



**AMENDED AGENDA - VICTORIA CITY COUNCIL**  
**MEETING OF THURSDAY, JULY 6, 2017**  
**To be held immediately following the**  
**Committee of the Whole Meeting**  
**Council Chambers, City Hall, 1 Centennial Square**  
Located on the traditional territory of the Esquimalt and Songhees People

**A. APPROVAL OF AGENDA**

**B. BYLAWS**

**1. Adoption**

- a. Mobile Bicycle Vending Miscellaneous Amendments Bylaw, 2017, No. 17-073  
A bylaw to amend the Streets and Traffic Bylaw, Parks Regulation Bylaw, and Street Vendors Bylaw to regulate mobile bicycle vendors and the use of public space.

**Recommendation:** That Council adopt Bylaw No. 17-073.

**C. CORRESPONDENCE**

**D. NEW BUSINESS**

1. **Late Item:** Advocacy on Partnership on Abandoned Vessels  
Addenda --Councillor Isitt and Mayor Helps

*A Council member motion providing recommendations on a resolution and partnership with local governments on southern Vancouver island on the removal of abandoned vessels and restoration of the marine environment.*

**Recommendation:** *That Council endorse the following resolution and requests that the Mayor, on behalf of Council, write to the following entities, forwarding copies of the resolution and requesting favourable consideration and resolutions of support: the Capital Regional District Board, the Cowichan Valley Regional District Board, the Regional District of Nanaimo Board, the Islands Trust Council, Members of Parliament and Members of the Legislative Assembly representing constituencies on southern Vancouver Island and the Gulf Islands, and local governments and First Nations governments on southern Vancouver Island and the Gulf Islands: Resolution: Partnership on Abandoned Vessels WHEREAS abandoned vessels have become a persistent problem in coastal communities on southern Vancouver Island and the Gulf Islands, with a lack of clarity over responsibilities of vessel owners and various levels of government impeding a coordinated response to removal of abandoned*

*vessels and protection of the marine environment; AND WHEREAS the Government of Canada has announced the establishment of the Abandoned Boats Program and Coastal Restoration Fund, inviting applications for funding from joint partners; AND WHEREAS several local governments on southern Vancouver Island have expressed interest in these opportunities, alongside interest from industry partners offering to assist with removal of abandoned vessels and restoration of the marine environment; THEREFORE BE IT RESOLVED THAT the City of Victoria: (1) endorses a coordinated response to the problem of abandoned vessels on southern Vancouver Island and the Gulf Islands; (2) expresses support for applications to the Abandoned Boats Program and Coastal Restoration Fund for a partnership on abandoned vessels; and (3) calls on the Capital Regional District, Cowichan Valley Regional District, Regional District of Nanaimo, Government of British Columbia, and Government of Canada to co-operate with local governments and First Nations governments on southern Vancouver Island and the Gulf Islands on an coordinated response to remove abandoned vessels and restore the marine environment.*

**MOTION TO CLOSE THE JULY 6, 2017 COUNCIL MEETING TO THE PUBLIC**

That Council convene a closed meeting that excludes the public under Section 90 of the *Community Charter* for the reason that the following agenda items deal with matters specified in Sections 90(1) and/or (2) of the *Community Charter*, namely:

- *Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

**E. APPROVAL OF CLOSED AGENDA**

**F. READING OF CLOSED MINUTES**

1. Minutes from the special closed Meeting held June 15, 2017
2. Minutes from the closed meeting held June 15, 2017

**G. UNFINISHED BUSINESS**

**H. CORRESPONDENCE**

**I. NEW BUSINESS**

1. Legal Advice  
--T. Zworski, City Solicitor

**J. CONSIDERATION TO RISE & REPORT**

**K. ADJOURNMENT**

NO. 17-073

## A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to amend the Streets and Traffic Bylaw, Parks Regulation Bylaw and Street Vendors Bylaw to regulate mobile bicycle vendors and the use of public space.

Under its statutory powers, including sections 8(3) (b) and (h), and sections 36, 46 and 62 of the *Community Charter*, the Council of The Corporation of the City of Victoria enacts the following provisions:

### **Title**

1. This Bylaw may be cited as the "Mobile Bicycle Vending Miscellaneous Amendments Bylaw, 2017."

### **Streets and Traffic Bylaw**

2. Bylaw No. 09-79 the Streets and Traffic Bylaw, is amended as follows:
  - a. By adding the following new subsection (3) to section 87:  
"(3) Despite subsection (j) (IV) a mobile bicycle vendor is permitted to sell products as defined in Schedule A attached to the Bylaw."
  - b. By adding the following new subsection (c) to section 90  
"(c) Despite section 90 (a) and (b) a mobile bicycle vendor may stop on a yellow curb within 6 m of a legal parking or loading space for a maximum of 30 minutes, unless otherwise restricted by a traffic order under the Streets and Traffic Bylaw."
  - c. By renumbering section 100 as 100(a) and adding the following new subsection (b) to section 100. "(b) Despite section 100 a mobile bicycle vendor may sell commercial goods on the street as defined in Schedule A attached to this Bylaw."

