly to confirm or cancel the bylaw notice. The adjudicator has no discretion to reduce or waive the fine amount or jurisdiction to deal with challenges to the bylaw or other legal issues.

The standard of proof for the prosecution of MTIs in Provincial Court follows the criminal scale of beyond a reasonable doubt, whereas the standard of proof under the adjudication system is based on a balance of probabilities (civil scale). The attached flow chart details the bylaw offence notice process (Appendix B).

Policy Analysis

Section 415 of the *Local Government Act, RSBC 2015, c. 1*, regional districts may enforce a bylaw by bylaw notice and establish a system for so doing in accordance with the *Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60*.

Options

1. Provide first and second and third readings;
2. Receive the Bylaw Dispute Adjudication System report and take no further action.

This report supports option 1.

Financial Factors

The cost of prosecuting a disputed MTI in Provincial Court can reach several thousand dollars and is only done in those instances where it serves the public interest to do so and there are limited options available to the local governments to resolve an issue. There is no recourse for recovery of those legal costs in Provincial Court. The high cost of dealing with disputed tickets in court is a deterrent to using MTIs, which reduces the effectiveness of the enforcement of CSWM bylaws.

Under the *Act*, local governments are responsible for the costs of setting up and administering the Adjudication System within their jurisdiction. The *Act* also allows for a \$25 surcharge to be applied to all tickets upheld by the adjudicator to help offset the costs associated to the process.

Legal Factors

The *Act* and the authority it provides to establish an adjudication system, applies to both municipalities and regional districts by regulation. Local governments and other bodies may make a request to the Ministry of Attorney General to be added, by regulation, to a list of bodies to which the *Act* applies.

Intergovernmental Factors

Bylaw Compliance staff work closely with the RCMP and other local government bylaw staff. The introduction of an adjudication system supports both the CSWM and CVRD Board's focus on the delivery of efficient, effective and economically viable services as well as the opportunity to partner with other local governments in the delivery of services.

Interdepartmental Involvement

Bylaw Compliance staff has been working closely with CVRD parks, fire, water, CSWM and building staff on the implementation of the bylaw enforcement notices, and set fine amounts. Each department will benefit as enforcement will become more efficient and less expensive. Training and information sessions for each CVRD department that has the ability to ticket through the system. The training will be done in house by bylaw staff.

Citizen/Public Relations

A communication plan has been implemented to assist staff in communicating the execution of the adjudication system. The communication plan will include a website page that depicts the changes, the process and the availability of the system to the public as a means of dispute, as well as the use of social media and a press release. An easy to follow step by step online brochure detailing the new system could be developed similar to ones currently used by other local governments.

Attachments: Appendix A – Draft Bylaw Adjudication Ticketing Bylaw No. 687
Appendix B – Bylaw Offence Notice Flow Chart

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 687

A bylaw to allow ticketing through the Bylaw Adjudication Ticketing System

WHEREAS by section 415 of the *Local Government Act*, RSBC 2015, c. 1, regional districts may enforce a bylaw by bylaw notice and establish a system for so doing in accordance with the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60;

AND WHEREAS by section 1 of the *Local Government Bylaw Notice Enforcement Act*, a regional district may designate as a “Bylaw Enforcement Officer” any person belonging to a class prescribed under section 273(c) of the *Community Charter*,

NOW THEREFORE, the Board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Title

1. This Bylaw No. 687 may be cited as the “Comox Strathcona Waste Management Bylaw Adjudication Ticketing Bylaw No. 687, 2021”.

Interpretation

2. In this bylaw unless the context otherwise requires:

“Act” means *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60.

“Adjudicator” means a person designated under section 14 of the Act and under this Bylaw.

“Bylaw Enforcement Officer” or “Bylaw Officer” means a person designated as such under this bylaw.

“Board” means the Comox Strathcona Waste Management Board.

“Comox Strathcona waste management” means the Comox Strathcona waste management (CSWM) service as delivered and operated by the Comox Valley Regional District (CVRD) and includes the municipal and participating electoral areas as defined under the CSWM service establishment bylaw.

“Disputant” means a person against whom a bylaw notice has been issued, and who has filed a notice of dispute or otherwise requested an adjudication of that bylaw notice.

“Registry” means the Comox Valley Regional District Bylaw Notice Adjudication Registry established pursuant to this bylaw.

“Regional District” means the Comox Valley Regional District

“Screening Officer” means a person appointed to that position under this bylaw.

Application

3. The restrictions and regulations in this bylaw are applicable in each municipality and electoral area within the CSWM service.

Relevant Bylaws

4. The relevant ticketing bylaws that may be enforced by means of a bylaw notice are provided in Schedules 2 and 3 of this bylaw.

Responsibility

5. The designated bylaw compliance officers, for the purposes of the ticketing bylaw as outlined in Schedule 1 of this bylaw, are designated as "Bylaw Enforcement Officers" pursuant to section 1 of the Act for the purpose of enforcing the bylaws listed in Schedule 1 opposite the respective job positions.

Relevant Offences

6. The relevant bylaw offences and bylaw sections are provided in Columns A and B of Schedules 2 and 3 of this bylaw.

Inspection and Entry

7. A bylaw compliance officer is hereby authorized to enter, at all reasonable times, on any property subject to the regulations or direction of the Board, to ascertain whether the regulations or directions of this bylaw are being observed.

Enforcement

8. The enforcement of the provisions within this bylaw occurs in accordance with the Comox Valley Regional District enforcement policy. The bylaws that may be enforced by means of a bylaw notice are listed in Schedule 1 Column A of this bylaw.

Penalty

9. (a) The relevant bylaw fine amounts for the corresponding offences are provided in column C and D of Schedules 2 and 3 of this bylaw.
- (b) Any fines recovered under this bylaw are to be paid to the account of the service in respect of which the offence was committed.
- (c) Any penalty under Section 9(a) of this Bylaw:
- i. will be discounted by 25% if that discounted amount is paid in full within 14 calendar days of the bylaw notice being served in accordance with the Act; and
 - ii. will be increased by 25%, or to \$500.00 if the 25% increase would otherwise cause the penalty to exceed \$500.00, if the full amount of the penalty is not paid within the time specified by this bylaw.
- (d) A person who receives a bylaw notice must, within 14 calendar days:
- i. pay the penalty associated with the bylaw notice in accordance with that bylaw notice; or
 - ii. request an adjudication of that bylaw notice in accordance with the instructions on that bylaw notice.

(e) Where a person does not receive notice of a bylaw notice and notifies the Comox Valley Regional District in accordance with section 25 of the Act, the time periods imposed by sections 9(c) and (d) of this bylaw do not begin to run until a copy of the bylaw notice is re-delivered to the person in accordance with the Act.

Registry

10. (a) In accordance with the Act, the Comox Valley Regional District establishes an adjudication system and registry for the purpose of resolving disputes concerning bylaw notices.
- (b) The address of the Registry is 770 Harmston Avenue, Courtenay, British Columbia, or any other address which may be designated by schedule to this bylaw.
- (c) The Registry may set its own rules of procedure in respect of the receipt and processing of bylaw notice disputes, provided those rules do not conflict with the Act.
- (d) A person who disputes a bylaw notice and does not succeed in that dispute must pay the Comox Valley Regional District \$25.00 to recover part of the costs of administering the Registry.
- (e) The Comox Valley Regional District is authorized to enter into, and the Corporate Officer is authorized to execute, the CVRD Bylaw Dispute Adjudication Registry Agreement in accordance with the authority of section 2(4) of the Act.
- (f) Once the CVRD Bylaw Dispute Adjudication Registry Agreement, or any other Bylaw Dispute Adjudication Registry Agreement, is adopted by the Comox Valley Regional District and entered into with the provider of that Dispute Adjudication Registry, that Dispute Adjudication Registry becomes the Registry for the purposes of this Bylaw.

Screening Officer

11. (a) The position of Screening Officer is hereby established.
- (b) The following positions are designated as a Screening Officer:
- i. General Manager, Corporate Services
 - ii. General Manager, Planning and Development Services
 - iii. Manager, Bylaw Services
 - iv. Manager, Planning Services
 - v. Manager, Building Services

Powers, Duties, Functions of Screening Officers

12. The powers, obligations, duties, and functions of Screening Officers include but are not limited to the powers, obligations, duties, and functions under the Act, and also include the following:
- (a) No person may act as a Screening Officer in respect of a bylaw notice if that person:
- i. has issued or signed the bylaw notice;
 - ii. is a complainant in respect of the bylaw notice;
 - iii. is or is reasonably likely to become a witness in respect of that bylaw notice;

iv. has provided evidence, including documentary evidence, in respect of that bylaw notice.

(b) When requested by the person against whom a contravention is alleged, the Screening Officer must communicate to that person, or that person's agent, sufficient information regarding:

- i. the nature of the contravention;
- ii. the section of the bylaw contravened;
- iii. the facts underlying the allegation of the contravention;
- iv. the penalty for a contravention, including the fees payable, any potential increased or discounted fees based on early or late payment;
- v. the opportunity to enter into a compliance agreement;
- vi. the opportunity and process to dispute the bylaw notice and proceed to the bylaw notice dispute adjudication system.

(c) To perform the Screening Officer's powers, obligations, duties, and functions under this bylaw or the Act, a Screening Officer may communicate with:

- i. the Disputant, Disputant's representative, or a director or officer of the Disputant if the Disputant is a corporation or organization;
- ii. the person who issued the bylaw notice;
- iii. the complainant or complainant's representative;
- iv. any Comox Valley Regional District staff concerning the contravention alleged, or any other contravention associated with the Disputant.

(d) A Screening Officer may cancel a bylaw notice in accordance with the Act, or in accordance with the process established by the Comox Valley Regional District.

(e) A Screening Officer may prepare and enter into a compliance agreement under the Act with a Disputant, and the Screening Officer may, as part of that process, establish terms and conditions for compliance which the Screening Officer considers necessary or advisable, including time periods for payment of penalties, or to cease or remedy contraventions of any bylaw, including the contravention which gave rise to the Bylaw Notice.

(f) As part of any compliance agreement, a Screening Officer may authorize a reduction of the penalty amount by 50 per cent, which reduction takes effect by the Screening Officer requiring as a term of the compliance agreement a payment of 50 per cent of the penalty which would otherwise be payable had the compliance agreement not been made. If the compliance agreement is rescinded, any payment of this reduced amount will be allocated to the credit of the penalty otherwise owing.

(g) The maximum duration of any compliance agreement is one year.

Schedules

13. For the purposes of this bylaw, Schedules 1 – 3 are attached to and form part of this bylaw.

Forms

14. The Comox Valley Regional District may prescribe forms for the bylaw notice, forms to request an adjudication, or other forms in furtherance of this bylaw, provided the form complies with the Act.

Severability

15. If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the bylaw and such invalidity shall not affect the validity of the remaining portions of this bylaw.

Schedule 1

Schedule	Column A Bylaw No. / Name	Column B - Designated Bylaw Compliance Officers	Jurisdiction
2	"Comox Strathcona Waste Management Facilities Scavenging and Trespassing Bylaw No. 396, 2015"	Bylaw officer (Comox Valley Regional District, Strathcona Regional District, City of Campbell River, City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis), peace officer	Comox Valley Regional Districts' Electoral Area 'A' (Baynes Sound – Denman / Hornby Islands), Electoral Area 'B' (Lazo North) and Electoral Area 'C' (Puntledge – Black Creek); Strathcona Regional Districts' Electoral Area 'A' (Kyuquot / Nootka – Sayward), Electoral Area 'B' (Cortes Island), Electoral Area 'C' (Discovery Inlets – Mainland Inlets) and Electoral Area 'D' (Oyster Bay – Buttle Lake), City of Campbell River, City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis
3	Bylaw No. 470 being "Comox Strathcona Waste Management Illegal Dumping Regulation Bylaw No. 270, 2017"	Bylaw officer (Comox Valley Regional District, Strathcona Regional District, City of Campbell River, City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis), peace officer	Comox Valley Regional Districts' Electoral Area 'A' (Baynes Sound – Denman / Hornby Islands), Electoral Area 'B' (Lazo North) and Electoral Area 'C' (Puntledge – Black Creek); Strathcona Regional Districts' Electoral Area 'A' (Kyuquot / Nootka – Sayward), Electoral Area 'B' (Cortes Island), Electoral Area 'C' (Discovery Inlets – Mainland Inlets) and Electoral Area 'D' (Oyster Bay – Buttle Lake), City of Campbell River, City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis

Schedule 2
Bylaw No. 396 – 'Comox Strathcona Waste Management Facilities Scavenging and Trespassing Bylaw No. 396, 2015'

Column A Offence	Column B Bylaw section no.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Removing municipal solid waste from designated facility	4(1)	\$375.00	\$500.00
Trespass upon designated facility	4(2)	\$375.00	\$500.00
Depositing items contrary to CSWM regulations & posted signage	4(3)	\$375.00	\$500.00

Schedule 3
Bylaw No. 470 – 'Comox Strathcona Waste Management Illegal Dumping Regulation Bylaw No. 470, 2017'

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Deposit, discard or abandon any garbage, waste, organics, recyclable material, large items, or prohibited material within the boundaries of the Comox Strathcona Waste Management Service area	3(1)	\$375.00	\$500.00
Fail to manage any garbage, waste, organics, recyclable material, large items or prohibited material that is generated from the owner's property	3(2)	\$375.00	\$500.00

New Bylaw Dispute Adjudication System

STEP 1

Pay or Dispute a Bylaw Notice



- Upon receipt pay Notice or dispute within 14 days to the CVRD
- Dispute by filling out form on back of Notice
- Deliver to CVRD office or bylawenforcement@comoxvalleyrd.ca

STEP 2

Dispute Process

- If disputed, a screening officer will contact you to review details
- Screening officer will either confirm or cancel the Notice
- If Notice is upheld you are offered a choice:
 - Pay full amount of fine (not eligible to discounted amount)
 - Enter into compliance agreement (when applicable)
 - Request bylaw dispute adjudication hearing



STEP 3

Adjudication Hearing

- A dispute coordinator will contact you with date, time and location of hearing (either in person, phone/video, or in writing)
- An independent adjudicator will determine if the bylaw offence occurred or not
- Offence did not occur, the Notice will be cancelled
- Offence occurred, the Notice will stand and a \$25 adjudication fee along with full fine amount will be required



COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 687

A bylaw to allow ticketing through the Bylaw Adjudication Ticketing System

WHEREAS by section 415 of the *Local Government Act*, RSBC 2015, c. 1, regional districts may enforce a bylaw by bylaw notice and establish a system for so doing in accordance with the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60;

AND WHEREAS by section 1 of the *Local Government Bylaw Notice Enforcement Act*, a regional district may designate as a “Bylaw Enforcement Officer” any person belonging to a class prescribed under section 273(c) of the *Community Charter*;

NOW THEREFORE, the Board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Title

1. This Bylaw No. 687 may be cited as the “Comox Strathcona Waste Management Bylaw Adjudication Ticketing Bylaw No. 687, 2021”.

