



**Parks, Recreation and Cultural Services Committee  
Electronic Meeting**

**Council Chambers, City Hall  
6911 No. 3 Road  
Tuesday, March 1, 2022  
4:00 p.m.**

Pg. #      ITEM

MINUTES

**PRCS-5**      *Motion to adopt the **minutes** of the meeting of the Parks, Recreation and Cultural Services Committee held on January 25, 2022.*



NEXT COMMITTEE MEETING DATE

March 29, 2022, (tentative date) at 4:00 p.m. in the Council Chambers

COMMUNITY SERVICES DIVISION

1. **2022 FERAL RABBIT UPDATE**  
(File Ref. No. 06-2345-01) (REDMS No. 6831199)

**PRCS-9**

**See Page PRCS-9 for full report**

*Designated Speaker: Alex Kurnicki*

STAFF RECOMMENDATION

*That the proposed feral rabbit management strategy for 2022, as described in the staff report “2022 Feral Rabbit Update”, dated February 2, 2022, from the Director, Parks Services, be approved.*



2. **RICHMOND PUBLIC ART PROGRAM 2021 ANNUAL HIGHLIGHTS AND PUBLIC ART ADVISORY COMMITTEE 2022 WORK PLAN**

(File Ref. No. 11-7000-09-01) (REDMS No. 6836762)

PRCS-16

See Page **PRCS-16** for full report

*Designated Speaker: Biliana Velkova*

STAFF RECOMMENDATION

*That the Richmond Public Art Advisory Committee 2022 Work Plan, as presented in the staff report titled “Richmond Public Art Program 2021 Annual Highlights and Public Art Advisory Committee 2022 Work Plan”, dated February 7, 2022, from the Director, Arts, Culture and Heritage Services, be approved*



3. **2022 ENGAGING ARTISTS IN COMMUNITY PROGRAM PUBLIC ART PROJECTS**

(File Ref. No. 11-7000-09-20-089) (REDMS No. 6825532)

PRCS-25

See Page **PRCS-25** for full report

*Designated Speaker: Biliana Velkova*

STAFF RECOMMENDATION

*That the three artist proposals included in Attachment 1 for the community public art projects in partnership with Richmond Fitness and Wellness Association, Turning Point Recovery Society and Urban Bounty as presented in the staff report titled “2022 Engaging Artists in Community Program Public Art Projects,” dated February 1, 2022, from the Director, Arts, Culture and Heritage Services, be endorsed.*



4. **NAMING OF THE COMMUNITY CENTRE IN THE YUANHENG DEVELOPMENT – 3311 NO. 3 ROAD**

(File Ref. No. 11-7000-01) (REDMS No. 6835468)

**PRCS-54**

See Page **PRCS-54** for full report

*Designated Speaker: Mandeep Bains*

**STAFF RECOMMENDATION**

*That the City's community centre planned as part of the YuanHeng Development be named Capstan Community Centre, as presented in the staff report titled "Naming of the Community Centre in the YuanHeng Development – 3311 No. 3 Road", dated January 31, 2022, from the Director, Recreation and Sport Services.*



5. **INVESTING IN CANADA INFRASTRUCTURE PROGRAM GREEN INFRASTRUCTURE ENVIRONMENTAL QUALITY STREAM GRANT APPLICATION**

(File Ref. No. 06-2345-20-MIN01 ) (REDMS No 6833451)

**PRCS-61**

See Page **PRCS-61** for full report

*Designated Speaker: Jason Chan*

**STAFF RECOMMENDATION**

1. *That the City's grant application to the Investing in Canada Infrastructure Program Green Infrastructure Environmental Quality Stream be endorsed;*
2. *That a capital submission of \$820,000 for drainage infrastructure and capacity enhancement components in Minoru Park be approved from the Drainage Improvement Reserve;*
3. *Should the application be successful, that the Chief Administrative Officer and the Deputy CAO/General Manager, Community Services be authorized on behalf of the City to enter into an agreement with the Province of British Columbia for the above mentioned project; and*
4. *That the Consolidated 5 Year Financial Plan (2022-2026) be amended accordingly.*



6. **MANAGER'S REPORT**

ADJOURNMENT





## Parks, Recreation and Cultural Services Committee

Date: Tuesday, January 25, 2022

Place: Council Chambers  
Richmond City Hall

Present: Councillor Harold Steves, Chair (by teleconference)  
Councillor Michael Wolfe (by teleconference)  
Councillor Chak Au (by teleconference)  
Councillor Bill McNulty (by teleconference)  
Councillor Linda McPhail

Also Present: Councillor Andy Hobbs

Call to Order: The Chair called the meeting to order at 4:00 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on December 14, 2021, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

March 1, 2022, (tentative date) at 4:00 p.m. in the Council Chambers

### COMMUNITY SERVICES DIVISION

1. **APPLICATION BY THE CITY OF RICHMOND FOR A HERITAGE ALTERATION PERMIT AT 6511 DYKE ROAD (LONDON FARM)**  
(File Ref. No. 11-7141-01) (REDMS No. 6801185)

A brief discussion ensued regarding the timeline for the work anticipated. Staff noted the majority of the work will be completed within the fiscal year, with some items ready to go upon approval of the Permit, and larger items requiring additional planning to get the construction work in place.

## Parks, Recreation & Cultural Services Committee

Tuesday, January 25, 2022

---

It was moved and seconded

*That a Heritage Alteration Permit be issued to authorize landscape modifications to the park spaces and minor exterior modification to the London Farm house on the heritage designated lands at 6511 Dyke Road as outlined in the staff report titled, "Application by the City of Richmond for a Heritage Alteration Permit at 6511 Dyke Road (London Farm)," dated December 12, 2021, from the Director of Arts, Culture and Heritage Services.*

**CARRIED**

### 2. **2021 LIBRARY YEAR IN REVIEW**

(File Ref. No. 97-RPL GENERAL) (REDMS No. 6815960)

A brief discussion ensued with respect to the Richmond Public Library response to the financial impact of the pandemic on the community, and the 'Fine Free' initiative to support vulnerable residents of all ages to ensure equitable access to library collections. Staff noted the 10,000 hours of staff reallocation were in redirecting to frontline public service to welcome customers into the library spaces, answer any account inquiries and assist them in finding more materials, as well ensuring an efficient return of materials back on the shelves.

It was moved and seconded

*That the staff report titled, "2021 Library Year in Review", dated January 5, 2022, from the Chief Librarian of Richmond Public Library, be received for information.*

**CARRIED**

### 3. **CITY OF RICHMOND UTILITY BOX ART WRAP PROGRAM UPDATE**

(File Ref. No. 11-7000-09-01) (REDMS No. 6807076)

Staff noted they have seen a definite decrease in vandalism and graffiti through the Utility Box Art Wrap Program, and encourage artists they work with to incorporate a 'busy' design (rather than a blank, single colour) to distract from having a canvass for graffiti.

It was moved and seconded

*That the staff report titled "City of Richmond Utility Box Art Wrap Program" dated December 20, 2021, from the Director, Arts, Culture and Heritage Services, be received for information.*

**CARRIED**

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, January 25, 2022**

---

**4. MANAGER'S REPORT**

**(i). *Update – Snow Angels Program***

Staff reported that during the significant snowfall over a number of days during the holiday season, 40 residents registered for assistance through the Snow Angels Program for clearing snow at their private homes, which included clearing the public walkways fronting their homes and walkways up to their front doors. 36 registered volunteers were paired with and helped those 40 residents. A further 10 residents are currently on a waitlist as there hasn't been enough volunteers to pair with the demand from residents for snow clearing. However, when volunteers are contacted, the residents on the waitlist are included, should they have extra capacity.

It was further noted the program has been activated four times throughout the current season, with volunteers contributing over 160 volunteer hours, and will continue to be on standby throughout the season should it snow again.

**(ii). *Blue Cabin Floating Artist Residency***

Staff noted the Blue Cabin Floating Artist Residency arrived at Imperial Landing at Steveston Village on January 24, 2022. The 1,200 square foot, 170 ton structure was towed by a tug boat on a seven hour journey through False Creek and into the Strait of Georgia, passing around Point Grey and Iona Terminus then up the Fraser River on the seven hour journey to Steveston. Imperial Landing will provide a compelling view vantage point for artists and the public to explore and celebrate both the heritage and contemporary features of the regions.

Staff further noted Musqueam artist, Debra Sparrow, will be the Blue Cabin's first artists-in-residence in Steveston in 2022; details will be announced soon.

**(iii). *Richmond Art Gallery Update***

Staff noted the Richmond Art Gallery opened a new exhibition on January 22, entitled "Nourish", on display until April 3. The exhibition explores every day acts, such as sharing a meal and connecting with nature, as essential moments of self care and nourishment. In connection with this expedition, the Gallery has partnered with the City's #RichmondHasHeart program to present an expansive of this public program exploring food culture in Richmond, as well the public is invited to share recipes for a digital cookbook. Details can be found online at [Richmondartgallery.org](http://Richmondartgallery.org).

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, January 25, 2022**

---

*(iv). City Programs and Services Update*

Staff noted Dr. Bonnie Henry recently provided two more updates in relation to the provisions of the City's programs and services: (1) the proof of vaccination process will continue through the end of June unless there is a significant improvement on the pandemic status; and (2) that tournaments will be reintroduced for children and youth only, beginning February 1 (earlier than the expected).

*(v). Outdoor Skating*

Discussion ensued with respect to skating in parks and other frozen spaces throughout Richmond where skating took place during the recent cold snap. The process of flooding fields to provide additional skating opportunities was queried and staff noted they will take under advisement and report back with a broader context.

*(vi). Auxiliary Staff Retirement Recognition*

With respect to the question of auxiliary staff being recognized for their significant contributions upon retirement, staff noted there is a staff recognition policy and administrative procedures to support that policy. Staff will review and provide further detail to Council.

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:27 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Tuesday, January 25, 2022.

---

Councillor Harold Steves  
Chair

---

Lorraine Anderson  
Legislative Services Associate



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services  
Committee

**Date:** February 2, 2022

**From:** Todd Gross  
Director, Parks Services

**File:** 06-2345-01/2022-Vol  
01

**Re:** 2022 Feral Rabbit Update

### Staff Recommendation

That the proposed feral rabbit management strategy for 2022 as described in the staff report, "2022 Feral Rabbit Update," dated February 2, 2022 from the Director, Parks Services be approved.

Todd Gross  
Director, Parks Services  
(604-247-4942)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Sustainability & District Energy Community Bylaws	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	 _____
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>  _____	<b>APPROVED BY CAO</b>  _____

## Staff Report

### Origin

The purpose of this report is to provide an update to Council on the present status of feral rabbits in Richmond and to seek approval for a proposed 2022 approach to management of these rabbits.

This report supports Council's Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

*Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.*

This report supports Council's Strategic Plan 2018-2022 Strategy #8 An Engaged and Informed Community:

*Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.*

## Analysis

### Background

Feral rabbits are domesticated animals that have been abandoned or escaped outdoors (or are the offspring of such animals). The rabbits commonly found in Richmond are European rabbits (*Oryctolagus cuniculus*) and have been classified by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRO-RD) as an invasive species. This problem is not unique to Richmond; feral rabbits are widespread throughout Metro Vancouver's member municipalities.

Rabbits continue to impact the community on both public and private landscapes, in a number of ways:

- **Damage to Infrastructure.** On both public and private property, rabbits cause damage to plants, turf grass, trees, and soil by burrowing, eating, and defecating in gardens and parks. Burrowing also undermines pathways, sloped areas and impact areas around structures (foundations).
- **Ecological Impact.** The adaptability, lack of natural predators and prolific breeding enable domestic feral rabbits to rapidly outcompete native species. Rabbits feed on a number of native plants and shrubs across Richmond which result in the damage and loss of natural habitat. Furthermore, domestic feral rabbits have been reported in and around agricultural land. This migration could have a major impact on Richmond agricultural communities.
- **Health and Safety.** Considering their prolific nature, feral rabbits pose a health and safety risk to other wildlife, as well as Richmond residents. Rabbits in Richmond have been found to carry the Rabbit Hemorrhagic Disease (RHD), which poses a potential

threat to native rabbit species if the issue is left unchecked. Furthermore, because feral rabbits are transient and often seek out new habitable space, they often invade roadways and can pose a risk to motorists' safety.