### **Street Vendors Bylaw**

3. Bylaw No. 89-72, the Street Vendors Bylaw is amended as follows:
  - a. By adding the following definition after "peddler" in section 2:  
"mobile bicycle vendor" means a person who sells goods from a human-powered or electric motor-assisted bicycle or tricycle.
  - b. By adding the following subsection (3) to section 25  
"(3) Despite section 25 (1) (2) a mobile bicycle vendor may sell goods on City streets and in parks, except in Beacon Hill Park and on multi-use pathways within the City of Victoria."
  - c. By adding the following subsection (1) to section 27  
"(1) Despite section 27, a bicycle vendor may only sell goods permitted in Schedule A."

### **Parks Regulation Bylaw**

4. Bylaw No. 07-059, the Parks Regulation Bylaw is amended as follows:
  - a. By renumbering section 8 as 8 (1) and adding the following subsection (2) to section 8 "(a) Despite section 8, a mobile bicycle vendor may sell permitted goods in a park as described in Schedule A."

**Period of Applicability**

5. The provisions of this bylaw shall be in effect from the date of adoption until December 31, 2017.

**General Conditions**

6. A mobile bicycle vendor must comply with the conditions set out in Schedule A of this Bylaw.

READ A FIRST TIME the	22 <sup>nd</sup>	day of	June	2017.
READ A SECOND TIME the	22 <sup>nd</sup>	day of	June	2017.
READ A THIRD TIME the	22 <sup>nd</sup>	day of	June	2017.
ADOPTED on the		day of		2017.

CITY CLERK

MAYOR

## **Schedule A**

### **CONDITIONS**

#### General Conditions

A bicycle vendor shall:

1. Display a vending decal on each licenced bicycle. The decal is non-transferable.
2. Only sell permitted products, including flowers, food and non-alcoholic beverages.
3. Operate only on City streets and parks, except Beacon Hill Park and on designated multi-use pathways within the City of Victoria.
4. Bicycle vendors must remain 100 metres away from restaurants, events or concessions that sell a similar product.
5. Bicycle vendors must remain 30 metres away from a public or private school.
6. Operate between 7 a.m. – 10 p.m only.
7. Maintain their bicycles and keep them clean and in good repair.
8. Advertise only for their business. Advertising must be integrated into the bike.
9. Install a bicycle bell, if desired but only ring the bell for intervals of 20 seconds or fewer.
10. Provide an integrated waste receptacle. Recycling and compost must be separated from garbage, either as part of the bicycle design or at the vendor's base of operations.
11. Stop, only if hailed by a customer first.
12. Comply with all applicable bylaws, including *Streets and Traffic*, *Park Regulation*, *Noise* and the *Motor Vehicle Act*.





**Council Member Motion  
For the Council Meeting of July 6, 2017**

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**Date:** July 4, 2017  
**From:** Councillor Ben Isitt and Mayor Lisa Helps  
**Subject:** Advocacy for Partnership on Abandoned Vessels

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**Recommendation:**

That Council endorse the following resolution and requests that the Mayor, on behalf of Council, write to the following entities, forwarding copies of the resolution and requesting favourable consideration and resolutions of support: the Capital Regional District Board, the Cowichan Valley Regional District Board, the Regional District of Nanaimo Board, the Islands Trust Council, Members of Parliament and Members of the Legislative Assembly representing constituencies on southern Vancouver Island and the Gulf Islands, and local governments and First Nations governments on southern Vancouver Island and the Gulf Islands:

Resolution: Partnership on Abandoned Vessels

WHEREAS abandoned vessels have become a persistent problem in coastal communities on southern Vancouver Island and the Gulf Islands, with a lack of clarity over responsibilities of vessel owners and various levels of government impeding a coordinated response to removal of abandoned vessels and protection of the marine environment;

AND WHEREAS the Government of Canada has announced the establishment of the Abandoned Boats Program and Coastal Restoration Fund, inviting applications for funding from joint partners;

AND WHEREAS several local governments on southern Vancouver Island have expressed interest in these opportunities, alongside interest from industry partners offering to assist with removal of abandoned vessels and restoration of the marine environment;

THEREFORE BE IT RESOLVED THAT the City of Victoria: (1) endorses a coordinated response to the problem of abandoned vessels on southern Vancouver Island and the Gulf Islands; (2) expresses support for applications to the Abandoned Boats Program and Coastal Restoration Fund for a partnership on abandoned vessels; and (3) calls on the Capital Regional District, Cowichan Valley Regional District, Regional District of Nanaimo, Government of British Columbia, and Government of Canada to co-operate with local governments and First Nations governments on southern Vancouver Island and the Gulf Islands on an coordinated response to remove abandoned vessels and restore the marine environment.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ben Isitt".

Councillor Isitt

A handwritten signature in blue ink, appearing to read "Lisa Helps".

Mayor Lisa Helps

Attachments: Abandoned Boats Program and Coastal Restoration Fund guidelines





Transport Canada (<http://www.tc.gc.ca/eng/menu.htm>)

[Home](#) → [Programs](#) → [Marine Transportation Programs](#) → [Abandoned Boats Program](#) → [Apply for ABP-A and R Funding](#) → ABP-A&R Applicant's Guide

# ABP-A&R Applicant's Guide

From [Transport Canada \(https://www.canada.ca/en/transport-canada.html\)](https://www.canada.ca/en/transport-canada.html)

Transport Canada's Abandoned Boats Program (ABP) – Assessment and Removals (A&R) provides federal funding, in the form of grants and contributions, to assist in the assessment, removal and disposal of abandoned and/or wrecked small boats that pose a hazard in Canadian waters.

**A** call for proposals is open. We are now accepting applications for projects that will begin in 2017-18. The application deadline is **October 30, 2017**.

