



**PLANNING AND FACILITIES COMMITTEE
PUBLIC MEETING
REVISED AGENDA**

Wednesday, October 6, 2021, 6:00 pm

School Board Office (must pre-register) or Zoom (for public observation)

1040 Hollywood Road S.

Kelowna, BC

Public Zoom Link: <https://sd23.zoom.us/j/65903091993>

Due to limited space availability, members of the public who wish to attend the Public Planning and Facilities Committee must pre-register by contacting the Secretary-Treasurer's office at 250-470-3216 or Secretary.Treasurer@sd23.bc.ca by noon on the day of the meeting.

As per Health Orders, masks are required.

**The Central Okanagan Board of Education acknowledges that this meeting is being held on the unceded,
Traditional Territory of the Okanagan People.**

Pages

1. AGENDA

Additions/Amendments/Deletions

2. REPORTS/MATTERS ARISING

2.1. Planning and Facilities Committee Public Meeting Report - September 1, 2021

6

(Attachment)

3. PUBLIC QUESTION/COMMENT PERIOD

In-person attendance is required for members of the public to ask questions and/or make comments.

4. COMMITTEE MEMBERS QUERIES/COMMENTS

5. DISCUSSION/ACTION ITEMS

5.1. Annual Integrated Pest Management Report

11

(Attachment)

STAFF RECOMMENDATION

THAT: The Planning and Facilities Committee recommends to the Board:

THAT: The Board of Education accept the Annual Integrated Pest Management Report as the Annual Report required in Policy 620 – Integrated Pest Management (IPM), as attached to the Agenda and presented at the October 6, 2021 Planning and Facilities Committee Public Meeting.

5.2. Enhancement Agreement - École Belgo Elementary School GaGa Ball Court

41

(Attachment)

STAFF RECOMMENDATION

THAT: The Planning and Facilities Committee recommends to the Board:

THAT: The Board of Education enter into an Enhancement Agreement with the École Belgo Elementary School PAC for the creation of a GaGa Ball Court, as attached to the Agenda, and as presented at the October 6, 2021 Planning and Facilities Committee Meeting.

5.3. Okanagan Mission Catchment and School Reopening Review - Update

54

(Late material attached)

STAFF RECOMMENDATION

THAT: The Planning and Facilities Committee recommends to the Board:

THAT: The Board of Education approve the revised timeline for the Okanagan Mission catchment and school reopening review, as attached to the Agenda, and as presented at the October 6, 2021 Planning and Facilities Committee Meeting.

5.4. Westside Catchment and French Immersion Programming Review - Update

57

(Late material attached)

STAFF RECOMMENDATION

THAT: The Planning and Facilities Committee recommends to the Board:

THAT: The Board of Education approve the revised timeline for the Westside catchment and French Immersion programming review, as attached to the Agenda, and as presented at the October 6, 2021 Planning and Facilities Committee Meeting.

6. DISCUSSION/INFORMATION ITEMS

6.1. Transportation Services Update

60

(Attachment)

7. COMMITTEE CORRESPONDENCE

8. ITEMS REQUIRING SPECIAL MENTION

9. RECOMMENDATIONS/REFERRALS TO THE BOARD/COORDINATING COMMITTEE/OTHER COMMITTEES

10. ITEMS FOR FUTURE PLANNING AND FACILITIES COMMITTEE MEETINGS

- School Bus Safety Including: Seat Belts

November

- Considerations for Okanagan Mission Catchment and School Reopening Review
- Considerations for Westside Catchment and French Immersion Programming Review

December

- Staff Recommendations for Okanagan Mission Catchment and School Reopening Review
- Staff Recommendations for Westside Catchment and French Immersion Programming Review

January

- Annual Review of Committee's Mandate, Purpose and Function
- Staff Recommendations for Okanagan Mission Catchment and School Reopening Review
- Staff Recommendations for Westside Catchment and French Immersion Programming Review

February

- Annual Facility Grant (AFG) Plan

May

- Transportation Update
- Capital Plan Submission

June

- Energy & Sustainability Presentation

11. FUTURE PLANNING AND FACILITIES COMMITTEE MEETINGS

All meetings start at 6:00 pm unless otherwise noted.