- **Increased Rodent Activity.** Some well-meaning visitors to Richmond parks, particularly Minoru Park and Dover Park, are bringing food for the rabbits. This is not dissimilar to residents who feed birds in public areas. The food is not always eaten immediately by the rabbits and the leftovers are often a food source for rodents. This in turn increases the potential for predation by other animals, including coyotes.

#### Legislative Framework

In British Columbia, all species of the family *Leporidae* (hares and rabbits) are considered “wildlife” under Schedule A of the *Wildlife Act (the Act)*. Furthermore, the European rabbit is classified under *the Act* as a Schedule C animal which can be captured or killed anytime in British Columbia without a license or permit as they are deemed an invasive species.

Under this regulation, a captured feral European rabbit cannot be transferred to another party (e.g., via adoption or sanctuary placement) without a permit. That permit is required for the person receiving or engaging in the adoption of the animal. This creates a challenge for municipalities to effectively manage feral rabbits. *The Act* provides certain exemptions that allow a person to trap, transport, and possess feral European rabbits without the need for a permit, including private homeowners.

In addition to the above management parameters, the following also apply:

1. Contractors and/or non-profit groups can trap and retain rabbits indefinitely without a permit. This option is only allowed if the contractor or non-profit group understand what is needed to ensure the health and safety of the captured rabbits, and also has capacity to shelter the rabbits as defined by the *Animal Health Act*. Further clarification is required to better understand the health and safety requirements.
2. Contractors and/or non-profit groups currently can not spay or neuter captured rabbits and then offer them for adoption or re-release into the environment.

Staff have spoken with FLNRO-RD staff and they have indicated that changes to regulations are pending as they pertain to the capture, housing and adoption of feral rabbits which will provide municipalities an avenue for more effective management of this invasive species. Staff will continue to monitor the situation. Should the proposed changes proceed, staff will incorporate them into the City's management of feral rabbits.

#### Current City Management Practices

The City's current management practices include the following:

- **Bylaws.** City bylaws have been implemented including banning the sale of rabbits in pet stores in 2010. Through the Public Parks and School Grounds Regulation (Bylaw No. 8771), feeding of animals (including rabbits) in any public park or school ground, and the depositing or release of animals (including rabbits) in any public park or school ground is

prohibited. As per the Animal Control Bylaw (Bylaw No. 7932) homeowners are permitted to keep up to two (2) domestic rabbits per household. Staff are not currently contemplating additional bylaw changes for the management of domestic or feral rabbits.

- **Public Awareness.** This tactic involves educating community members about the bylaws in place to not exacerbate the problem through feeding rabbits or abandoning them in public parks.
- **Trap and relocate to a sanctuary.** The City has worked with Rabbitats to trap and relocate feral rabbits to the Rabbitats rabbit sanctuary.

While culling is an option permitted in the Provinces *Wildlife Act*, the City of Richmond does not manage feral rabbits in this manner. In order for this measure to be fully effective, a sustained and integrated approach is required to ensure that the problem is effectively managed for the long term. There are societal sensitivities to implementing a cull program.

The BC SPCA which operates the City's animal shelter does not accept rabbits, domestic or feral animals. The BC SPCA has posted the following statement on the topic of feral rabbit management:

"The BC SPCA is opposed to the abandonment of domestic rabbits into the wild, which is a criminal act under the *Criminal Code of Canada* and an offence under the *Prevention of Cruelty to Animals Act*. The BC SPCA strongly encourages municipalities to enact bylaws that prevent the sale or adoption of unsterilized rabbits and manage free-living domestic ("feral") rabbits.

The BC SPCA does not support the lethal control of free-living domestic ("feral") rabbits for nuisance reasons (including culls). When control is needed, the BC SPCA strongly encourages the use of non-lethal, non-contact, prevention and exclusion techniques. In addition, the BC SPCA supports activities that aim to humanely trap, sterilize, and re-home adoptable rabbits in approved homes or sanctuaries that can provide for their needs for the remainder of their lives." (Source: <https://spca.bc.ca/programs-services/leaders-in-our-field/position-statements/position-statement-on-feral-rabbits/>)

### Rabbitats Rescue Society

#### **2020 Program**

In December 2019, the City entered into an agreement with Rabbitats Rescue Society (Rabbitats), a local not-for-profit society, to develop a rabbit removal pilot project in the Dover Neighbourhood Area. This pilot project contracted Rabbitats to:

- Safely and humanely trap the rabbits from Dover Neighborhood area;
- Spay/neuter and vaccinate the rabbits against RHD; and
- Permanently house the rabbits at one of their Rabbitats sanctuaries.

As part of the agreement, Rabbitats utilized its network of trained volunteers to trap, transport, and house rabbits that were successfully captured. In working with City staff it became clear that

it would be necessary to vaccinate, and spay or neuter any captured rabbits, to not only ensure the wellbeing of the animals, but to also certify their responsible, indefinite care. To this end, Rabbitats employed the services of a veterinarian to perform the vaccination and spaying or neutering of the animals at a cost of \$200 per rabbit.

This pilot project resulted in the capture and housing of 61 adult rabbits between December 2020 and June 2021. All of the female rabbits except one were pregnant at the time of capture which resulted in an additional 28 rabbits being born in the Rabbitats sanctuary. A total of 85 rabbits were vaccinated for RHD and spayed or neutered, which resulted in a cost of over \$17,000 of which the City paid \$15,000.

### **2021 Program**

As a result of the information gathered from the Dover Neighborhood Area Pilot Project, staff engaged Rabbitats to address the growing public concern regarding feral rabbits on public property with the intent to manage the rabbit population where possible. Based on the results of the Dover Neighbourhood Park Pilot Project, the City entered into an agreement with Rabbitats to respond to reports of feral rabbit sightings in Richmond in order to humanely capture, spay or neuter and house these rabbits in one of their sanctuaries. Rabbitats were successful in responding to multiple calls for service resulting in the removal of 118 rabbits from public property, and housing them indefinitely in their sanctuaries at an expense of \$20,000 to the City. Recognizing that rabbits are migratory and prolific, the City worked with Rabbitats to also respond to residents' concerns regarding rabbits on private property. While the City registered these complaints, no additional support was given regarding the removal of these rabbits.

### **Strategy for Managing Feral Rabbits in 2022**

Despite the implementation of the aforementioned management practices, feral rabbit populations do not appear to be declining. Impacts to the environment are evident, and based on reported sightings, rabbits are moving into ecologically sensitive areas such as Terra Nova Park and new landscapes such as Aberdeen Park and Paulik Neighbourhood Park.

Staff propose a number of actions below which will assist the City to better understand the extent of feral rabbits in the community, including forecasting future trends and potential management strategies. Next steps include actions to increase public awareness of the issue, and work within the evolving regulatory context to develop a response plan best suited within the City's jurisdiction.

Staff will continue to consult with the BC SPCA and FLNRO-RD for best management practices with respect to rabbits in Richmond.

### **Rabbitats 2022 Program**

Given that feral rabbits will require ongoing management in 2022, staff propose to engage with Rabbitats to manage the humane capture, spaying/neutering and housing of feral rabbits captured on public property. The City will reimburse Rabbitats for the costs of spaying/neutering as per the program in the previous two years. The number of rabbits captured will correspond

with Rabbitats capacity to both capture and house them in one of their sanctuaries. The fee for service will not exceed \$15,000 and will be funded through existing operating budgets. A final agreement will be contingent on negotiations between Rabbitats and staff and will be essentially a continuation of the pilot program established in 2020. The effectiveness of this program (e.g. the number of rabbits captured, overall impact to the environment, cost efficiencies, etc) will be evaluated in conjunction with the results of the Feral Rabbit Management Study.

### **Expert Support Services**

Staff will investigate the development of a Feral Rabbit Management Study either as an independent document or an additional component to the City's existing plans. The intent is to develop a comprehensive, proactive and sustainable response specific to feral rabbits. Staff plan to develop this study with the assistance of qualified environmental professionals and stakeholders who have experience with managing feral rabbits and other invasive species.

While the proposed study would focus primarily on City-owned properties, impacts to private property will be considered as feral rabbits freely move throughout the City. Staff currently anticipate that the initial step in the study would be to identify the nature and extent of the feral rabbit population throughout the City on both public and private property. Further investigation is required to better understand where feral rabbits are currently concentrated, possible sources of increase (aside from reproduction) and overall population trends. The impact on existing native flora and fauna (including any possible native rabbit populations present in Richmond), and the financial impact to City-owned natural areas, park spaces, infrastructure and facilities will also be investigated. Finally, the study will include a broad survey of management approaches employed by other municipalities. This precedent study will assist staff in assessing the most appropriate management approach for Richmond. The cost of this study, subject to finalizing the Scope of Work with the selected contractor, is expected not to exceed \$25,000 and will be funded through the existing Invasive Species operating budget.

### **Public Awareness Campaign and Ongoing Monitoring**

In consultation with Rabbitats and the Provincial Government, staff have identified that the number of feral rabbits in the environment can be attributed to their prolific reproductive cycles and the release of these domestic pets in the community. While bylaws are in place to limit this activity, and there is a prohibition on the sale of these animals in Richmond, residents still continue to contravene these bylaws. Enforcement is challenging as offenders must be caught in the act. To this end, staff propose supporting existing bylaws through the development of a concerted public education program.

The purpose of the program would be to develop social media and digital material which will inform residents how their decisions impact Richmond's natural environment. Staff will draw on the research and best practices of allied organizations to develop this campaign. For example, the Invasive Species Council of BC is currently developing a new public education strategy to augment its current "Don't Let It Loose" program (<https://bcinvasives.ca/invasives/european-rabbit/>). Their program, similar to other invasive species educational outreach programs seeks to inform the public of the impact of invasive species, and to educate and empower them in order to address the issue.

Messaging and education would focus on how residents need to know the detrimental impacts of releasing rabbits in public landscapes, the possibility of exposing their former pet to RHD, the impacts of feeding rabbits in public areas and the need to spay or neuter a rabbit as a model of responsible care for ones pet. Additionally, residents may not know what resources are available in the community concerning lawful and responsible options regarding releasing rabbits on public land.

Staff recognize that a public awareness campaign will be a component of an overall strategy to manage feral rabbits in Richmond. The content of the campaign will focus on core messaging to convey the detrimental impacts that rabbits have in our community consistent with messaging released by allied organizations such as the Invasive Species Council of BC.

### **Financial Impact**

The proposed contract with Rabbitats, study and public awareness campaign will be funded through the existing Invasive Species budget.

### **Conclusion**

While rabbit control efforts have been successful where employed, the prolific breeding of rabbits often outcompete the current capacity of service providers.

The City will continue to manage feral rabbits through the lens of the current Provincial legislation and their designation as an invasive species. The Feral Rabbit Management Study is intended to provide a framework for action, and the development of this action plan will address feral rabbit impacts to natural and managed ecosystems and landscapes. While the proposed Feral Rabbit Management Strategy is being developed, staff will immediately develop an enhanced public awareness campaign to increase Richmond residents' understanding of the impact feral rabbits have on the environment. Staff will also continue to work with relevant local and provincial stakeholders, including the Province, to identify the best approach for Richmond to control rabbits in the public realm. While the City will continue to work within the framework of the current legislation, staff will incorporate any proposed changes to *the Act* by the Province in a manner which is best suited for Richmond and the environment.



Alexander Kurnicki  
Manager, Parks Programs  
(604-276-4099)



Magnus Sinclair  
Coordinator, Parks Programs  
(604-247-4453)



# City of Richmond

## Report to Committee

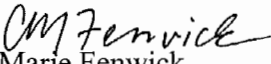
---

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services  
**Date:** February 7, 2022  
**File:** 11-7000-09-01/2022-Vol 01  
**Re:** **Richmond Public Art Program 2021 Annual Highlights and Public Art Advisory Committee 2022 Work Plan**




---

### Staff Recommendation

That the Richmond Public Art Advisory Committee 2022 Work Plan, as presented in the staff report titled "Richmond Public Art Program 2021 Annual Highlights and Public Art Advisory Committee 2022 Work Plan", dated February 7, 2022, from the Director, Arts, Culture and Heritage Services, be approved.