## In this guide

1. [Program description](#)
2. [Eligible recipients](#)
3. [Available funding](#)
4. [Eligibility assessment criteria](#)
5. [Eligible expenditures](#)
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8. [Notification](#)
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11. [How to apply](#)
12. [Submitting your application](#)

## 1. Program description

The ABP A&R provides funding to support eligible recipients to permanently remove and dispose abandoned and/or wrecked small boats from Canadian waterways that are not eligible under other federal funding programs. The program will also provide funding to conduct boat assessment for removals.

The objective of the program is to:

- Reduce the number of abandoned and/or wrecked boats in Canadian waterways and the hazards they pose
- Contribute to the protection and preservation of the marine environment
- Reduce the impacts of these boats on Canadian coastal communities
- Enhance economic opportunities
- Increase awareness of the boat owners' responsibilities

## 2. Eligible recipients

Eligible recipients include:

- Provinces, territories, municipalities and local governments
- Indigenous groups, communities and organizations
- Private ports or marinas\*
- Canadian Port Authorities
- For-profit organizations and not-for-profit organizations

\*Abandoned and/or wrecked boats in a federally-owned small craft harbour are NOT eligible for funding under this program. Please contact the [Department of Fisheries and Oceans \(http://www.dfo-mpo.gc.ca/sch-ppb/contact-eng.htm\)](http://www.dfo-mpo.gc.ca/sch-ppb/contact-eng.htm).

## 3. Available funding

The ABP will provide up to \$5.6 million over 5 years. All projects must be completed **by March 31, 2022**.

We reserve the right to fund single-year or multi-year projects, as appropriate.

### 3.1 Assessment of small boats for removal

Recipients who are eligible for funding to conduct boat removal assessments will be reimbursed for 100% of eligible expenditures through a grant.

The maximum contribution per assessment of a boat is \$5,000.

### 3.2 Removal and disposal of small boats

Recipients who are eligible for funding to remove and dispose boats from the water will be reimbursed for up to 75% \* of eligible expenditures through a contribution.

The maximum contribution per boat removal and disposal is \$50,000.

**\*Note:** In exceptional circumstances, there may be a higher cost-sharing amount provided to recipients.

## 4. Eligibility assessment criteria

### 4.1 Assessment of small boats

The boat assessment for removal will need to consider:

- General risks posed by the boat
- Environmental effects
- Risks associated with removal, e.g. safety, environmental
- Heritage and/or military significance of the boat
- Recycling value of the boat, if applicable
- Estimated removal costs and requirements, including a mitigation strategy to address the risk

To be eligible for a grant to conduct a boat removal assessment, applicants must:

- Demonstrate that the boat appears to be abandoned and/or wrecked in Canadian waters, for example:
  - An **abandoned boat** – Abandonment requires that the owner be unknown and the location/condition of the boat indicate that it has been intentionally abandoned, or if the owner is known, he has in fact intentionally abandoned the vessel with no plans to return to it.
  - A **wrecked boat** – A boat appears to be sunken, stranded, beached, partially submerged, dismantled and abandoned.
- Describe the specific boat or boats to be assessed, including boat location and condition (per the [Assessment for Small Boats Application Form \(/media/documents/communications-eng/application-form-abandoned-boats-program-assessment-small-boats-v1.pdf\)](#) ).
- Indicate if the boat has resulted in, or is reasonably expected to result in, harmful consequences to the environment, human health and safety, local economies, or damage to the coastline or related interests (e.g., shore and underwater infrastructure).
- Be authorized to assess the boat(s) and provide supporting documentation. \*
- Provide an estimate of the costs.

**Boats involved in a legal dispute with a private or public party may not be eligible for funding.**

\*The applicant will need to be authorized to assess the boat. However, if the applicant cannot obtain the authority from other sources, Transport Canada has developed a separate process to support this requirement. For further information, see: [Transport Canada Navigation Protection Program \(/eng/programs-621.html\)](#).

### 4.2 Removal and disposal of small boats

To be eligible for a contribution to remove and dispose of a boat, applicants must:

- Demonstrate that the boat appears to be abandoned and/or wrecked in Canadian waters, for example:
  - An **abandoned boat** – Abandonment requires that the owner be unknown and the location/condition of the boat indicate that it has been intentionally abandoned, or if the owner is known, he has in fact intentionally abandoned the vessel with no plans to return to it.
  - A **wrecked boat** – A boat appears to be sunken, stranded, beached, partially submerged, dismantled and abandoned.
- Indicate if the boat has resulted in, or is reasonably expected to result in, harmful consequences to the environment, human health and safety, local economies, or damage to the coastline or related interests (e.g., shore and underwater infrastructure).
- Be authorized to assess and remove the boat(s) and provide supporting documentation. \*
- Demonstrate that the boat has been assessed to the satisfaction of Transport Canada, to address the requirements found under [Section 4.1](#).

**Boats that are not eligible for funding include:**

- Military boats
- Heritage boats
- In some cases, boats involved in a legal dispute with a private or public party may not be eligible.

\*The applicant will need to be authorized to remove and dispose the boat. However, if the applicant cannot obtain authority from other sources, Transport Canada has developed a separate process to support this requirement. For further information, see [Transport Canada Navigation Protection Program \(/eng/programs-621.html\)](http://www.tc.gc.ca/eng/programs-621.html).