Interpretation

2. In this bylaw unless the context otherwise requires:

“Act” means *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60.

“Adjudicator” means a person designated under section 14 of the Act and under this Bylaw.

“Bylaw Enforcement Officer” or “Bylaw Officer” means a person designated as such under this bylaw.

“Board” means the Comox Strathcona Waste Management Board.

“Comox Strathcona waste management” means the Comox Strathcona waste management (CSWM) service as delivered and operated by the Comox Valley Regional District (CVRD) and includes the municipal and participating electoral areas as defined under the CSWM service establishment bylaw.

“Disputant” means a person against whom a bylaw notice has been issued, and who has filed a notice of dispute or otherwise requested an adjudication of that bylaw notice.

“Registry” means the Comox Valley Regional District Bylaw Notice Adjudication Registry established pursuant to this bylaw.

“Regional District” means the Comox Valley Regional District

“Screening Officer” means a person appointed to that position under this bylaw.

Application

3. The restrictions and regulations in this bylaw are applicable in each municipality and electoral area within the CSWM service.

Relevant Bylaws

4. The relevant ticketing bylaws that may be enforced by means of a bylaw notice are provided in Schedules 2 and 3 of this bylaw.

Responsibility

5. The designated bylaw compliance officers, for the purposes of the ticketing bylaw as outlined in Schedule 1 of this bylaw, are designated as “Bylaw Enforcement Officers” pursuant to section 1 of the Act for the purpose of enforcing the bylaws listed in Schedule 1 opposite the respective job positions.

Relevant Offences

6. The relevant bylaw offences and bylaw sections are provided in Columns A and B of Schedules 2 and 3 of this bylaw.

Inspection and Entry

7. A bylaw compliance officer is hereby authorized to enter, at all reasonable times, on any property subject to the regulations or direction of the Board, to ascertain whether the regulations or directions of this bylaw are being observed.

Enforcement

8. The enforcement of the provisions within this bylaw occurs in accordance with the Comox Valley Regional District enforcement policy. The bylaws that may be enforced by means of a bylaw notice are listed in Schedule 1 Column A of this bylaw.

Penalty

9. (a) The relevant bylaw fine amounts for the corresponding offences are provided in column C and D of Schedules 2 and 3 of this bylaw.
 - (b) Any fines recovered under this bylaw are to be paid to the account of the service in respect of which the offence was committed.
 - (c) Any penalty under Section 9(a) of this Bylaw:
 - i. will be discounted by 25% if that discounted amount is paid in full within 14 calendar days of the bylaw notice being served in accordance with the Act; and
 - ii. will be increased by 25%, or to \$500.00 if the 25% increase would otherwise cause the penalty to exceed \$500.00, if the full amount of the penalty is not paid within the time specified by this bylaw.
 - (d) A person who receives a bylaw notice must, within 14 calendar days:
 - i. pay the penalty associated with the bylaw notice in accordance with that bylaw notice; or
 - ii. request an adjudication of that bylaw notice in accordance with the instructions on that bylaw notice.

(e) Where a person does not receive notice of a bylaw notice and notifies the Comox Valley Regional District in accordance with section 25 of the Act, the time periods imposed by sections 9(c) and (d) of this bylaw do not begin to run until a copy of the bylaw notice is re-delivered to the person in accordance with the Act.

Registry

10. (a) In accordance with the Act, the Comox Valley Regional District establishes an adjudication system and registry for the purpose of resolving disputes concerning bylaw notices.
- (b) The address of the Registry is 770 Harmston Avenue, Courtenay, British Columbia, or any other address which may be designated by schedule to this bylaw.
- (c) The Registry may set its own rules of procedure in respect of the receipt and processing of bylaw notice disputes, provided those rules do not conflict with the Act.
- (d) A person who disputes a bylaw notice and does not succeed in that dispute must pay the Comox Valley Regional District \$25.00 to recover part of the costs of administering the Registry.
- (e) The Comox Valley Regional District is authorized to enter into, and the Corporate Officer is authorized to execute, the CVRD Bylaw Dispute Adjudication Registry Agreement in accordance with the authority of section 2(4) of the Act.
- (f) Once the CVRD Bylaw Dispute Adjudication Registry Agreement, or any other Bylaw Dispute Adjudication Registry Agreement, is adopted by the Comox Valley Regional District and entered into with the provider of that Dispute Adjudication Registry, that Dispute Adjudication Registry becomes the Registry for the purposes of this Bylaw.

Screening Officer

11. (a) The position of Screening Officer is hereby established.
- (b) The following positions are designated as a Screening Officer:
- i. General Manager, Corporate Services
 - ii. General Manager, Planning and Development Services
 - iii. Manager, Bylaw Services
 - iv. Manager, Planning Services
 - v. Manager, Building Services

Powers, Duties, Functions of Screening Officers

12. The powers, obligations, duties, and functions of Screening Officers include but are not limited to the powers, obligations, duties, and functions under the Act, and also include the following:
- (a) No person may act as a Screening Officer in respect of a bylaw notice if that person:
- i. has issued or signed the bylaw notice;
 - ii. is a complainant in respect of the bylaw notice;
 - iii. is or is reasonably likely to become a witness in respect of that bylaw notice;

iv. has provided evidence, including documentary evidence, in respect of that bylaw notice.

(b) When requested by the person against whom a contravention is alleged, the Screening Officer must communicate to that person, or that person's agent, sufficient information regarding:

- i. the nature of the contravention;
- ii. the section of the bylaw contravened;
- iii. the facts underlying the allegation of the contravention;
- iv. the penalty for a contravention, including the fees payable, any potential increased or discounted fees based on early or late payment;
- v. the opportunity to enter into a compliance agreement;
- vi. the opportunity and process to dispute the bylaw notice and proceed to the bylaw notice dispute adjudication system.

(c) To perform the Screening Officer's powers, obligations, duties, and functions under this bylaw or the Act, a Screening Officer may communicate with:

- i. the Disputant, Disputant's representative, or a director or officer of the Disputant if the Disputant is a corporation or organization;
- ii. the person who issued the bylaw notice;
- iii. the complainant or complainant's representative;
- iv. any Comox Valley Regional District staff concerning the contravention alleged, or any other contravention associated with the Disputant.

(d) A Screening Officer may cancel a bylaw notice in accordance with the Act, or in accordance with the process established by the Comox Valley Regional District.

(e) A Screening Officer may prepare and enter into a compliance agreement under the Act with a Disputant, and the Screening Officer may, as part of that process, establish terms and conditions for compliance which the Screening Officer considers necessary or advisable, including time periods for payment of penalties, or to cease or remedy contraventions of any bylaw, including the contravention which gave rise to the Bylaw Notice.

(f) As part of any compliance agreement, a Screening Officer may authorize a reduction of the penalty amount by 50 per cent, which reduction takes effect by the Screening Officer requiring as a term of the compliance agreement a payment of 50 per cent of the penalty which would otherwise be payable had the compliance agreement not been made. If the compliance agreement is rescinded, any payment of this reduced amount will be allocated to the credit of the penalty otherwise owing.

(g) The maximum duration of any compliance agreement is one year.

Schedules

13. For the purposes of this bylaw, Schedules 1 – 3 are attached to and form part of this bylaw.

Forms

14. The Comox Valley Regional District may prescribe forms for the bylaw notice, forms to request an adjudication, or other forms in furtherance of this bylaw, provided the form complies with the Act.

Severability

15. If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the bylaw and such invalidity shall not affect the validity of the remaining portions of this bylaw.

Read a first and second time this **2nd** **day of** **December** **2021.**

Read a third time this **day of** **2021.**

Adopted this **day of** **2021.**

Chair

Deputy Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 687 being the "Comox Strathcona Waste Management Bylaw Adjudication Ticketing Bylaw No. 687, 2021" as adopted by the Comox Strathcona Waste Management Board on the day of , 2021.

Deputy Corporate Legislative Officer

Schedule 1

Schedule	Column A Bylaw No. / Name	Column B - Designated Bylaw Compliance Officers	Jurisdiction
2	“Comox Strathcona Waste Management Facilities Scavenging and Trespassing Bylaw No. 396, 2015”	Bylaw officer (Comox Valley Regional District, Strathcona Regional District, City of Campbell River , City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis), peace officer	Comox Valley Regional Districts’ Electoral Area ‘A’ (Baynes Sound – Denman / Hornby Islands), Electoral Area ‘B’ (Lazo North) and Electoral Area ‘C’ (Puntledge – Black Creek); Strathcona Regional Districts’ Electoral Area ‘A’ (Kyuquot / Nootka – Sayward), Electoral Area ‘B’ (Cortes Island), Electoral Area ‘C’ (Discovery Inlets – Mainland Inlets) and Electoral Area ‘D’ (Oyster Bay – Buttle Lake), City of Campbell River, City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis
3	Bylaw No. 470 being “Comox Strathcona Waste Management Illegal Dumping Regulation Bylaw No. 270, 2017”	Bylaw officer (Comox Valley Regional District, Strathcona Regional District, City of Campbell River , City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis), peace officer	Comox Valley Regional Districts’ Electoral Area ‘A’ (Baynes Sound – Denman / Hornby Islands), Electoral Area ‘B’ (Lazo North) and Electoral Area ‘C’ (Puntledge – Black Creek); Strathcona Regional Districts’ Electoral Area ‘A’ (Kyuquot / Nootka – Sayward), Electoral Area ‘B’ (Cortes Island), Electoral Area ‘C’ (Discovery Inlets – Mainland Inlets) and Electoral Area ‘D’ (Oyster Bay – Buttle Lake), City of Campbell River, City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis

Schedule 2
Bylaw No. 396 – ‘Comox Strathcona Waste Management Facilities Scavenging and Trespassing Bylaw No. 396, 2015’

Column A Offence	Column B Bylaw section no.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Removing municipal solid waste from designated facility	4(1)	\$375.00	\$500.00
Trespass upon designated facility	4(2)	\$375.00	\$500.00
Depositing items contrary to CSWM regulations & posted signage	4(3)	\$375.00	\$500.00

Schedule 3
Bylaw No. 470 – ‘Comox Strathcona Waste Management Illegal Dumping Regulation Bylaw No. 470, 2017’

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Deposit, discard or abandon any garbage, waste, organics, recyclable material, large items, or prohibited material within the boundaries of the Comox Strathcona Waste Management Service area	3(1)	\$375.00	\$500.00
Fail to manage any garbage, waste, organics, recyclable material, large items or prohibited material that is generated from the owner’s property	3(2)	\$375.00	\$500.00



December 22, 2021

Ref: 269049

Mayors, Regional District Chairs and Chief Administrative Officers of British Columbia

Dear Mayors, Chairs and CAOs:

I am writing to you to provide you with additional information respecting the expected extreme weather conditions forecast for the coming week and further information respecting the additional COVID-19 restrictions announced yesterday.

Weather Warning

Environment Canada is forecasting periods of heavy and blowing snow, freezing rain and very cold weather in many parts of the province between now and New Year's Day. Please advise residents to prepare for extreme cold, including cold winds with wind chill values of up to -20 C, and be prepared for potential power outages. Severe weather can lead to power outages and it is recommended that households have emergency kits prepared for these circumstances.

As temperatures drop, there will be an increase in demand for space at warming centres and shelters.

Emergency Management BC Regional Offices have already distributed an Environment and Climate Change Canada notification to the emergency program coordinators in your communities to support preparedness. In addition, given this extreme weather is less frequent on the coast, the Southwest and Vancouver Island Coastal Regional Offices and key ministry representatives held coordination calls with First Nation and local government emergency program staff to provide information and answer questions.

Emergency Management BC (EMBC) staff are available to your governments to assist in responding to emergency needs should they arise.

Local governments can contact their local regional offices for any needs they have from EMBC. The 24-hour emergency reporting line can be reached at 1-800-663-3456.

The province is providing more than 1,900 temporary shelter spaces and nearly 360 extreme-weather response shelter spaces to ensure people experiencing homelessness have a warm place to sleep. The extreme weather response shelters are available overnight when a community issues an extreme weather alert.

Ministry of Municipal Affairs Local Government

Mailing Address:
PO Box 9490 Stn Prov Govt
Victoria BC V8W 9N7
Phone: 250 356-6575
Fax: 250 387-7973

Location:
6th Floor, 800 Johnson Street
Victoria BC V8W 1N3
www.gov.bc.ca/muni

A copy of the news release from EMBC can be found [here](#). There you'll find additional links to resources that you, your staff, and residents within your community may find helpful to prepare for the anticipated extreme weather.

Additional COVID-19 Restrictions

The additional COVID-19 restrictions announced on December 21, 2021 will affect all local government recreational centres that include fitness centres or dance studios. As required by the Provincial Health Officer, all adult gyms, fitness centres and dance studios must be closed until January 18, 2022. We know that these, and the other restrictions announced yesterday, will continue to have impacts for local governments and residents. We appreciate your continued support and assistance through these challenging times.

Further information on province-wide restrictions can be found [here](#). Please continue to monitor this website for further updates.

Proof of Vaccination and Layers of Protection

Essential local government business - including by-elections, council/board meetings, and public hearings - continue to be exempt from the Provincial Health Gatherings and Events Order. That means that council and board members and staff, as well as the public, are not required to show a vaccine card to attend these important functions.

Other layers of protection such as the mask requirement for all indoor public spaces continue to apply. The PHO Order – Face Coverings can be found [here](#). Local governments can determine other health and safety measures in their local communicable disease plans (e.g., capacity limits for specific spaces).

Keep watching [BC's Response to COVID-19](#) website for updates, and please encourage your residents to do the same. We will continue to work with you over the coming weeks, so that you have the support and information you need to move forward based on the Provincial Health Officer and Medical Health Officer's most recent Orders.

If you have specific questions about meetings, please contact the Governance and Structure Branch at 250-387-4020 or lggovernance@gov.bc.ca.