  
Marie Fenwick  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS: 
APPROVED BY CAO 	

## **Staff Report**

### **Origin**

On July 27, 2010, Council approved the updated Richmond Public Art Program Policy 8703 and Terms of Reference for the Richmond Public Art Advisory Committee (RPAAC). The RPAAC provides advice and acts as a resource to City Council and staff on the City's Public Art Program.

This report presents the 2021 highlights of the Richmond Public Art Program to Council for information and the proposed RPAAC 2022 Work Plan for approval.

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

### **Analysis**

#### **Richmond Public Art Program**

The Public Art Program plays a key role in shaping, animating and enriching the public space, instilling civic pride and contributing to community identity. Artwork placed in the public realm has the power to engage the public, celebrate culture, broaden the diversity of arts experiences and opportunities, serve as an educational resource to expand public awareness and understanding of the arts, stimulate conversations, strengthen and support the arts community, and inspire creativity.

Since Council's adoption of the Public Art Program Policy in 1997, the Public Art Program's collection has grown to a total of 344 works of public art with 192 works currently on display around Richmond. Documentation of public art that is performance-based or otherwise ephemeral in nature is archived on the Public Art Program website.

Public art adds value to public and private development, enriches the public realm for residents and visitors to Richmond and advances Richmond's standing as a model for high quality urban development. The City provides leadership in integrating public art with major civic facilities as well as small-scale public infrastructure. The private sector has demonstrated that an investment in public art enhances their reputations as progressive city builders, while creating a liveable and desirable place to live and work. The Community Public Art Program engages members of the community in art making, discussions and public events. The Public Art Education Program provides learning opportunities for both the general public and emerging, professional artists.

### 2021 Richmond Public Art Program Highlights

The following represents the key activities and achievements of the City's Public Art Program through the civic, community, private development and educational programs in 2021:

- Through the Richmond Community Mural Program, six new murals were completed throughout Richmond.
- Public Art partnered with Major Events to offer a Public Art Salmon-Themed Scavenger Hunt as part of the Canada Day at Home celebrations presented by the Steveston Salmon Festival.
- Works by six Richmond-based artists were featured at the No. 3 Road Art Columns located at Aberdeen and Lansdowne Canada Line Stations.
- The following works were commissioned through the Civic Public Art Program:
  - *From Earth to Water* by Bagua Artists Collective at Alexandra Greenway
  - *Portals to the Future* (relocation project) by Mark Gallant, Yoli Garcia, Gilles B Herbert, Michael Hilde, Kathy Hill, Vedran Jelincic, Reto Marti, Noemi Pullvers, Alberto Replanski, Sandra C. Sinclair and Erik Stainsby at Tait West Park;
- Three community engagement projects were completed as part of the Engaging Artists in Community Program. Since its inception in 2016, the program has reached more than 10,000 Richmond residents and has offered participants and audiences hands-on art making activities and opportunities for individual creative expression and participation in the arts. The 2021 projects were:
  - *Whimsical Garden* with Creative Café Collective at William Cook Elementary School;
  - *Exploring Ecology Through Place* by Rachel Rozanski at Richmond Public Library; and
  - *Stories of Home – Past and Present* by Jean Bradbury in partnership with Richmond Multicultural Community Services.
- Five new works were installed through the Private Development Public Art Program:
  - *Water off a Duck's Back* by Douglas Coupland;
  - *Lily Tree* by Devon Knowles;
  - *Bell* by Khan Lee;
  - *High-Fives* by Lucien Durey and Jeff Kulak; and
  - *koyo-te, through the bog* by Jacqueline Metz & Nancy Chew.
- Three Public Art Tours were organized:
  - Richmond Olympic Oval Precinct Public Art Tour;
  - Richmond Public Art Self-Guided Mural Tour; and
  - Richmond Public Art Advisory Committee Public Art Tour.

- Ten traffic cabinets were wrapped in partnership with Engineering and Transportation with works by Richmond-based artists.
- Two photo-based works at Lansdowne and Aberdeen Canada Line stations were installed as part of the Capture Photography Festival in partnership with Richmond Art Gallery.
- Three virtual public art professional development workshops for artists were presented as part of the Art at Work Program.
- A neighbourhood public art brochure was created to include artworks installed at the Minoru Cultural Precinct.
- Public Art engaged in collaboration with 12 Community Groups to inform and create public art projects.

#### 2021 Richmond Public Art Advisory Committee Highlights

In 2021, the Richmond Public Art Advisory Committee (RPAAC) provided informed advice to staff and Council on a range of projects. Highlights of the 2021 Work Plan included:

- Ten monthly meetings with high attendance;
- Participation in educational opportunities and public events, such as the annual RPAAC Public Art Tour and unveiling of public art works;
- Reviews and recommendations on private development public art project plans and monthly updates on Advisory Design Panel reviews;
- Input to staff on civic Artist Calls;
- Observing roles at civic and private public art selection panel meetings; and
- Advice on Public Art Policy.

#### 2022 Richmond Public Art Advisory Committee Work Plan

The Richmond Public Art Advisory Committee's 2022 Work Plan (Attachment 1) outlines the proposed activities for the volunteer committee in 2022. The Work Plan has been reviewed by the Richmond Public Art Advisory Committee.

As a Council appointed Advisory Committee, RPAAC advises on all aspects of public art policy, planning, education and promotion, including the allocation of funds from the City's designated Public Art Reserve. Highlights of the 2022 Work Plan are noted below:

- Raise awareness and understanding of the importance of public art in the City through promotion and participation in educational opportunities and public events.

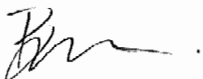
- Advise on strategies, policies and programs to achieve excellence in art in the public realm including researching best practices and advising on opportunities for artists.
- Propose and support City programs, initiatives and events that advance public art in the City including Lulu Speaker Series, Doors Open Richmond and Culture Days.
- Review and, through staff reports, provide recommendations to Council on public art project plans developed by City staff and private development public art consultants.
- Provide input to staff in the development of an annual Public Art Program report to Council, including an RPAAC annual work plan.

### **Financial Impact**

None.

### **Conclusion**

Public art animates the built and natural environment with meaning, contributing to a vibrant city in which to live, work and visit. The 2021 highlights of the Richmond Public Art Program and proposed Public Art Advisory Committee 2022 Work Plan demonstrate a high level of professionalism, volunteerism and commitment to quality public art in Richmond.



Biliana Velkova  
Public Art Planner  
(604-247-4612)

Att. 1: Richmond Public Art Advisory Committee 2022 Work Plan

## Richmond Public Art Advisory Committee 2022 Work Plan

The RPAAC 2022 Work Plan is based on the Terms of Reference for the Committee and is proposed as follows:

Strategy/Initiative	RPAAC Actions/Steps	Expected Outcome of RPAAC Actions	Indicator of RPAAC Success	Stakeholders
<b>1. Raise awareness and understanding of the importance of public art in the City</b>				
a. Public involvement in the selection process for public art	Encourage community members to participate on public art selection panels through an open call for volunteers	Richmond residents are involved in civic and community cultural life	Community support of the public art selection process	Community Centre Associations, Richmond Arts Coalition (RAC), Richmond Artist Guild (RAG), Richmond Art Gallery Association (RAGA) and others
b. Public involvement in development of Neighbourhood Public Art Plans	Encourage public engagement in development of Public Art Plan	Greater awareness of public art in Richmond communities	Public Art contributes to neighbourhood recognition and identity	Neighbourhood organizations, private developers and artists
c. Education and professional development for RPAAC members (workshops, bus tours, local conferences and symposiums)	Identify and register for professional development opportunities and City programs (such as Art at Work)	Develop and expand knowledge of best practices	Greater confidence in best practice advice to staff and Council	Creative City Network of Canada, Alliance for the Arts, Canadian Artists' Representation/Le Front des artistes canadiens (CARFAC)
d. Guest speakers for RPAAC meetings	Identify key guest speakers for RPAAC meetings for 2022	RPAAC members better informed on public art issues and equipped to share this information with Council, as and when directed	Guest speaker series for 2022 devised and implemented	Kwantlen Polytechnic University, Emily Carr University of Art + Design, other universities, artists, consultants and conservators

<b>Strategy/Initiative</b>	<b>RPAAC Actions/Steps</b>	<b>Expected Outcome of RPAAC Actions</b>	<b>Indicator of RPAAC Success</b>	<b>Stakeholders</b>
e. Support public art communication platforms	Promote existing and future platforms (mobile, print and web) that showcase the Public Art Collection	Public better informed about the public art collection, location, and artists	Increased public awareness of public art throughout the community	Residents, tourists, Community Centre Associations and Tourism Richmond
<b>2. Advise on strategies, policies and programs to achieve excellence in art in the public realm</b>				
a. Program Policy and Best Practices	Participate in review processes and, as needed, identify and prioritize potential research on policy and administration	Policy and administrative procedures are reviewed	Policy and administrative procedures are updated	City Council
b. Neighbourhood Public Art Plans	Provide advice and recommendations to staff regarding neighbourhood Public Art Plans	Neighbourhoods Art Plans are reviewed by RPAAC prior to Council review and endorsement	Council receives Plans that are vetted as per Policy	City Council
c. Terms of Reference (TOR) and Selected Artworks for Civic Projects	Provide advice and recommendations to staff regarding Terms of Reference and selected artworks	TOR and selected artworks are reviewed by RPAAC prior to Council review and endorsement	Council endorses Terms of Reference and selected artworks as per Policy	City Council
d. Community Public Art Programs	Advise on development and implementation of the Community Public Art Programs	Promote the Community Public Art Program	Continuous development of the Community Public Art Program	Community Centre Associations and community organizations

<b>Strategy/Initiative</b>	<b>RPAAC Actions/Steps</b>	<b>Expected Outcome of RPAAC Actions</b>	<b>Indicator of RPAAC Success</b>	<b>Stakeholders</b>
d. Artwork conservation, de-commissioning and maintenance of the Civic Public Art Collection	Review as required	Review priorities for conservation and maintenance as required	Public Art collection is well maintained	Public Works and Parks
e. RPAAC representation on public art juries for Civic projects	Represent RPAAC on public art juries for Civic projects as observers	Policy and administrative procedures are followed	Public Art selection process is transparent and follows policy and administrative procedures	Artists and community partners
<b>3. Support City programs, initiatives and events that advance public art in the City</b>				
a. Promote public art	Encourage community members to participate in City programs (such as Culture Days, Doors Open, etc.)	Develop community connection and awareness of public art	Increased attendance and appreciation of the arts	Arts Centre, RAC, Community Centre Associations and Heritage sites
<b>4. Review and submit recommendations on private development public art plans</b>				
a. Private Development Public Art Plans including Terms of Reference for public art projects	Review private development public art plans	Provide advice and recommendations to consultants and staff	Public Art collection is growing, making Richmond a more vibrant, and connected City	Artists, community partners, private developers
b. RPAAC representation on public art juries for private projects	Represent RPAAC on public art juries for private projects as observers	Policy and administrative procedures are followed	Public Art selection process is transparent and follows policy and administrative procedures	Artists, community partners, private developers

Strategy/Initiative	RPAAC Actions/Steps	Expected Outcome of RPAAC Actions	Indicator of RPAAC Success	Stakeholders
<b>5. Provide input to staff in the development of an annual Public Art Program shared with Council, including an RPAAC annual work plan</b>				
a. 2022 RPAAC Annual Work Plan to City Council	Advise as required prior to sharing with Council	RPAAC Work Plan is shared with Council and the public	Public Art contributes to making Richmond a more vibrant, active and connected City	Council, community partners, private developers



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services  
Committee

**Date:** February 1, 2022

**From:** Biliانا Velkova  
Public Art Planner

**File:** 11-7000-09-20-089/Vol  
01

**Re:** 2022 Engaging Artists in Community Program Public Art Projects

### Staff Recommendation

That the three artist proposals included in Attachment 1 for the community public art projects in partnership with Richmond Fitness and Wellness Association, Turning Point Recovery Society and Urban Bounty as presented in the staff report titled "2022 Engaging Artists in Community Program Public Art Projects," dated February 1, 2022, from the Director, Arts, Culture and Heritage Services, be endorsed.