## 5. Eligible expenditures

Eligible expenditures include:

- Staff salaries and benefits
- Professional services (e.g., accounting, audit, consulting and labourers)
- Assessments (e.g., of environmental effects, heritage significance, boat removal costs and requirements, removal hazards)
- Purchase and lease of assets, technology, equipment, systems and supplies
- Room rentals and other facility costs, including storage costs for a boat up to a period of 3 months, or as agreed upon with Transport Canada
- Translation costs
- Administrative expenditures for up to 15% of total project costs (including general administration, expenditures, rent, insurance, office equipment rental and membership fees)
- Travel expenditures (including the cost of accommodations, vehicle rental and kilometric rates, bus, train, airplane or taxi fares, allowances for meals and incidentals)
  - **Note:** Travel and per diem expenses cannot be more than the rates and allowances determined in the [Travel Directive of the National Joint Council \(http://www.njc-cnm.gc.ca/directive/d10/en\)](http://www.njc-cnm.gc.ca/directive/d10/en).
- Other costs that are, in our opinion, considered to be direct, reasonable and incremental for the successful implementation of the project and have been approved in writing, prior to being incurred

Eligible expenditures can be either cash or cash-equivalent in-kind contributions. These expenditures may be reimbursed so long as the following three criteria are met:

- The associated costs are deemed to be eligible expenditures and have been approved by Transport Canada
- The associated costs are not a donation received from a third party
- The associated costs are related to goods, services or other support that would otherwise be purchased and paid for by the applicant as essential for the project

**Note:** In-kind contributions received from a third party are considered donations and may form part of the total eligible expenditures of the project, but are not reimbursable.

### 5.1 Eligible project duration and approvals

- Projects must begin on or after **April 1, 2017**, and must end by **March 31, 2022**.
- Single-year (12-month) and multi-year projects (up to 36-months) are eligible.
- **We cannot issue advanced payment.** Therefore, applicants must demonstrate that they have sufficient funding available to conduct a boat assessment as well as the proposed removal and disposal project's life-cycle (including start-up) to ensure successful completion.
- Applicants must identify the source of all project funding in their project proposal (e.g., in-kind, third party). Letters from partner organizations that confirm financial support must be attached to the proposal.
- **Assessment of small boats** – Activities to assess the boats may begin upon our approval.
- **Removal and disposal of small boats** - Projects may begin upon our approval; however, no reimbursements will be provided until a funding agreement is signed.

## 6. Ineligible expenditures

Certain expenditures are not eligible for funding and therefore will not be considered in the calculation of the total eligible expenditures of the proposed project, including:

- Costs incurred before the funding approval date or after the final claim date
- Expenditures for provincial sales tax and Goods and Services Tax, or the Harmonized Sales Tax, where applicable, for which the recipient is eligible for a rebate, or any other costs eligible for rebates
- Purchase of land and/or buildings, related real estate fees and vehicles
- Financing charges and interest payments on loans
- Expenditures that have been reimbursed from other sources of funding, federal statutes or funding programs

## 7. Merit selection criteria

We will evaluate small boat removal assessment applications and small boat removal project proposals to determine if they meet the mandatory eligibility criteria. For more information, see <https://www.tc.gc.ca/eng/abp-a-r-applicant-guide.html>

assessment criteria (see [Section 4](#) for additional details). If eligible, the proposed applications and projects will be assessed against the merit selection criteria described below.

## Removal and disposal of small boats

Applicants must provide the following information (please use the proposal template provided in [Section 11.2](#)) :

1. Applicant information
2. Rationale for funding (clear definition as to the reason for the removal – e.g., environmental, health and safety, etc.)
3. Proof of authorization for the purpose of its removal and disposal \*
4. Assessment results related to the boat's removal, as per [Section 4.1](#)
5. Project description
6. Budget

## Other criteria

Priority may be given to:

- Applications from provincial/territorial governments, for boats in or on provincially/territorially-owned water beds
- Applications from Indigenous organizations
- Applications including multiple boats
- Boats posing greater risks to human health and safety, the marine environment and marine organisms

Other considerations may include:

- The length of time a boat has been in that location or condition
- Risk of boat sinking
- Regional balance
- The ability of the applicant to leverage cash or in-kind support from non-federal sources and minimize the share of federal government funding

\*The applicant will need to be authorized to remove and dispose the boat. However, if the applicant cannot obtain the authority from other sources, Transport Canada has developed a separate process to support this requirement. For further information, see [Transport Canada Navigation Protection Program \(/eng/programs-621.html\)](#).

## 8. Notification

After we have evaluated a project proposal, we will inform the applicant if they have been selected for funding or not. We reserve the right to accept or reject any project proposal.

## 9. Service standards

In an effort to continually improve service and conduct a transparent process, we have established the following service standards:

- Our goal is to provide applicants with written acknowledgement of receipt of their application and/or project proposal within 10 business days of the application deadline date.
- Our goal is to issue payments within 20 business days following the notification to the recipient that the requirements outlined in the funding agreement have been fulfilled.

**Note:** If the program cannot meet the above standards, we will advise recipients in a timely manner.

## 10. Funding agreements

### 10.1 Assessment of small boats

#### 10.1.1 Agreement for funded activities

The Applicant's Guide, application package (including its 3 parts) and letter of funding approval, once completed and signed, where applicable, forms the funding agreement between Transport Canada and the recipient.

#### 10.1.2 Letter of funding approval for eligible activities

Eligible applicants will receive a letter of funding approval. This letter will indicate when the eligible expenditures will be eligible for reimbursement under the Program.

