



## AGENDA

**Committee of the Whole**  
**to be held on August 1, 2023 at 1 p.m.**

**977 South Maquinna Drive in Council Chambers and by electronic means**

### Remote Access

**To attend this meeting remotely via Microsoft Teams/ phone**  
**Join the Village of Tahsis Microsoft Teams Meeting**  
[Click here to join the meeting](#)  
**Or call in (audio only)**  
**Toronto, Canada**  
**+1 437-703-5480**  
**Phone Conference ID: 693 613 527#**

*Microsoft Teams may be hosted on servers in the U.S., so the name you use with Microsoft Teams and metadata about how you use the application may be stored on servers outside of Canada. If you have privacy concerns: a) don't create your own account with Microsoft Teams, b) provide only your first name or a nickname when you join a session, c) keep your camera off and microphone muted, as much as you can, and d) try to avoid sharing any identifying information.*

### Call to Order

### Land Acknowledgement

Mayor Davis will acknowledge and respect that we are meeting upon  
Mowachaht/Muchalaht territory.

### Introduction of Late Items

None.

### Approval of the Agenda

### Business Arising

H

1

**Rural Economic Diversification and Infrastructure Program (REDIP) – grant opportunities**

2

**Report to Council Re: 2023 Capital Commitments and available funding sources.**

### Adjournment



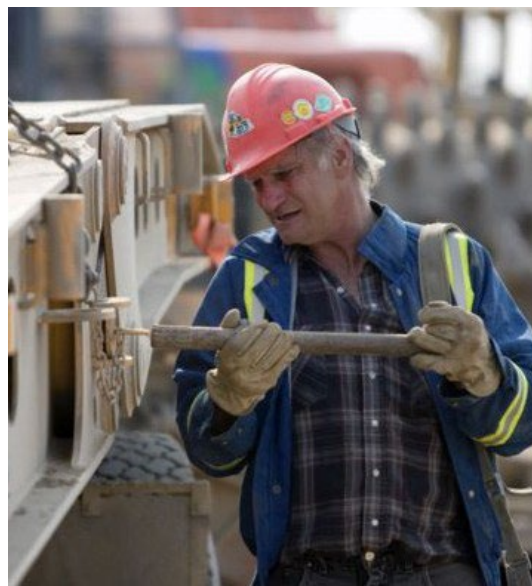
PROGRAM GUIDE



Ministry of  
Jobs, Economic Development  
and Innovation

# Rural Economic Diversification and Infrastructure Program

R E D I P







## Contents

<b>Program Overview</b>	<b>4-5</b>
Program Support & Contacts	
<b>Funding Categories</b>	<b>6</b>
<b>Who Can Apply</b>	<b>7-9</b>
Eligibility Requirements	
Application Limit	
<b>What Types of Projects are Eligible</b>	<b>10-12</b>
REDIP Economic Capacity	
REDIP Economic Development	
REDIP Forest Impact Transition	
Common Ineligible Projects	
<b>Creating a Project Budget</b>	<b>13-16</b>
Eligible Funding Costs	
Applicant Contribution	
<b>Project Timelines</b>	<b>17</b>
<b>Supporting Documentation</b>	<b>17</b>
<b>How Applications Will Be Assessed</b>	<b>18-19</b>
<b>Receiving REDIP Funding</b>	<b>20</b>
Grant Agreements	
Reporting	
Recognition of Provincial Funders	
<b>Confidentiality</b>	<b>20</b>
Freedom of Information	
Conflict of Interest/Confidentiality	
Contact Information and	
Application Support	
<b>Appendix A: Definitions</b>	<b>21</b>

## Program Overview |

The Rural Economic Diversification and Infrastructure Program (REDIP) supports rural economic development projects that promote economic capacity building, economic diversification, resilience, clean economy opportunities, and infrastructure development.

### Application Process

Applications must be submitted through the online system at [gov.bc.ca/REDIP](https://gov.bc.ca/REDIP).

Both MS Word and PDF versions of the application form is available to help with preparing an application.

The program recommends scheduling a project review session prior to preparing an application. Please review page 5 for information.

### Intake Dates

The 2023-24 Intake opens **July 4, 2023**.

Complete application packages must be submitted through the online system by **11:59PM PST on October 30, 2023**.

Applications will not be accepted after this date. **Funding decisions will be announced Spring 2024.**

The 2024-25 Intake will run from July to October 2024.



## Program Support & Contacts |

### Schedule a Review of The Project Idea

Prior to preparing an application, it is strongly recommended to connect with REDIP or regional economic development staff. Staff can ensure the project idea is eligible for funding and provide detailed information regarding the application process.

#### REDIP Program Staff

Program staff can help determine whether the proposed project aligns with the program's scope and criteria. They can also provide clarification regarding requirements in the application form and budget template.

#### REDIP Contact Information

Email: [ruraldevelopment@gov.bc.ca](mailto:ruraldevelopment@gov.bc.ca)

Phone: 250-356-7950.

Website: [gov.bc.ca/REDIP](http://gov.bc.ca/REDIP)

#### Regional Managers

Regional Managers are located in every region of the province to assist communities in planning and implementing their economic development and diversification priorities. Regional Managers can support with project identification, linking project ideas with regional economic development, and provide information on the application process.