Marie Fenwick  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## **Staff Report**

### **Origin**

Richmond's Engaging Artists in Community Public Art Program creates opportunities for collaborative art projects involving community associations, schools, community groups and professional artists of all disciplines.

This report recommends three artist proposals for community public art projects in partnership with Richmond Fitness and Wellness Association, Turning Point Recovery Society and Urban Bounty.

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

*3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.*

*3.2 Enhance arts and cultural programs and activities.*

*3.3 Utilize an interagency and intercultural approach to service provision.*

*3.4 Celebrate Richmond's unique and diverse history and heritage.*

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

*4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.*

*4.3 Encourage wellness and connection to nature through a network of open spaces.*

This report also supports goals in the Richmond Arts Strategy, the Community Wellness Strategy and the Social Development Strategy.

### **Analysis**

#### **Background**

The Engaging Artists in Community Public Art Program invites emerging and professional artists to imagine innovative ways to engage seniors, adults, youth and children in the making of artwork to foster individual creative expression, multigenerational and cross-cultural exchange, and community building.

The following Engaging Artists in Community Public Art projects have been completed since 2016:

- *Harvest Full Moon* festival at City Centre Community Centre;
- *spART* programs or activities at Thompson Community Centre;
- *Minoru Seniors Legacy Stories* online legacy project at Minoru Place Activity Centre;
- *Great Blue Heron* sculpture at McLean Park;
- *Tide Water Tales* performances at Britannia Shipyards National Historic Site;
- *FANFARE* murals at Minoru Arenas;
- Musqueam Artist Workshops at Richmond Public Library (Brighthouse Branch);
- *The Interpreter Project* programs or activities at Richmond Nature Park;
- *Minoru Manifesto* activities and installation at Minoru Chapel and City Centre Community Centre;
- *Victory Gardens for Diversity* activities at Terra Nova Rural Park;
- *A mid-way point: the present is an infinite moment* mural at Thompson Community Centre;
- *Signs of Pride* at West Richmond Community Centre;
- *Stories of Home: Past and Present* activities and exhibition in collaboration with Richmond Multicultural Community Services; and
- *Exploring Ecology Through Place* activities and installation in collaboration with the Richmond Public Library Brighthouse Branch.

In the fall of 2021, staff invited interested community partners and City departments to participate in the 2022 Engaging Artists in Community Program. The following community partners provided an expression of interest to work with an artist this year:

- Richmond Fitness and Wellness Association;
- South Arm Community Association;
- Turning Point Recovery Society / Emergency Response Centre; and
- Urban Bounty.

Three community partners were selected:

1. Richmond Fitness and Wellness Association;
2. Turning Point Recovery Society / Emergency Response Centre; and
3. Urban Bounty.

The Engaging Artists in Community Program accommodates three projects per year with a budget allocation of \$10,000 each. South Arm Community Centre was interested in a mural for their facility, and staff advised that this would be best facilitated through the Community Mural Program.

#### Terms of Reference and Artist Selection

The projects' Terms of Reference were developed in consultation with the selected partners. Profiles were included in the Artist Call to describe the three separate artist opportunities. This information assisted artists in choosing to apply for the opportunity that best matched their skill sets and interests (Attachment 2).

The Artist Call was issued on October 20, 2021 and closed on December 17, 2021. Staff received a total of 21 artist applications for the three artist opportunities. The selection process for each opportunity was implemented in accordance with the terms of the Public Art Program Policy Administrative Procedures. All artist proposals were evaluated on the basis of artistic merit, appropriateness to the goals of the Community Public Art Program, community organization objectives, artist qualifications and project feasibility.

The following three artist proposals were presented to the Richmond Public Art Advisory Committee (RPAAC) on February 1, 2022 by email. RPAAC endorsed and supported all proposed projects with no feedback.

All of the programs and activities will be implemented following COVID-19 safety protocols and provincial health directions.

#### Richmond Fitness and Wellness Association and Walk Richmond Artist Project

The final artist selection meeting for the Richmond Fitness and Wellness Association and Walk Richmond artist opportunity took place on January 31, 2022. The selection panel included the following five members:

- Sharon Meredith – Community Representative, Walk Richmond Volunteer Coordinator;
- Joan LeDrew – Community Representative, Richmond Fitness and Wellness Association;
- Ghinwa Yassine – Artist;
- Ian Wojtowicz – Artist; and
- Merle Addison – Artist.

Panel advisors included staff from the Public Art Program. Paul Dufour from the Richmond Public Art Advisory Committee attended as an observer.

Artist Sebnem Ozpeta was recommended for the Richmond Fitness and Wellness Association and Walk Richmond Artist Project artist opportunity.

Ms. Ozpeta is a documentary filmmaker and visual artist. Her proposed project, *WALK* will engage community participants of all ages in a series of outdoor sensory and digital storytelling

walks. Participants will be invited to listen and record sounds as a way to practice mindfulness and connect with nature, memory and place. The recorded materials will be incorporated into a 360 degree video and audio piece that will allow viewers the option to physically or virtually experience participant walks and stories. The work will be accessible and shared online and through mobile smart phones. The activities will safely promote physical activity and social connection (Attachment 1).

#### Turning Point Recovery Society / Emergency Response Centre Artist-in-Residence

The final artist selection meeting for the Turning Point Recovery Society / Emergency Response Centre Artist in Residence took place on January 26, 2022. The selection panel included the following four members:

- Brenda Plant – Turning Point Recovery Society;
- James Casperson – Turning Point Recovery Society;
- Juliana Loh – Artist / Community Representative; and
- Matt Hern – Community Representative.

Panel advisors included staff from the Public Art Program. José Larano from the Richmond Public Art Advisory Committee attended as an observer.

Mickey L.D. Morgan was recommended for the Turning Point Recovery Society / Emergency Response Centre Artist-in-Residence Project. The artist brings lived experience and a range of creative practices to the project including printmaking, digital storytelling, drawing and photography. Their project will be guided by the interests of resident participants and focus on fostering individual creative expression as a way to understand complex ideas related to homelessness within an inclusive environment and supported by peers. Through a process of working collaboratively with the resident artists, their work will be shared and presented as part of Richmond Culture Days and Homelessness Action Week (Attachment 1).

This project will support the City of Richmond Community Wellness Strategy, 2018–2023 and its focus area to enhance physical and social connectedness within and among neighbourhoods and communities.

#### Urban Bounty Artist-In-Residence Project

The final artist selection meeting for the Urban Bounty Artist-in-Residence Project took place on January 27, 2022. The selection panel included the following five members:

- Ian Lai – Urban Bounty;
- Ulduz Maschaykh – Artist;
- Setareh Yasan – Artist;
- Jenn Pearson – Artist; and
- Teresa Magee – Community Representative.

Panel advisors included staff from the Public Art Program. José Larano and Allison Liu from the Richmond Public Art Advisory Committee attended as observers.

Artist Edward Fu-Chen Juan was recommended for this Artist-in-Residence project. The artist brings an energy and desire to engage a culturally diverse and multi-generational audience in printmaking practices using natural inks from locally foraged plant materials, and handmade paper-making practices using locally sourced plant fibres. Mr. Juan's proposed project aims to foster an appreciation and understanding of our role in sustaining a healthy ecosystem and will support Urban Bounty's mandate to raise awareness and provide education to local communities around the importance of maintaining a healthy and sustainable food system (Attachment 1).

### Next Steps

Following Council endorsement of the artist proposals, staff will work with the artists and community partners to execute contracts and develop work plans. If approved, the projects will move into the development phase with implementation completed in Quarter three and/or Quarter four of 2022, depending on the schedules of the community partners.

### **Financial Impact**

Each community art project will be allocated \$10,000 for a total of \$30,000. Funding exists within the approved 2022 Public Art Capital Project.

### **Conclusion**

This year's Engaging Artists in Community Public Art Program creates opportunities to support a diverse group of artists with a range of practices in socially engaged arts. The aims and objectives for each artist project continue to focus on physical and mental health, social connectedness, strengthening intercultural understanding and building capacity for community groups. The projects address social isolation and promote inclusive communities, environmental sustainability and equitable opportunities for people of all ages to access and participate in the arts.

The proposed projects will activate outdoor parks and public spaces across Richmond throughout the spring, summer and fall of 2022 and will follow COVID-19 safety protocols for gatherings and physical distancing measures.



Biliana Velkova  
Public Art Planner  
(604-247-4612)

- Att. 1: 2022 Engaging Artists in Community Program, Public Art Projects  
2: 2022 Engaging Artists in Community Program, Call to Artist and Terms of Reference

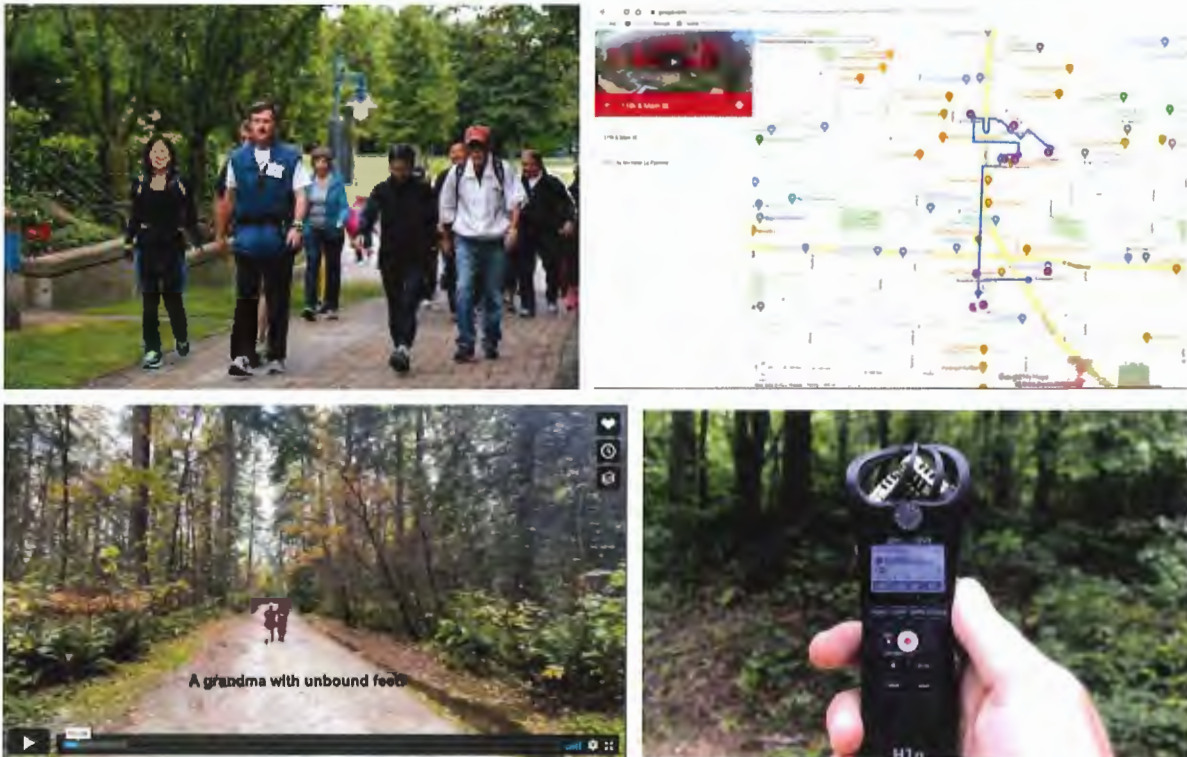
***WALK* | Walk Richmond / Richmond Fitness and Wellness Association**  
 by artist and filmmaker Sebnem Ozpeta

*This community-engaged, interactive and multimedia project will provide programs that focus on mental well-being, physical health and social connection.*

Sebnem Ozpeta is a filmmaker and visual artist. For the past decade she has worked on various community-based art projects and has developed a strong foundation of technical and digital media skills that inform her visual storytelling practice through educating, mentoring and entertaining. She has worked and collaborated with Richmond-based Cinevolution Media Arts Society and was a recipient of the Vancouver Mayor's Art Award for *Emerging Artist of the Year for Film and New Media* in 2016.