#### 10.1.3 Project scope and agreement

## 10.1 Project scope and agreement

Funding will be made to recipients for eligible expenditures upon the following requirements:

- Only eligible expenditures incurred **after** receiving the letter of funding approval will be eligible for reimbursement.
- Reimbursements will be made upon receipt, to our satisfaction, of the original and completed [ABP – A&R Reimbursement Form \(/media/documents/communications-eng/application-form-abandoned-boats-program-reimbursement-form.pdf\)](#) along with associated invoices and receipts.
- The maximum amount of total government funding must not exceed 100% of total eligible expenditures.

**Note:** Reimbursements will be made to the applicant organization as a lump sum payment and only on costs incurred. **No funding will be provided in advance.** Funding is conditional on the availability of funding under the Program.

## 10.2 Removal and disposal of small boats

A funding agreement signed by both the recipient and Transport Canada is required to receive ABP A&R funding. The following sections highlight some of the key areas of this legal document.

### 10.2.1 Risk-based funding agreements

We will conduct a risk assessment of all approved projects prior to signing a funding agreement. This ensures that funding agreement requirements correspond to the project's risk levels, and the recipient's capacity to deliver results. The project risk assessment will determine:

- How often the recipient must report project progress
- Financial documentation the recipient must submit with payment claims
- How often we will make site visits with and/or contact the recipient
- Audit requirements (all funding agreements indicate our right to audit)

The risk assessment will be based on, but not limited to, the information provided in the applicant's project proposal.

### 10.2.2 Project scope and agreement

The applicant's project proposal will form the foundation of the project scope, mandatory legal documentation, clauses, terms and conditions, performance measurements and payment structure that are included in the funding agreement. Once the funding agreement is signed, no change to the scope of the project (including budget, structure, timelines, etc.) is possible without prior written agreement between the recipient and Transport Canada.

**Note:** It is very important to clearly define the scope of the project and indicate the rationale for the removal and the disposal <sup>\*</sup> of the boat in the proposal. Unless we pre-approve changes to the scope, the recipient will be responsible for costs associated with work performed outside of the approved scope of a project.

<sup>\*</sup>Disposal may include recycling of the boat and/or its parts, and landfilling.

### 10.2.3 Reporting requirements

Reporting requirements will be established in the funding agreement and may include providing financial claims, list of invoices, progress reports, annual reports and a final report, among other elements.

#### Progress reports

Recipients must submit progress reports quarterly or semi-annually (or annually for multi-year agreements), as identified in the funding agreement. Progress reports will identify the progress achieved during the reporting period and accompany financial claims.

#### Annual reports

For multi-year projects, the recipient will be required to produce an annual report. This report will include but may not be limited to the following:

- A detailed description of the project's progress and major achievements during the year, and an update on how the project is moving forward and how it relates to initial objectives and final results
- Updated data on performance indicators indicated in funding agreement compared to the start of the project
  - The recipient will ensure that appropriate data collection processes are in place to enable the capture and reporting of performance indicators used to measure the achievement of the project's outcomes.
- Annual reporting on the recipient's eligible expenditures incurred and based on the breakdown of the eligible expenditures claimed, in accordance with the funding agreement budget
- Highlights of project communications activities during the reporting period, if applicable
- Issues, areas of concern or risk factors that may affect completion, the schedule or the budget of the project as per original plans, and also proposed mitigation strategies to correct any issues

#### Final reports

When the project is complete, recipients will be required to submit a final report. The final report serves as a roll-up and verification of all project activities.

When the project is complete, recipients will be required to submit a final report. The final report serves as a roll up and summary of the project, including costs and outcomes. Under the funding agreement, we must receive the final report before we will pay the final expense claim.

Along with the information required in the final report, recipients may also be asked to include:

- An overall assessment and analysis of the objectives met, outcomes achieved and lessons learned
- Evidence that the removal was completed, as well as how the boat was recycled and/or disposed

#### Financial claims

Recipients can only submit claims for reimbursement of expenditures incurred **that are identified in the funding agreement**. We will provide recipients with templates that reflect the eligible expenses as indicated in the funding agreement. Recipients will also be required to submit a list of invoices with each claim.

#### Other funding agreement clauses

##### Official languages

All recipients must respect the *Official Languages Act* (<http://laws-lois.justice.gc.ca/eng/acts/O-3.01/>) (<http://laws-lois.justice.gc.ca/eng/acts/O-3.01/>) when delivering a project funded under the ABP. Linguistic requirements may apply to projects depending on their scope (national, regional or local), or on the specificity of the regions and targeted audiences of projects. We will work with successful recipients to determine how this applies to their projects.

## 11. How to apply

The following sections detail the documents required to submit an application or proposal.

### 11.1 Documentation required for assessment of small boats

Applicants must submit a completed application package, which includes the following 3 parts. Parts 1 and 2 must be used in full to apply to the Program, and Part 3 is to be used to request a reimbursement.