Sincerely,



Tara Faganello
Assistant Deputy Minister



**Office of the
Chief Medical
Health Officer**

NORTH ISLAND

250.331.8591

Charmaine Enns
MD, MHSc, FRCPC
355-11th Street
Courtenay, BC V9N 1S4

CENTRAL ISLAND

250.739.6304

Sandra Allison
MD MPH CCFP FCFP FRCPC

Mike Benusic
MD MPH FRCPC

3rd Floor,
6475 Metral Drive
Nanaimo, BC V9T 2L9

COWICHAN AREA

250.737-2020

Shannon Waters
MD MHSc FRCPC
4th Floor
238 Government St.
Duncan, BC V9L 1A5

SOUTH ISLAND

250.519.3406

Richard Stanwick, CMHO
MD, MSc, FRCPC, FAAP

Murray Fyfe
MD, MSc, FRCPC

Dee Hoyano
MD, FRCPC

1837 Fort Street
Victoria, BC V8R 1J6

After Hours On Call

1.800.204.6166

December 17, 2021

RE: Cold Weather Planning for Vulnerable Populations

The past two years have placed tremendous pressures on us all, individually and as a community, as we've adjusted to lessen the risk of transmission of COVID-19, reduce the strain on our hospital services, and to save lives. We have been faced with added challenges in recent months where extreme weather events, including drought, fires, heat, and flooding have required the initiation of additional emergency responses. Extreme weather events necessitate that we come together as public health and community partners to provide additional supports to the most vulnerable members within our communities. The heat dome in 2021 showed us the devastating cost of lives lost due to extreme weather phenomena. During the June 25 to July 1 time period BC experienced a 100% increase in the number of expected deaths.¹

Recent rain, wind and colder weather are further burdening the health and well-being of our community members that are underhoused or housing insecure. These impacts are compounded in a population facing dual public health emergencies, specifically the COVID-19 pandemic and the toxic drug crisis. With adjustments in shelter practices due to COVID-19, limited access to safe consumption places, and growing demand on existing spaces due to increasing numbers of people in need of services, there is an imminent need for sheltering spaces, including warming centres.

Warming centres provide a safe, dry, and comfortable space for people to seek warmth and protection from inclement weather and extreme cold temperatures. Centres can also provide access to washrooms, clothes dryers, food, and warm beverages. We encourage our local government partners to make the allocation of warming centre spaces a priority objective, either through establishment of new spaces or the expansion of existing ones. As weather emergencies are happening at an above normal frequency, the need for more robust all-weather solutions are needed for longer term sustainable housing options and should be considered as part of local community and emergency preparedness planning.

BC Housing and Homelessness Services Association of BC (HSABC) work closely with Health, community partners, and municipal governments to provide support and resources to establish/operate sheltering spaces. Information for these agencies on emergency sheltering spaces can be found at:

- BC Housing: <https://www.bchousi/housing-assistance/homelessness-services/emergency-shelter-program>
- HSABC: <https://hsa-bc.ca/program-outline.html>

Additional resources for emergency shelters from the BC Government and BCCDC:

- BC Government: <https://news.gov.bc.ca/releases/2021AG0166-002093>
- BCCDC: http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_EmergencyResponseCentresJointProvincialProgram.pdf

To learn more about emergency preparedness from Island Health please visit our link to: <https://www.islandhealth.ca/learn-about-health/emergency-preparedness/emergency-preparedness>



If you would like further discussing, please reach out to your local Environmental Health Office at:

Victoria – 250.519.3401
Duncan – 250.737.2010
Nanaimo – 250.755.6215
Campbell River – 250.850.2111

Parksville – 250.947.8222
Port Alberni – 250.713.1355
Courtenay – 250.331.8518
Port Hardy – 250.902.6071

We look forward to our continued engagement and partnership to seek improved support and health outcomes for our most vulnerable community members.

Sincerely,

Richard S. Stanwick, MD, MSc FRCPC FAAP
Chief Medical Health Officer

Murray Fyfe, MD, MSc, FRCPC
Medical Health Officer

Dee Hoyano, MD, MSc, FRCPC
Medical Health Officer

Shannon Waters, MD, MHSc, FRCPC
Medical Health Officer

Mike Benusic, MD, MPH, CCFP, FRCPC
Medical Health Officer

Charmaine Enns, MD, MHSc, FRCPC
Medical Health Officer

Sandra Allison, MD MPH CCFP FCFP FRCPC
Medical Health Officer

¹ Henderson, S.B., McLean, K.E., Lee, M., and Kosatsky, T. Extreme Heat Events are Public Health Emergencies. BCMJ November 2021 v. 63(9) 336-367 BCCDC <https://bcmj.org/bccdc/extreme-heat-events-are-public-health-emergencies>

Lisa Clark

Subject: FW: District of Lillooet re BC Wildfires Petition
Attachments: 2021-12-17 - Ltr - District of Lillooet re BC Wildfires Petition_As Sent.pdf

From: Kimberly Gee <kgee@lillooet.ca>
Sent: December 20, 2021 10:05 AM
Subject: District of Lillooet re BC Wildfires Petition

Good Morning BC community local government elected leaders,

On behalf of the District of Lillooet Council, please find attached correspondence and the BC Wildfires Petition (redacted per s. 33 of *FOIPPA*) addressed to Mr. Brad Vis, MP for Matsqui-Fraser Canyon.

We invite other BC communities to adopt similar resolutions to the resolution noted in our correspondence and to join the District of Lillooet Council's efforts to bring about change in BC.

Kind Regards,

Kimberly Gee
Deputy Corporate Officer
District of Lillooet
250-256-4289 ext. 228





District of Lillooet
615 Main Street, PO Box 610, Lillooet, BC V0K 1V0
Tel: 250-256-4289 **Fax:** 250-256-4288
🌐 Lillooet.ca ✉ info@lillooet.ca

December 15, 2021

File #: 0400-20

Via email: brad.vis@parl.gc.ca

Brad Vis, MP for Mission-Matsqui-Fraser Canyon
House of Commons
Ottawa, Ontario K1A 0A6

To: Mr. Brad Vis:

RE: BC Wildfires Petition

The District of Lillooet (the “District”) Councillor Laurie Hopfl has taken part in conversations with many stakeholders across our community regarding the needed changes to protect BC forests and every living thing in them.

On December 7, 2021, Councillor Hopfl made a notice of motion at the District Regular Council Meeting and sought Council support for a call to action as outlined in a petition, “BC Wildfires” that was signed by 46 Lillooet area residents.

The BC Wildfires petition, enclosed with this correspondence, is addressed to the Government of Canada and asks for the Government of BC and Canada to empower local persons, those working with licensees, industry and contractors, Indigenous communities, ranchers and workers such as fire fighters, forestry workers, and all those that see the day-to-day issues and have front line knowledge to provide feedback on the inconsistencies and shortcomings with regard to forest management and wildfire prevention in order to help bring about much-needed change.

Inspired by the Ontario government who assembled an ‘All Hazards Agency’ that employs people to manage fire, flood and slides, we believe that BC needs this type of agency as well.

We believe that impacts to lumber prices and job availability, mill closures, current and future mudslides, damage to critical habitat, and house insurance increases are trickle effects that will continue to have detrimental effects on BC’s future if we do not make necessary changes to current forest practice procedures.

Consequently, the District of Lillooet calls upon the Provincial and Federal Governments to provide better forest management and wildfire protection by assessing the current policies and guidelines to enhance those that are working and to re-evaluate and change those that are not.

As such, the District Council passed resolution R-235-2021:

THAT Mayor and Council accept the petition "BC Wildfires" for information;

AND THAT the petition be provided to the House of Commons and that MP Brad Vis may address the petition there;

AND THAT staff write a letter on behalf of Mayor and Council that reiterates and supports the points in the petition;

AND FURTHER THAT the letter be sent to the MLA, MP, and all Councils of BC communities.

We respectfully request that you present the BC Wildfires petition to the Clerk of Petitions and upon receiving certification, to the House of Commons.

We invite other BC communities to adopt similar resolutions and join our efforts to bring about change in BC.

On behalf of Council, thank you for your consideration of this request.

Sincerely,



Mayor Peter Busse
District of Lillooet

cc: All UBCM Member Local Governments
Jackie Tegart, MLA for Fraser-Nicola
encl. BC Wildfires petition

BC Wildfires:

Whereas:

We are calling for better forest management and wildfire prevention as well as empowering Local People, working with Licensees, Industry & Contractors, Indigenous Communities, Ranchers, and boots on the ground workers such as Fire Fighters, Forestry workers, and all those that see day to day issues and have the frontline knowledge to provide feedback on the inconsistencies and can help to create change.

Ontario created an 'All Hazards Agency' that employs people to manage fire, flood and slides. We believe BC needs this too. Create full time, year around employment for forest restoration and management for fire fighters.



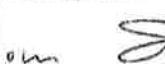

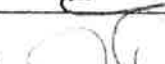

The trickle effect of lumber prices and availability along with jobs, mill closures, current and future mudslides, damage to critical habitat, and house insurance increases will have an alarming effect on BC's future if we don't change the current forest practice procedures.

We need to make a change to protect BC Forests and every living thing in it.

Therefore:

This petition is calling on our Provincial and Federal Governments to provide better forest management and wildfire protection by assessing the current policies and guidelines to enhance those that are working and to re-evaluate and change those that are not.

Reference: Youtube: 'A Valley Destroyed', The story of Monte Lake & Paxton Valley, Part 1 & 2

	NAME (PRINT)	ADDRESS (FULL Address and City)	EMAIL (PRINT)	SIGNATURE (SIGN)
1.	Renee Angus	1-2220 Hwy 99 N Lillooet BC		Renee Angus
2.	Jacqueline Babel	697 Columbia St Lillooet, BC V0K1V0		
3.	B. Allen	7389 Hwy 12 Box 2068		
4.	D. Adolph	PO Box 264 1251 PINE RIDGE C. Lillooet, B.C., V0K1V0, CA		
5.	L. Watterson	PO Box 701 #3-118 1194 Ave. Lillooet BC V0K1V0		
6.	Jami Doyle	PO Box 1243 Lillooet BC V0K1V0		
7.	Chelsea Atkinson	PO Box 2007 Lillooet BC V0K1V0		
8.	Andrea Mascher	133 PINE RIDGE RD Lillooet, BC V0K1V0		Andrea Mascher
9.	Ellen Coggins	PO Box 1030 Lillooet BC V0K1V0		Ellen Coggins
10.	Orna Storkan	Box 916 Lillooet BC V0K1V0		Orna Storkan
11.	Sarah Powell	Box 1103 Lillooet BC V0K1V0		Sarah Powell

THEREFORE

NAME (PRINT)	ADDRESS (FULL Address and City)	EMAIL (PRINT)	SIGNATURE (SIGN)
Robin Jones	123 Main Avenue Mission		<i>Robin Jones</i>
12. Betty Grossler	415 Sumner Rd		<i>E. J. Grossler</i>
13. BARBARA WESTON	640 SUMNER		<i>Barbara Weston</i>
14. Paddy Weston	116-11 th AVE		<i>P. Weston</i>
15. JUDY LORD	632 MAIN ST		<i>J. Lord</i>
16. Daryle Hayward	112 Hoey		<i>Daryle Hayward</i>
17. Shirley Mackay	2527 Transcan Lytton, BC Hwy		<i>S. Mackay</i>
18. Patrick Leving	2527 Transcan Lytton, BC Hwy		<i>Patrick Leving</i>
19. B. McCandless	Texas CK Hill		<i>B. McCandless</i>
20. Debbie Cain	165 Ponderosa Hwy		<i>D. Cain</i>
21. Jairo Tajama	Yakalom Rd 1990		<i>J. Tajama</i>
22. JUDY LORD FRICKMAN	632 MAIN ST		<i>J. Lord</i>
23. Ron Taylor	405 Kennedy Pk		<i>Ron Taylor</i>
24. Karne Jilly	689 Columbia		<i>Karne Jilly</i>
25. Wendy Barman	Box 1402, Lillooet		<i>Wendy Barman</i>
26. Patricia Mackay	11 11		<i>Patricia Mackay</i>
27. BREN WALTER	WINNIPEG		<i>B. Walter</i>
28. LACH MACDONALD	760 MOMA RD		<i>L. MacDonald</i>
29. LAUREN WEBER	PO Box 2045 Lillooet B.C.		<i>Lauren Weber</i>
30. Brian & Weeks BRIAN & WEEKS	270 TAYLOR RD.		<i>Brian & Weeks</i>

ONCE BOTH SIDES OF THIS PETITION ARE COMPLETED, PLEASE RETURN THIS PAGE POSTAGE-FREE TO:
BRAD VIS, MEMBER OF PARLIAMENT – House of Commons, Ottawa, ON K1A 0A6

A paper petition must contain a minimum of 25 valid signatures with addresses. A petition must contain original signatures written directly on the document and not pasted, taped, photocopied or otherwise transferred to it. Each petitioner must sign (not print) their name directly on the petition and must not sign for anyone else. If a petitioner cannot sign because of illness or disability, this must be noted on the petition and the note signed by a witness.

PETITION TO THE GOVERNMENT OF CANADA

BC Wildfires:

Whereas:

We are calling for better forest management and wildfire prevention as well as empowering Local People, working with Licensees, Industry & Contractors, Indigenous Communities, Ranchers, and boots on the ground workers such as Fire Fighters, Forestry workers, and all those that see day to day issues and have the frontline knowledge to provide feedback on the inconsistencies and can help to create change.

Ontario created an 'All Hazards Agency' that employs people to manage fire, flood and slides. We believe BC needs this too. Create full time, year around employment for forest restoration and management for fire fighters.

The trickle effect of lumber prices and availability along with jobs, mill closures, current and future mudslides, damage to critical habitat, and house insurance increases will have an alarming effect on BC's future if we don't change the current forest practice procedures.

We need to make a change to protect BC Forests and every living thing in it.

Therefore:

This petition is calling on our Provincial and Federal Governments to provide better forest management and wildfire protection by assessing the current policies and guidelines to enhance those that are working and to re-evaluate and change those that are not.

Reference: Youtube: 'A Valley Destroyed', The story of Monte Lake & Paxton Valley, Part 1 & 2

NAME (PRINT)	ADDRESS (FULL Address and City)	EMAIL (PRINT)	SIGNATURE (SIGN)
Robin Jones	123 Main Avenue Mission		<i>Robin Jones</i>
31. LAURIE HOPEL	P.O. Box 1428 LILLOET, BC		<i>Laurie Hopel</i>
32. G VANDERWOLF	P.O. Box 1358 LILLOET		<i>G. Vanderwolf</i> IS.NET
33. Hannah Weeks	270 Taylor Rd Lillooet B.C.		<i>H Weeks</i>
34. WAYNE COOK	Box 1507 Lillooet, B.C.		<i>Wayne Cook</i>
35. Bob Armitstead	Lillooet BC		<i>Bob Armitstead</i>
36. Ron McKay	Lillooet BC		<i>Ron McKay</i>
37. Michael/Sam	Lytton BC		<i>Michael/Sam</i> mmail.com
38. Maria Tomco	Lillooet		<i>M. Tomco</i>

ONCE BOTH SIDES OF THIS PETITION ARE COMPLETED, PLEASE RETURN THIS PAGE POSTAGE-FREE TO:
BRAD VIS, MEMBER OF PARLIAMENT – House of Commons, Ottawa, ON K1A 0A6

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STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: **2022 Regular Council Meeting Schedule - Amended**
Meeting date: January 4, 2022

BACKGROUND

On November 16, 2021, Council approved the 2022 Regular Council Meeting Schedule as presented in the corresponding staff report. It has come to Staff's attention that there was an incorrect date scheduled for the Inaugural Council meeting due to an error in the Council Procedure Bylaw.