*WALK* invites community members to share their own experiences of walking through digitally recorded sound in a virtual space. The creative process involves a series of nature walks with participants to record sounds that can be heard on various trails across Richmond. The recorded sounds will be made into a collage of audio stories to compose a 360° video that documents the walks experienced by the participants. Viewers will have the option of experiencing the walk physically or virtually while listening to stories online or through mobile smart phones.

Examples of proposed art Activities:



From left to right: sound walks, digital online mapping, 360° digital stories, sensorial walks and recording sounds

***Place and Home | Turning Point Recovery Society / ERC***  
**by Richmond-based artist Mickey L.D. Morgan**

*This community-engaged project will foster healthy, active and involved lifestyles for all Richmond residents with an emphasis on physical activity and mental wellness.*

Mickey L.D. Morgan is a creative storyteller and community practice artist based in Richmond. For the past two years they have been working on *Mapping East Van*, a storytelling project that uses cartography to cultivate a socially connected community in partnership with Coalition of Peers Dismantling the Drug War and Vancouver Tenants Union. With lived experience in addiction and housing instability, they bring empathy and desire to use socially engaged artist practices to express complex ideas in an accessible way for participants and viewers. In 2021, Mickey received a BFA from Emily Carr University of Art + Design.

*Place and Home* will engage residents at the Emergency Response Centre (ERC) in a series of weekly art activities to explore the complexities of place and belonging in relationship to their own lived experience. The goal is to provide artistic guidance to support individual creative expression within a safe and inclusive environment, and to foster social connections through the making and sharing of art within a supportive group setting. As part of Richmond Culture Days and Homelessness Action Week, these expressions will have the opportunity to engage with the larger community of Richmond.

Examples of proposed art activities:



From left to right: drawing, storytelling, printmaking, mark-making, painting with objects, podcast digital stories, printmaking on fabric

## ***Planting for Printmaker* | Urban Bounty** by artist Edward Fu-Chen Juan

*This community-engaged project will raise awareness and support Urban Bounty's advocacy mandate to educate and engage communities in their role as a citizen to support sustainable food systems.*

Edward Fu-Chen Juan is a contemporary visual artist based in Vancouver, who identifies as a queer Taiwanese-Canadian with Indigenous roots from the Plains First Nation People of Taiwan. His current art practice is printmaking on paper with water-based ink extracted from plant and insect ingredients including hand-made papermaking practices with unconventional plant fibres.

*Planting for Printmaker* will engage community members in creative printmaking practices using inks and paper made from locally foraged plants and food scraps. Through monthly workshops from spring to fall of 2022, participants of all ages and abilities will have the opportunity to try hands-on ink-making, paper-making and printmaking activities outdoors at Paulik Neighbourhood Park and/or at special events with Urban Bounty staff across Richmond. The project will aim to build and develop a more meaningful connection to our natural environment and our role in helping to create a healthy food system. This project will be presented for Richmond Culture Days and other community events as part of Urban Bounty's annual education and outreach program.

Examples of proposed art activities:



From left to right: foraging materials, ink-making, watercolour, virtual workshops, working with natural materials, paper-making and printmaking.

# call to artists



*Exploring Ecology Through Place, Rachel Rozanski, 2021*

The City of Richmond Public Art Program seeks artists with socially-oriented practices to engage diverse and multigenerational audiences in three unique project-based artist opportunities. Emerging and professional artists are invited to imagine innovative ways in which art can act as a catalyst to foster creative expression, build community and nurture mental health and well-being.

- Opportunity A:** \$10,000 | Turning Point Recovery Society
- Opportunity B:** \$10,000 | Urban Bounty
- Opportunity C:** \$10,000 | Richmond Fitness and Wellness Association
- Eligibility:** Artists residing in British Columbia
- Deadline:** December 17, 2021
- Duration:** March 2022 – March 2023

## Engaging Artists in Community Program

### Request for Proposals (RFP)

October 2021

# call to artists

PUBLIC ART  
RICHMOND

## BACKGROUND

The Engaging Artists in Community Program supports artists with socially-oriented practices and encourages the development of a variety of collaborative practices for artists working within communities. Community-based artworks and programs can express a shared goal or theme while sparking dialogue on ideas related to cultural identity, social history or the environment. Artist projects can leave a physical or social legacy for the community and/or may include a community event to present a final work.

Projects will engage participants by exploring or deepening their sense of self, community and place through learning and participating in art-making experiences. The work and program must be accessible and appeal to a diverse audience and the local community at-large. Artists will demonstrate the capacity to undertake and complete their proposed work within an approved time frame.

## PAST ARTIST PROJECTS

Applying artists are encouraged to visit and explore previously commissioned Engaging Artists in Community projects. For a list of project website links visit:

[www.richmond.ca/culture/publicart/whatsnew/engageartists](http://www.richmond.ca/culture/publicart/whatsnew/engageartists)

## ARTIST ELIGIBILITY

This opportunity is open to emerging and professional artists and artist teams residing in BC. City of Richmond employees, Richmond Public Art Advisory Members and artists who are currently contracted by the City of Richmond are not eligible to apply.

## SELECTION PROCESS

Selection panels consisting of a combination of artists, art professionals and community representatives will convene for each of the opportunities. The selection panels will engage in a two-stage selection process to review all artist submissions. During the second stage, shortlisted artists or artist teams will be invited to an interview with a selection panel and will receive a \$150 honorarium. At the conclusion of the process, the three panels will recommend one artist or artist team for their opportunity. Subject to approval by Council, the artist or artist team will be required to enter into a contract with the City of Richmond.

# call to artists

## ARTIST SELECTION CRITERIA

- Artistic merit and clarity of artist statement of interest in response to the Partner Profile goals and objectives. The proposal should demonstrate artistic quality, innovation and creativity.
- Demonstration of artistic quality, innovation and creativity in applicant's previous work and experience.
- Community impact of work that will engage diverse and multi-generational audiences and artists in creative dialogue, participation and awareness.
- Artist's capacity to work with community members, other design professionals and project stakeholders.
- Appropriateness of the proposal to the Public Art Program Policy goals:  
[www.richmond.ca/culture/publicart/policy](http://www.richmond.ca/culture/publicart/policy)

## SUBMISSION REQUIREMENTS

Email all documentation as one (1) PDF document, not to exceed a file size of 5 MB to: [publicart@richmond.ca](mailto:publicart@richmond.ca)

- **INFORMATION FORM** – Please complete the information form attached to the end of this document
- **STATEMENT OF INTENT** – One page maximum, describing proposed approach to the work, relevant experience and skillsets and how the proposal responds to the specific aims and objectives of the project opportunity.
- **ARTIST CV** – (One page maximum). Teams should include one page for each member.
- **WORK SAMPLES** – Up to ten (10) examples of previous work. Please include artist name(s), title, year, location and medium information as captions on the bottom of each image page. If submitting digital video, please include link to YouTube, Vimeo or similar online platform. **Please do not submit digital video files.**
- **REFERENCES** – Three references who can speak to your abilities and accomplishments. Only provide contact name, title, phone number and email. References will only be contacted if applicant is shortlisted.

## SUBMISSION GUIDELINES

1. All supporting documents must be complete and strictly adhere to these guidelines and submission requirements (above) or risk not being considered.
2. All submissions must be formatted to 8.5 x 11 inch pages. Support images are best formatted to landscape format.
3. Artist submission PDF file must be 5 MB or smaller.

# call to artists

PUBLIC ART  
RICHMOND

4. If submitting as a team, the team should designate one representative to complete the entry form. Each team member must submit an individual resume/curriculum vitae.
5. All documents must be sent by email to: [publicart@richmond.ca](mailto:publicart@richmond.ca). Please include name and project when naming your file, e.g. Jane\_Smith\_EngagingArtistsCommunity\_RFP

## ADDITIONAL INFORMATION

1. The selected artist may be required to show proof of WCB coverage and up to \$5,000,000 general liability insurance.
2. Please be advised that the City and the selection panel are not obligated to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the Artist Call as required.
3. All submissions to this Artist Call become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright in the concept proposal. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.
4. Extensions to this deadline will not be granted under any circumstances. Submissions received after the deadline and those that are found to be incomplete will not be reviewed.

## QUESTIONS

Please contact the Richmond Public Art Program:

Tel: 604-204-8671

Email: [publicart@richmond.ca](mailto:publicart@richmond.ca)

# call to artists

PUBLIC ART  
RICHMOND



## COMMUNITY PARTNER PROFILE

**Turning Point  
Recovery Society**

**Artist-In-Residence  
Opportunity**

## COMMUNITY PARTNER

Turning Point Recovery Society provides a continuum of addictions and mental health recovery programs including licensed residential treatment with 73 beds for men, women and trans individuals among six sites as well as outreach counselling programs. Our Outreach and Resource Support program and our Community Counselling program offer no cost counselling and referral services for homeless individuals and those at risk of homelessness as a result of substance use and/or mental health issues, poverty, unemployment and other quality-of-life indicators. Turning Point also operates supportive and affordable housing in Richmond, a drop-in centre and social enterprise café.

In 2020, BC Housing, the City of Richmond, Turning Point Recovery Society and Vancouver Coastal Health partnered to open a temporary Emergency Response Centre (ERC) at 7000 Minoru Blvd, the former Minoru Place Activity Centre located directly across from the Richmond Cultural Centre/Brighthouse Library. The ERC provides 45 safe spaces for vulnerable people during the COVID-19 pandemic.

ERCs are a temporary reassignment of existing buildings to provide a safe, supportive space and access to hygiene facilities. This temporary ERC offers spaces for people living on the streets and in shelters to stay indoors, practice physical distancing and help slow the spread of COVID-19.

# call to artists

PUBLIC ART  
RICHMOND

## ARTIST OPPORTUNITY

Artists or artist teams with socially engaged, multidisciplinary and/or interdisciplinary artist practices in visual arts (including but not limited to painting, drawing, printmaking and media arts) are invited to submit a proposal to work with residents at the ERC.

The commissioned artist will have experience working with at-risk and marginalized communities. Experience working in a creative capacity with those experiencing homelessness and/or those with a history of substance use disorders is preferred. Richmond residents at the ERC are from all walks of life who have lost their housing due to a variety of circumstances that include: the COVID-19 pandemic, changes to health and mobility status and economic challenges. The proposed artist project will prioritize principles of inclusion, diversity and equity.

Artists are invited to incorporate storytelling practices and other socially engaged art forms to create safe, inclusive spaces for individual creative expression to be shared in a collaborative and/or group setting. A COVID-19 safety plan will be in place to ensure in-person gatherings comply with current Provincial Health Orders.

The selected artist or artist team will be supported by a staff member at Turning Point Recovery Society and will have access to:

- general office supplies,
- photocopying and printing equipment,
- outdoor park spaces in Minoru Park and Cultural Centre Plaza,
- indoor activity/office space with access to WIFI, and
- temporary storage space for artist materials/equipment.

### The aims, objectives and scope of work for the artist residency:

- to create work that will raise awareness and foster dialogue on the destigmatization of homelessness with the larger public;
- to use art as a catalyst to foster individual creative expression within a safe and inclusive space;
- to create work that fosters a sense of belonging, health and wellbeing, and cultural awareness; and
- to create opportunities for people to learn new skills, connect and build community.

# call to artists

PUBLIC ART  
RICHMOND

## The commissioned artist or artist team will:

- complete a minimum of 250 hours. This will include research, administration, preparation work, public engagement, production and presentation work;
- participate and present work for Homelessness Action Week and Richmond Culture Days;
- create and maintain an artist blog to communicate and document the process and work created during the project; and
- submit a final report and photo and/or video documentation of the project.

## LOCATION

Richmond Emergency Response Centre, 7000 Minoru Gate.

