



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING AGENDA
SEPTEMBER 28, 2022 - 7:00 PM
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded 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 Special Meeting of Council for September 28, 2022 be approved.

- 4. Minutes of Previous Meetings - None**
- 5. Petitions and Delegations - None**
- 6. Correspondence - None**
- 7. Council Reports - None**
- 8. Reports of Committees - None**
- 9. Mayor's Report - None**
- 10. Unfinished Business - None**
- 11. Staff Reports**

a.) Grant Opportunity – Category 3 Disaster Risk Reduction - Climate Adaptation

Recommended Resolutions:

THAT the Grant Opportunity – Category 3 Disaster Risk Reduction – Climate Adaptation report received; and,

THAT the application to the 2022 Disaster Risk Reduction - Climate Adaptation Category 3 grant program for installing cooling infrastructure in the Kelsey Centre be approved; and

THAT the Village of Sayward commit to overall management of the grant if the application is successful.

- 12. Bylaws - None**
- 13. New Business - None**
- 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



STAFF REPORT

For: Mayor and Council
Prepared by: John France, Acting CAO
Subject: **Grant Opportunity – Category 3 Disaster Risk Reduction - Climate Adaptation**
Meeting date: Special Council Meeting -- September 28, 2022

BACKGROUND

To consider submitting an application to the 2022/2023 Community Emergency Preparedness Fund (CEPF) Disaster Risk Reduction - Climate Adaptation (DRR-CA) grant (Category 3 stream) for \$72,000 in order to install air conditioning at the Kelsey Centre in order for this building to better function as an Emergency Cooling Centre during heat events.

DISCUSSION

The intent of the DRR-CA funding stream is to support eligible applicants to reduce risks from future disasters due to natural hazards and climate-related risks through the development and implementation of

- an accurate foundational knowledge of the natural hazards they face and the risks associated with BC's changing climate; and
- effective strategies to prepare for, mitigate, and adapt to those risks.

Category 3 of the DRR-CA grant is focused on small-scale structural projects such as new construction of public infrastructure and/or modification or reinforcement of existing public infrastructure, including natural infrastructure, that prevent, mitigate or protect against natural hazards and climate-related disasters. The funding stream can contribute 100% of the cost of eligible activities to a maximum of \$2,000,000. The deadline for the Village of Sayward to submit an application is September 30, 2022. It is proposed that the Village of Sayward apply for funding to install an air conditioning system in the Kelsey Centre.

An Emergency Cooling Centre is an air-conditioned public space set up by a local authority to temporarily deal with the health effects of a heat wave. Emergency Cooling Centres can provide protection for people who are vulnerable to heat-related illnesses. Conditions during high heat and humidity have the potential to cause dehydration, heat exhaustion, heat stroke and in some cases death. Low-income populations may have limited access to air conditioning or may be hesitant to operate air conditioning and cooling units due to potentially high electricity costs

during peak heat hours. Cooling centers can provide a cool environment for these individuals. Studies indicate that spending even a few hours in a cool environment, or with a working air conditioner or cooling unit, reduces vulnerable populations' risk to heat exposure. A meta-analysis on the risks and protective factors associated with heat-related mortality during extreme heat events identified that the act of visiting an air-conditioned space (not necessarily a cooling center) reduced risk of mortality by roughly 66% compared to those who did not visit air-conditioned spaces.

Providing support for a CEPF grant indicates that the Village of Sayward is prepared to accept responsibility for this project and to provide overall grant management.

RECOMMENDATIONS

THAT the Grant Opportunity – Category 3 Disaster Risk Reduction – Climate Adaptation report received; and,

THAT the application to the 2022 Disaster Risk Reduction - Climate Adaptation Category 3 grant program for installing cooling infrastructure in the Kelsey Centre be approved; and

THAT the Village of Sayward commit to overall management of the grant if the application is successful.