DISCUSSION

The schedule originally provided to Council indicated that the 2022 Inaugural Council meeting (first meeting after elections) was scheduled for Dec 6th. This date was chosen based on the current language in the Council Procedure Bylaw:

Inaugural Meeting

4.) (1) Following a general local election, the first Council meeting must be held on the first Tuesday in December in the year of the election.

It appears that the Procedure Bylaw was not updated when municipal elections changed from being held in November to October (beginning in 2018). This is simply an administrative item that needs to be rectified.

RECOMMENDATIONS

THAT Council approves the attached amended 2022 Regular Council Meeting Schedule as presented noting that June, July, August, and December meetings are varied from Council Procedure Bylaw No. 416, 2015 to one meeting per month, and;

THAT Council direct Staff to amend the Council Procedure Bylaw to revise section 4 regarding Inaugural meetings.

Respectfully submitted,

Lisa Clark
CFO

Attachments:

- **2022 Regular Council Meeting Schedule - Amended**



Notice of Regular Council Meetings

The Village of Sayward Regular Council Meetings for the year 2022 will held in Council Chambers located at 652 H'Kusam Way at 7:00 PM on the following dates:

January	Tuesday	4
January	Tuesday	18
February	Tuesday	1
February	Tuesday	15
March	Tuesday	1
March	Tuesday	15
April	Tuesday	5
April	Tuesday	19
May	Tuesday	3
May	Tuesday	17
June	Tuesday	14
July	Tuesday	19
August	Tuesday	16
September	Tuesday	6
September	Tuesday	20
October	Tuesday	4
October	Tuesday	18
November	Tuesday	1
November	Tuesday	15
December	Tuesday	6

Notes:

1. AVICC 2022 April 1-3 in Victoria
2. UBCM 2022 September 12-16 in Whistler
3. Oct 15th – General Local Election
4. Nov 1st – Inaugural Council meeting
5. COVID restrictions will apply to meeting capacity and spacing. Pursuant to Provincial Health directives, other restrictions may apply.



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: Fireworks Bylaw & Community Survey
Meeting date: January 4, 2022

BACKGROUND

On October 5, 2021, Council passed the following resolution:

**MOTION R21/236
 MOVED AND SECONDED**

THAT Council receive the Fireworks Bylaw staff report for information and discussion; and,
 THAT Council approve the mailout of attached household survey to property owners to determine citizen interest in a Fireworks Bylaw and to determine how restrictive that new bylaw should be.

CARRIED

The household survey (attached) was sent to all property owners in the Village on November 5th with a deadline to reply of November 22nd.

DISCUSSION

A total of 30 surveys were returned to the Village. The following charts summarize the responses received:

	YES	NO
I support a fireworks bylaw to regulate fireworks in the Village of Sayward	70%	30%

How restrictive should a Fireworks Bylaw be?	#	%
Option 1 (Most restrictive)	5	17%
Option 2 (Restricted to specific dates with permit)	10	33%

Option 3 (Individualized restrictions based on review by Fire Chief)	5	17%
Option 4 (Limited restrictions but permit still required)	4	13%
Option 5 (No restrictions)	6	20%

63% percent of respondents indicated a desire for a bylaw with specific restrictions, with only 20% of respondents indicating their desire for no restrictions. 17% of respondents requested a bylaw to prohibit all fireworks completely.

Next steps

Moving forward, Staff recommend that Council proceed with a Fireworks Bylaw as follows:

- A moderately restrictive bylaw that will allow for consumer fireworks only on specific dates, and only by permit. Display fireworks and pyrotechnic fireworks would also be permitted only on approval by way of a valid permit issued by the Fire Chief at least 14 days in advance and a requirement to advertise the event to the community. This would include Canada Day or other large events.
- The distinction between consumer fireworks events, display fireworks events, and pyrotechnic fireworks events and the rules and regulations for each category will be clearly explained in the Fireworks Bylaw.
- Fire Protective Services Bylaw No. 383, 2010 will require an amendment to remove Fireworks sections 59 to 76, and to modify section 77 to exclude cost recovery for fireworks violations. This will be included in the new Fireworks Bylaw and covered in the Ticketing Bylaw which will also need amending to include the new Fireworks Bylaw. An amendment to the Fees and Charges Bylaw will also be required to include permit fees, etc. as any fees for fireworks permits would be included in the Fees & Charges Bylaw.

RECOMMENDATIONS

THAT Council direct Staff to prepare a moderately restrictive Fireworks Bylaw and consequent amendments to the Fire Protective Services Bylaw, Ticketing Bylaw, and Fees & Charges Bylaw.

Respectfully submitted,

Lisa Clark
CFO

Attachments:

- **Citizen Survey on Proposed Fireworks Bylaw**

Citizen Survey on Proposed Fireworks Bylaw

The purpose of this survey is to determine the interests of citizens for a bylaw to control the use of fireworks within the Village of Sayward.

Please return to the Village by **Monday November 22, 2021.**

Fireworks Facts:

Fireworks are federally regulated by the Explosives Regulatory Division (ERD) of Natural Resources Canada, (NRCAN) who enforces their manufacture, import/export, storage, and retail. It is legal in Canada to purchase what are called consumer fireworks.

Consumer Fireworks: these are low-hazard firework articles designed for recreational use by the public. These articles include items such as roman candles, sparklers, fountains, wheels, volcanoes, mines, and snakes. (Type F.1)

Display Fireworks: these are high-hazard firework articles designed for use by professionals holding a Fireworks Operator Certificate. These articles include items such as aerial shells, cakes, roman candles, waterfalls, lances and wheels. (Type F.2)

Special Effect Pyrotechnics: these are high-hazard pyrotechnic articles designed for use by professionals holding a Fireworks Operator Certificate. These articles include items such as gerbs, mines, comets and crossettes. This class also includes special purpose pyrotechnics manufactured live on stage or for the film and television industry. (Type F.3)

Fireworks Accessories are explosive articles used to initiate various types of Fireworks. (Type F.4)

YES OR NO Questions. Please circle or check all answers that apply.

I was aware that there is limited regulation of fireworks in the Village of Sayward	YES	NO
I was not aware that there limited regulation of fireworks in the Village of Sayward	YES	NO
I support a fireworks bylaw to regulate fireworks in the Village of Sayward	YES	NO
I do not support a fireworks bylaw to regulate fireworks in the Village	YES	NO

Check all that apply:

I support a fireworks bylaw to regulate fireworks in the Village of Sayward because of:

- the negative impact fireworks have on pets
- the risk of harm to wildfire
- the risk of injury to persons
- the risk of damage to property
- the noise and disturbance they cause to me and my pets and family

I do not support a fireworks bylaw in the Village of Sayward because:

_____ I enjoy watching fireworks

_____ I enjoy discharging fireworks

_____ A permit requirement is unreasonable, and I prefer to set them off whenever I want

_____ I don't see why I can't set them off as they do not harm anyone

How restrictive Should a Fireworks Bylaw be? CHOOSE ONE OPTION BELOW

Option 1 _____

Most Restrictive

The Bylaw could prohibit the sale and use of all fireworks within the Village of Sayward. This includes prohibiting all consumer fireworks (backyard Halloween and New Years events) all display fireworks (Canada Day), and all pyrotechnic fireworks (movie sets, other events). In short, no fireworks would be permitted within the Village at any time. *(Most restrictive)*

Option 2 _____

Restricted to specific dates with permit.

A less restrictive bylaw could allow for consumer fireworks only on specific dates and only by permit. Display fireworks and pyrotechnic fireworks would be permitted only when approved by a valid permit issued by the Fire Chief at least 14 days in advance with the requirement to advertise the event to the community in advance. *(Restricted to only some days)*

Option 3 _____

Permit to discharge consumer fireworks with specific times and requirements.

This option includes each fireworks category having specific requirements that would be required to be met for a permit to be issued by the Fire Chief. Consumer fireworks, for instance, could be limited to Halloween between the hours of 5:00 pm and 10:00 pm for example. *(Individualized restrictions based on review by Fire Chief to reflect the specific event or risks)*

Option 4 _____

Permit Required but very few restrictions

A bylaw could allow consumer, display and pyrotechnic fireworks on any day with a valid permit. *(Limited restrictions but permit still required).*

Option 5 _____

No Fireworks Bylaw, no Permit required, keep things as they are with all fireworks allowed at any time.

No fireworks bylaw and leave things the way they are which allows for fireworks at any time unless banned under the Fire Protective Services Bylaw No. 383, 2010 due to the risk of a wildfire. *(No restrictions)*

Type of fireworks permitted in a new bylaw

- _____ I support regulating consumer fireworks with a permit
- _____ I support only Display and Pyrotechnic fireworks and prohibiting Consumer Fireworks
- _____ I support allowing Display and Pyrotechnic fireworks with a permit
- _____ I support allowing all fireworks at any time **with** permit required
- _____ I support allowing **only** Consumer Fireworks with a permit
- _____ I support allowing all fireworks at any time with **no** permit required

Thank you for responding to this household survey.



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: Investing in Canada Infrastructure Grant Opportunity & Grant Writer
Meeting date: January 4, 2022

BACKGROUND

The BC Investing in Canada Infrastructure Program – Green Infrastructure program is open for applications with a deadline of January 26th, 2022. This program is dedicated to capital infrastructure that will support:

- Access to drinking water
- Treatment and management improvements for wastewater
- Treatment and management improvements for stormwater
- Increased capacity to divert and manage solid waste
- Increased capacity to reduce or remediate soil & air pollutants

The recommendations/project items outlined in the 2021 Master Drainage Plan are eligible for this grant funding with the following cost sharing formula:

Government of Canada contribution: 40%

Province of BC contribution: 33%

Village of Sayward contribution: 17%

DISCUSSION

The Master Drainage Plan report prepared by Highland Engineering in 2021 outlines several short-term, medium-term, and long-term upgrades to the drainage system. For the purposes of this grant opportunity, both the short term and medium-term upgrades will be considered. These upgrades will address the immediate risk of flooding to homes at #311, 321, & 331 MacMillan Drive, as well as minimizing the risk of flooding in H'Kusam Park. The estimated total cost of this project will be approximately \$1.4M (Appendix B of Master Drainage Plan Update).

Due to the CAO position remaining unfilled, Staff were asked to contact a firm that would be willing to write the grant application for this project and could do so within the time constraints involved. Whilst researching this request, Staff determined that Urban Systems had already been contacted by the former CAO regarding this grant opportunity. Staff reached out to Urban Systems for an update and the attached proposal was produced for Mayor & Council to consider.

Should Council wish to proceed with this proposal, the funding for the consulting work (\$8,545) will be included in the 2022 Financial Plan. Staff will return to Council at a financial planning session in January with various potential funding sources for the 17% Village contribution to the project (approximately \$238,000). Potential sources include reserves, borrowing and/or taxes.

RECOMMENDATIONS

THAT Council authorize staff to make application to the Investing in Canada Infrastructure Program – Green Infrastructure for short-term and medium-term upgrades to the drainage system; and,

THAT Council authorize staff to retain Urban Systems for a total of \$8,545.

Respectfully submitted,

Lisa Clark
CFO

Attachments:

- **Proposal from Urban Systems, Dec 23, 2021**
- **Investing in Canada Infrastructure – Green Infrastructure - Program Guide**

December 23, 2021

File: 2906.0000.00

Village of Sayward
652-A H'Kusam Way
PO Box 29
Sayward, BC V0P 1R0

Attention: Lisa Clark, Chief Financial Officer**RE: Investing in Canada Infrastructure Program – Grant Writing**

Thank you for the opportunity to help assist the Village of Sayward address important stormwater drainage issues impacting the community.

Context and Project Understanding

The Village of Sayward's recently updated Drainage Master Plan¹ outlines a list of recommended short, medium, and long-term infrastructure upgrades to address persistent storm water issues throughout the community. We understand that Council has directed staff to apply for funding through the Investing in Canada Infrastructure Program (ICIP) – under the Environmental Quality stream – to implement the short and medium-term projects outlined in the plan.

We are familiar with Investing in Canada Infrastructure Program and have had good success helping communities secure funding from it. Based on our understanding of the program, we feel confident that the Village's short and medium term drainage projects are eligible and could be a strong candidates to receive funding. However, it is important to note that the program is looking for "shovel ready" projects. The strongest applications usually include a *detailed preliminary design report* and *cost estimate*. These can be expensive and time-consuming engineering tasks. In this case, a *detailed preliminary design* report and *cost estimate* have not been completed. This is not ideal given time and budget constraints. However, we have reviewed that Drainage Master Plan and – based on our experience – believe this document contains enough information to meet the funders eligibility requirements if accompanied by a brief technical engineering memo, which we propose to provide (see item 2 below).

Work Program

We have developed the following work program to help the Village submit an application based on our understanding of the context (see above) and our experience with similar assignments.

1. Start-Up Meeting

We propose a brief call with staff to confirm project details and clarify upgrades included in this application. We will discuss necessary items such as:

- Documentation of Council resolution/support
- Any in-kind contribution
- Project location
- Required licenses, permits and approvals
- Roles and responsibilities in submission (BCeID)

¹completed by Highland Engineering

2. Preparation of Site Plan and Technical Memo

We will have our engineering team prepare a site plan and a one-to-two-page technical memo to help supplement the information provided in the Drainage Master Plan, specifically highlighting the scope of work's compliance with the ICIP program's objectives.

3. Licenses, Permit and Approvals

We will provide a typical list of licenses, permits and approvals required for similar projects. This will involve a review from our environmental team. Note that the exact list of regulatory requirements can only be finalized during the final design stage.

4. Application Assembly

In coordination with Village staff, we will prepare a draft application with available knowledge. This includes completion of application questions, detailed cost estimate from the Master Plan, technical memorandum to create the narrative required by the application, and assembling all other mandatory documents.

5. Engineering Consideration

We will have one of our project engineers read the draft application. to ensure the construction scope doesn't raise any red flags from a technical perspective.

6. Submission to Staff

We will submit the draft application and all mandatory documents to Village staff for review prior to submission.

7. Final Revisions

We will make any final revisions based on staff feedback and prepare the final application for submission on January 26, 2022.

Budget, Schedule and Closure

Our budget estimate to complete this work is **\$8,545**. This total includes disbursements, but it does not include taxes. We have prepared a proposed project schedule based on our preliminary discussions and experience with similar assignments in the table below.