## BUDGET

The project budget for this opportunity is \$10,000 CAD and is inclusive of community engagement work, materials for engagement activities, administration, artist fees, photography and/or video documentation, artist insurance and applicable taxes, excluding GST.

## ADDITIONAL RESOURCES

- [Turning Point Recovery Society](#)
- [Richmond Homelessness Strategy](#)
- [Richmond Arts Strategy](#)
- [City of Richmond Public Art Program](#)
- [How Art Works in Richmond](#)
- [Richmond Public Art Plans](#)

# call to artists

## PROJECT TIMELINE

The selected artist must complete all work by November 2022.

<b>Deadline to Apply:</b>	December 17, 2021
<b>Finalist Notifications:</b>	January 2022
<b>2<sup>nd</sup> Stage Interviews*:</b>	January 24 to 28, 2022
<b>Project Start:</b>	March 2022
<b>Completion:</b>	November 2022

\*Artists applying for this opportunity are kindly asked to ensure their calendar is flexible during the week of January 24.

# call to artists

PUBLIC ART  
RICHMOND



Figure 1. Emergency Response Centre, 7000 Minoru Gate



Figure 2. Richmond Cultural Centre and plaza looking east



Figure 3. Richmond Cultural Centre / Brighthouse Public Library



Figure 4. Cultural Centre Plaza looking west towards Minoru Park.



Figure 5. Clement Track, Minoru Park



Figure 6. Minoru Park Lakes District

# call to artists

PUBLIC ART  
RICHMOND



## COMMUNITY PARTNER PROFILE

### Urban Bounty Artist-In-Residence Opportunity

#### COMMUNITY PARTNER

Since 2009, Urban Bounty (formerly Richmond Food Security Society) has been working to empower, educate and connect fellow gardeners and locavores. As a community-based organization, they manage 11 community garden sites across Richmond, run a volunteer-based Fruit Recovery Program, maintain a Seed Library Program and offer food and gardening-related workshops. Urban Bounty also works with School District 38 (Richmond) on the Kids in the Garden Program and Get Rooted Youth Program.

Urban Bounty's programs have sprouted passionate youth leaders, budding young cooks from underserved communities and happy gardeners. They have preserved locally adapted seeds and harvested surplus fruit for those in need. Their programming engages a culturally diverse and multigenerational community and aspires to empower citizens to make incremental changes in the local food system through education, advocacy and community-building initiatives.

According to the Food and Agriculture Organization of the United Nations, a sustainable food system (SFS) is a food system that delivers food security and nutrition for all and for future generations without compromising the economic, social and environmental systems and infrastructure we all rely upon.

# call to artists

PUBLIC ART  
RICHMOND

This means that a sustainable food system:

- is profitable during all stages of production to consumption (economic sustainability)
- has broad-based benefits for society (social sustainability); and
- has a positive or neutral impact on the natural environment (environmental sustainability).

Throughout the years, Urban Bounty has hosted a number of community events. One of their biggest annual events, the World Food Day celebration, has set a festive stage for food security advocacy and dialogue since 2005. Since 2010, they have been hosting Seedy Saturday, an annual celebration dedicated to nurturing the tradition of growing from local seeds.

As a registered charity, their vision is a *“Healthy People, Community and Environment”* with a mission to support a resilient local food system through education, advocacy and community-building initiatives.

## ARTIST OPPORTUNITY

Artists or artist teams with interests in urban agriculture, local food systems, environmental art and socially engaged artist practices are invited to submit a proposal for this opportunity. The commissioned artist will have experience with installation and participatory art forms that may include digital mixed-media, illustration, drawing, photography and sculpture, just to name a few. The commissioned artist or artist team will work with culturally diverse and multigenerational audiences.

The expectation is for the commissioned artist or artist team to create and produce a series of art experiences as part of Urban Bounty’s public engagement and outreach program to help raise awareness of community stewardship initiatives and foster participation. A mobile legacy piece will be informed by their collaboration with Urban Bounty and community members.

A COVID-19 safety plan will be in place to ensure in-person gatherings comply with current Provincial Health Orders.

Artists will be supported by an Urban Bounty staff member and will have access to Urban Bounty Offices, located in Paulik Neighbourhood Park, 7620 Heather St. Paulik Neighbourhood Park is a six-acre park in the City Centre with a 1.5 acre garden that is maintained by volunteers from the Richmond Garden Club. Park features include a mature woodlot, community garden, children’s playground and public art:

- *House of Roots*, Jeanette Lee, 2003
- *Lulu, A Memory Garden*, Metz and Chew, 2009

# call to artists

PUBLIC ART  
RICHMOND

In addition, the artist will have access to the following:

- outdoor park, garden and activation space that can accommodate approximately 15-30 people;
- photocopying and printing services, and general office supplies;
- staff kitchen;
- general gardening tools;
- by-products from beehives for artist project and community engagement activities including beeswax, propolis and honey;
- a storage area for temporary storage of artist materials and equipment; and
- a shared office work space with access to WIFI.

## **The aims, objectives and scope of work for the artist project:**

- to creatively explore how art can catalyze areas for advocacy, education, community stewardship and action towards a sustainable urban food system;
- to create multiple opportunities for collective or individual creative expression working with a culturally diverse and multigenerational community on the topic of food systems change;
- to engage community members in art-making experiences that will promote healthy and active lifestyles and encourage physical and social connection within and among neighbourhoods and communities;
- to consider opportunities to work with local Indigenous communities on Indigenous reconciliation, awareness and dialogue with respect to incorporating sustainable food systems;
- to create a unique, mobile legacy artwork that raises awareness of the connection between community values and sustainable food systems;
- to incorporate and implement best practices for inclusion, equity and diversity;

## **The commissioned artist or artist team will:**

- complete a minimum of 250 hours. This will include research, administration, preparation work, public engagement, creation, production and presentation work;
- participate and present work as part of Seedy Saturday and Culture Days. In addition, artist opportunities exist to participate in Urban Bounty's other education and outreach programs. This will be subject to the City's COVID-19 Safety Plan for gatherings and will comply with current Provincial Health Orders;

# call to artists

- create and maintain an artist project website blog to communicate and document the process and work for the project; and
- submit a final report and photo and/or video documentation of the project.

## LOCATION

The commissioned artist or artist team will be based on site at Paulik Neighbourhood Park, 7620 Heather St. Please refer to Figures 1 to 6 for additional photos of outdoor/indoor work spaces available to the artist. In addition, the artist may present work at satellite sites for community events as part of Urban Bounty's outreach and education programs.

## BUDGET

The project budget for this opportunity is \$10,000 CAD and is inclusive of community engagement work, materials for engagement activities, administration, artist fees, photography and/or video documentation, artist insurance and applicable taxes, excluding GST.

## ADDITIONAL RESOURCES

- [Urban Bounty](#)
- [City of Richmond Community Wellness Strategy](#)
- [City of Richmond Public Art Program](#)
- [Richmond Arts Strategy](#)

## PROJECT TIMELINE

The selected artist must complete all work by December 2022.

<b>Deadline to Apply:</b>	December 17, 2021
<b>Finalist Notifications:</b>	January 2022
<b>2<sup>nd</sup> Stage Interviews*:</b>	January 24 to 28, 2022
<b>Project Start:</b>	March 2022
<b>Completion:</b>	November 2022

\*Artists applying for this opportunity are kindly asked to ensure their calendar is flexible during the week of January 24.

# call to artists



Figure 1 – Outdoor gathering space



Figure 2 – Garden shed and outdoor work area



Figure 3 – Urban Bounty pollinator garden and bee hives

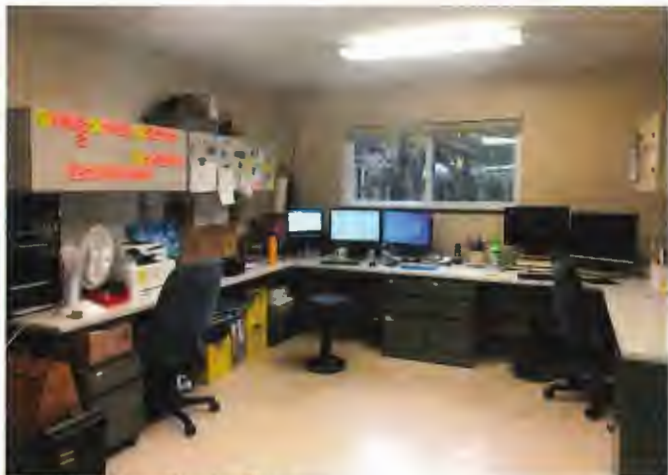


Figure 4 – Urban Bounty office space



Figure 5 – Urban Bounty/Richmond Garden Club staff kitchen



Figure 6 – Urban Bounty/Richmond Garden Club preparation/storage space

# call to artists

PUBLIC ART  
RICHMOND



## COMMUNITY PARTNER PROFILE

**Walk Richmond |  
Richmond Fitness  
and Wellness  
Association**

**Artist Opportunity**

## COMMUNITY PARTNER

The Richmond Fitness and Wellness Association (RFWA) is a not-for-profit, city-wide association with a mandate to raise awareness, encourage participation and champion health and wellness initiatives that foster a healthy community.

The City of Richmond and RFWA work in partnership to deliver fitness and wellness programs at Minoru Centre for Active Living, Watermania, Garratt Wellness Centre and other satellite locations. RFWA is also involved in the provision of continuing education opportunities for fitness leaders and the implementation of the Richmond Community Wellness Strategy.

Walk Richmond is a program administered by the RFWA. The program offers free guided walks for all ages and fitness levels, led by a member of the RFWA. Walking regularly is one of the easiest ways to get the recommended 30 to 60 minutes of daily physical activity needed to ensure good health. The program helps make this goal more attainable by offering free walks throughout the year, providing opportunities to volunteer, and supplying resources to keep communities moving. One-hour walks are scheduled every second Wednesday and Saturday. From May to August there is an additional walk scheduled every second Thursday evening. The program typically offers 37-40 walks per year.

# call to artists

## COMMUNITY WELLNESS STRATEGY

The Richmond Community Wellness Strategy 2018-2023 was developed in partnership between the City of Richmond, Vancouver Coastal Health–Richmond and Richmond School District No. 38. The purpose of this five-year strategy is to take a collaborative and holistic approach to improve wellness for Richmond residents and to increase opportunities for individuals, neighbourhoods and communities to be active and healthy. The Community Wellness strategy prioritizes wellness as a contributor to a vibrant, appealing and livable community and identifies innovative approaches to most effectively impact wellness outcomes. The Community Wellness Strategy Framework works towards this vision: Richmond ... active, caring, connected, healthy and thriving.

The Strategy has five focus areas:

- foster healthy, active and involved lifestyles for all Richmond residents with an emphasis on physical activity, healthy eating and mental wellness;
- enhance physical and social connectedness within and among neighbourhoods and committees;
- enhance equitable access to amenities, services and programs within and among neighbourhoods;
- facilitate supportive, safe and healthy natural-built environments; and
- promote wellness literacy for residents across all ages and stages of their lives.

## ARTIST OPPORTUNITY

Artists or artist teams with socially engaged practices are invited to submit a proposal for this opportunity. For this commission, the artist or artist team will centre walking as the main vehicle for creative expression and work across disciplines (such as storytelling, sound, photography, digital media, performance arts, just to name a few). Artists are encouraged to consider collaborative and participatory approaches to create a final legacy work.

Artists will be supported by RFWA volunteers and have access to:

- Minoru Park and other city-wide parks, trail systems and/or neighbourhoods for project activation;
- temporary storage space for artist's materials and/or equipment; and
- meeting spaces can be booked at Minoru Centre and meeting points can be accommodated for volunteers and participants.

# call to artists

PUBLIC ART  
RICHMOND

## The aims, objectives and scope of work for the artist project:

- to create art experiences that centre walking;
- to reimagine walkable routes in City parks, trail systems and/or neighbourhoods that are easily accessible;
- to engage a culturally diverse and multigenerational audience incorporating principles of inclusion, equity and diversity;
- to foster intergenerational exchange, participation and social connection; and
- to foster community-building, a sense of belonging, health, wellbeing and cultural awareness with a diverse public audience.