Respectfully submitted,

John France, Acting CAO

Attachments:

- ***CEPF Disaster Risk Reduction – Climate Adaptation Application Form***

Community Emergency Preparedness Fund
Disaster Risk Reduction – Climate Adaptation
2022/23 Application Form

Funding permitting, two application deadlines are scheduled for 2022/2023: September 30, 2022 and February 24, 2023. Applicants will be advised of the status of their application within 90 days of the application deadline.

Please complete and return the application form in advance of the deadline. All questions must be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	AP _____ <i>(for administrative use only)</i>
Name of Local Government or First Nation: Village of Sayward	Date of Application: September 30/2022
Contact Person*: Lisa Clark	Position: Chief Financial Officer
Phone: (250) 282-5512	E-mail: cfo@saywardvalley.ca

* Contact person must be an authorized representative of the applicant.

SECTION 2: For <u>Regional Projects Only</u>
<p>1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the <i>Program & Application Guide</i> for eligibility.</p> <p>Not Applicable</p>
<p>2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>Not Applicable</p>

SECTION 3: Project Summary
<p>3. Name of the Project:</p> <p>Category 3</p> <p>Kelsey Recreation Centre - Emergency Cooling Enhancement Project</p>

4. Type of Project. Please identify each component you are applying for:

- Category 1: Foundational activities (risk mapping, risk assessments, planning)
- Category 2: Non-structural activities (non-physical such as land use planning, community education, purchase of eligible equipment)
- Category 3: Small scale structural activities (refer to Appendix 1 in Program Guide)

5. Project Summary. Please provide a summary of your project in 150 words or less.

Category 3 Summary

*Install a cooling system at the Kelsey Recreation Centre so it can function as an Emergency Cooling Centre during extreme heat events.

6. Project Cost & Grant Request:

Total project cost: \$72,000.00

Category 1:

Category 2:

Category 3: \$72,000.00

Total project funding request: \$72,000.00

Have you applied for or received funding for this project from other sources (e.g., Adaptation, Resilience Disaster Mitigation Program - Green Infrastructure, Natural Infrastructure Fund – Small Projects)? If yes, please provide details below.

N/A

SECTION 4: Category 1: Detailed Project Information

Only complete this section if you are applying for a project under Category 1: Foundational Activities (risk mapping, risk assessments, planning)

If this project includes flood mapping, confirm that you have contacted EMBC in advance of submitting the application and provide the date and contact person:

We have contacted EMBC: N/A

7. Project Area.

- a. Describe the proposed project area(s) (location, size, total number of people benefiting from this project, land use, etc.).

Map(s) indicating the location of the proposed project must be included with this application along with GPS coordinates

N/A

- b. Does the proposed project(s) build on other recent projects in your region? If yes, please explain. If referencing reports, please include the relevant page number(s).

N/A

8. Proposed Activities.

- a. What specific activities will be undertaken as part of the proposed project? Please refer to Section 6 of the Program & Application Guide for eligibility and note that activities must align with the required workplan and budget.

N/A

- 9. Rationale.** What is the rationale and evidence for undertaking this project? This may include evidence of how the local natural hazard and/or climate risk is being assessed; threat levels (e.g., as identified in completed risk assessments), projected climate risks and/or recent history (e.g., evacuation order, disaster financial assistance).

N/A

Copies or extracts of the available evidence is required to be submitted with the application.

10. Engagement & Collaboration

- a. In addition to Section 2 (if applicable), describe how the proposed project will contribute to a comprehensive, cooperative and regional approach to disaster risk reduction-climate adaptation.

N/A

- b. Describe how the proposed project will include engagement with First Nations, local governments and other with impacted and affected parties (e.g., equity-denied populations, critical infrastructure owners).

N/A

- c. How will diverse populations, including equity-denied populations, be involved or benefit from this project (e.g., engagement considers non-English speaking populations, DRR-CA measures benefit equity-denied populations, opportunities for youth employment, etc.)

N/A

11. Proposed Deliverables & Outcomes

- a. What specific deliverables will result from this project?

N/A

- b. Describe how the proposed project considers climate change in the project methodology and adapts to the impacts of climate change through the final deliverables.