Task	Proposed Schedule	Cost
1. Start-Up Meeting	January 3-7	\$300
2. Preparation of Site Plan and Technical Memo	January 10-14	\$4,120
3. Licenses, Permits, and Approvals	January 10-14	\$320
4. Application Assembly	January 10-14	\$2,180
5. Engineering Review	January 17-19	\$1,125
6. Submission to Staff	January 19-21	-
7. Final Revisions	January 24-26	\$500
Total Cost		\$8,545

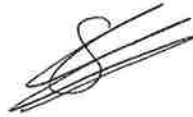
We are prepared to begin work on this project immediately upon your written approval and look forward to helping the Village of Sayward implement this important initiative. Please let us know if you have any comments, questions, or concerns.

Sincerely,

URBAN SYSTEMS LTD.



Sydney Rankmore
Community Planner



Simon Duplus, P.Eng.
Project Engineer

Canada



***Canada-British Columbia
Investing in Canada Infrastructure Program***

***Green Infrastructure – Environmental Quality Sub-Stream
Program Guide***

Foreword

This Program Guide provides an overview of the Investing in Canada Infrastructure Program (ICIP) Green Infrastructure – Environmental Quality (EQ) Sub-Stream requirements (ICIP-EQ). This Guide will illustrate how to fill out an application, what the Ministry is looking for in a project, provide a walk-through of the application process and additional helpful information to assist in preparing and submitting an application under ICIP-EQ.

The ICIP's main goal is to create long-term economic growth, build inclusive, sustainable communities and support a low carbon, green economy. The EQ Sub-Stream is focused on infrastructure that will support quality and management improvements for drinking water, wastewater, and stormwater, as well as reductions to soil and/or air pollutants through solid waste diversion and remediation. Projects must meet related outcomes to be eligible. Eligible projects will support public infrastructure, defined as tangible capital assets primarily for public use and benefit.

The Program Guide contains references to the Canada – British Columbia ICIP Integrated Bilateral Agreement which can be found at <http://www.infrastructure.gc.ca/prog/agreements-ententes/2018/2018-bc-eng.html>.

In the event of a conflict between the Program Guide and the ICIP Integrated Bilateral Agreement, the Agreement prevails.

It is important for applicants to familiarize themselves with the requirements described in this guide prior to preparing their application.

The Program Guide has been revised for the Third Intake and published on October 08, 2021.

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1. INTRODUCTION

1.1 PROGRAM GOAL AND OBJECTIVES

Canada and British Columbia governments are investing up to \$270 million in the third intake of the ICIP Environmental Quality Program (ICIP-EQ) to support infrastructure projects in communities across the province. Funding under the first and second intake, which represents a commitment of \$399 million by the Canadian and British Columbian governments, is fully allocated.

The ICIP-EQ program will assist communities in developing well planned community infrastructure that will protect public health and environment, promote climate change resilience, and support broad public benefits and service sustainability.

A project must meet at least one of the following outcomes to be eligible:

- increase the capacity to treat and/or manage wastewater;
- increase the capacity to treat and/or manage stormwater;
- increase access to potable water;
- increase the capacity to divert or manage solid waste (including landfill gases);
- increase capacity to reduce and/or remediate soil and/or air pollutants through remediation.

[Guidance on Aligning Projects with Outcomes](#) is available on the [Environmental Quality Program Website](#).

The Program encourages applicants to consider infrastructure to capture added value as described in Section 5.3. Projects that support more than one of the following program goals have a better chance of success:

- improve services to existing residents;
- provide clean drinking water;
- reduce air, soil and water pollution;
- reduce resource consumption;
- increase adaptation and mitigation to climate change;
- enhance natural systems and ecological services; and
- support resource recovery and reuse.

Some [example projects](#) are provided for your reference on the [Program Website](#).

Eligible projects will be subject to technical evaluation and ranked according to the extent to which they meet the program's eligibility criteria and program goals. Funding programs are highly competitive, and it is anticipated that there will be more projects that qualify for funding than the allocated program funds. The amount of funding requests should be reasonable in comparison to the allocated funding. Wherever feasible, applicants are encouraged to phase

their project to reduce funding ask, while ensuring the phased project independently meets the program outcome.

Projects with total estimated eligible expenditures of \$10 million or more will be subject to [climate lens assessments](#) (including a greenhouse gas emissions assessment that includes a cost-per-ton calculation and a climate change resilience assessment) to be completed to British Columbia and Canada's satisfaction prior to Canada's approval of a project for funding.

The approved projects will be subject to [reporting requirements](#) as the projects progress. Details are provided in Section 8.6. The program targets projects that can be completed within three years following approval. An Oversight Committee consisting of representatives from the federal and provincial governments will be responsible for administration of the Agreement.

Local Governments* and Indigenous applicants are eligible ultimate recipients for this merit-based funding.

**Local government refers to Regional Districts and Municipalities throughout this Guide. See Section 2.1 on Eligible Applicants for details.*

1.3 APPLICATION DEADLINE

The deadline for the application intake is **January 26, 2022 (4:00 pm PST)**.

Applicants must follow a two-step process to obtain access to Local Government Information System (LGIS) to submit online application.

- A Business BCeID credential and password are required to access the online application. The deadline to submit your BCeID credentials is **three weeks** prior to the submission deadline (**January 05, 2022**).
- After obtaining a BCeID you are required to request access to the Local Government Information System (LGIS). It is essential to have access to LGIS to be able to submit your [online application](#). We strongly encourage you to apply for BCeID access as soon as you can so that access to LGIS can be received in a timely manner.

See [Accessing the Online Application](#) for more details.

1.4 LIMIT ON NUMBER OF APPLICATIONS

Municipalities may submit **one** application per intake.

Regional Districts may submit **one** application for each community* in their area. A community is defined as a settlement area within a regional district electoral area or an established or proposed service area.

Indigenous Ultimate Recipients may submit **one** application per intake.

Applications not approved from an earlier intake may be revised and submitted as a new application. This will count towards the limit on the number of applications submitted. Prior to revising the previous application, applicants are encouraged to contact program staff for feedback on unsuccessful application and advice on how to improve their application.

**A community is considered as a settlement area within a regional district electoral area which may coincide with a service area boundary*

1.5 COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD

The funding provided by the federal government towards infrastructure projects is cost-shared by other partners, such as provinces, municipalities, regional districts, and Indigenous groups. The levels of federal and provincial contribution are:

<i>Ultimate Recipient</i>	<i>Government of Canada Contribution (up to)</i>	<i>Province of British Columbia Contribution (up to)</i>	<i>Total Senior Government Contribution (up to)</i>
Local government	40%	33.33%	73.33%
Indigenous (off-reserve projects)	75%	15%	90%
Indigenous (on-reserve* projects)	75%	-	75%

**Application must demonstrate benefits and services extended beyond the reserve community for projects partially or fully located on reserve lands.*

The remaining eligible project costs, ineligible projects costs and cost overruns are the responsibility of the applicant.

Where applicants plan to use or have applied for funds from other federal or provincial programs, the source of these funds must be indicated on the application form. The disclosure of other funding sources must be provided by the successful recipient up to the completion of the project. The same project will not be considered for funding under more than one ICIP sub-stream.

Applicants who have other senior government funding or grants in place for their project should note that the program is subject to stacking rules*. Total senior government funding will be reduced to the maximum commitments under this program or may affect funding under other senior government funding programs. Note that Canada Community-Building Funds are a federal contribution for these purposes and cannot be utilized for the ultimate recipient's funding contribution to the project.

Indigenous ultimate recipients may be eligible to access additional funding from federal sources subject to approval from Canada.

** Federal stacking rules are subject to Canada's interpretation.*

2. APPLICANTS

2.1 ELIGIBLE APPLICANTS

A local or regional government established by or under British Columbia statute (*municipality or regional district for the purposes of this funding*).

- Applications from improvement districts, water utilities, societies or private water systems must be made by the sponsoring regional district or municipality. Such an application will count towards the limit on number of applications described in section 1.4. If the application is successful in obtaining program funding, the ownership of the infrastructure and associated assets must be transferred to the sponsoring regional district or municipality.

Supporting documents about intent to transfer ownership should be provided with the application. An Improvement District Conversion Guide can be found here:

http://www.cscd.gov.bc.ca/lgd/gov_structure/library/improvement_district_conversion_guide.pdf

Indigenous Ultimate Recipients:

- A band council within the meaning of Section 2 of the *Indian Act*.
- A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between Her Majesty the Queen in Right of Canada and an Indigenous people of Canada, that has been approved, given effect, and declared valid by federal legislation;
- A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure; and
- An Indigenous development corporation.

2.2 INELIGIBLE APPLICANTS

- Federal entities, including federal Crown Corporations.
- Applicants not defined in Section 2.1.
- Applicants not established within the Province of British Columbia.

3. PROJECTS

3.1 PROGRAM OUTCOMES

The Program supports an outcome-based rather than a project category-based approach. In addition to meeting regulatory requirements and demonstrating public benefit an eligible project must meet following **outcomes** set out by Infrastructure Canada:

- Increased capacity to treat and/or manage wastewater.
- Increased capacity to treat and/or manage stormwater.
- Increased access to potable water.
- Increased capacity to reduce and/or remediate solid waste pollutants (including landfill gases).
- Increased capacity to reduce and/or remediate soil and/or air pollutants.

3.2 ELIGIBLE PROJECTS

The Program supports primarily public infrastructure, which is defined as “tangible capital assets in British Columbia primarily for public use and/or benefit”.

To be eligible for funding, a Project must:

- a) be put forward by an eligible applicant who demonstrates that they will own and be able to operate and maintain the resulting infrastructure over the long term;
- b) meet one or more of the Program outcomes (see Section 3.1);
- c) be for the construction, renewal, rehabilitation, or material enhancement of infrastructure, excluding normal maintenance or operation;
- d) be supported by all requirements set out in Section 5;
- e) stipulate project completion date of no later than December 31, 2026;
- f) be duly authorized or endorsed by, as applicable:
 - in the case of a local government applicant, a resolution from its council/board; or in the case of an Indigenous applicant, a resolution from its band council; or council/board;
- g) be for broad public use or benefit and clearly demonstrate this within the application;
- h) meet or exceed any applicable energy efficiency standards for buildings outlined as below:

- exceed by 25% the energy efficiency requirements of the National Energy Code of Canada for Buildings; or
- the building will rank in the equivalent of top 25% of its building type under ENERGY STAR;

i) for publicly accessible buildings, meet or exceed the requirement of the highest published accessibility standard in a jurisdiction;

j) for First Nations applicants, a project must demonstrate that direct benefits extend beyond the reserve community and result in services being delivered to land off-reserve; and,

k) be located in the Province of British Columbia.

In addition, projects must meet these requirements:

- a) Wastewater Projects must result in wastewater effluent that meets the Wastewater Systems Effluent Regulations, or provincial regulations where there is a federal equivalency agreement in place.
- b) Drinking water projects must meet or exceed provincial requirements and standards.
- c) Solid waste diversion Projects must result in an increase in the quantity of material diverted from disposal as measured against a baseline using the *Generally Accepted Principles for Calculating Municipal Solid Waste System Flow*.
- d) Projects that reduce or remediate soil pollutants must be undertaken on properties that are contaminated, as confirmed by a Phase II Environmental Site Assessment.

3.3 INELIGIBLE PROJECTS

A project will be deemed ineligible if:

- a) the construction began or a tender has been awarded prior to the final project approval;
- b) the estimated project start date is more than 2 years after the date of application;
- c) the project will be completed after December 31, 2026;
- d) the project deals with assets owned by the Government of Canada including federal Crown Corporations;
- e) it is eligible under the federal Low Carbon Economy Fund;

- f) it is an energy retrofit project, unless the energy retrofit project is on an asset that would be considered eligible for funding under the ICIP IBA or under the National Housing Strategy;
- g) it includes investment in emergency services infrastructure;
- h) it involves relocation of whole communities; or
- i) it relates to seismic risks.

Projects may not be funded if they present risks to program funders, for example if any of the following are deemed likely:

- o a high probability of the project not being able to be completed within the program timeline;
- o potential for the project to not proceed due to applicant funding difficulties;
- o a high probability that the project will require a significant change in scope to proceed due to limited planning being undertaken prior to application;
- o the project may not provide the level of service identified;
- o the project does not have public support;
- o First Nations within 5 km* of the project site haven't been identified;
- o the project has the potential to cause environmental or social issues;
- o the applicant does not demonstrate they are able to manage, maintain and finance the project over the long term;
- o Projects that has not considered climate change and its consequences such as flood, fire, drought, etc.;
- o Project has a class C or D cost estimate and does not include sufficient contingency costs; and
- o The application does not demonstrate that risks related to the project have been considered and mitigation measures are identified. Risk associated with implementation of value-added components in the project will not be viewed negatively.

**Applicants should use Aboriginal and Treaty Rights Information System (ATRIS) website to locate indigenous communities within 5 km of the project site.*

3.5 PROJECT SIZE AND PHASING PROJECTS

Applicants should be aware that there are reporting requirements for this Program that must be met (see Section 9.6 for requirements).

There is no cap on the maximum allowable funding amount per project; however, consideration will be given to a fair distribution of funding. Applicants should consider whether phasing is an option where project funding would represent more than 10% of

the total funding available for the intake. Applicants should submit the project that will give them the best value for the given cost.

Where a phase is submitted for funding consideration, the phase should independently meet program outcomes.

If applying for a phase of a larger project, identify how the project will be phased. This should be demonstrated in the accompanying Detailed Cost Estimate Template, and the project descriptions must be organized to easily describe each of the distinct phases of the project, highlighting which phase is the subject of the funding request.

It is important to note that the approval of one phase of a project does not guarantee that other phases will receive funding.

4. COSTS

See Appendix B for examples of eligible and ineligible costs.

4.1 ELIGIBLE COSTS

Eligible costs will include the following:

- a) all costs considered to be direct and necessary for the successful implementation of an eligible project, in the opinion of Canada and British Columbia, excluding those identified under Section 4.2 (Ineligible Costs).
- b) the capital costs of constructing or renovating a tangible asset, as defined, and determined according to generally accepted accounting principles in Canada.
- c) all planning (including plans and specifications), assessment and design costs specified in the agreement such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services, to a maximum of 15% of total funding award.
- d) costs related to meeting specific Program requirements, including completing climate lens assessments (as outlined in Section 6) and creating community employment benefit plans (costs for climate lens assessments can be incurred prior to project approval, but can only be paid if and when a project is approved by both the Province and Canada for contribution funding).
- e) the costs of engineering and environmental reviews, including environmental assessments and follow-up programs and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment.
- f) the costs of Indigenous consultation, and where appropriate, accommodation.
- g) the costs directly associated with joint federal and provincial communication activities (press releases, press conferences, translation, etc.) and with federal and provincial project signage.
- h) the incremental costs of the eligible recipient's employees related to construction of the project may be included as eligible costs under the following conditions:
 - i. The recipient is able to demonstrate that it is not economically feasible to tender a contract;
 - ii. The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
 - iii. The arrangement is approved in advance and in writing by the Province and by Canada.