Additional information is available at: [gov.bc.ca/RegionalEconomicOperations](http://gov.bc.ca/RegionalEconomicOperations)

## Regional Manager Contact Information

### Northern Region

- North Coast:  
[Cheryl.Gilbert@gov.bc.ca](mailto:Cheryl.Gilbert@gov.bc.ca)
- Bulkley-Nechako/North Central:  
[Dave.Christie@gov.bc.ca](mailto:Dave.Christie@gov.bc.ca)
- Northeast:  
[Tamara.Danshin@gov.bc.ca](mailto:Tamara.Danshin@gov.bc.ca)
- Cariboo/Central Coast:  
[Emily.Colombo@gov.bc.ca](mailto:Emily.Colombo@gov.bc.ca)

### Vancouver Island/ Sunshine Coast Region

- North Vancouver Island & Sunshine Coast:  
[Bridget.Horel@gov.bc.ca](mailto:Bridget.Horel@gov.bc.ca)
- Central South Vancouver Island/Gulf Islands:  
[Cheryl.McLay@gov.bc.ca](mailto:Cheryl.McLay@gov.bc.ca)
- Central Vancouver Island:  
[Geoff.Crawford@gov.bc.ca](mailto:Geoff.Crawford@gov.bc.ca)

### Southern Interior Region

- Thompson/Central Okanagan/Shuswap:  
[Myles.Bruns@gov.bc.ca](mailto:Myles.Bruns@gov.bc.ca)
- Central Kootenay & Revelstoke:  
[Jen.Comer@gov.bc.ca](mailto:Jen.Comer@gov.bc.ca)
- South Okanagan/Similkameen/Boundary:  
[Larry.Olson@gov.bc.ca](mailto:Larry.Olson@gov.bc.ca)
- East Kootenay:  
[Alex.Denis@gov.bc.ca](mailto:Alex.Denis@gov.bc.ca)
- Fraser Valley & Lower Mainland:  
[Wendy.Koh@gov.bc.ca](mailto:Wendy.Koh@gov.bc.ca)



## Funding Categories |



### Economic Capacity (REDIP-EC)

Helps communities build internal capacity for economic development.

Maximum Funding Per Project	Up to \$100,000
Percentage of Project Costs Eligible for Funding	100%

*\*While funding will be dispersed in a lump-sum (up to \$100,000 total), applicants are encouraged to spread project activities over two years and clearly show this in the project timeline submitted in their application.*

### Economic Diversification (REDIP-ED)

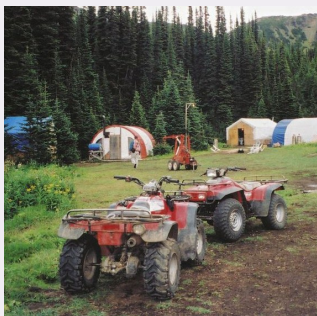
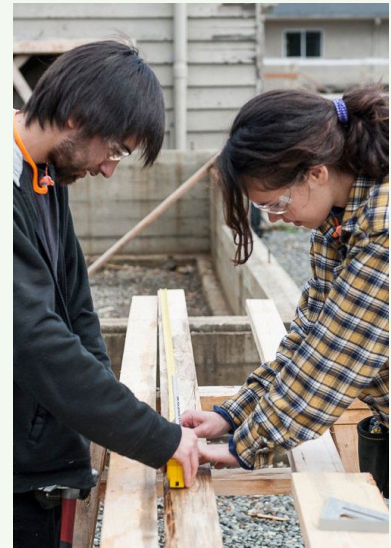
Funds projects that promote economic diversification and development.

#### Development Grant

Maximum Funding Per Project	\$100,000
Percentage of Project Costs Eligible for Funding	80%

#### Implementation Grant

Maximum Funding Per Project	\$1 million
Percentage of Project Costs Eligible for Funding	80%



### Forest Impact Transition (REDIP-FIT)

Supports economic recovery and transition in communities affected by impacts in the forest sector.

Maximum Funding Per Project	\$500,000
Percentage of Project Costs Eligible for Funding	100%

**Projects that are unable to be funded through one funding category may be considered for funding through the other two funding categories.**



## Who Can Apply |

### Eligibility Requirements:

- The proposed project must directly serve the applicant's community(ies).
- Where multiple communities collaborate and the project serves multiple communities, each applicant community must meet the eligibility requirements of the funding category. However, their combined population can be larger.
- Population size will be determined using [Statistics Canada 2021 Census Data](#). Communities with populations up to 500 over the respective limits are eligible to apply.
- Detailed definitions of applicant types are available in Appendix A on page 21.
- Detailed information about eligibility exemption requests is available on page 9.

## Eligible Project Locations |

### REDIP-ED Eligible Project Communities

- Indigenous and non-Indigenous communities with populations of 25,000 or less outside of Metro Vancouver and the Capital Regional District

### REDIP-EC Eligible Project Communities

- Small rural communities with populations of 2,500 or less outside of Metro Vancouver and the Capital Regional District
- All Indigenous communities and organizations outside of Metro Vancouver and the Capital Regional District

### REDIP-FIT Eligible Project Communities

- Indigenous and non-Indigenous communities located outside of Metro Vancouver and the Capital Regional District experiencing or anticipating impacts of changes in the forest sector.
- As part of the application process, applicants to REDIP-FIT will be asked to self-identify ongoing, acute or anticipated impacts.