- **Part 1 and 2 – Assessment for Small Boats Application Form and terms and conditions** (</media/documents/communications-eng/application-form-abandoned-boats-program-assessment-small-boats-v1.pdf>)
- **Part 3 – Reimbursement Form** (</media/documents/communications-eng/application-form-abandoned-boats-program-reimbursement-form.pdf>)

### 11.2 Documentation required for removal and disposal of small boats

Your application package must include the following:

- a. Applicant Information
  - i. Legal name of the organization
  - ii. Name and position of the primary contact for applicant organization
  - iii. Mailing address for all correspondence
  - iv. Contact information such as office phone/fax numbers, email/Internet address, etc.
- b. Proof of authorization for the purpose of the boat(s) removal and disposal, to include documentation
- c. Project management personnel
  - i. Each project must have a designated project manager. Please include contact information (if different from applicant organization)
- d. Declarations
  - i. Conflict of interest questionnaire
  - ii. Declaration by applicant organization attesting to the accuracy of the project proposal and the commitment of the organization to carry out the project signed by an authorized agent
- e. Rationale for funding
 

These should include the description of the hazards posed by the boats.
- f. Project description
  - i. Project objectives and goals
  - ii. Location of project delivery
  - iii. Proposed start and completion dates
  - iv. Major activities for the project:
    - Specific activities and associated equipment required to responsibly remove and dispose/recycle/salvage the boat
    - Mitigation strategy to prevent, prepare for and respond to any risks associated with the removal (e.g., break up of boat in water, release of pollutants, disturbance of sensitive ecological areas, including fish or bird habitat, introduction of aquatic invasive species into other waterways, etc.)
  - v. Project work plan
  - vi. Partners and contributions

g. Communications plan, if applicable

h. Letters of financial support

**Important note:** A project proposal template is available for download as a Microsoft Word document and must be used for the application, including the Microsoft Excel budget and cash flow template.

- [ABP A&R Project Proposal Template \(/eng/project-proposal-template-ABP-A-R.html\)](/eng/project-proposal-template-ABP-A-R.html)
- [ABP A&R Project Budget and Cash Flow Template \(/eng/abp-a-r-budget-cash-flow-template.html\)](/eng/abp-a-r-budget-cash-flow-template.html)

## 12. Submitting your application

### Application deadline

#### Assessment of small boats

Applications must be received by **October 30, 2017**. Applications received after this date will not be considered for funding.

#### Removal and disposal of small boats

Project proposals must be received by **October 30, 2017**. Proposals received after this date will not be considered for funding.

**Note:** All applications and project proposals must be signed, complete, accurate, comprehensive and presented using the templates provided. All applicants other than individuals **must provide legal documentation confirming their organization is a legal entity** (i.e., letters of patent, certificate of incorporation or other such legal documents). Missing or incomplete information will slow the processing of the application and may result in its rejection.

An application package may be submitted by email or mailing address, at the applicant's discretion.

#### Email:

An electronic application package must be in MS Word, MS Excel or PDF format. Send the application to:

[tc.abp-pba.tc@tc.gc.ca](mailto:tc.abp-pba.tc@tc.gc.ca) (<mailto:tc.abp-pba.tc@tc.gc.ca>)

#### Mail:

A signed hard copy may be sent by mail, and must be received in this office by the application deadline.

**To maintain the transparency and fairness of the selection process, no extensions can be granted.**

Mail applications to:

Abandoned Boat Program (ABP) - Assessments and Removals  
Transport Canada  
330 Sparks St., Place de Ville – Tower C (AHEC)  
Ottawa, ON  
K1A 0N5

Transport Canada will confirm receipt of application packages.

#### Date modified:

2017-05-31





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# Coastal Restoration Fund

## Expression of interest guidelines

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### Application guidelines

The following information provides applicants with an overview of the Coastal Restoration Fund (CRF), and guidance on developing an expression of interest (Eol). Proponents are **required** to submit an Eol as part of the CRF application process. Should your project meet with the program's requirements and is chosen as a project, you will be contacted by your DFO regional office to provide further details about your project as part of the development of the contribution agreement. All sections of the Eol form must be completed to be considered for funding under the CRF.

Information provided to Fisheries and Oceans Canada will be treated in accordance with the [Access to Information Act](#) and the [Privacy Act](#). These laws govern, protect and limit the collection, use and disclosure of personal, financial and technical information by federal government departments and agencies.

### A. Coastal restoration fund context

On November 07, 2016, the Government of Canada launched the Ocean Protection Plan (OPP), a \$1.5B investment in improved marine safety and responsible shipping, protection of Canada's marine environment, and new possibilities for Indigenous and coastal communities. Under the OPP's commitment to preserve and restore marine ecosystems, the Government has established the Coastal Restoration Fund (CRF) to facilitate collaborations that contribute to developing and implementing coastal restoration plans, identifying restoration priorities, implementing restoration projects, and addressing threats to marine species (e.g., whales) located on Canada's coasts.

#### Program objective

The objective of the program is to support projects that will:

- Contribute to strategic planning and studies in key coastal areas;
- Rehabilitate aquatic habitats that contribute to the mitigation of stressors affecting marine life and their habitats;
- Contribute to the long-term sustainability of aquatic coastal habitats through monitoring and maintenance; and
- Encourage and build local community capacity to maintain and restore aquatic habitats.

#### Preference criteria

The CRF will support coastal habitat restoration projects at the local and community level along Canada's coasts, and contribute to mitigating marine stressors in aquatic coastal ecosystems. Given this approach, preference for program support will be given to those projects that:

- Address a Government of Canada, DFO or regional coastal priority (check for the latest information on the [website](#));
- Include Indigenous partners;
- Are medium to large projects (e.g., \$200,000 to \$1,000,000 per year), though projects as low as \$50,000 (minimum request allowed per fiscal year) will be considered if they are of strategic value;
- Engage a broad number of partners; and
- Are multi-year projects.