November 3, 2021 and December 1, 2021

12. MEDIA QUESTIONS

13. ADJOURNMENT



**Central Okanagan
Public Schools**

Together We Learn

CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT

Planning and Facilities Committee Public Meeting

Wednesday, September 1, 2021, 4:00 pm

School Board Office

1040 Hollywood Road S

Kelowna, BC

Board of Education: Trustee C. Desrosiers, Chairperson
Trustee W. Broughton, Committee Member
Trustee L. Tiede, Committee Member
Trustee M. Baxter
Trustee J. Fraser

Staff: Mitch Van Aller, Director of Operations
Ryan Stierman, Secretary-Treasurer/CFO
Kevin Kaardal, Superintendent of Schools/CEO
Terry Beaudry, Deputy Superintendent of Schools
Michelle DesRochers, Executive Assistant (recorder)

Partner Groups: Susan Bauhart, COTA President
David Tether, CUPE President
Nicola Baker, COPAC Member-at-Large
Ryan Ward, COPVPA Middle School Rep
Zach Johnson, DSC - Grade 11 at KSS

**The Central Okanagan Board of Education acknowledged that this meeting was being held
on the unceded, Traditional Territory of the Okanagan People.**

AGENDA

Add: Material for scheduled Discussion/Information Item: September Restart Plan - Communicable Disease Plan

September 1, 2021 Committee Agenda - approved as amended.

REPORTS/MATTERS ARISING

Planning and Facilities Committee Public Meeting Report - June 2, 2021

June 2, 2021 Committee Report - received as distributed.

PUBLIC QUESTION/COMMENT PERIOD

There were no public questions/comments.

COMMITTEE MEMBERS QUERIES/COMMENTS

Committee members discussed the following queries/comments:

- Clarification regarding Merv 13 filters in all schools.
- Supports for families that were affected by local wildfires.
- Commendations to staff for setting up Emergency Evacuation sites related to wildfire evacuation orders.

DISCUSSION/ACTION ITEMS

Enhancement Agreement - Davidson Road Elementary Outdoor Learning Space

The Director of Operations stated that the Davidson Road Elementary School Parent Advisory Council (PAC) wishes to enter into an Enhancement Agreement with the Board of Education to build an outdoor learning space.

Outcome:

The Planning and Facilities Committee recommended to the Board:

THAT: The Board of Education enter into an Enhancement Agreement with the Davidson Road Elementary School PAC for the Outdoor Learning Space outlined in Appendix B, as attached to the Agenda, and as presented at the September 1, 2021 Planning and Facilities Committee meeting.

Enhancement Agreement - Springvalley Middle School GaGa Ball Court

The Director of Operations stated that the Springvalley Middle School Parent Advisory Council (PAC) wishes to enter into an Enhancement Agreement with the Board of Education to install a GaGa Ball Court. The PAC will contribute \$5,000 towards the project and the school will contribute the balance.

Outcome:

The Planning and Facilities Committee recommended to the Board:

THAT: The Board of Education enter into an Enhancement Agreement with Springvalley Middle School PAC for the creation of a GaGa Ball Court, as attached to the Agenda, and as presented at the September 1, 2021 Planning and Facilities Committee Meeting.

Timeline for Okanagan Mission Catchment and School Reopening Review

The Secretary-Treasurer/CFO stated that the Okanagan Mission catchment and school reopening review was determined during the Long Term Facilities Plan Review held during the 2020-2021 school year. An outline of the considerations highlighted in the Long Term Facilities Plan was provided. The timelines for a comprehensive community engagement were presented.