## Who Can Apply (Cont.) |

### Eligible Applicant Types (All Funding Categories)

<b>Eligible Lead Applicants</b>	<ul style="list-style-type: none"> <li>• Local Governments</li> <li>• Regional Districts</li> <li>• Indigenous communities and organizations</li> <li>• Indigenous Development Corporations</li> <li>• Not-for-profits</li> </ul>
<b>Ineligible Lead Applicants</b>	<ul style="list-style-type: none"> <li>• Federal entities, including federal Crown Corporations</li> <li>• Applicants not operating within the Province of British Columbia</li> <li>• Businesses</li> <li>• A political party, political action group or lobby group</li> <li>• Registered charities</li> </ul>
<b>Eligible Partners (Optional; maximum 2 partners/project)</b>	<ul style="list-style-type: none"> <li>• All types of eligible lead applicants</li> <li>• Non-Indigenous Development Corporations</li> <li>• Industry organizations</li> <li>• Businesses*</li> <li>• Community Foundations</li> <li>• Post-secondary institutions</li> </ul>
<b>Ineligible Partners</b>	<ul style="list-style-type: none"> <li>• Entities owned by, or that own the applicant organization</li> <li>• Entities owned by the same parent organization as the applicant</li> </ul>

*\* For-profit entities can serve as partners with an eligible applicant as long as the proposed project identifies broad community benefits and does not negatively impact other businesses.*

#### Partners must:

- Have an active role in the project but are not required to contribute financially.
- Provide proof of partnership confirming their role and commitment to the project (such as an email or letter).

## Who Can Apply (Cont.) |

### Application Limit:

- Lead applicants can submit an application for only one funding category per intake -  
i.e. **REDIP-EC** OR **REDIP-ED** OR **REDIP-FIT**
- If multiple applications are received from the same applicant, program staff may choose to only review the first application received.
- Regional districts can submit one application for REDIP for each eligible Electoral Area.
- Regional districts must clearly identify which community(ies) or unincorporated area(s) they are applying on behalf of.
- For **REDIP-ED**, regional districts can submit applications on behalf of the whole district if the individual population of each electoral area is less than 25,000.
- First Nations with multiple reserves can submit one application for each individual reserve if project activities are directly linked to that specific reserve. Alternatively, First Nations can submit one application to for the entire Nation.
- Eligible partners can be partners on multiple projects.

### Eligibility Exemptions:

- Communities with populations under 25,000 located within the Metro Vancouver and Capital Regional districts can apply for an eligibility exemption prior to applying for funding.
- Communities that were approved for an exemption in previous REDIP intakes do not need to reapply.
- Please contact program staff prior to submitting an exemption request to confirm whether the community has been previously approved.
- The eligibility exemption form is available for download on [gov.bc.ca/REDIP](http://gov.bc.ca/REDIP).



## What Types of Projects are Eligible? |

Projects must meet all applicable federal and provincial environmental legislation and standards including consultation with Indigenous nations.

It is the applicant's responsibility to obtain any required approvals and permits.

### Economic Capacity:

Aims to build the economic capacity of small rural communities and provide or improve their ability to support economic diversification (max funding \$100,000).

#### Eligible project types include:

- Community assessment projects such as identifying community economic development capacity, community needs and/or opportunities.
- Capacity building projects such as strengthening local economic development capacity through targeted coaching, job shadowing, mentorship, and/or professional development.
- Engagement projects such as community consultation, project identification and/or fostering in-house economic development services and resources.
- Staff recruitment and retention projects such as ones that reduce staff turnover, enhance stability, or temporarily increase staff positions, time and/or resources.

### Economic Diversification:

REDIP-ED has two types of grants. The **Development** grant aims to support the planning of programs, services and infrastructure projects (max funding \$100,000).

The **Implementation** grant aims to fund the implementation of programs or services, or the construction of infrastructure resulting in new, upgraded or preserved local asset(s) (max funding \$1,000,000).

### Forest Impact Transition:

REDID-FIT applicants may submit projects that are eligible under REDIP-ED. (max funding \$500,000).

*Information continued page 11*





## REDIP-ED and REDIP-FIT - Eligible Projects (Cont.):

	DEVELOPMENT	IMPLEMENTATION
<b>Soft Infrastructure</b>	<ul style="list-style-type: none"> <li>• Feasibility studies.</li> <li>• Business plans.</li> <li>• Program design.</li> <li>• Service planning.</li> <li>• Planning activities related to workforce housing*</li> </ul>	<ul style="list-style-type: none"> <li>• New or enhanced programs or services related to related to workforce development, business development, circular economy and industry/sector development, retention, and expansion.</li> </ul>
<b>Hard Infrastructure</b>	<ul style="list-style-type: none"> <li>• Infrastructure design including architecture, engineering, assessment costs, and planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Construction of a new asset or the upgrading of an existing asset to support the development, stability, and scaling up of businesses.</li> <li>• Assets to support sector development, and investment attraction.</li> </ul>

*\*Workforce housing is defined as housing developed to support critical economic opportunities (e.g., natural resource projects) or sectors (i.e., seasonal tourism operators) that are unable to fill workforce demands due to a lack of housing.*



Projects funded through REDIP must have clear ties to economic development and diversification outcomes. Ineligible projects include but are not limited to the examples provided in the list below.

Applicants are strongly encouraged to connect with program staff to review their project ideas prior to preparing their application. Information about staff support can be found on page 5.

## Common Ineligible Projects

### Community Recreation

- Recreation centre upgrades
- Playgrounds
- Splash pads/spray parks
- Libraries
- Gymnasiums
- Pickleball/tennis courts

### Community Emergency Response Assets

- Fire hall and/or ambulance station improvements/replacements
- Fire trucks and/or ambulance repairs/purchases

### Mental Health Assets

- Mental health facilities
- Wellness facilities
- Rehabilitation centres

### Municipal Utility Improvements\*

*\*Not directly linked to a specific economic development opportunity*

- Residential water lines
- Sewage systems
- Garbage/recycling services
- Transportation Planning

### Residential Housing Construction

- Construction of housing assets
- Planning activities related to housing that is not directly related to workforce development (definition of workforce development available on page 11)
- Rezoning initiatives for residential areas
- Site preparation for residential housing



## Creating a Project Budget |

### To be eligible, project costs must:

- Directly benefit and be essential to the project.
- Be reasonable and accurately estimated.