N/A

- c. How will the proposed project lead to increased understanding of the social, cultural, and/or environmental impacts of natural hazards and/or climate-related risks?

N/A

- d. Will the project identify or achieve co-benefits (e.g., assessing multiple hazards, protecting valuable cultural assets, reducing greenhouse gas emissions, improving community health and wellbeing, enhancing biodiversity, etc.)?

N/A

- e. If applicable, how does this project address and/or inform existing or future amendments to local plans, policies, building codes, floodplain zoning bylaws, and/or public awareness/education?

N/A

12. Monitoring & Performance Measures. Describe how the project will be monitored and what performance measurements will be used (e.g. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.).

N/A

13. Qualified Professionals. Disaster risk reduction-climate adaptation activities can require specialized technical knowledge and experience to provide meaningful results to your community. If applicable, please outline your procurement process to engage the necessary subject matter expertise (Qualified Professionals) required for this work and the criteria you will use to make the selection.

N/A

SECTION 5: Category 2: Detailed Project Information

Only complete this section if you are applying for a project under Category 2: Non-Structural Projects Non-structural activities (land use planning, community education, purchase of eligible equipment)

14. Project Area.

- a. Describe the proposed project area(s) (location, size, total number of people benefiting from this project, land use, etc.).

Map(s) indicating the location of the proposed project must be included with this application along with GPS coordinates

N/A

- b. Does the proposed project(s) build on other recent projects in your region? If yes, please explain.

N/A

15. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Please refer to Section 6 of the Program & Application Guide for eligibility and note that activities must align with the required workplan and budget.

N/A

16. Rationale. What is the rationale and evidence for undertaking this project? This may include evidence of how the local natural hazard and/or climate risk(s) is being assessed; threat levels (e.g., as identified in completed risk assessments), projected climate risks and/or recent history (e.g., evacuation order, disaster financial assistance).

N/A

Copies or extracts of the available evidence is required to be submitted with the application.

17. Engagement & Collaboration

a. In addition to Section 2 (if applicable), describe how the proposed project will contribute to a comprehensive, cooperative and regional approach to disaster risk reduction-climate adaptation.

N/A

b. Describe how the proposed project will include engagement with First Nations, local governments and other impacted and affected parties (e.g., equity-denied populations, critical infrastructure owners).

N/A

c. How will diverse populations, including equity-denied populations, be involved or benefit from this project (e.g., engagement considers non-English speaking populations, DRR-CA measures benefit equity-denied populations, opportunities for youth employment, etc.)

N/A

18. Proposed Deliverables & Outcomes

a. What specific deliverables will result from this project?

N/A

b. Describe how the proposed project considers climate change in the project methodology and adapts to the impacts of climate change through the final deliverables.

N/A

c. How will the proposed project lead to increased understanding of the social, cultural, and/or environmental impacts of natural hazards and/or climate-related risks?

N/A

d. Will the project identify or achieve co-benefits (e.g., assessing multiple hazards, protecting valuable cultural assets, reducing greenhouse gas emissions, improving community health and wellbeing, enhancing biodiversity, etc.)?

N/A

e. If applicable, how does this project address and/or inform existing or future amendments to local plans, policies, building codes, floodplain zoning bylaws, and/or public awareness/education?

N/A

19. Monitoring & Performance Measures. Describe how the project will be monitored and what performance measurements will be used (e.g. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.).

N/A

20. Qualified Professionals. Disaster risk reduction-climate adaptation activities can require specialized technical knowledge and experience to provide meaningful results to your community. If applicable, please outline your procurement process to engage the necessary subject matter expertise (Qualified Professionals) required for this work and the criteria you will use to make the selection.

N/A

SECTION 6: Category 3: Detailed Project Information

Only complete this section if you are applying for a project under Category 3: Small-Scale Structural Projects

21. Project Area.

- a. Describe the proposed project area(s) (location, size, total number of people benefitting from this project, land use, etc.).