Eligible costs are limited to the following:

- a) costs incurred between the project approval date and the project completion date set out in the Shared Cost Agreement, except for costs associated with completing climate lens assessments and creating community employment benefit plans, which are eligible before project approval, but can only be paid if and when a project is

approved by the Province and Canada and a signed Shared Cost Agreement is in place.

4.2 INELIGIBLE COSTS

The following are deemed ineligible costs:

- a) costs incurred prior to the approval of the project, except for expenditures associated with completing climate lens assessments and creating community employment benefit plans as required (but can only be paid if and when a project is approved by the Province and Canada and a signed Shared Cost Agreement is in place);
- b) costs incurred after the project completion date set out in the Shared Cost Agreement with the exception of expenditures related to audit and evaluation requirements pursuant to the agreement;
- c) costs related to developing a funding application and application supporting documentation;
- d) costs incurred for cancelled projects;
- e) costs of relocating entire communities;
- f) land acquisition;
- g) real estate and other fees related to purchasing land and buildings;
- h) financing charges, legal fees, and interest payments on loans, including those related to easements (e.g., associated surveys);
- i) costs associated with operating expenses and regularly scheduled maintenance work;
- j) leasing land, buildings and other facilities;
- k) leasing of equipment other than equipment directly related to the construction of the project;
- l) overhead costs, including salaries and other employment benefits, direct or indirect costs associated with operating expenses, administration and regularly scheduled maintenance work, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff, except those indicated in Eligible Expenditures;
- m) costs related to furnishing and non-fixed assets which are not essential for the operation of the asset/project;
- n) any goods and services costs which are received through donations or in kind;
- o) taxes for which the ultimate recipient is eligible for a tax rebate and all other costs eligible for rebates;
- p) all capital costs, including site preparation, vegetation removal and construction costs, until Canada has been satisfied that the federal requirements under the *Impact Assessment Act, 2019* (IAA, 2019), other applicable federal environmental assessment legislation that is or may come into force during the term of the Agreement, and other applicable agreements between Canada and Indigenous groups have been met to the extent possible and continue to be met; and

- q) all capital costs, including site preparation, vegetation removal and construction costs, until Canada is satisfied that any legal duty to consult, and where appropriate, to accommodate Indigenous groups or other federal consultation requirement, has been met and continues to be met.

5. GENERAL REQUIREMENTS

5.1 FUNDING

The applicant must demonstrate that their share of funding has been, or is being secured, and that a plan is in place to recover any cost overruns beyond budgeted contingencies. Further, the application must demonstrate that funds have been committed to operate, maintain, and plan for replacement. Also see the “Evidence of Secured Funds”, “Confirmation of Funds” and “Council/Board Resolution” sub-sections under Section 6.

Local Government Recipients

- If a local government has accumulated funds in a statutory reserve to finance a share of project costs, please submit evidence of these funds as at application date and supporting information directing the use of reserve funds.
- If a local government intends to borrow a share of costs, a bylaw to authorize the borrowing of funds should receive third reading by a local government prior to submitting an application to the program. A copy of that bylaw should accompany the application.
- Municipalities that intend to borrow should also submit a Liability Servicing Limit Certificate for the amount authorized in the bylaw. Please also submit information about any sources of applicant share of project costs other than reserves or borrowing. Please note that submission of a loan authorization bylaw and supporting information as evidence under the program is separate from submission for approval by the Inspector of Municipalities. That is a separate process that must be completed when approval by the Inspector is desired. **A preference may be given to projects that demonstrate secured funding.**
- A financial analysis will be completed as part of the application review. Local government applicants should recognize that the success of applications may reflect the extent to which applicants have met financial criteria such as having:
 - met 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);
 - submitted the financial plan to the Ministry to meet requirements of s 165 of the Community Charter for municipalities and Section 374 of the *Local Government Act* for regional districts; and
 - measures of financial stability and sustainability which may include property tax structures and development costs charge structure.

Indigenous Ultimate Recipients

- On-reserve applicants must demonstrate that their share of the funding is secured, and there is a plan in place to cover any cost overruns, ineligible costs and also for operation and maintenance.
- The applicant must provide source and amount of funding if funding from senior government is going to be used for the project.
- Off-reserve Indigenous ultimate recipients must show the “Evidence of Secured Funds”, “Confirmation of Funds” and “Council/Band Resolution” and demonstrate that their share of funding has been secured and there is a plan in place to cover any cost overruns, ineligible costs and also for operation and maintenance.

5.2 APPLICATION PROCESS

All proponents must complete and submit an [online application](#) via the Local Government Information System (LGIS). [Sample application questions](#) are available on the [program website](#).

A Business BCeID is required to set up access in LGIS. This can take up to 15 business days. New users are encouraged to start the process of requesting a BCeID as early as possible. See [Accessing the Online Application](#) for more details.

5.3 SELECTION PROCESS AND CRITERIA

The Program is merit based and projects are subject to a comprehensive technical ranking assessment and internal provincial review, with a list provided to the Oversight Committee and recommendations submitted to Canada for final approval.

Applicants must ensure that their application demonstrates:

- how the project will be eligible for funding (Section 3.2);
- how the project benefits align with one or more of the outcomes (Section 3.1);
- how the project is supported by community’s long-term planning and management;
- how the project provides value for money during lifecycle of the infrastructure; and
- how the project is supported by sustainable management and planning.

Projects that support more than one program goals have a better chance of success; program goals are:

- Improve services to existing residents;
- provide clean drinking water;
- reduce air, soil, and water pollution;
- reduce resource consumption;

- increase adaptation and mitigation to climate change;
- enhance natural systems and ecological services; and
- support resource recovery and reuse.

The following will be considered for added value:

- **Environmental Protection:**

Protecting the environment is reducing the impact or damage caused by human activity.

- **Enhancing the environment - support for natural systems and ecological services:**

Natural assets, such as wetlands, forests and streams can provide ecological benefits that serve the community and support the environment, by storing rainwater and reducing flooding. Supporting, enhancing, and accounting for natural systems will support sustainable infrastructure delivery. It is important to undertake urban and industrial development in a way that does not negatively impact the environment, such as freshwater ecosystems and air and soil quality.

Natural assets can also provide opportunities to increase community resilience to the impacts of climate change and carbon storage to mitigate the changing climate. The BC Framework Primer on Climate Change and Asset Management ([AMBC Primer](#)) introduces an approach for integrating climate change considerations throughout the asset management process.

- **Resource Recovery and Reuse:**

Rather than losing valuable resources to the landfill or flushing them towards the ocean, resources should be recovered and reused. For example, solid and liquid waste can be reused to conserve water, recover nutrients, capture, and reuse heat (please see [Closing the Loop](#) document for further information).

- **Energy Generation and Reuse:**

Renewable energy supports a sustainable community and includes energy generated from waste as well as other sources such as hydropower, sunlight, wind, rain, tides, waves, etc.

- **Climate Change Adaptation:**

Adaptation solutions can be incorporated into a project to lessen the impacts and potential damages of expected climate effects, or to benefit from opportunities associated with such effects, making a community or ecosystem more resilient to climate change. For example, an adaptation solution could be to use stormwater to restore and protect a wetland area, incorporate flood defense into a wastewater facility, or modify a drinking water intake for drought conditions.

- **Climate Change Mitigation - Reduce greenhouse gases:**

To reduce causal sources and the rate and depth of climate change effects, the amount and concentration of greenhouse gases released to the atmosphere must be decreased. Efforts to reduce emissions and enhance sinks are referred to as “mitigation”.

Internal provincial review may include consideration of factors such as regional distribution of funding, previous funding, communities in need, and unmitigated project risks.

5.4 APPROVAL IN PRINCIPLE - REQUIREMENTS

Shortlisted projects will be given initial ‘approval in principle’ by the Province, which provides some assurance to applicants that funding will be received prior to having to complete these additional requirements

The following will be required to be completed to BC and Canada’s satisfaction prior to Canada’s approval of a project into the program:

- For all projects with total estimated eligible expenditures of \$10 million or more, a [climate lens](#) - greenhouse gas emissions assessment that includes a cost-per-tonne calculation as required by Canada.*
- For all projects with total estimated eligible expenditures of \$10 million or more, a [climate lens](#) - climate change resilience assessment.**
- A federal form to determine if there are any federal environmental assessment requirements that could apply to the project and if there is a requirement to consult with Indigenous Groups.
- For all projects with total estimated eligible expenditures of \$25 million or more, the expected results for community employment benefits as required by Canada, unless waived at the discretion of British Columbia (see Section 8.6 for additional information).***

The following may be required on a case-by-case basis at the discretion of British Columbia:

- For projects with total estimated eligible expenditures of \$15 million or more and a sufficiently complex nature, a Value Engineering assessment

Projects that request a contribution of more than \$50 million from federal sources, involve federal assets, or involve sole source contracting (construction contracts over \$40,000 or, for the acquisition of architectural and/or engineering services, over

\$100,000), if shortlisted, will be subject to a request for further information to support a federal Treasury Board submission.

**Note that costs associated with greenhouse gas emissions and climate change resilience climate lens assessments will be considered as eligible as part of the funding.*

***Information on the requirements for climate lens assessments can be found at:*

<https://www.infrastructure.gc.ca/pub/other-autre/cl-occ-eng.html>.

****Information on the requirements for community employment benefits reporting can be found at: <http://www.infrastructure.gc.ca/pub/other-autre/ceb-ace-eng.html>.*

5.5 FINAL APPROVAL REQUIREMENTS

- Projects with total estimated eligible expenditures of \$10 million or more will be subject to climate lens assessments (including a greenhouse gas emissions assessment that includes a cost-per-ton calculation and a climate change resilience assessment) to be completed to British Columbia and Canada's satisfaction prior to Canada's approval of a project for funding.
- Canada will determine requirements for Environmental/Impact Assessment and Indigenous Consultation. After Approval in Principle, proponent will be required to fill out a form to provide necessary information.
- Projects with total eligible costs of \$25 million or more are expected to provide community employment benefit as required by Canada. Rationale will be required for consideration of waiver at the discretion of the Province.

6. MANDATORY DOCUMENTS

The following **mandatory documents** (15 MB limit per document) must be clearly labeled and uploaded to LGIS as part of your [online application](#) by the application deadline:

- a) [Council/Board/Band Council Resolution](#)
- b) Project Location [.KML file](#)
- c) [Detailed Cost Estimate](#)
- d) Site Plan / Map
- e) Feasibility Study/Preliminary Design Report
- f) List and status of required licenses, permits and approvals (or indicate if not applicable); All applicable legislative or regulatory requirements will or have been met:
 - a. This includes requirements for:
 1. Federal Environmental Assessment (FEA) process, provincial Environmental Assessment process; and
 2. Requirements for Indigenous Consultation.
- g) Evidence of [Secured Funds](#)
- h) For all projects related to drinking water or wastewater: Water Conservation Plan and a copy of Council/Board/Band Council endorsement for the plan

Where attachments are longer in length, specific reference should be made to the sections of documents you wish to be included in the review.

Applicants are responsible for ensuring full and accurate information is submitted. **Applications will not be reviewed** unless all necessary information has been submitted, including mandatory documents.

The following documents may be used to support the application; however, the relevant information should be referenced within the application:

- Partnership agreement/Letter of Support/MOU between project partners if applicable
- Options Assessment
- Business Plan
- Cost Benefit Analysis or Other Study
- Design Drawings or Details
- Letters of Support
- Record of consultation with indigenous communities if applicable

Letters of support, partnership agreements, or memorandums of understanding from the other partners are recommended for projects done in partnership with others or that will have joint ownership. Letters from health officers are useful for projects that support public health objectives.

Applicants should use [Aboriginal and Treaty Rights Information System](#) (ATRIS) website to locate indigenous communities within 5 km of the project site and determine the consultation needs.

Where a project is excluded from a review under the *Impact Assessment Act*, it may require permits or approvals from local, regional, or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are identified and/or obtained.

- The energy efficiency requirements of the [National Energy Code of Canada for Buildings 2017](#) will be met for newly constructed or materially rehabilitated infrastructure intended for use by the public, where applicable (describe the variances and plans to achieve compliance).
- For newly constructed or materially rehabilitated infrastructure intended for use by the public, the project will provide appropriate access for persons with disabilities.

Projects that are selected for funding will be required to provide additional information as outlined in Section 5.4 to British Columbia and Canada's satisfaction prior to Canada's approval of a project.

6.1 COUNCIL/BOARD/BAND COUNCIL RESOLUTION

A [council/board/band council resolution](#) or by-law, committing the proponent to contribute its share of the eligible project costs and all the ineligible costs, is required.

The resolution/bylaw must identify the source of the proponent's share of the project's costs. The resolution should show support for the project from a municipality's Council, a regional district Board, or an Indigenous applicant's band council (or other appropriate authorized body).

Where possible, the resolution should be submitted as part of the application package. Where the applicant is unable to submit the resolution with the application (e.g., due to timing considerations with when the Council/Board meets), it must be submitted within one month after the submission deadline. Please indicate on the application form when submission of the resolution will be expected to occur.

Projects not supported by an appropriate resolution will not be considered.

6.2 EVIDENCE OF SECURED FUNDS

Evidence that the applicant's full share of funding has been or will be secured is required. This evidence may be in the form of:

- recent bank statements showing that the amount is on hand;
- a line of credit letter of approval (for non-local government entities);
- staff reports and/or resolutions of board/council directing the use of reserve funds.

Local governments who are recovering their share of funding through borrowing, this evidence may be in the form of:

- a Liability Servicing Limit Certificate indicating that borrowing is within a local government's assent free borrowing limit;
- a loan authorization bylaw that has received third reading; and/or
- a date that borrowing has been approved through a formal public approval process and a copy of the related bylaw.

Other evidence may be accepted at the discretion of the Director or Program Lead.

A [confirmation of secured funds](#) template is available on the [Program Website](#).

6.3 DETAILED COST ESTIMATE

A [detailed cost estimate template](#) has been provided on the [Environmental Quality Program website](#) and submission of a completed cost estimate is a **mandatory document**. Detailed costs estimates must include but are not limited to: an itemized description, cost per unit of measure, number of units, as well as design, engineering, contingency costs, and tax rebate breakdowns. Applicants are to identify which costs are eligible and which are ineligible and to state what class or confidence level the estimates are (e.g., class B or the level of confidence of the proposed cost). Cost estimates must be dated.

The preference is that submitted projects are planned to the degree that required works are identified, generally represented by a cost estimate of Class C (representing +/- 25-40% variability in costs) or better (Class A or B). A Class A or B cost estimate creates more certainty of the estimated costs involved.