All project related costs must be included in the project budget. Eligible costs refers to project costs eligible for funding through REDIP. Ineligible costs must be included but funded through the applicant contribution or other funding sources.

### Eligible Funding Costs

#### General Costs

##### Eligible

- Costs incurred after approval and on or before the project completion date
- Capital purchases essential to project implementation **up to 35% of REDIP funding**
- Staff salaries in the lead or partner organization(s) working directly on project activities :
  - **REDIP-EC** up to 100% of REDIP funding
  - **REDIP-ED** and **REDIP-FIT** up to 15% of REDIP funding

##### Ineligible

- Any unpaid costs including invoices or holdbacks
- Accrued costs
- Goods or services costs which are received through donations or in kind
- Costs incurred prior to approval date and after project completion date
- Land acquisition
- GST and PST
- Financing costs and interest charges

#### Construction/Materials Costs

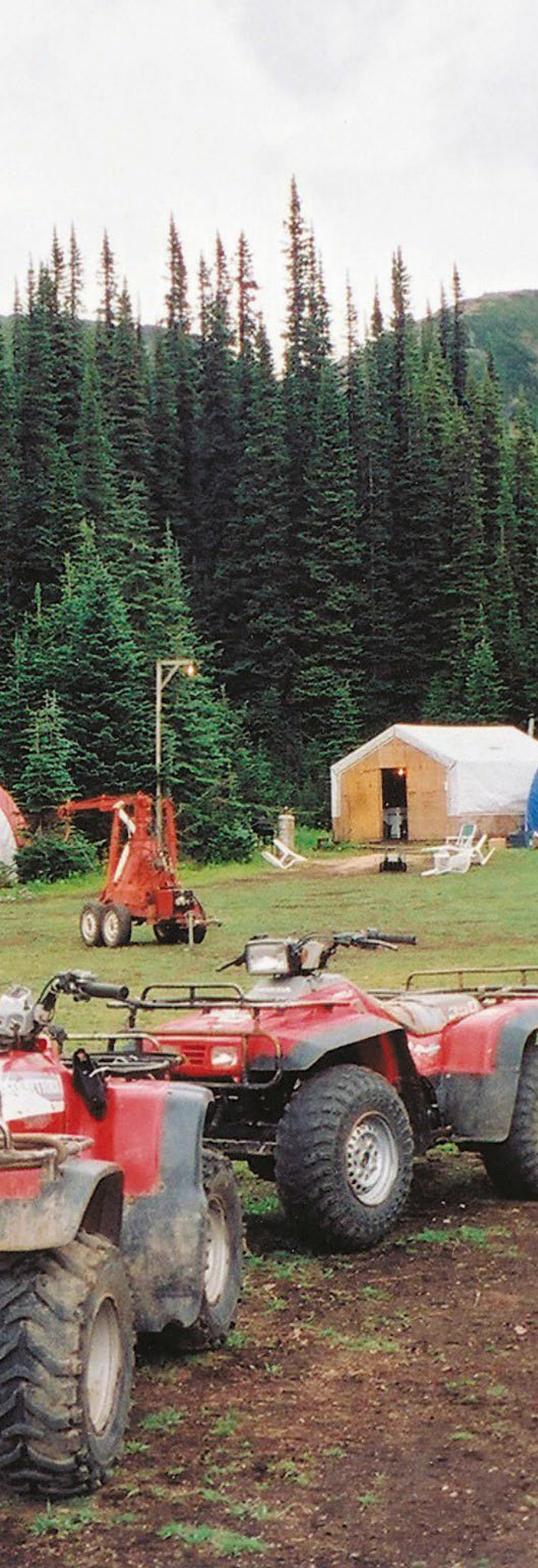
##### Eligible

- Equipment and/or furnishing essential to project operations
- Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to project site

##### Ineligible

- Liability insurance for directors
- General routine, cyclical repairs and maintenance
- Traditional municipal infrastructure (roads, sidewalks, etc.)





## Creating a Project Budget (Cont.) |

### Professional Costs

#### Eligible

- Consulting services
- Project management
- Design/engineering costs
- Environmental reviews
- Archaeological assessments

#### Ineligible

- Cost associated with necessary permits and building approvals
- Legal costs
- Project-related professional fees payable to the eligible applicant
- Academic research that does not deliver concrete actions or tangible benefits

### Communication Activities Costs

#### Eligible

- Indigenous consultation
- Culturally relevant hospitality costs as part of the consultation process
- Communications, marketing or promotion-related costs
- Travel, accommodation and meals related to the project based on government per diem rates (rates listed in budget template)

#### Ineligible

- Gifts
- Direct meeting and/or lobbying of any level of government
- Expenses relating to hosting conferences or large community events
- Remuneration and travel of elected officials
- International travel requires a special review to determine eligibility
- Alcohol

## Applicant Contribution

Applicants to **REDIP-EC** and **REDIP-FIT** do not need to provide an applicant contribution.

Applicants to **REDIP-ED** must provide 20% of the total project budget up to \$200,000 as the applicant and/or partner financial contribution. For example, for a project funded \$1,000,000, applicants must contribute at least \$200,000 for a total project budget of at least \$1,200,000.

The application will not be assessed if it does not meet the financial contribution requirement. Confirmation of applicant funding commitment may be requested upon review of applications.