Map(s) indicating the location of the proposed project must be included with this application along with GPS coordinates

Village of Sayward area = 334 residents

Sayward Valley area = 864 residents

The Village of Sayward is a small coastal settlement with a post-European contact history driven mainly by forestry activities. Present day economic drivers in the area include forestry, aquaculture, public administration, educational services, construction, tourism, and retail/trade services. Kelsey Bay wharf was the southern terminus of the BC Ferries Inside Passage route until 1978 when the Island Highway 19 was paved and extended to Port Hardy. The Village's services and amenities include the Kelsey Recreation Centre, Village Campground, Sayward Elementary School, BC Ambulance Service, RCMP detachment, Sayward Primary Health Clinic, Sayward Volunteer Fire Department, Canada Post Office, Vancouver Island Regional Library, curbside waste pick up, water and sewage systems, and a recycling depot.

From 2011 to 2021, Sayward Valley's population grew about 9%, due mostly to an expansion of the senior aged population (65+) that grew 39% (165 to 230). Total youth (younger than 15) increased 10% (105 to 115) while late teen/young adult populations (15 to 24 years old) shrank 8% (65 to 60) over the decade.

Source-><https://srd.ca/wp-content/uploads/2022/07/01-SRD-Housing-Needs-Report-Electoral-Area-A.pdf>

- b. Does the proposed project(s) build on other recent projects in your region? If yes, please explain.

N/A

- c. Are there previous emergency response costs that this project is designed to mitigate?

N/A

22. Proposed Activities.

- a. What specific activities will be undertaken as part of the proposed project? Include key activities and steps that will be taken to complete the project.

Refer to Section 6 of the Program & Application Guide for eligibility, and note that activities should align with the required work plan and budget.

The Kelsey Recreation Centre is a centrally located building that acts as a Emergency Operations Centre during emergencies. It houses critical emergency communication apparatus and becomes a resource for residents in times of need. During the extreme heat event of 2021 it became clear to emergency volunteers in Sayward that a location for cooling was needed for residents of the community, and with extreme heat events predicted to occur more frequently in the future, this project is a much needed community amenity. The project will include the following activities:

- open and fair procurement process to award contract to supplier of cooling equipment
 - installation of air conditioning units in both the Kelsey Centre gymnasium and the Administration office (same building) which houses the Emergency Program radio and communications infrastructure
- b. Describe how the proposed project considers climate change in the project methodology (e.g. design life) and adapts to the impacts of climate change through the final deliverables.

According to the BC Provincial Heat Alert and Response System (BC HARS 2022) report extreme heat events are projected to become hotter, more frequent, and longer, as the BC climate changes. Offering a designated cooling centre in Sayward will allow residents the ability to cool down when needed and potentially mitigate the personal effects of climate change events, such as heat waves.

- c. Will the project identify or achieve co-benefits (e.g., assessing multiple hazards, protecting valuable cultural assets, reducing greenhouse gas emissions, improving community health and wellbeing, enhancing biodiversity, etc.)?

The health and well being of residents in any community is one of the keys to success and Sayward is no different. A cooling centre will offer a place for residents

to shelter from the heat and improves well-being especially for vulnerable populations who do not have access to other options.

- d. Have discussions taken place with applicable agencies to prepare for all required permits and regulatory approvals? Have the required approvals, authorizations and permits to complete the proposed project been applied for or received?

Yes

- e. How do you intend to ensure the project is completed to provincial and federal standards?

Vigorous review of consultants to ensure all applicable provincial codes, such as the BC Building Code, are strictly adhered to.

- f. List any potential implementation risks that may impact your ability to deliver on the project, and explain what mitigation measures are in place to address them (e.g., staff capacity, procurement, severe weather, permitting (DMA, WSA, DFO), in-stream works fishery window, Land Right of Way requirements, etc.).

N/A

- g. How will the project be developed and constructed to ensure that project risk is not increased, or transferred, to any parties or to the environment (e.g. transfer of flood risk downstream, destruction of fish habitat, introduction of pollutants to the environment, etc.).