Applicants are advised to ensure that plans are in place to cover potential cost overruns and that adequate contingencies are included within the cost estimate. Otherwise, there may be additional risk linked to the proposed project given the potential cost uncertainties

If the project is part of a larger project, the detailed cost estimate should only include the costs for the project being applied for. If a project can be broken into phases, while still meeting a program outcome, each distinct phase should be clearly broken out in the detailed cost estimate that is submitted.

It is important to note that projects will be reviewed in the context of the *Impact Assessment Act* (IAA) 2019 and regulations as discussed in Section 7. Where applicable, project cost estimates should include costs to conduct an IAA study.

Projects requiring climate lens assessments as outlined in Section 5.4 should include costs to complete these and have them attested to by a qualified assessor.

IMPORTANT: It is necessary to provide **up-to-date, detailed, and complete cost estimates** and identify and account for inflation, increasing construction costs and possible delays in start and completion dates. Factors that may delay construction include: the timing of the grant announcement date, fisheries window, public consent, weather and construction seasons, delays in the IAA process, right of way negotiations, regulatory applications, Indigenous consultation, etc. It is important to plan your project to start following final project approvals which are anticipated in Spring 2023.

6.4 SITE PLAN/MAP

A site plan/map should include the location and the general layout of the works to be included in the proposed project.

6.5 PRELIMINARY DESIGN REPORT

This report should be completed by a professional with expertise relevant to the subject area (i.e., an engineer, architect, etc.) and should identify what the solution is, why it is being recommended and should address capital and lifecycle expenditures, annual operating costs, emerging technologies, environmental considerations, and societal impacts.

6.6 LIST OF REQUIRED LICENSES, PERMITS AND APPROVALS

All applicants are required to investigate and submit a list of licenses, permits and approvals which are required for the project to proceed and they must advise on the status of any that have been applied for. This demonstrates that a project is on track and/or that the proponent has considered and commenced applications for these required items.

Note that there is now a requirement under the *Water Sustainability Act* for a water license for all users who divert and use **groundwater** from a well or dugout for non-domestic purposes. The Ministry of Environment & Climate Change's brochure provides information: https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/laws-rules/gw_licensing_brochure.pdf.

6.7 WATER CONSERVATION PLAN

A current, Council, Board, or Band Council endorsed Water Conservation Plan will be required for any project application related to Drinking Water or Wastewater. To meet the requirement, the plan will need to have been updated within the last five years. Please attach or provide a link to the plan and provide a copy of the Council or Board endorsement of the plan. The plan should be relevant to the area which will be served by the project.

Where a water or wastewater system is being transferred to a local government, a commitment should be included to extend the water conservation activities to the transferred system.

Drinking Water or Wastewater projects which create new infrastructure should consider how water can be used efficiently or reduced as part of the project design. Advice on creating a water conservation plan can be found here: <http://www.obwb.ca/water-conservation-guide-for-bc-now-available/>. An additional tool for exploring water conservation options is: <http://waterconservationcalculator.ca>.

BC landscape water calculator tool is: <https://bcwatercalculator.ca/landscape/irrigation>

6.8 CONTACT INFORMATION

Applications and mandatory documents will be submitted through the online LGIS application. Questions can be directed to:

Ministry of Municipal Affairs
Phone: 250-387-4060
Email: infra@gov.bc.ca

6.9 IMPACT ASSESSMENT ACT, 2019 REQUIREMENTS

The *Impact Assessment Act 2019* (the Act) and its regulations are the legislative basis for the federal practice of environmental assessment. A Federal Environmental Assessment (FEA) is a process to evaluate the environmental effects and identify measures to mitigate potential adverse effects of a proposed project. The Act ensures that the environmental effects of a project are carefully reviewed before a federal department/agency decides to allow the proposed project to proceed.

Detailed information on the *Impact Assessment Act* and regulations can be found at the Impact Assessment Agency of Canada's website: www.canada.ca/en/impact-assessment-agency.html

All projects that receive funding through the Agreement must comply with the Act. However, since not all projects are on federal lands or affect the environment in a significant way, many projects may not require an environmental assessment under the Act. It is the responsibility of the Proponent to determine the FEA requirements and contact the relevant Federal departments, as indicated below.

6.10. HOW TO DETERMINE IF A FEDERAL ENVIRONMENTAL ASSESSMENT (FEA) IS REQUIRED

An FEA will be required under *Impact Assessment Act 2019* if the project meets the definition of a designated project and or it is located on federal lands.

Is it a designated project?

The Project List (Also known as the *Physical Activities Regulation*) identifies types of projects that may require an assessment under the Act: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-147/page-1.html#docCont>.

Only projects on the designated project list require FEA or projects designated by the Minister due to potential for environmental effects or public concerns. Should the Project meet the definition of a designated project, proponents must provide to the Impact Assessment Agency of Canada a description of their proposed project to initiate the process.

Is the project on federal lands?

Projects on federal lands are subject to an assessment of environmental effects. Information must be provided to program staff on whether the project will be located on federal lands. Proponents must engage with the federal lands' owner to establish the process and requirements to meet the *Impact Assessment Act, 2019*.

For more information refer to the Impact Assessment Process Overview:

<https://www.canada.ca/en/impact-assessment-agency/services/policy-guidance/impact-assessment-process-overview.html>

6.11 TIME AND COST CONSIDERATIONS

Time and Costs involved in completing the FEA and associated studies will depend on site accessibility and the availability of local expertise, the nature and complexity of the project, potential environmental implications, and the level of public/First Nations interest. When developing the project cost estimates, please consider the potential expenses involved in preparing a FEA.

6.12 DIALOGUE WITH ENVIRONMENTAL AGENCIES

For projects that require a FEA, proponents are encouraged to contact relevant federal departments or provincial ministries (e.g., Fisheries & Oceans Canada, Environment Canada - Canadian Wildlife Service or BC Ministry of Environment). A proactive discussion with such agencies during the project-planning phase will assist in identifying potential environmental impacts and necessary mitigation measures.

IMPORTANT NOTE:

- Where necessary, ICIP funding is conditional upon completion of an environmental assessment review of the project under the Act with a satisfactory outcome.
- Starting BC and Canada environmental assessments early in the planning of a project will assist British Columbia and the Government of Canada in discharging the legal duty to consult and, if appropriate, accommodate Indigenous peoples when the Crown contemplates conduct that might adversely impact established or potential Indigenous or Treaty rights.
- Successful applicants must agree to adhere to mitigation requirements as may be specified in the FEA and/or recommended by federal departments and agencies participating in the review process.
- Any changes to the scope of the project while it is underway could re-open the FEA review and cause the project to have construction delays. In addition, project scope changes need to be brought to the ICIP program staff immediately as they need the Province's approval prior to going forward with any changes to the original approved scope.

6.13 OTHER REGULATORY CONSIDERATIONS

Projects must meet all applicable federal and provincial environmental legislation and standards. Even though a project is excluded from a review under the *Impact Assessment Act*, it may require permits or approvals from local, regional, or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

6.14 B.C. ENVIRONMENTAL ASSESSMENT PROCESS

Proposed projects or modifications to existing projects that are subject to the *British Columbia Environmental Assessment Act* (BCEAA) are specified in the Environmental Assessment Reviewable Project Regulations by project type, design capacity, and diversion or extraction rate. All applicants should review a copy of the regulations for information on projects that may be subject to the BCEAA. Information must be provided to EQ program staff on whether the project will be subject to BC Environmental Assessment.

Refer to BC Environmental Assessment Office's website at www.eao.gov.bc.ca or contact their office at:

**2nd Floor 836 Yates Street
PO Box 9426 Stn Prov Govt
Victoria, BC V8W 9V1
Email: eaoinfo@gov.bc.ca**

7. INDIGENOUS CONSULTATION

Proponents may be required to consult with Indigenous groups if the project is located in an area where Indigenous communities have potential or established Indigenous or Treaty rights. It is the responsibility of the Proponent to determine whether or not the project requires consultation with Indigenous groups. Applicants should check the [Aboriginal and Treaty Rights Information System \(ATRIS\)](#) to determine the presence of Indigenous communities within 5 km of the project site.

Information must be provided to program staff on whether or not the project will be subject to Indigenous Consultation. If required, Canada must be satisfied that for each Project:

- a) Indigenous groups have been notified and, if applicable, consulted;
- b) If applicable, a summary of consultation or engagement activities has been provided, including a list of Indigenous groups consulted, concerns raised, and how each of the concerns have been addressed, or if not addressed, an explanation as to why not;
- c) Accommodation measures, where appropriate, are being carried out by British Columbia or Ultimate Recipient at their own cost; and
- d) Any other information such as consultation records has been provided that Canada may deem appropriate.

No site preparation, vegetation removal or construction will occur for a Project and Canada has no obligation to pay any Eligible Expenditures that are capital costs, as determined by Canada, until Canada is satisfied that any legal duty to consult, or other federal consultation requirement, and where appropriate, to accommodate Indigenous groups has been met and continues to be met.

For more information on British Columbia's consultation resources and consultation policy:

<https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations>

https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations/legal_obligations_when_consulting_with_first_nations.pdf

8. APPROVED APPLICATIONS

Successful recipients will be notified in writing if their application is approved.

The Province of British Columbia will provide a Shared Cost Agreement* to those proponents approved for funding. The Shared Cost Agreement will outline the terms and conditions associated with the funding. Funding is conditional upon the recipient signing a Shared Cost Agreement with the Province.

Shared Cost Agreements will be prepared only after the requirements described in Section 5.4 have been deemed as met by Canada.

All projects will be expected to be substantially complete within the dates set out in their Shared Cost Agreement. The third intake of the Program will support projects that can be completed within three years of the approval. Where extenuating circumstances outside the proponent's control cause project delays, an approval for extension may be considered (with projects ultimately having to be completed before December 31, 2026).

**Shared Cost Agreement or "Ultimate Recipient Agreement" means an agreement between British Columbia and the Ultimate Recipient under the ICIP.*

***"Ultimate Recipient" means an entity identified under sections A.1 a) of Schedule A in Canada – British Columbia ICIP Integrated Bilateral Agreement and identified within this guide as an eligible applicant.*

8.1 ASSETS

Within the Shared Cost Agreement, ultimate recipients will need to maintain ongoing operations and retain title to and ownership of an asset for at least five years after substantial completion, except to Canada, British Columbia or a municipal or regional government, or with Canada and the Province's consent.

8.2 SHARED COST AGREEMENT

"Shared Cost Agreement" means an agreement between the Province of British Columbia and a Recipient whereby the Province agrees to contribute financially to an approved project.

8.3 CONTRACT PROCEDURES AND PROVISIONS

"Contract" means a Contract between a Recipient and a Third Party whereby the latter agrees to contribute a product or service to a project in return for financial consideration which may be claimed as an Eligible Cost.

All contracts will be awarded in a way that is fair, transparent, competitive, and consistent with value for money principles.

The following objectives for procurement activity for goods, services and construction are based on the principles of fair and open public sector procurement competition, demand aggregation, value for money, transparency, and accountability:

- proponents receive the best value for money spent on contracts;
- vendors have fair access to information on procurement opportunities, processes and results;
- acquisition opportunities are competed, wherever practical;
- proponents only engage in a competitive process with the full intent to award a contract at the end of that process;
- proponents are accountable for the results of their procurement decisions and the appropriateness of the processes followed;
- the cost of the procurement process, to both vendors and proponents, is appropriate in relation to the value and complexity of each procurement;
- contracts are awarded in accordance with the Canadian Free Trade Agreement and international trade agreements if applicable; and
- acquisitions are managed consistent with the policy of the Province of British Columbia (The Province of British Columbia Policies can be accessed at: <https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/procurement>).

Proponents are responsible for:

- planning, managing and fully documenting the process to acquire goods, services and construction;
- managing solicitation and contract award processes in a prudent and unbiased manner that fairly treats all potential vendors and bidders;
- ensuring that contracts for goods, services and construction are designed to provide the best value; and
- ensuring that all acquisitions are consistent with policy and applicable legislation.

It is expected that all contracts for works associated with projects that are approved for funding will be publicly tendered. Where this is not feasible or practicable, recipients must inform, in writing, the Ministry for approval before proceeding with the project.

The Province reserves the right to review a Recipient's procurement and tendering policies relating to contracts for works associated with projects funded through this program at any time from project approval to a date three years after project completion.

Two resources are available to help applicants to achieve excellence in the awarding of contracts in a way that is transparent, competitive, and consistent with value for money principles:

- The Master Municipal Construction Documents Association (MMCD) provides its members with standardized contract documents and training programs to maximize the benefits of the documents. The Province of British Columbia encourages British Columbia Municipalities to use the Master Municipal Construction Documents for the construction of municipal services. Many B.C. local governments have been, and continue to, subscribe to the MMCD documents, certification, training, and procedures. For further information about MMCD access its website at: www.mmcd.net/.
- BC Bid, the e-Procurement site of the Province of British Columbia can be accessed at: www.bcbid.gov.bc.ca/open.dll/welcome.

8.4 CHANGES OR VARIATIONS TO AN APPROVED PROJECT

Applicants need to advise the Ministry, **in writing**, of any variation from the approved project. **Before** any changes are implemented, they must be approved by the Ministry. Changes that require written approval are those that deviate from the Shared Cost Agreement, general project description/scope or project completion date. Costs that are outside of the current terms of the contract may not be able to be reimbursed.

Program staff will adjust future claims and/or require the provincial government to be reimbursed if any costs that have been reimbursed are subsequently found to be ineligible.

8.5 COST OVERRUNS

The Program will be fully allocated and oversubscribed. Recipients of grant funding will be responsible for managing project risks, including cost increases, as the Program is not designed to deal with cost overruns. Any project cost increases will be the responsibility of the Ultimate Recipient.

8.6 REPORTING

Successful applicants will be required to submit the following reporting documents:

- Periodic Progress Report
- Budget Forecast Report
- Claim
- Final report

A Periodic Progress Report will be required quarterly, and a Budget Forecast Report will be required monthly or upon request by the Province. These reports update the federal and provincial agencies regarding timelines, percentage completion, milestones, forecasting and other information regarding the project.

These reports must be completed and submitted online using the Local Government Information System (LGIS). To access the online reporting users must have a Business BCeID credential and password.

For more information on BCeID access requirements, see [Accessing the Online Application](#).

Conditions will be included in the Shared Cost Agreement which will require the Ultimate Recipient of the grant to conduct activities or prepare documentation related to best practice and sustainable infrastructure management. Claim payments will be conditional on meeting these requirements.