### Source of Applicant Financial Contribution

The applicant financial contribution may come from:

- Applicants' own funds, including funds obtained through financing
- Funds from not-for-profit organizations, such as development trusts
- Funds from project partners
- In-kind contributions (see below)

Funding for the applicant financial contribution cannot come from:

- Other government sources (federal or provincial)

Funding from other government programs (federal or provincial) can contribute to the overall project funding if it is not part of the applicant financial contribution.

## In-kind Contributions

The applicant in-kind contribution:

- May be up to 50% of the applicant's financial contribution (10% of total project budget)
- May include goods and services donated to a project by the eligible applicant and/or eligible partners (e.g., staff time, use of space or equipment).
- Must be clearly identified in the budget form
- Must be valued at fair market value

## Other Sources of Funding

Applicants must clearly outline the amount, status and source of all project funding. Verification of these funding sources may be requested through the assessment process.







## Funding Breakdown Examples

Examples	Total Project Budget	REDIP Funding	Applicant Contribution*	Other Sources of Funding
<b>Development Grant Example 1</b>	› \$100,000	› \$80,000 (80%)	› \$20,000 minimum (Can include up to \$10,000 in-kind)	\$0
<b>Development Grant Example 2</b>	› \$150,000	› \$100,000 (maximum amount)	› \$30,000 minimum (Can include up to \$15,000 in-kind)	\$20,000
<b>Implementation Grant Example 1</b>	› \$1,000,000	› \$800,000 (80%)	› \$200,000 minimum (Can include up to \$100,000 in-kind)	\$0
<b>Implementation Grant Example 2</b>	› \$1,500,000	› \$1,000,000 (maximum amount)	› \$200,000 (Can include up to \$100,000 in-kind)	\$300,000

*\*20% minimum confirmed contribution (up to \$200,000) direct from applicant required. Up to half of the applicant contribution can be provided in-kind. Project costs not covered by REDIP funding and direct applicant contribution can be covered by other sources of funding such as federal grants.*



## Project Timelines |

Project timelines must meet the following timeframes:

	Economic Capacity	Economic Diversification and Forest Impact Transition
<b>Project Start</b>	<ul style="list-style-type: none"> <li>Project activities must start within six months of approval and acceptance of funds.</li> </ul>	<ul style="list-style-type: none"> <li>Project activities must start within one year of approval and acceptance of funds.</li> </ul>
<b>Project Completion</b>	<ul style="list-style-type: none"> <li>Year 1 activities must be completed within one year of project start.</li> <li>Year 2 activities must be completed within a year of approval and acceptance of Year 2 funding.</li> </ul>	<ul style="list-style-type: none"> <li>Project activities must be completed within two years of project start (i.e., one construction season)</li> </ul>

- When applying for a single phase of a larger infrastructure project, the phase must independently result in outcomes which align with REDIP objectives and be useable infrastructure even if subsequent phases do not proceed.
- Project timelines should consider relevant supply chain delays, permit approval timelines and availability of contractors and consultants.

## Supporting Documentation |

Applications require the following documentation:

- Project budget (completed using the REDIP-EC or REDIP-ED/FIT budget template)
- Partnership letter(s) (only if partners are listed)

The following documents may be added to an application, as applicable:

- Quotes
- Project plans
- List of permits or approvals needed
- Funding confirmation or commitment
- Direct Deposit Form
- Related community plans
- [Band] Council resolutions in support of the project
- Letters of support from communities directly impacted by the project

## How Applications will be Assessed |

The following process is used to evaluate applications:

- The REDIP application is received online and is reviewed for eligibility.
- The assessment panel evaluates eligible applications using the assessment criteria below and determines the level of funding and/or conditions on payment of awards.
- Program staff may conduct due diligence with other ministries to gather expert feedback regarding the feasibility and/or funding of proposed projects. Experts may review project-specific information provided in the application form.
- The program area informs each applicant of the assessment panel's decision. Decisions will be announced Spring 2024.
- To ensure a wide distribution of program funding applicants who did not receive funding in the previous REDIP intake may be prioritized in the assessment process. In addition, funding may not be provided in instances where interim/final reports are outstanding for previously funded projects.

Component	Criteria	Scoring		
		EC	ED	FIT
<b>Project Need</b>	<ul style="list-style-type: none"> <li>• Describes the details of the project clearly and demonstrates why the project is needed.</li> <li>• Preference will be given to Indigenous, small and remote communities; and communities that identify/exhibit the strongest need for support with economic development capacity.</li> </ul>	20	14	10
<b>Project Benefits</b>	<p><b>ALL FUNDING CATEGORIES:</b></p> <ul style="list-style-type: none"> <li>• Identifies clear and tangible community benefits resulting from the project.</li> <li>• Clearly describes how/why project activities will achieve intended outcomes.</li> </ul> <p><b>REDIP-ED AND REDIP-FIT</b></p> <ul style="list-style-type: none"> <li>• Identifies and clearly demonstrates how the project will bring economic benefits to the community.</li> <li>• Details how the project will help create good, sustainable jobs in the community.</li> <li>• If project includes infrastructure costs, describes why it is needed to support community economic development.</li> </ul>	14	30	20
<b>Project Timeline</b>	<ul style="list-style-type: none"> <li>• Demonstrates that the project is thoroughly planned and ready for implementation.</li> <li>• Includes information on any permits, permissions or other steps that are required for the project to be implemented and completed.</li> <li>• Provides clear project milestones, with appropriate timelines, and describes how they will be completed successfully.</li> </ul>	10	10	8