## The artist or artist team will:

- complete a minimum of 250 hours. This will include research, administration, preparation work, public engagement, production and presentation work;
- participate and present work as part of Richmond Culture Days. (opportunities exist to participate and present work as part of other annual City festivals and events, as well);
- create and maintain a project artist blog to communicate and document the process and work created during the artist project; and
- submit a final report and photo and/or video documentation of the project.

## LOCATION

RFWA is located at Minoru Centre for Active Living, 7191 Granville Avenue.

## BUDGET

The project budget for this opportunity is \$10,000 CAD and is inclusive of community engagement work, materials, administration, artist fees, photography and/or video documentation, artist insurance and applicable taxes, excluding GST.

# call to artists

## ADDITIONAL RESOURCES

- [Walk Richmond Program](#)
- [Walk Richmond Walking Route Maps and Resources](#)
- [Richmond Fitness and Wellness Association](#)
- [Richmond Fitness and Wellness Strategy](#)
- [City of Richmond Public Art Program](#)
- [Richmond Arts Strategy](#)

## PROJECT TIMELINE

The selected artist must complete all work by March 2023.

<b>Deadline to Apply:</b>	December 17, 2021
<b>Finalist Notifications:</b>	January 2022
<b>2<sup>nd</sup> Stage Interviews*:</b>	January 24 to 28, 2022
<b>Project Start:</b>	March 2022
<b>Completion:</b>	November 2022

\*Artists applying for this opportunity are kindly asked to ensure their calendar is flexible during the week of January 24.

# call to artists



Figure 1 – Example walking routes for Minoru Park. For other walking routes, visit the link in "Additional Resources" on page 18.

# call to artists

PUBLIC ART  
RICHMOND

**Attach one (1) copy of this form as the first page of the submission.**

Please indicate which opportunity you are applying for:

☐ Turning Point Recovery Society

☐ Urban Bounty

☐ Walk Richmond

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_  
(One website or blog only)

**Incomplete submissions will not be accepted. Emailed submissions over 5 MB will not be accepted. Information beyond what is listed in the checklist will not be reviewed.**

If applicable, please indicate additional members of your artist team:

\_\_\_\_\_

Please let us know how you found out about this opportunity:

\_\_\_\_\_

\_\_\_\_\_

Would you like to receive direct emails from the Richmond Public Art Program? ☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit applications by email to: [publicart@richmond.ca](mailto:publicart@richmond.ca)

## Additional Information

Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the RFP as required. All submissions to this RFP become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright of the submitted documents. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.



# City of Richmond

## Report to Committee




**To:** Parks, Recreation and Cultural Services Committee  
**From:** Elizabeth Ayers  
Director, Recreation and Sport Services  
**Date:** January 31, 2022  
**File:** 11-7000-01/2022-Vol 01  
**Re:** **Naming of the Community Centre in the YuanHeng Development – 3311 No. 3 Road**

### Staff Recommendation

That the City's community centre planned as part of the YuanHeng Development be named Capstan Community Centre, as presented in the staff report titled "Naming of the Community Centre in the YuanHeng Development – 3311 No. 3 Road," dated January 31, 2022, from the Director, Recreation and Sport Services.

Elizabeth Ayers  
Director, Recreation and Sport Services  
(604-247-4669)

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Facility Services & Project Development	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

On September 26, 2016, City Council approved the rezoning application, RZ 12-603040, for the YuanHeng Development located at the north end of No. 3 Road. The development, in the rapidly growing and diverse Capstan Village, includes a new community centre provided by the developer as a community amenity contribution. The Council approved innovative program for the proposed 33,000 sq. ft. facility will provide opportunities for community members to enhance their health and well-being, and develop social connections.

The purpose of this report is to recommend the adoption of a name for Richmond's newest community centre, so that there is sufficient time to plan for and prepare a branding strategy, marketing and communication plan, and facility signage.

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

This report also supports the City's Recreation and Sport Strategy, Focus Area #4 Active People and Vibrant Places:

*Natural and built environments within neighbourhoods in Richmond encourage connectedness and participation in recreation and sport.*

*Action 4.3 Provide inclusive, safe and welcoming facilities and spaces for recreation and sport programs and services.*

This report supports the City's Community Wellness Strategy, Focus Area #3 Enhance equitable access to amenities, services and programs within and among neighbourhoods:

*Align availability and access of programs and services to meet the needs of Richmond residents by addressing inequities at a neighbourhood level, e.g., geographical, cost of programs and transportation, timing, cultural relevance and language needs or facilitating outreach opportunities.*

### Analysis

#### Background

Community centres play an integral role in developing physical and social wellbeing, building healthy communities, and fostering feelings of belonging and connection between individuals and their community. Richmond's newest community centre planned for the second phase of the YuanHeng Development in the Capstan Village area will be a leading edge community centre in the heart of the rapidly growing and diverse Capstan Village. This developer-funded 33,000 sq. ft. two-story facility located just off No. 3 Road near Capstan Way was secured through the

rezoning application. The delivery of the turn-key community centre and transfer of ownership to the City is tied to the development's second phase of construction. The Development Permit Phases 2 & 3 of the overall development including the community centre was issued by Council on July 26, 2021. A Building Permit authorizing the initial stages of construction of the community centre was issued by the City on December 20, 2021. The construction of the community centre is estimated to take approximately 33 months (which is generally consistent with industry standards for a complex development project).

The facility will be a community gathering space providing opportunities for physical, creative and social pursuits, contributing to the development of a vibrant and active community. Programs and services for all ages and abilities will be provided at the community centre to meet the diverse needs of the growing City Centre community. The facility will include a large gymnasium for sports and community events, an indoor activity track, studios and spaces for arts and creative pursuits, a children's exploratorium, as well as a variety of multipurpose spaces and community gathering areas. This project is currently in the detailed design stage.

#### Enabling Policy

Council Policy No. 2016, Naming of Public Buildings – Parks or Places (Attachment 1) states the following:

3. *A proposal for naming a public building, park or place, other than in honour of an individual, will be considered if:*
  - *an event or date is significant in the City's history.*
  - *a program, activity or symbol is pertinent to the life of the City specific to the location and may be used to effectively promote and market the program or activity both within and outside the community.*
5. *A proposal for naming "parks and open spaces" may consider the name of the abutting road. Similarly, a public building accommodated on a park, the park name, or the building, should relate to each other.*

#### Naming Considerations

In identifying potential names for the facility, in addition to compliance with Council Policy No. 2016, consideration was given to:

- 1) The historical context of Capstan Village;
- 2) Whether the name would resonate with Capstan Village and City Centre planning area and residents; and
- 3) Alignment with the programs and services that will be offered in the building.

### Naming Options

In keeping with the above noted considerations, the following are naming options for the Community Centre:

- Capstan Community Centre (**Recommended**);
- Riverfront Community Centre; and
- North Richmond Community Centre.

#### *Option 1 – Capstan Community Centre (Recommended)*

Staff recommend that the facility be named “Capstan Community Centre.”

The recommended name responds to the naming considerations. Incorporating “Capstan” into the name provides for geographical association, which supports wayfinding and will enable residents to locate the facility quickly and effectively. The inclusion of “Capstan” will further enhance fostering a sense of place for the Capstan Village neighbourhood distinct from the broader City Centre planning area in which it is situated, and the existing City Centre Community Centre also located in the City Centre planning area.

Including “Community Centre” in the name is consistent with the naming of the other community centres in Richmond, which are named for the function that they perform in the community. In addition “Community Centre” will be familiar to Richmond residents, which will help to promote public awareness of the new facility and the programs and services that will be offered.

This name is consistent and in alignment with the adjoining new Capstan Neighbourhood Park, and the future Capstan Canada Line station.

This name also reflects the history of the naming of Capstan Way, which was derived from the use of horse-powered capstans that towed water pipes across the Middle Arm from the west end of Bridgeport Road. Including “Capstan” in the name of the Community Centre is in keeping with the historical significance of this term to this area.

#### *Option 2 – Riverfront Community Centre*

This option responds to the naming considerations. Historically, Capstan Village played a key role in the early and ongoing transportation development along the Middle Arm of the Fraser River.

This name is presented for consideration given the proximity of this facility to the Fraser River; however, it is not recommended. It may not resonate with Capstan Village and the City Centre planning area residents, or residents in neighbouring communities as this is not the typical reference for this area, and riverfront is not unique to this neighbourhood in Richmond.

*Option 3 – North Richmond Community Centre*

This option responds to the naming considerations and, similar to Option 1, is consistent with the naming of the other community centres in Richmond which are named for both the area within which they are located, and the function that they perform in the community, i.e., West Richmond Community Centre. However, as this is a new facility in a rapidly growing and diverse area, a name based on geography that also supports fostering a sense of place is felt to be more appropriate.

**Financial Impact**

There is no financial impact as a result of selecting a name for this new City facility.

**Conclusion**

Staff are recommending that the Community Centre located 3311 No. 3 Road be named the Capstan Community Centre, which is in keeping with Council Policy No. 2016. This Community Centre will be the heart of the community, a gathering place that will foster meaningful connections and meet the physical, wellness, and creative needs of those who live, work and play in Capstan and the surrounding neighbourhoods.



Mandeep Bains  
Manager, Community Services Planning and Projects  
(604-247-4479)

Att. 1: Policy 2016: Naming Public Buildings – Parks or Places



## POLICY 2016:

It is Council policy that:

The naming of public buildings, parks or places within the City shall be undertaken to:

1. Honour or memorialize individuals, corporations, events, and places that have attained achievements of extraordinary and lasting distinction and contribution to the City, or
2. Pay tribute to an association with an activity or program which is specific to the use of the public building, park, or place.

In all cases, staff will review the proposals/submissions based on the following "Guidelines for Naming", prior to making a recommendation to City Council. The final decision rests with City Council by means of a resolution adopted by majority vote of Council. In the absence of a clear direction or decision from staff, the final decision will be made by Council.

After the final decision on the naming of public facilities, parks and spaces has been made, the City Clerk shall notify all parties affected by, or interested in, such new public buildings, parks or places.



## GUIDELINES FOR NAMING

1. Proposals/submissions for naming a public building, park or place may be received from the public (including residents, community associations and organizations), staff, and corporations.
2. A proposal for naming a public building, park or place in honour of a person who has rendered outstanding service to the City, will be considered. Names of living individuals may be considered, but the use of individual names should be minimized.
3. A proposal for naming a public building, park or place, other than in honour of an individual, will be considered if:
  - an organization has had historical and exceptional ties to the City.
  - an event or date is significant in the City's history.
  - a place has significant meaning for, or ties to, the City.
  - a program, activity, or symbol is pertinent to the life of the City specific to the location and may be used to effectively promote and market the program or activity both within and outside the community.
4. In a proposal for naming "joint sites" between the City and School District, the park and school names should coincide through consultation between the two organizations.
5. A proposal for naming "parks and open spaces" may consider the name of the abutting road. Similarly, a public building accommodated on a park, the park name, or the building, should relate to each other.
6. A proposal for naming a "character area" such as a neighbourhood and/or open space should be designated by names linking persons, events, places or activities with appropriate references to location and activities to be conducted on the site or land form.
7. A proposal for naming a public building or park in recognition of a corporation which has made a significant gift or contribution to the City may be considered.
8. A named facility will retain that name as long as it exists. However, if a name is designated for a facility associated with a specific program or activity and that activity is subsequently changed, the name may be applied to a similarly-used facility, if possible, and if not, to another facility.



# City of Richmond

## Report to Committee

**To:** Parks, Recreation, and Cultural Services Committee  
**From:** Todd Gross  
Director, Parks Services  
**Date:** February 9, 2022  
**File:** 06-2345-20-MINO1/Vol 01  
**Re:** Investing in Canada Infrastructure Program Green Infrastructure Environmental Quality Stream Grant Application

### Staff Recommendation

1. That the City's grant application to the Investing in Canada Infrastructure Program Green Infrastructure Environmental Quality Stream be endorsed;
2. That a capital submission of \$820,000 for drainage infrastructure and capacity enhancement components in Minoru Park be approved from the Drainage Improvement Reserve;
3. Should the application be successful, that the Chief Administrative Officer and the Deputy CAO/General Manager, Community Services be authorized on behalf of the City to enter into an agreement with the Province of British Columbia for the above mentioned project; and
4. That the Consolidated 5 Year Financial Plan (2022-2026) be amended accordingly.