The Secretary-Treasurer/CFO shared that a [website](#) has been established for the community to keep up to date with the process and all pertaining information. The District is hoping to hold in-person public engagement sessions, subject to public health restrictions.

The Committee discussed the perimeters around the consultation and emphasized the importance of sharing all information with the Central Okanagan Parent Advisory Council (COPAC) for distribution to all PACs.

Outcome:

The Planning and Facilities Committee recommended to the Board:

THAT: The Board of Education approve the timeline for Okanagan Mission catchment and school reopening review, as attached to the Agenda, and as presented at the September 1, 2021 Planning and Facilities Committee Meeting.

Timeline for Westside Catchment and French Immersion Programming Review

The Secretary-Treasurer/CFO stated that a review is scheduled for the Westside as a result of the Long Term Facilities Plan as well as the Board's decision to repurpose École George Pringle Elementary School and include French Immersion programming in the consultation process. The intent of the review is to provide the Board of Education with the best information to inform their decisions.

The Secretary-Treasurer/CFO shared that an information [website](#) has been established for the community to keep up to date with the process and all pertaining information. The District is hoping to hold in-person public engagement sessions, subject to public health restrictions.

The Committee discussed the fact that there is a lot of information for families to review and that more than one information session may be required. However, consultations on the Westside need to consider all the issues in the community as a whole.

Outcome:

The Planning and Facilities Committee recommended to the Board:

THAT: The Board of Education approve the timeline for Westside catchment and French Immersion programming review, as attached to the Agenda, and as presented at the September 1, 2021 Planning and Facilities Committee Meeting.

DISCUSSION/INFORMATION ITEMS

Operations Summer Projects Update

The Director of Operations outlined the 2021 Operations summer work projects and shared that there will be little or no disruption for the start of the 2021-2022 school year.

The Director of Operations commended all custodial, maintenance and operations staff for their hard work to ensure that schools are ready for the 2021-2022 school year.

The Director of Operations and Secretary-Treasurer/CFO responded to questions from Committee members.

September Restart Plan - Communicable Disease Plan

The Superintendent of Schools/CEO stated that the Central Okanagan Public Schools Communicable Disease Plan has been posted on the District's website in draft form as a few pieces continue to be confirmed. He also stated that all orders by the Provincial Health Officer and the Regional Medical Health Officer continue to be followed and provided an overview of the Health & Safety Measures for 2021/2022 compared to 2020/2021, case and contact management, and BCCDC COVID-19 data.

The Superintendent of Schools/CEO responded to questions.

COMMITTEE CORRESPONDENCE

The Committee discussed a recent email sent to the Board of Education regarding transportation on the Westside.

ITEMS REQUIRING SPECIAL MENTION

Committee members expressed their gratitude to the following:

- Staff for installing plexi glass barriers around the Board table to ensure in-person meetings are done safely.
- Staff for responding to the wildfire threats to schools and setting up evacuation sites.
- New COTA Pro-D Chair for organizing a successful COTA Pro-D Week.
- Transportation Department for all their work in establishing new routes and communicating to parents.
- Central Okanagan Leadership Team for meeting to promote efficacy in learning.

RECOMMENDATIONS/REFERRALS TO THE BOARD/COORDINATING COMMITTEE/OTHER COMMITTEES

Public Board Meeting - September 15, 2021

- Enhancement Agreement - Davidson Road Elementary Outdoor Learning Space (Action Item)
- Enhancement Agreement - Springvalley Middle School GaGa Ball Court (Action Item)
- Timeline for Okanagan Mission Catchment and School Reopening Review (Action Item)

- Timeline for Westside Catchment and French Immersion Programming Review (Action Item)
- Operations Summer Projects Update (Information Item)
- September Restart Plan - Communicable Disease Plan (Information Item)

ITEMS FOR FUTURE PLANNING AND FACILITIES COMMITTEE MEETINGS

- School Bus Safety Including: Seat Belts

October

- Annual Integrated Pest Management Report
- Transportation Services Update

January

- Annual Review of Committee's Mandate, Purpose and Function

February

- Annual Facility Grant (AFG) Plan

May

- Transportation Update
- Capital Plan Submission

June

- Energy & Sustainability Presentation

FUTURE PLANNING AND FACILITIES COMMITTEE MEETINGS

All meetings start at 6:00 pm unless otherwise noted.