<b>Project Budget</b>	<ul style="list-style-type: none"> <li>Contains detailed descriptions and accurate estimates of projects costs.</li> <li>Demonstrates costs are direct and essential to project implementation and are clearly linked to project activities described in the application.</li> </ul>	10	15	15
<b>Project Risk &amp; Feasibility</b>	<p><b>ALL FUNDING CATEGORIES:</b></p> <ul style="list-style-type: none"> <li>Demonstrates clear consideration for potential environmental impacts and presents mitigation strategies.</li> <li>Identifies potential risk factors (cost overruns, timeline delays) and sufficient mitigation strategies.</li> </ul> <p><b>REDIP-ED AND REDIP-FIT:</b></p> <ul style="list-style-type: none"> <li>Demonstrates that the organization has the resources and skills to complete the project.</li> </ul>	6	11	11
<b>Community Support / Planning</b>	<ul style="list-style-type: none"> <li>Provides strong linkages between project activities and community planning.</li> </ul>	10	10	8
<b>Diversity, Inclusion and Reconciliation</b>	<ul style="list-style-type: none"> <li>Demonstrates that the project has the support of Indigenous and non-Indigenous communities.</li> <li>Demonstrates organizational commitment to diversity, inclusion and Indigenous reconciliation.</li> <li>Considers the potential impacts of the project on all community members.</li> </ul>	10	10	8
<b>Applicant Self-assessment</b>	<ul style="list-style-type: none"> <li>Preference will be given to organizations or communities with limited capacity to address economic development challenges.</li> </ul>	20	-	-
<b>Forest Impacts</b>	<p><b>REDIP-EC AND REDIP-ED:</b></p> <ul style="list-style-type: none"> <li>Forest Impacts questions will not affect the scoring. Some projects submitted under these streams may be considered for funding under REDIP-FIT.</li> </ul> <p><b>REDIP-FIT:</b></p> <ul style="list-style-type: none"> <li>Applicants must self-identify recent, ongoing or anticipated forest sector economic impacts to be eligible for funding.</li> </ul>	-	-	20
<b>Total</b>		<b>100</b>	<b>100</b>	<b>100</b>



## Receiving REDIP Funding |

### Grant Agreements

Awarding of funding to successful applicants is conditional upon finalization of a grant agreement that sets out the terms and conditions of the funding. The program reserves the right to award partial contributions of the total funding request.

Successful applicants will receive a one-time grant payment upon signing of the grant agreement.

The total amount of the grant payable will not exceed the amount noted in the grant agreement. The recipient is responsible for all costs over and above the grant amount, including cost overruns, ineligible/eligible costs, ongoing maintenance and operating costs associated with the operations of the completed project.

### Reporting

As per the grant agreements, funding recipients are required to submit project progress reports and a final report that outlines the project's performance and outcomes. Further details on reporting requirements will be provided to successful applicants.

### Recognition of Provincial Funders

Recognition of funding support from the Province of British Columbia should be acknowledged in all promotional events and materials, both print and online. The approved provincial logo and graphics standards are [available online](#) in a variety of ready-to-use digital formats.

The grant agreement for successful applicants has further information on requirements.

## Confidentiality and Support |

### Freedom of Information

Applications submitted under the program are subject to the Freedom of Information and Protection of Privacy Act. The information being collected is for the purpose of administering the program and evaluating eligibility under the program. The names and locations of successful award recipients may be published, along with the amount of the award, in various communications and promotional vehicles in the Province of British Columbia. Applications, in whole or in part, may be shared with other provincial ministries as part of the due diligence process.

### Conflict of Interest/Confidentiality

All documents received by the program are treated as confidential. Program staff uphold the standards for conflict of interest and confidentiality required by all B.C. public service employees.

### Contact Information and Application Support

If you have a question that is not addressed in this program guide or the website ([gov.bc.ca/REDIP](http://gov.bc.ca/REDIP)), support is available from program staff at [ruraldevelopment@gov.bc.ca](mailto:ruraldevelopment@gov.bc.ca) or by calling 250-356-7950.

## Appendix A: Definitions |

- Indigenous communities and organizations:
  - A band council within the meaning of Section 2 of the Indian Act
  - An Indigenous development corporation;
  - A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between His Majesty the King 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; or
  - An incorporated not-for-profit organization whose central mandate is to improve Indigenous outcomes, working in collaboration with one or more of the Indigenous entities referred to above, a local government, or British Columbia.
- Local government:
  - An incorporated municipality; or
  - A Regional District applying for an electoral area or unincorporated community.
- Not-for-profit:
  - An organization incorporated as a not-for-profit corporation or society formed under an Act of Canada or the Province of British Columbia and in good standing under the relevant Act;
  - Not-for-profit co-operatives incorporated as community service co-ops under the B.C. Co-operative Association Act are considered eligible as a not-for-profit organization.
  - Operating primarily for community benefit, and a provider of programs that benefit the community and not solely its members' interest.



Ministry of  
Jobs, Economic Development  
and Innovation



# VILLAGE OF TAHSIS

## Report to Council

**To:** Mayor and Council

**From:** Director of Finance

**Date:** June 22, 2023

**Re:** 2023 Capital Commitments and available funding sources

---

### **PURPOSE OF REPORT**

The purpose of this report is to provide Council with an update on the current capital commitments and their funding sources, as well as to present newly identified capital projects or scope changes to exiting projects. This report is in response to the request made by Council during the Committee of the Whole meeting on May 23rd, 2023. Its primary objective is to inform the Council about the financial implications resulting from the projected changes in these capital projects and to seek their prioritization and decisions on funding sources.