N/A

23. Rationale.

- a. What is the rationale and evidence for undertaking this project? This may include completed risk maps, assessments or plans, environmental impact analysis, design drawings or details, record of engagement with First Nations, asset management plan (including natural assets where applicable), projected climate risks, recent history (e.g., evacuation order, disaster financial assistance), and/or letters of support (from provincial ministries, etc.).

Emergency Cooling Centres can provide protection for people who are vulnerable to heat-related illnesses. Conditions during high heat and humidity have the potential to cause dehydration, heat exhaustion, heat stroke and in some cases death. Low-income populations may have limited access to air conditioning or may be hesitant to operate air conditioning and cooling units due to potentially high electricity costs during peak heat hours. Cooling centers can provide a cool environment for these individuals. Studies indicate that spending even a few hours in a cool environment, or with a working air conditioner or cooling unit, reduces vulnerable populations' risk to heat exposure (Luber, G. and M. McGeehin, *Climate change and extreme heat events. American Journal of Preventive Medicine*, 2008. 35(5): p. 429-35). A meta-analysis on the risks and protective factors associated with heat-related mortality identified that the act of visiting an air-conditioned space (not necessarily a cooling center) reduced risk of mortality by roughly 66% compared to those who did not visit air-conditioned spaces (Bouchama, A., et al., *Prognostic factors in heat wave related deaths: a meta-analysis. Arch Intern Med*, 2007. 167(20): p. 2170-6)

BC Provincial Heat Alert and Response System (BC HARS): 2022

Extreme Heat Event Episodes are projected to become hotter, more frequent, and longer, as the B.C. climate changes. It is anticipated that they will occur every three to 10 years by 2050. In greater Vancouver, the average annual temperature is expected to increase by 1.7°C by the 2050s and 2.7°C by the 2080s.

The 2022 Provincial Heat Alert and Response System (BC HARS) report indicated that the cohorts of the population most impacted by the June 2021 heat dome in B.C. were largely adults aged 50 years and older. Most decedents were in homes without adequate cooling systems such as air conditioners or fans.

Considering Sayward has a large demographic of seniors (40.3% over the age of 65, 2021 Census) extreme heat events and lack of cooling facilities has the potential to affect our residents more than larger urban centres that generally have younger populations and more available resources.

- b. Describe the options assessment (e.g., benefit cost analysis) and engagement process that was utilized to determine the proposed project:

Many residents have asked the Village about designating a location as a cooling centre and many ESS and other emergency personnel have indicated the same. No formal engagement process has taken place.

Copies or extracts of the available evidence is required to be submitted with the application. Please ensure the application clearly explains where to find supporting documentation (e.g., report page number)

24. Engagement & Collaboration

- a. In addition to Section 2 (if applicable), describe how the proposed project will contribute to a comprehensive, cooperative and regional approach to disaster risk reduction-climate adaptation.

N/A, this is not a regional project, however the Sayward area includes both the municipality area and regional district area and this project will benefit both as Sayward residents consider the 2 areas as a whole - residents living in the regional district are expected to also benefit from a cooling centre in the Village as the next available centre is Campbell River which is 70 kms away.

- b. Describe how the proposed project will include engagement with First Nations, local governments, and other impacted and affected populations (e.g. equity-denied populations, critical infrastructure owners).

First Nations representatives will be contacted when appropriate and information regarding the project will be communicated via appropriate communication channels.

25. Asset Management. Project sustainability and lifecycle costing are important considerations for structural mitigation projects. Many organizations have implemented asset management practices consistent with Asset Management for Sustainable Service Delivery: A BC Framework.

Outline any ongoing asset management / lifecycle maintenance considerations for the project, and how these will be addressed as part of your organization's asset management framework (at a minimum please include details on ownership, lifetime, operation and maintenance and budgets).

The proposed location for this project is a municipal owned building built in 1974. According to an asset management report prepared in 2019 (Onsite Engineering) the building is in good condition with a remaining useful life of 20 years. Regular maintenance of the building and equipment is factored into the 5 year Financial Plan every budget cycle.