October 6, 2021 and November 3, 2021

MEDIA QUESTIONS

There were no media questions.

ADJOURNMENT

The meeting adjourned at 5:35 pm.

Questions - Please Contact:

Trustee Desrosiers, Chairperson at 250-718-6303 or Chantelle.Desrosiers@sd23.bc.ca
 Mitch Van Aller, Director of Operations at 250-870-5150 or Mitch.Vanaller@sd23.bc.ca

Chantelle Desrosiers, Chairperson



Memorandum

Date: October 1, 2021
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations

Action Item: Annual Integrated Pest Management Report 2021

1.0 ISSUE STATEMENT

The Board authorizes the use of all suitable techniques in an organized program to suppress pest populations in effective, economical and environmentally safe ways.

2.0 RELEVANT BOARD MOTION/DIRECTION

Policy 620 – Integrated Pest Management (IPM): *“Each year a report shall be provided to the Board on the effectiveness of the pesticide management program, with appropriate recommendations for possible enhancements.”*

3.0 BACKGROUND

School District policy ensures that no chemical pesticides are used on District sites. This requires alternative measures to control landscape and structural surfaces.

4.0 POINTS FOR CONSIDERATION

None.

5.0 OPTIONS FOR ACTION

Continue the program as currently funded and advised by our District Horticulturists and external expert consultants.

6.0 FOLLOW-UP/REVIEW:

Yearly report required as per Policy 620 – Integrated Pest Management (IPM).

7.0 DIRECTOR’S COMMENTS:

The District will continue supporting a proactive and preventative approach to managing noxious weeds, invasive plants, vegetation and pests on all of our sites, (landscape or structural). Integrated Pest Management is a long-term program that reduces the reliance on pesticides and can lead to a reduction in their use. At this time no pesticides are utilized to control pests on any school site.

8.0 STAFF RECOMMENDATION:

THAT: The Planning and Facilities Committee recommends to the Board:

THAT: The Board of Education accept the Annual Integrated Pest Management Report as the Annual Report required in Policy 620 – Integrated Pest Management (IPM), as attached to the Agenda and presented at the October 6, 2021 Planning and Facilities Committee Public Meeting.

9.0 APPENDICES

- A. District Horticulturist, Mike Daley detailed 2020/2021 report
- B. Policy 620 – Integrated Pest Management (IPM)
- C. BC Ministry of Environment Integrated Pest Management Act and Regulation.

Appendix "A"

Central Services IPM Report - October 2020 to October 2021

Preventing pests through the design, construction of facilities and landscapes is an essential component of IPM and developing cost-effective maintenance regimes. Pests can easily take up residence in areas that are not landscaped appropriately or areas with inappropriate plant growth and materials.

We continue to work towards improving the efficiency and sustainability of the IPM program by using good sound physical and cultural practices.

The IPM approach is based on using proactive, preventative and cultural strategies and relies less on reactive measures for pest control. Cultural practices are referred to as sound plant health care practices; they focus on prevention of the pest by maintaining a healthy host through proper planting, mowing, pruning and mulching. Cultural practices also focus on reducing pest establishment, reproduction, dispersal and survival.

October 2020 to October 2021 the following occurred:

- All schools/sites were inspected on a regular basis for any pest issues,
- Irrigation on all schools/sites were set on timers to ensure proper irrigation coverage,
- Two grass crews ensured the fields were mowed on a scheduled basis,
- One additional grass crew mowed 2 days per week,
- Shrub beds at schools/sites were weeded and mulched,
- Any tree that was identified as a hazard was pruned or removed,
- Autumn leaves were mulched on site in the fall and then were spread on the turf and on the shrub beds.