### **BACKGROUND**

The Village of Tahsis currently has several significant ongoing capital projects, primarily funded by grant funds. These projects include the Wastewater project, Firehall Relocation, Community Pier & Dock, Tahsis Tourist Centre Upgrade and Flood Mitigation Phase 2. These commitments were incorporated into the Village's Five-year Financial Plan bylaw. Please refer to the attached detailed list of capital projects included in the 2023-2027 Capital Plan.

### **FUNDING SOURCES**

The Village of Tahsis received a \$650,000 Growing Communities grant late in the budget process. At that time, use of these funds had not been identified when the five-Year financial plan was set. In addition to this grant, the Village has the following funding sources available:

<b>Funding Sources Available</b>	<b>Amount</b>
Reserve- Capital Works Machinery and equipment	\$ 393,568.00
Reserve-Firehall	\$ 280,331.00
Reserve Rec center Capital works, Machinery & Equipment	\$ 168,597.00
Economic Development Reserve	\$ 33,968.00
Growing Communities Fund	\$ 650,000.00
Covid-19 Safe Restart Grant	\$ 249,000.00
Community Works Fund (Gas Tax)	\$ 545,817.38



Outlined below are the specific eligible uses for each funding source:

Eligible uses of the **Village of Tahsis Reserves** are set out in their respective Reserve bylaw.

Eligible uses of the **Growing Communities Fund** (from the Growing Communities Fund Questions and Answers for Municipalities April 5, 2023):

- Public drinking water supply, treatment facilities and water distribution
- Development finance portions of infrastructure costs that support affordable/attainable housing
- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities,
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation related amenities.

Eligible use categories for the **Canada Building Community Fund- Community Works Fund**:

- Local Roads Bridges & Active Transportation
- Drinking Water
- Wastewater
- Community energy systems
- Public Transit
- Solid Waste
- Recreation & Sports Infrastructure
- Cultural Infrastructure
- Disaster Mitigation
- Tourism Infrastructure
- Broadband Connectivity
- Firehalls and Fire Stations
- Capacity Building- Asset Management Policy etc

**COVID-19 Restart Grant** was provided to support local governments with increased operating costs and lower revenues due to the COVID-19 Pandemic and ensure local governments can continue to deliver the services people depend on in the community.

Following the budget process, various updates have been made to existing projects, along with the identification of several new projects. Presented below is a summary of these updates, including their associated costs:

<b>Projects</b>	<b>Estimated Cost</b>	<b>Potential Funding Source</b>
Purchase of a parcel of land for the purposes of two infrastructure grants (Flood Protection Improvement project Phase 3 and Waste Water Treatment Upgrade and reconfiguration project) .	\$ 46,750	Growing Communities Fund
Replace bridge to dump	\$350,000	Gas Tax-CWF
Cost overrun – dock project (\$200k for crane+ additional overruns)	\$200,000	Growing Communities Fund
Cost overrun Phase 2 of flood project	\$275,000	Growing Communities Fund
Flood pump shelter	\$ 15,000	Growing Communities Fund
Cost overrun fire hall project	\$100,000	Gas Tax-CWF
Rec Centre repairs	\$150,000	Rec Reserve and/or Covid -19 Safe Restart
Village office heat pumps	\$ 50,000	Reserve funds
Council chambers cameras and screens/smart boards	\$ 10,000	Covid-19 Safe Restart
Community Pavilion/tsunami evacuation structure	Unknown	Grants + Growing Communities Fund
Deficiencies in VOT's core assets arising from geo locating exercise (Water/Sewer)	Unknown	Gas Tax-CWF

### **POLICY/LEGISLATIVE REQUIREMENTS**

#### *1. Municipality Budget amendment*

Changes to the financial plan are sometimes required after the Village's financial plan bylaw has been adopted. The reasons for amendments vary and can include unforeseen emergency events, major project scope changes, budget carry forwards/ and new capital or operating initiatives that result from specific direction from Council. Although staff work to anticipate budgetary requirements based on the latest information, plans sometimes have to be modified to accommodate changes in circumstances or available funding sources.

### **FINANCIAL IMPLICATIONS**

The additional capital projects and associated cost overruns will have financial implications for the Village of Tahsis. The costs will need to be carefully considered in relation to the available funding sources and the potential impact on the Village's overall Capital budget.

### **STRATEGIC PRIORITY:**

These projects align with Council's priority to repair and replace infrastructure, seeking grant funding whenever possible. This will help council with their long-term capital planning strategies.

**RECOMMENDATION**

Seeking the Council's prioritization of the capital projects outlined in this report and earmarking the respective funding sources for each project.

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'Adia Mavrikos', is positioned above a horizontal line.