Examples of condition requirements that have been included in past programs include*:

- Confirmation that required permits have been received and/or that the design and construction meets associated regulatory requirements;
- A list of energy efficient features and equipment used in the project;
- For projects that develop a new groundwater source, use of best practices as detailed in the Province's Well Head Protection Toolkit, including a Wellhead Protection Plan;
- A summary of the state of asset management practice within the organization in reference to the Asset Management BC Roadmap and/or AssetSMART 2.0
- Confirmation that the system and operators are or will be certified under the BCEOCP;
- Completion of a council or board endorsed Water Conservation Plan;
- A plan demonstrating how the community is working towards and planning for sustainable wastewater management;
- Confirmation that a new building exceeds the energy requirements under the National Energy Code for Buildings by at least 25%;
- Confirmation that bylaws are in place regarding the decommissioning of on-site sewage on properties connected to the community sewage collection system and requiring community sewer for smaller properties or a Liquid Waste Management Plan that identifies decentralized wastewater management;
- A plan or strategy to manage stormwater/rainwater;
- An asset renewal profile for the asset group related to the project.

** This is not a comprehensive list of all potential condition requirements and others may be added or substituted at the discretion of the Province.*

Applicants will be required to report on the following federal targets which are applicable to the project:

- Reduce by forty percent (40%) the number of long-term drinking water advisories in non-reserve communities
- Increase the number of wastewater systems achieving compliance with federal effluent regulations: from ninety-eight percent (98%) to one hundred percent (100%) for high-risk wastewater systems, and from ninety percent (90%) to one hundred percent (100%) for medium-risk wastewater systems
- Contribute to a national ten mega-tonne (10 mT) reduction of greenhouse gas emissions

Projects with total estimated eligible expenditures of \$25 million or more will need to report on community employment benefits provided to at least three (3) federal target groups (apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, new Canadians, or small- medium-sized enterprises and social enterprises). This requirement may be waived at the discretion of British Columbia for applicants with lower capacity to capture this information with specific rationale.

Applicants must ensure that they collect and are able to provide data on the applicable performance indicators related to Outcomes and associated Targets (listed in Appendix A).

A Final Report detailing project performance must be completed and submitted with the final claim upon project completion.

8.7 CLAIMS

To receive both the federal and provincial governments' contributions for approved projects, claims must be submitted for eligible costs to the Ministry. Only costs incurred, paid and consistent with and comparable to those identified in the signed shared cost agreement are eligible for reimbursement. Where multiple projects are ongoing (e.g., through different grant funding programs or through a phased approach), please ensure that claims are specific to the approved project only.

Claims must be completed and submitted online using the Local Government Information System (LGIS). The online claim form requires summary of expenditures information, including name of payee, date paid, work rendered start/end dates, invoice number, invoice date, etc. Current progress reports must be submitted online to the Ministry via LGIS for claim reimbursement. All projects are subject to site visits and audit at any time during the project and up to the later of the end date of the Integrated Bilateral Agreement for ICIP between Canada and British Columbia or up to three years after the final settlement of accounts.

To access LGIS, users must have a Business BCeID credential and password. For more information on BCeID access requirements, see [Accessing the Online Application](#).

8.8 ACCOUNTING RECORDS

Applicants must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the project. These records should include both the records of original entry and supporting documents of the applicant, divisions, or related parties, and any third party, named in the application or contract, as appropriate to the project. Applicants must retain accounting records for a minimum of six years after the end date of the Integrated Bilateral Agreement for ICIP between Canada and British Columbia.

Failure to keep acceptable accounting records and tender documents may result in a cessation or interruption in funding and impact future funding.

The Province can require applicants to provide details of the types and amounts of all fees for consultants and contractors.

8.9 COMMUNICATIONS

Procedures for Communications

An important aspect of the program is to communicate its impact in helping improve the quality of life in British Columbia communities. The purpose of joint communications activities is to provide information on the Program to the public in a well-planned, appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

A [communications protocol](#) will be set out within the Shared Cost Agreement. Signage recognizing funding contributions should be prepared according to [ICIP signage guidelines](#).

Timeline for Public Events

Please contact the provincial Ministry for your project at least **20 working days** prior to any scheduled public events. The federal and provincial Ministers, or their designated representatives, regularly participate in the events, thus need time to schedule for such an occasion.

APPENDIX A – Federal Program Outcomes & Targets

Ultimate recipients are required to report on outcomes and associated targets through the Province to Canada for the ICIP – Green Infrastructure – Environmental Quality Sub-Stream projects completed in BC. Below are the federal outcomes and targets that are associated with this program for ease of reference.

Environmental Quality <u>Outcomes</u>:
Increased capacity to treat and/or manage wastewater
Increased capacity to treat and/or manage stormwater
Increased access to potable water
Increased capacity to divert or manage solid waste (including landfill gases)
Increased capacity to reduce and/or remediate soil and/or air pollutants

<u>Targets</u> Relevant to the Environmental Quality Sub-Stream*:
Reduce by forty percent (40%) the number of long-term drinking water advisories in non-reserve communities.
Increase the number of wastewater systems achieving compliance with federal effluent regulations: from ninety-eight percent (98%) to one hundred percent (100%) for high-risk wastewater systems, and from ninety percent (90%) to one hundred percent (100%) for medium-risk wastewater systems.
Contribute to a national ten mega-tonne (10 mT) reduction of greenhouse gas emissions.
Ensure one hundred percent (100%) of federally funded public-facing infrastructure meets the highest published applicable accessibility standard in a respective jurisdiction.

**Not all targets will be applicable to every project. Some projects that are eligible under the program outcomes may not have a corresponding target (i.e., soil remediation).*

APPENDIX B – Examples of Eligible Costs and Ineligible Costs

Please note: The following are examples only and are based on staff knowledge of past federal-provincial programs and program criteria. The determination of whether costs are eligible will ultimately rest with program staff. If a cost is not listed below, contact program staff prior to undertaking associated work. (See Section 6.8 for contact information)

General

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> • Costs paid under contract for goods or services considered to be direct and necessary to implement the project 	<ul style="list-style-type: none"> • Any unpaid costs including invoices or holdbacks • Accrued costs • Any goods or services costs which are received through donations or in kind
<ul style="list-style-type: none"> • Costs incurred after approval and on or before the project completion date stipulated in the Shared Cost Agreement and deemed properly and reasonably incurred 	<ul style="list-style-type: none"> • Costs incurred prior to approval date and after project completion date as stipulated in the Shared Cost Agreement (with the exception of costs to complete climate lens assessments which are eligible prior to grant award if the project is successful in obtaining funding through the program)
<ul style="list-style-type: none"> • Capital costs as defined by Generally Accepted Accounting Principles (except capital costs included in INELIGIBLE COSTS) 	<ul style="list-style-type: none"> • Services or works normally provided by the Recipient, including: <ul style="list-style-type: none"> ○ overhead costs ○ salaries and other employment benefits of any employees of the Recipient <u>unless pre-approved by the Ministry and specifically related to the project</u> ○ leasing of equipment except that directly related to the construction of the project ○ purchasing equipment ○ accounting fees incurred in the normal course of operation ○ auditing fees incurred in the normal course of operation ○ operating expenses and regularly scheduled maintenance
	<ul style="list-style-type: none"> • Land acquisition and real estate fees: <ul style="list-style-type: none"> ○ leasing land, buildings and other facilities and related costs

ELIGIBLE	INELIGIBLE
	<ul style="list-style-type: none"> • Financing charges, loan interest payments legal fees (including those related to easements)
	<ul style="list-style-type: none"> • Taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates

Environmental Assessment/Indigenous Consultation Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> • Environmental reviews • Environmental costs • Remedial activities • Mitigation measures • Indigenous consultation 	

Climate Change Lens Assessment Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> • Greenhouse Gas Emissions Assessment when indicated required in Section 5 of the Guide • Climate Resilience Assessment when indicated required in Section 5 of the Guide 	

Design / Engineering Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> • Fees paid to professionals, technical personnel, consultants, and contractors specifically engaged to undertake the surveying, design, and engineering of a project 	
<ul style="list-style-type: none"> • Accommodation costs included in consulting fees or disbursement for out of town/province professionals 	<ul style="list-style-type: none"> • Any legal fees including those for land transfers (easements, Right of Way)

Construction/Materials Costs

ELIGIBLE	INELIGIBLE
	<ul style="list-style-type: none"> • Cost of purchasing land and associated real estate and other fees • Value of donated land • Interim financing and interest costs • Appraisal fees • Land title fees • Leasing of land or facilities
	<ul style="list-style-type: none"> • Building permit charged by proponent to itself • Development cost charges
<ul style="list-style-type: none"> • Insurance related to construction 	<ul style="list-style-type: none"> • Liability insurance for directors
<ul style="list-style-type: none"> • Project management fees 	
<ul style="list-style-type: none"> • Material testing necessary to prove suitability of soils and specified structural elements 	
<ul style="list-style-type: none"> • Fencing for the construction site • Permanent fencing 	
<ul style="list-style-type: none"> • Towing heavy equipment to and from the construction site 	<ul style="list-style-type: none"> • Towing vehicles
<ul style="list-style-type: none"> • Security guard & First Aid attendant (contracted for construction project) 	<ul style="list-style-type: none"> • Ambulance for workplace accidents • First aid courses
<ul style="list-style-type: none"> • Furniture and/or equipment essential for operation of the project 	<ul style="list-style-type: none"> • Tools (e.g. hammer, saw, shovel, rakes, gloves) • Furnishing and non-fixed assets which are not essential for the operation of the asset/project
<ul style="list-style-type: none"> • Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to the site property line 	<ul style="list-style-type: none"> • General repairs and maintenance of a project and related structures
<ul style="list-style-type: none"> • Safety equipment to be kept at the project site (e.g., safety goggles, beakers, eye wash bottles, latex gloves, UV lamp, vacuum hand pump, forceps, etc.) 	
<ul style="list-style-type: none"> • Fire protection equipment as required by the fire department 	
<ul style="list-style-type: none"> • Third party (contractor) rental of a trailer/site office 	
<ul style="list-style-type: none"> • Permanently installed 2-way radios, phone system for facility 	<ul style="list-style-type: none"> • Monthly bills for utilities and phone/internet
	<ul style="list-style-type: none"> • Contributions in kind
<ul style="list-style-type: none"> • Fuel costs for rental equipment 	<ul style="list-style-type: none"> • Vehicle maintenance and fuel costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> • Temporary construction or permanent signage, specific to the project 	<ul style="list-style-type: none"> • General construction signs (e.g., detour, street closed)
<ul style="list-style-type: none"> • Relocation/renovation kiosk signs for public information 	<ul style="list-style-type: none"> • Temporary “Hours of Business” signs
<ul style="list-style-type: none"> • Surveys necessary to determine the site’s suitability for the intended purpose 	<ul style="list-style-type: none"> • Any other surveys except to determine the site’s suitability
<ul style="list-style-type: none"> • Demolition of unwanted structures from the site 	
<ul style="list-style-type: none"> • Landscaping to restore construction site to original state following construction • Installation of landscaping 	<ul style="list-style-type: none"> • Maintaining landscaping
<ul style="list-style-type: none"> • Newspaper/radio ads related to contract tenders and contract award notifications; or public safety, road closure or service interruption notices related to the project 	
<ul style="list-style-type: none"> • Printing and distribution costs for public information materials regarding the project 	
<ul style="list-style-type: none"> • Printing costs for preparing contract documents or tenders, blueprints, plans/drawings 	
<ul style="list-style-type: none"> • Courier services, specific to project e.g., delivering drawings/designs 	
<ul style="list-style-type: none"> • Paving of access and curb cuts 	

Communication Activities Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> • Any costs reasonably incurred to undertake joint federal and provincial communication activities, such as, but not limited to: <ul style="list-style-type: none"> - federal or provincial funding recognition signage - permanent commemorative plaques - A/V rental and set up costs - event equipment rental and set up costs, such as stage and podium for joint events - event photography 	<ul style="list-style-type: none"> • Media consultant • Event planners • Gifts • Hospitality costs, such as, but not limited to: <ul style="list-style-type: none"> - food/beverages - liquor - entertainment



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: **Kelsey Centre and Public Health Restrictions**
Meeting date: January 4, 2022

BACKGROUND

In response to increased COVID-19 cases in the province, on December 22, 2021 additional restrictions were issued by the provincial health officer. These restrictions are expected to last until at least January 18th, 2022. These restrictions include:

- [Indoor organized gatherings](#) of any size are not allowed. This includes gatherings like New Year's Eve parties, wedding receptions or other celebrations
- [Indoor events at venues](#) can only have 50% capacity. This includes events like concerts, sports or movies
- [Bars and nightclubs are closed](#)
- [Restaurants, cafes and pubs](#) can have a maximum of 6 people at each table and must have physical distancing or barriers between tables
- [Indoor adult exercise, fitness and dance activities](#) are not permitted

Exercise and fitness

Adult indoor individual and group fitness or exercise activities are not permitted. For example:

- Working out at the gym
- Participating in low or high intensity group exercise or fitness classes
- Participating in dance classes at a dance studio

The following exercise and fitness activities can continue:

- Programs specifically for children and youth
- Activities that take place in [swimming pools](#)
- Training for [high performance athletes](#)

DISCUSSION

With reduced programming available at the Centre due to these restrictions, user fee revenues will drop. In addition, staff will be scheduled for less than normal hours. Laying staff off so they can claim and collect EI does not seem to be a reasonable solution as these restrictions are in effect only until January 18th. It has also proven difficult to retain staff and the staff currently employed by the Centre are valued employees. With those two items in mind Staff recommend that Council approves a transfer of funds from the COVID-19 reserve fund to cover this period. Monies will be used to augment operating expenses and to cover revenue shortfalls due to reduced attendance. Staff recommend a transfer of \$4,300 as outlined in the chart below. The COVID-19 reserve funds are specifically meant for these types of situations.

2019

Account	Description	Period Actual (60%)
Dept 06: Recreation Centre		
Account: Revenue		
01-01-06-0167	Kelsey Centre Gift Certificates	14.29
01-01-06-0171	Ten Pack	657.00
01-01-06-0174	Single User - Gym	22.15
01-01-06-0177	Drop in Fitness Fees	2.57
01-01-06-0178	Drop in Weight Room	27.43
01-01-06-0183	Concession Sales	423.00
01-01-06-0272	After School Program Donations	18.00
	NET Account: Revenue	1,164.44
Account: Expense		
01-02-06-0350	Salaries - Admin	727.14
01-02-06-0352	Wages - Recreation	1,380.37
01-02-06-0353	Wages - Custodian	269.02
01-02-06-0370	Payroll Costs: Admin & PW	722.48
	NET Account: Expense	3,099.01
	TOTAL Dept 06: Recreation Centre	4,263.44

RECOMMENDATIONS

THAT Council approves a transfer of \$4,300 from the COVID-19 Reserve Fund to cover Kelsey Recreation Centre revenue shortfalls and operating expenses due to public health restrictions.

Respectfully submitted,

Lisa Clark
CFO