**Section Six: School District Facilities***"Together We Learn"***620 –INTEGRATED PEST MANAGEMENT (IPM)****Introduction**

The Board of Education believes that an *Integrated Pest Management (IPM)* program, as recommended by the BC Ministry of Environment, is the most suitable method for maintaining sites in a safe, useable condition for current and future use.

Policy

1. The Board authorizes the use of all suitable techniques in an organized program to suppress pest populations in effective, economical and environmentally safe ways.
2. The essential components of the school district's integrated pest management program include:
 - 2.1 identification of the problem through an examination of the fields conducted by the office of the Director of Operations or designate;
 - 2.2 regular monitoring of the sites (to determine the most appropriate time, method and follow-up necessary);
 - 2.3 determining plant damage relative to a tolerance level acceptable to the Superintendent or designate and considering safety, financial and aesthetic implications;
 - 2.4 determining appropriate action to manage problems identified, including an appropriate combination of:
 - physical or mechanical controls;
 - cultural controls;
 - chemical controls.
3. Substituting physical or cultural controls for chemicals will be encouraged wherever possible. When not possible, pesticides will be selected based on compatibility with other treatment methods. When a pest count indicates that some chemical controls are needed, school principals will be informed of the results and the anticipated dates for treatment of the sites. Principals will then inform their parent advisory councils of the treatment plans.
4. Each year a report shall be provided to the Board on the effectiveness of the pesticide management program, with appropriate recommendations for possible enhancements.

APPENDIX "C"

Integrated Pest Management Act and Regulation

Landscape/Structural Sector Review Paper

This is a summary prepared to provide general guidance on the use of pesticides in British Columbia. This is not a legal document and the contents should not be relied upon for legal purposes. In all cases the *Integrated Pest Management Act* and Regulation will prevail. Copies of the *Act* and Regulation may be obtained through the Queen's Printer.



Ministry of
Environment

Integrated Pest Management Program

April 2009

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1. Introduction – Purpose of this Review Paper

This review paper provides information drawn from the *Integrated Pest Management (IPM) Act* and Regulation that will be of particular interest to pest managers **working in the landscape or structural industry sectors**. The *IPM Act* was brought into force on December 31, 2004, replacing the *Pesticide Control Act*. The legislation sets out requirements for the use and sale of pesticides in British Columbia.

This document presents a lay summary of the requirements set forth in the *IPM Act* and Regulation for landscape and structural pest management. Additional information – including a summary overview, other industry sector reviews of the *Act* and Regulation and links to application forms and the legislation – can be accessed by clicking on the address below, or from the Ministry of Environment homepage, by following the *Environmental Protection Division, Environmental Management Branch*, and *IPM* links. The IPM Program webpage address is: www.env.gov.bc.ca/epd/ipmp/index.htm

2. General Information

2.1 Who administers the *IPM Act*?

The B.C. Ministry of Environment is responsible for the protection of human health and the environment in British Columbia. The Integrated Pest Management (IPM) Program of the ministry promotes IPM and environmental stewardship, and ensures compliance with the *Integrated Pest Management Act* and Regulation.

The *Act* mandates the appointment of an **Administrator** for the legislation, with powers and duties to issue, amend or revoke licences, certificates or permits – as well as to delegate specific duties to assistant administrators, and to designate inspectors (employees of provincial, federal or local government). The legislation includes provisions for appeals of the Administrator's decisions to the Environmental Appeal Board (established under authority of the *Environmental Management Act*), and for establishment of an IPM Committee with representatives of identified government regulatory agencies to review issues referred to it by the Administrator.