Todd Gross  
Director, Parks Services  
(604-247-4942)

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>	
Finance Department	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The Province of British Columbia has announced a call for applications to the Investing in Canada Infrastructure Program, a Provincial grant program co-funded by the Government of Canada and the Province of British Columbia through a bilateral agreement. This report is in response to the announcement and provides an outline of the City's grant application to the third intake of the Environmental Quality Program.

This report supports the following strategies within Council's Strategic Plan 2018-2022:

#### Strategy #5 Sound Financial Management:

*Accountable, transparent, and responsible financial management that supports the needs of the community into the future.*

*5.4 Work cooperatively and respectfully with all levels of government and stakeholders while advocating for the best interests of Richmond.*

#### Strategy #6 Strategic and Well-Planned Growth:

*Leadership in effective and sustainable growth that supports Richmond's physical and social needs.*

*6.1 Ensure an effective OCP and ensure development aligns with it.*

#### Strategy #8 An Engaged and Informed Community:

*Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.*

*8.2 Ensure citizens are well-informed with timely, accurate and easily accessible communication using a variety of methods and tools.*

### Findings of Fact

In October 2021, the Government of Canada and Province of British Columbia committed \$270 million towards the third intake of the Environmental Quality Program to support cost sharing of infrastructure projects in communities across the Province. The purpose of the Grant Program is to support capital infrastructure projects related to environmental quality, such as green infrastructure and stormwater treatment and management.

The Grant Program's application window closes on February 23, 2022. A copy of the Program Guide is attached (Attachment 1). City staff have completed an application in advance of the February 23, 2022, deadline, but require a Council resolution in support of the application. The Grant Program requires that a Council resolution supporting the project be submitted within 30 days of the grant application deadline (no later than March 23, 2022).

## Analysis

### Project Background

Minoru Lakes Renewal is the subject of the City's grant application. The lakes were originally constructed in the 1970s and the lakes project originated through infrastructure failure, resulting in poor water quality, increased use of potable water sources, and increased requirements for City maintenance and operations.

Guiding principles developed during public consultation emphasized sustainability and environmental enhancements, as received and endorsed by Council in the Minoru Lakes Renewal Detailed Design Plan and Next Steps Report to Council dated March 30, 2021.

The lakes project was planned as two discrete phases of work. Phase 1 focuses on the main lake body with new construction and renewals to the lake liners, embankments, mechanical systems, irrigation, drainage, lighting, pathways, plaza spaces, planting and furnishings. Phase 1 works are expected to begin in spring 2022.

Phase 2 focuses on a new stormwater detention pond to improve the environmental performance of the first phase of work, including habitat and capacity enhancements to the existing downstream open watercourse. The proposed detention pond and existing watercourse receive stormwater diverted from the adjacent Mah Bing Street developments, the Minoru Boulevard roadway, and Richmond Centre. Furthermore, Phase 2 includes new construction and renewals for adjacent plaza spaces, pathways, lighting, furnishings, and planting.

### Project Eligibility

A wide-range of activities are supported by the grant, which generally include all design fees and direct construction costs. The Grant Program however requires project costs be tendered after approval by the Government of Canada and Province of British Columbia. As Phase 1 is expected to be tendered by spring 2022, the first phase of work is not eligible for funding.

Should the City's grant application for Phase 2 be successful, the work is expected to be tendered in 2023 to meet eligibility requirements and the City would be required to enter into a funding agreement with the Government of Canada and Province of British Columbia. As with any submission to senior governments, there is no guarantee that this application will be successful.

### Grant Program Application Description and Anticipated Outcomes

The overall project design employs methods consistent with the City's Integrated Rainwater Resource Management Strategy and the Ecological Network Strategy, and is consistent with program goals and criteria outlined in the Grant Program Application Guide.

Key outcomes anticipated with the detention pond and watercourse enhancements include:

1. Diversion of stormwater from City drainage infrastructure into the detention pond results in reduced peak demand on City drainage infrastructure, reduced sediment loads discharged into drainage infrastructure, and reduced overall maintenance requirements;

2. Detention and treatment of stormwater from private developments and public roadways, increasing overall City stormwater storage capacity, increased water quality, and reduced demand on potable water sources to maintain the lakes water levels;
3. Environmental enhancements proposed to existing open watercourse result in improved stormwater conveyance capacity and improved riparian habitat quality; and
4. Environmental benefits such as creating a new habitat for pollinators and wildlife, supporting native plant growth, and other ecosystem services including air quality improvement, thermal regulation, carbon sequestration, water/soil quality considerations and minimizing potential impacts from sediment loading.

The City has implemented other green infrastructure projects successfully, such as the stormwater detention ponds at Garden City Park and at the Garden City Lands.

### Financial Impact

Staff have prepared a cost estimate as part of the City's application to the Grant Program. The total project costs are estimated to be \$3,150,000.

The Grant Program can contribute a maximum of 73.33 per cent of the cost of eligible activities with no set maximum. The City's application requests funding to the amount of \$2,310,000. The City would be responsible for the remaining 26.67 per cent (approximately \$840,000), summarized as below (Table 1).

Table 1: Estimated Funding Cost-Share

Scope of Work	City cost	Grant	Total cost
Stormwater detention pond	\$620,000	\$1,710,000	\$2,330,000
Drainage infrastructure and capacity enhancement	\$220,000	\$600,000	\$820,000
<b>Total Cost</b>	<b>\$840,000</b>	<b>\$2,310,000</b>	<b>\$3,150,000</b>

Staff recommend that a capital submission for drainage infrastructure and capacity enhancement components in Minoru Park in the amount of \$820,000 be approved by Council, funded from the Drainage Improvement Reserve as required by the grant program, and the Consolidated 5 Year Financial Plan (2022–2026) be amended accordingly.

Should the City's grant application be unsuccessful, the stormwater detention pond components in Minoru Park in the amount of \$2,330,000 will be included in upcoming Minoru Park Active Living District capital submissions for consideration in future budget processes, as discussed in the Minoru Park Vision Plan implementation strategy.

## **Conclusion**

Staff recommend that Council endorse the City's application to the Investing in Canada Infrastructure Program Green Infrastructure Environmental Quality Stream. The Minoru Lakes district is a prominent and well-used amenity. The Grant Program provides an opportunity to support enhancements to the City's green infrastructure and ecological network, and creates linkages between the function of the lakes to the overall City Centre urban landscape.



Jason Chan  
Manager, Parks Planning, Design and Construction  
(604-233-3341)

Att. 1: Canada-British Columbia Investing in Canada Infrastructure Program – Green  
Infrastructure Environmental Quality Stream Program Guide

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.**

## Contents

<b>1. INTRODUCTION.....</b>	<b>5</b>
1.1 PROGRAM GOAL AND OBJECTIVES .....	5
1.3 APPLICATION DEADLINE.....	6
1.4 LIMIT ON NUMBER OF APPLICATIONS .....	7
1.5 COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD .....	7
<b>2. APPLICANTS .....</b>	<b>9</b>
2.1 ELIGIBLE APPLICANTS .....	9
2.2 INELIGIBLE APPLICANTS .....	9
<b>3. PROJECTS.....</b>	<b>10</b>
3.1 PROGRAM OUTCOMES .....	10
3.2 ELIGIBLE PROJECTS .....	10
3.3 INELIGIBLE PROJECTS .....	11
3.5 PROJECT SIZE AND PHASING PROJECTS.....	12
<b>4. COSTS.....</b>	<b>14</b>
4.1 ELIGIBLE COSTS.....	14
4.2 INELIGIBLE COSTS .....	15
<b>5. GENERAL REQUIREMENTS.....</b>	<b>17</b>
5.1 FUNDING.....	17
5.2 APPLICATION PROCESS .....	18
5.3 SELECTION PROCESS AND CRITERIA .....	18
5.4 APPROVAL IN PRINCIPLE - REQUIREMENTS .....	20
<b>6. MANDATORY DOCUMENTS.....</b>	<b>22</b>
6.1 COUNCIL/BOARD/BAND COUNCIL RESOLUTION .....	23
6.2 EVIDENCE OF SECURED FUNDS .....	23
6.3 DETAILED COST ESTIMATE.....	24
6.4 SITE PLAN/MAP .....	25
6.5 PRELIMINARY DESIGN REPORT .....	25
6.6 LIST OF REQUIRED LICENSES, PERMITS AND APPROVALS .....	25
6.7 WATER CONSERVATION PLAN .....	26
6.8 CONTACT INFORMATION.....	26
6.9 IMPACT ASSESSMENT ACT, 2019 REQUIREMENTS.....	26
6.10. HOW TO DETERMINE IF A FEDERAL ENVIRONMENTAL ASSESSMENT (FEA) IS REQUIRED .....	27
6.11 TIME AND COST CONSIDERATIONS .....	27
6.12 DIALOGUE WITH ENVIRONMENTAL AGENCIES.....	27
6.13 OTHER REGULATORY CONSIDERATIONS .....	28
6.14 B.C. ENVIRONMENTAL ASSESSMENT PROCESS.....	28
<b>7. INDIGENOUS CONSULTATION .....</b>	<b>30</b>
<b>8. APPROVED APPLICATIONS .....</b>	<b>31</b>
8.1 ASSETS.....	31

8.2 SHARED COST AGREEMENT ..... 31

8.3 CONTRACT PROCEDURES AND PROVISIONS ..... 31

8.4 CHANGES OR VARIATIONS TO AN APPROVED PROJECT ..... 33

8.5 COST OVERRUNS ..... 33

8.6 REPORTING ..... 33

8.7 CLAIMS ..... 35

8.8 ACCOUNTING RECORDS ..... 36

8.9 COMMUNICATIONS..... 36

**APPENDIX A – FEDERAL PROGRAM OUTCOMES & TARGETS..... 37**

**APPENDIX B – EXAMPLES OF ELIGIBLE COSTS AND INELIGIBLE COSTS ..... 38**

## 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 **February 23, 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 (**February 02, 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/lqd/gov\\_structure/library/improvement\\_district\\_conversion\\_guide.pdf](http://www.cscd.gov.bc.ca/lqd/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:

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

<b>Environmental Quality <u>Outcomes</u>:</b>
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

<b><u>Targets</u> Relevant to the Environmental Quality Sub-Stream*:</b>
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"> <li>Costs paid under contract for goods or services considered to be direct and necessary to implement the project</li> </ul>	<ul style="list-style-type: none"> <li>Any unpaid costs including invoices or holdbacks</li> <li>Accrued costs</li> <li>Any goods or services costs which are received through donations or in kind</li> </ul>
<ul style="list-style-type: none"> <li>Costs incurred after approval and on or before the project completion date stipulated in the Shared Cost Agreement and deemed properly and reasonably incurred</li> </ul>	<ul style="list-style-type: none"> <li>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)</li> </ul>
<ul style="list-style-type: none"> <li>Capital costs as defined by Generally Accepted Accounting Principles (except capital costs included in <b>INELIGIBLE COSTS</b>)</li> </ul>	<ul style="list-style-type: none"> <li>Services or works normally provided by the Recipient, including:               <ul style="list-style-type: none"> <li>overhead costs</li> <li>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></li> <li>leasing of equipment except that directly related to the construction of the project</li> <li>purchasing equipment</li> <li>accounting fees incurred in the normal course of operation</li> <li>auditing fees incurred in the normal course of operation</li> <li>operating expenses and regularly scheduled maintenance</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Land acquisition and real estate fees:               <ul style="list-style-type: none"> <li>leasing land, buildings and other facilities and related costs</li> </ul> </li> </ul>

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

### Environmental Assessment/Indigenous Consultation Costs

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

### Climate Change Lens Assessment Costs

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

### Design / Engineering Costs

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

**Construction/Materials Costs**

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

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

### Communication Activities Costs

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