---

Adia Mavrikos, CPA, CA  
Director of Finance



Category	Funding	Project	Description	Status	2023	2024	2025	2026	2027	Total
Sanitary Sewer	Capital Grants	Sanitary Sewer System upgrades	Upgrades are subject to 73% grant funding (27% contribution from VOT); grant application deadline February 2020	Grant Officially Approved	73,330	366,650	868,961			1,308,941
Sanitary Sewer	LTD- 26.67%	Sanitary Sewer System upgrades	Upgrades are subject to 73% grant funding (27% contribution from VOT); grant application deadline February 2020	Adopted Bylaw LOA #653 and Temp Borrowing		160,020	316,040			476,060
Drinking Water	Gas Tax	Watermain replacement (linked to the sewer main replacement project)	N. Maquinna between Harbour View and Rodgers	High risk; using Class D estimate		150,000	150,000			300,000
Sanitary Sewer	Gas Tax	Sewer main replacement (linked to the Watermain replacement project)	N. Maquinna between Harbour View and Rodgers	High risk; using Class D estimate		150,000	20,000			170,000
Drinking Water	Capital Grants - 100%	Future watermain replacements	TBD					150,000	150,000	150,000
Sanitary Sewer	Capital Grants - 100%	Future sewer main replacements	TBD				150,000	150,000		300,000
Eng. Structures	Capital Grants - 100%	Future roadwork renewal	TBD				150,000	150,000		300,000
Sanitary Sewer	Capital Works Reserve	Lift Station Pump Replacement Plan	Pumps currently exceed expected 10 year life; requires replacement plan	One lift station(#4- outside north treatment)beginning to fail- Replaced in Phase 1 Sewer treatment			20,000	20,000	20,000	60,000
Drainage	Capital Grants	Flood Disaster Mitigation - Dike Improvement Phase 2		Tender Closing July 4, 2023	1,038,877					1,038,877
Drainage	Own reserves - over runs	Flood Disaster Mitigation - Dike Improvement Phase 2	Village is responsible for cost overruns (same for all grants)	Projected cost over runs \$275,000 June 15, 2023						
Drainage		Flood Disaster Mitigation - Dike Improvement Phase 3		Awaiting approval- Fall 2023		88,880	810,811	1,703,246		2,602,937
Drainage	LTD	Flood Disaster Mitigation - Dike Improvement Phase 3				11,100	101,351	176,764		289,215
Eng. Structures	Capital Grants	ICIP - Tahsis Loading Pier and Boat Launch Upgrade	Reconfiguration of Airline dock	Design approved by Council Jan 17	75,000	600,547	1,800,000			2,475,547
Buildings	Capital Grants	Tahsis Rec. Centre - Energy system renewal	Green and Inclusive Community Buildings Grant	Waiting on grant approval		1,000,000	1,125,177			2,125,177
Buildings	LTD	Tahsis Rec. Centre - Energy system renewal	Green and Inclusive Community Buildings Grant			250,000	477,098			727,098
Buildings	Recreation Reserves					150,000				150,000
Buildings	Operations Reserve/Surplus	Replace heat pumps	Replace heat pumps in Village office that are no longer operational		-	20,000				20,000

Category	Funding	Project	Description	Status	2023	2024	2025	2026	2027	Total
Equipment	Covid Restart	Replace sever	moving the server onto a hybrid system on the cloud and moving public works and rec onto the server.		\$ 10,000					\$ 10,000
Equipment	Covid Restart	Connected Coast		Project moving forward	\$ 100,000					
Buildings	Operations Reserve/Surplus	Village Office Foyer	Address serious deficiencies; need to demolish and rebuild		-	50,000				50,000
Buildings	Capital Grants	Fire Hall Project	Construct a new Fire Hall at CMESS	Grant Approved	483,169	1,169,605	304,901			1,957,675
	LTD	Fire Hall Project				50,000	65,000			115,000
	Firehall reserve	Fire Hall Project			25,000					25,000
Equipment	Capital Works Reserve	Replace garbage truck (used)				160,000				160,000
Equipment	Capital Works Reserve	Replace P/U truck (new)					35,000	35,000		70,000
Equipment	Capital Works Reserve	Replace PW Generator	Sewer/recycling gen 30+ yrs.			100,000				100,000
Equipment	Capital Works Reserve	Replace loader (used)				160,000				160,000
Equipment	Fire Hall Reserve	Fire chief command vehicle (used)					20000			20000
Buildings	Capital Reserve/surplus	Hangar building repairs	Repair deficiencies noted by McElhanney	Bathroom repairs in 2023	7500	100000				107500
Buildings	Capital Grants	Museum/info center upgrades	Repair building deficiencies	Grant approved	100,000	150,000	175,000	72,479		497,479
Buildings	Capital Reserve/surplus	Museum/info center upgrades					6500			
Land	Gas Tax	Site Preparation - VIRL	VOT contribution to a new library - per McElhanney report			132,000				132,000
Land	Capital revenue	Sale of Lots	Alpine lots to be transferred to reserves		50,000					50,000
Equipment	Fire Hall Reserve	Fire Engine #1	Purchase used fire engine (between 2002-2006) as Engine 1 can remain in service as a 2nd line pumper up to 30 years old.	Replace 30-yr old engine 1 in 2024 (place order in 2023?) to meet standards		200,000				200,000
		Total Plan			1,962,876	5,218,802	6,595,839	2,457,488	170,000	16,148,505

Category	Funding	Project	Description	Status	2023	2024	2025	2026	2027	Total
Funding Sources:					2023	2024	2025	2026	2027	Total
Capital Grants					1,770,376	3,375,682	5,384,850	2,225,725	150,000	12,906,633
Gas Tax					0	432,000	170,000	0	0	602,000
Fire Hall Reserve					25,000	200,000	20,000	0	0	245,000
Capital Reserves					7,500	520,000	61,500	55,000	20,000	664,000
Covid Restart					110,000					110,000
Recreation Reserves					0	150,000	0	0	0	150,000
Operations Reserve						70,000	0	0	0	70,000
Long-term Borrowing					0	471,120	959,489	176,764	0	1,607,373
Total					1,912,876	5,218,802	6,595,839	2,457,488	170,000	16,355,005
Capital revenue					50,000					50,000
Sale of Lots					Alpine lots to be transferred to reserves					
					1,962,876	5,218,802	6,595,839	2,457,488	170,000	16,405,005