26. Proposed Outcomes. For each of the following, please describe the extent to which the proposed project will:

- a. Prevent, eliminate or reduce the impacts of hazards through construction of disaster risk reduction-climate adaptation works.

The addition of a cooling centre in Sayward will reduce extreme heat event effects on residents in the area.

- b. Reduce disaster-related financial liabilities (e.g., history or likelihood of future Disaster Financial Assistance (DFA) claims).

Currently the health impacts of extreme heat events are not eligible for Disaster Financial Assistance.

27. Disaster Risk Reduction – Climate Adaptation Measures. In the area of the proposed project, have policies been implemented that reduce disaster risk, or will be implemented as a result of this project (e.g., floodplain zoning bylaws or land use planning updates)?

N/A

28. Monitoring & Performance Measures. Describe how the project will be monitored and what performance measurements will be used (e.g. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.).

In order to minimize any potential implementation risks that may impact the Village of Sayward's ability to deliver on the project, the following mitigation measures will be in place:

*Validate potential contractors with rigorous due diligence.

*Evaluate the capabilities of the contractors, and if they intend to use them, their subcontractors.

*Ensure the contractors are a viable, legitimate business.

*Ensure contractors have the financial capability and organizational resources to provide the required services.

*Ensure the contractors are not engaged in questionable ethical or legal activities.

*Ensure the contractor provides a project plan outlining deliverables and timelines.

*Ensure the contractor provides a clear, accurate and timely report, including the breakdown of expenditures.

- *Ensure oversight, accountability and transparency of the funds and how they are spent.
- *Ensure the contractor meets their obligations.
- *Consultants will be hired using open, fair and competitive procurement practices.
- *Regular project and financial reporting will be provided to the funders and partners.

29. Qualified Professionals. Small-scale structural disaster risk reduction-climate adaptation activities require specialized technical knowledge and experience to provide meaningful results to your community. Outline your procurement process to engage the necessary subject matter expertise (Qualified Professionals) required for this work and the criteria you will use to make the selection.

See section 28

SECTION 7: Required Application Materials

Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:

- Local government Council or Board resolution, Band Council resolution, or First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed work plan and budget for each category identified in the application. This must include a breakdown of work activities, tasks, deliverables or products, resources, timelines (start and end dates), and other considerations or comments. The budget must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- Map(s) indicating the location of the proposed project(s).
- If applicable, copies of any relevant documents that support the rationale for this project must be included with this application. (e.g., Small-Scale Structural applications must be supported by risk assessments, options analysis, etc.).
- If undertaking a flood risk assessment it is encouraged that proponents utilize the Risk Assessment Information Templates (RAITs).
- For regional projects only: Local government Council or Board resolution, Band Council resolution, or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

SECTION 8: Signature

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).	
Name: Lisa Clark	Title: Chief Financial Officer
Signature: <i>An electronic or original signature is required.</i>	Date: September 30/2022

* Signatory must be an authorized representative of the applicant (i.e. staff member or elected official).

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Village of Sayward – Proposed Budget 2022/2023 CEPF Disaster Risk Reduction – Climate Adaptation Grant

Description	Cost
Air conditioning in Kelsey Centre (cooling centre)	\$55,000
Air conditioning in Admin area (Emergency Program infrastructure area)	\$12,000
Contingency	\$ 5,000
Total	\$72,000

Village of Sayward - Work Plan 2022/2023 CEPF Disaster Risk Reduction – Climate Adaptation Grant

Activities	Tasks	Deliverables	Timeline
Grant awarded	Receive acceptance letter from UBCM	Acceptance letter Receive 50% of funding	January 2023
Request for quotation (RFQ)	Promote through Village website and BC Bid.	Request for quotation	February 15, 2023
Review quotations and award contract	Review of applications and awarding of contract	Engaging the contractor	March 1, 2023
Start project	As identified in the request for quotation	Installation of air conditioning units	April – May 2023
Final report for UBCM	Prepare final reporting form	Remaining grant funding to be released	Summer 2023