#### Government support

The total financial support for a CRF project from all levels of government (i.e., federal, provincial, territorial and municipal) cannot exceed 100% of the eligible expenditures of the activity, and of the total project value.

The cost of activities or personnel funded by federal contribution programs (e.g., Habitat Stewardship Program), as directly related to implementing a CRF project, will count towards the federal and stacking limits.

## B. General program information

### Eligible groups

Eligible groups under the CRF include:

- Indigenous organizations (e.g., Indigenous communities, Tribal Councils, Governments of self-governing First Nations, Indigenous conservation groups);
- Community based organizations (i.e., Non-profit organizations situated in municipalities or regions, including stewardship bodies);
- Non-profit organizations including environmental non-governmental organizations and stewardship bodies; and
- Academic researchers/institutions across the country.

### Eligible activities

The program supports projects that focus on the Government of Canada's commitment to address areas of increased marine shipping, coastal development, new whale protection measures, as well as regional coastal priority areas and activities identified on the [website](#).

The CRF will support a broad range of activities, including:

- **Feasibility and diagnostic studies, environmental evaluations, mapping**

This includes studies that contribute to the development of coastal zone restoration plans. In addition, this also can apply to pre-feasibility and feasibility studies, diagnostic studies, baseline monitoring, environmental evaluations, information gathering, proposal development, planning, mapping and reporting. However, any studies or planning activities must be associated with a specific restoration project or contribute to the program's priorities (i.e., standalone studies or planning projects are not eligible under this program).

- **Rebuilding, restoring and rehabilitating aquatic habitat**

This includes activities that rebuild, restore and rehabilitate aquatic habitats. It could include, but not limited to, activities related to the return of degraded or altered marine, estuarine, coastal, and habitats of diadromous and oceanodromous fish to functioning habitats or techniques that provide species access to their historic habitats. For example, physical habitat restoration, such as riparian planting, stabilization/enhancement of habitat along eroding banks, removal of anthropogenic structures that is causing coastal area ecosystem lost, and the installation of instream restoration structures and in-water structures (e.g., artificial reefs).

This could include inland aquatic habitats that have an impact on coastal zone environments, or on marine species (e.g., issues related to prey availability).

All projects must have an evidence-base that demonstrates the project's feasibility (i.e., the program will not fund experimental research or activities).

- **Skills development including management and technical training**

This includes activities that contribute to the long-term sustainability of the project, for example, management and technical training that supports long-term maintenance and monitoring of restoration projects and aquatic habitat (e.g., workshops, consultation).

- **Monitoring of and reporting on projects**

The CRF encourages activities that support the continued maintenance of an aquatic habitat. This could include monitoring of and reporting on projects to ensure the sustainability of the rehabilitation efforts. CRF will fund monitoring activities that are used to assess the effectiveness of the project and provide an appraisal of the habitat function. Regulatory-based monitoring activities are not eligible under CRF.

- **Construction, architectural, engineering, design, and maintenance activities**

This includes activities that facilitate physical changes to the environment to address/mitigate marine stressors and contribute to the restoration of coastal habitats, for example construction, architectural design, engineering, as well as, maintenance and project design activities.

### Eligible expenses

Under the CRF eligible expenses are limited to:

- professional and technical services;
- training;
- construction and related costs;
- purchase or rental of machinery and equipment;
- materials and supplies;
- rental of facilities;
- salaries and wages and employer mandatory benefits of non-core personnel;
- travel, including accommodation, meals, and allowances, based on National Joint Council Directives on travel guidelines;

- conferences, workshops and meetings;
- maintenance and repair;
- to further distribute funding to an agency or a third party; and
- administrative overhead up to 10% of eligible costs of the project.

## Ineligible activities and costs

The program cannot support activities that do not support the objectives of the program or address a specific marine stressor. For examples:

- The development of new commercial and recreational fishery – though program funding may be used to restore a previously-existing fishery habitat impacted by marine stressors;
- Human resource costs for core/salaried personnel of the proponent;
- Land purchase/securement;
- Regulatory-based activities and costs (e.g., offsetting, authorizations/permits and associated fees);
- Construction of an alternate water supply for cattle (e.g., well pumping station);
- Construction of a replacement boat launch, pier, fishing platform, etc.;
- Stocking of fish (doesn't include seeding for shellfish bed shoreline stabilization);
- Financial audit costs, where the recipient wants to audit its own books (if DFO determines that an audit is required for DFO monitoring purposes, DFO will cover the costs of the audit);
- Communication (other than mandatory CRF signage), and;
- Shoreline stabilization that is not associated to fish habitat restoration.

## C. Evaluation of Eol submissions

Each expression of interest will be initially screened to determine if it meets the minimum requirements to be considered an eligible CRF project. The initial review will assess:

1. Is the applicant eligible under the program?
2. Are the activities and expenses within the scope of the program?
3. Does the amount request fit within the program's funding profile?
4. Does the project proposal address the objectives of the program?

If a project is deemed eligible, it is then assessed to determine whether or not it is to be considered a potential CRF project. The national evaluation will assess each Eol based on:

- **Strategic Value:** does it address Government of Canada priorities;
- **Ecosystem Value:** as defined by the benefits of a project to the ecological, biological, and ecological services (i.e., the benefits people obtain from ecosystems, such as clean water); and
- **Technical / Program Specifics:** does the project have potential success as presented (i.e., is the projects technically sound).

## D. Instructions to complete the Eol form

Please follow the step-by-step instructions below to ensure your Eol form is complete. For any inquiries related to the application process, please contact the appropriate regional contact listed on the [program's website](#).

### 1. Project title

The project title will be used in all communications related to the project (suggested format: water body name followed by a brief description of the project, such as "Eastville Coastal Bank Restoration"). Maximum 100 characters.

### 2. Funding requested

Indicate the CRF requested amount corresponding to each fiscal year (1 year to 5 year projects).

### 3. Application information

Enter the full legal name of your institution/body/organization. If the project is selected for funding, you will enter into an agreement with Fisheries and Oceans Canada and payments will be made to this institution/body/organization name. A general description of your institution/body/organization (or on the group implementing the project) must also be provided, including details on the capacity and expertise required to achieve the proposed project.

### 4. Project location

Additional sets of rows should be added for projects with more than one work site. The preferred format for identifying a project location(s) is in latitude and longitude decimal coordinates in degrees, minutes and seconds.

### 5. Project summary

Provide an overview of the project and make sure the description answers the following questions:

**1. What are the project objectives and how are you planning to achieve them?**

List the specific objectives of the proposed project and all issues you intend to address (e.g., restoration plan development for sediment control along the Bay of Fundy through stabilization of the shore). Indicate any proven technique/methodology you will use.

**2. How does the project address Government of Canada, DFO or regional coastal restoration priorities or does it respond to a documented/recognized regional coastal restoration problem?**

List any of the issues and/or priorities to be addressed and identify all proposed solutions and actions to answer them.

**3. How does the project benefit/impact the aquatic ecosystem?**

Provide details on how the project will benefit the aquatic ecosystem (what will be the positive impacts of the project). Also describe how the project demonstrates an ecological need and/or restores an ecological service.

**4. Does the project benefit/impact aquatic species?**

List all aquatic species impacted by the project and describe how they will benefit from the proposed project (e.g., fish, marine mammals notably endangered or threatened species).

**5. What are the expected long-term results of the project?**

Identify any long-term impact the project might have (e.g., ecologic, socio-economic impacts) as well as monitoring or follow-up actions that might be taken.

**6. How does the project support, involve, or engage Indigenous organizations, other partners and stakeholders?**

Provide a list of project supporters and describe how the project supports, involves, or engages Indigenous organizations, other partners and stakeholders. Identify all groups are involved/engaged or impacted by the project and what are the positive outcomes on the communities and the coasts.

**7. What measures will be implemented to ensure the long term sustainability of the project (including beyond the CRF project lifecycle)?**

Identify the activities that will be taken to ensure the long term sustainability of the projects (e.g., on-going monitoring, maintenance beyond the CRF project lifecycle).

## 6. Milestones

Provide a short title (e.g., project planning, consultations on restoration activities, training, monitoring) and a description for each project milestone. List all of your project's key milestones, for each fiscal year (from April 1<sup>st</sup> to March 31<sup>st</sup> of each year).

## 7. Sources of support

Provide expenses estimates (cash and in-kind) to be covered by **all sources of support** in the table. For each source of support, you must include a brief description of the expenses to be covered and the amount requested **for the whole duration of the project**. Each organization must be listed using separate rows (i.e., one organization/row).

## 8. Signature

By selecting the checkbox, you confirm that all information contained in the EoI form is accurate.

The EoI Form must be e-mailed to the appropriate regional Fisheries and Oceans Canada e-mail address listed on the [website](#). Confirmation of receipt of each application will be sent within 5 business days; a file number will be assigned for use in future correspondence.

**Date modified:**

2017-06-06

Victoria City Council  
1 Centennial Square  
Victoria, BC V8W 1P6

Victoria Council and Mayor  
Dear Mayor and Victoria Council

Though the joints efforts of our communities, the Federal Government through Transport Canada have released a Abandoned Boats Program. Upon examination of this program, the cost and time involved for each individual NGO / Local Government to submit to this program is very onerous.

The District of Oak Bay, has a agreed to start the application process for the few boats they have.

We are proposing for the convenience, simplicity and saving of monies, time and resources, Victoria and the CRD join us for a Southern Vancouver Island approach. Meaning, Our First Nations, Nanaimo Regional District, North Cowichan Regional District, Cowichan Regional District, Islands Trust and the Capitol Region District. The reason being, as we all share these waters, one comprehensive program will lessen the impact financially, add simplicity, and speak with solidarity and enforcement.

Several aspects of this multiple year funding, deal with not only the boats sunk or on the beaches, but how to deal with the current floating abandoned boats and education, All this requires a huge amount of public involvement and a minimum of 25% cash or inkind.

Our benefactor Ralmax involved with the removal of Cadboro Bay derelict boats, has agreed to come to the table to help removal, once we have gone through the process, of inventorying and identifying the flotsum , jetsum and risk a fair price will be established, then completed application will submitted to Transport Canada.

We ask that the City of Victoria and The Capitol Regional District reach out to our Northern Neighbours and First Nations community of the Salishsea, and work together find a common one spot solution to this Urban blight on our shoreline.

Yours Truly

Eric Dahli Chair  
Cadboro Bay Community Association

John R Roe A Founder  
Veins of Life Watershed Society  
205 – 338 Lower Ganges Road  
Salt Spring Island  
250 538 2120