2.2 What does the *Act* regulate? How?

The *Integrated Pest Management Act* and Regulation establish conditions for the sale and use of pesticides through a classification system and regulatory provisions and standards for licences, certification, permits, Pest Management Plans (PMPs) and pesticide use notices (PUNs). The Regulation also contains public notification, consultation, reporting and record keeping provisions – as well as standards for use of integrated pest management and for human health and environmental protection.

Under the *IPM Act*, a person must not “use a pesticide that causes or is likely to cause, or use, handle, release, transport, store, dispose of, or sell a pesticide in a manner that causes or is likely to cause an unreasonable adverse effect.” This general prohibition, in concert with use of Integrated Pest Management (IPM), underpins the ministry's approach to regulation of pesticide use in British Columbia.

Key Regulatory Tools and Processes under the *IPM Act*:

Pesticide classes: using definitions, labeling and other standards set out in the federal *Pest Control Products Act*

Licences: for sale or use of specified pesticides

Certificates: for dispensing or applying specified pesticides

Permits: for use of pesticides of particular concern

Pest Management Plans and pesticide use notices: for specified large scale programs that require IPM plans and ministry notification

2.3 How is Integrated Pest Management (IPM) defined under the Act?

Because it requires a proactive and preventative approach, IPM reduces reliance on pesticides and can lead to a reduction in their use. The *Act* and Regulation require the use of Integrated Pest Management (IPM) for pesticide use on public land; on private land used for forestry, transportation, public utilities and pipelines; and for pest control service companies (including service companies managing landscape, structural, forestry, noxious weed or mosquito pests).

The *Act* defines IPM as “a process for managing pest populations that includes the following elements:

- a. Planning and managing ecosystems to prevent organisms from becoming pests;
- b. Identifying pest problems and potential pest problems;
- c. Monitoring populations of pests and beneficial organisms, damage caused by pests and environmental conditions;
- d. Using injury thresholds in making treatment decisions;
- e. Suppressing pest populations to acceptable levels using strategies based on considerations of:
 - Biological, physical, cultural, mechanical, behavioural and chemical controls in appropriate combinations,
 - Environmental and human health protection; and
- f. Evaluating the effectiveness of pest management treatments.”

2.4 What is a “pesticide” and how are pesticides classified under the Act?

A **pesticide** is defined under the *Act* as a “micro-organism or material that is represented, sold, used or intended to be used to prevent, destroy, repel or mitigate a pest.” This includes growth regulators, defoliators or desiccants; control products defined in the federal *Pest Control Products Act*; and other substances classed as a pesticide by regulation.

A number of micro-organisms, substances and control products are explicitly excluded from the definition of pesticide:

- ♦ Instruments or “gadgets” that are used as a means to control pests (directly or indirectly) (e.g., a trap);
- ♦ Control products used to control arthropods on or in humans, livestock or domestic animals – and are administered internally by mouth or injection;
- ♦ Control products used to attack viruses, bacteria or other micro-organisms with the aim of treating, mitigating or preventing disease in humans or animals; and
- ♦ Control products used to attack mould, mildew or odors (except when used as a wood preservative).

The *IPM Act* and Regulation establish **classes** of pesticides, and requirements for licences, certification, permits and pesticide use notices for each class. The classification system utilizes definitions, labeling and other standards for sale and use of pesticides set out in the federal *Pest Control Products Act*. Pesticide classes under the *IPM Act* are:

- ♦ **Permit-restricted:** the most strictly controlled pesticides, because the Administrator considers that the risk of unreasonable adverse effects from their use should be evaluated for each proposed use, requiring a permit for purchase or application;¹

¹ Permit-restricted pesticides listed in the Regulation are 4-aminopyridine, strychnine used to control bird populations and monosodium methanearsonate (MSMA).

- ♦ **Restricted:** a pesticide labeled under the federal Act with the product class designation “RESTRICTED” (and not a permit-restricted or an excluded pesticide), requiring a pesticide applicator certificate for purchase or use;
- ♦ **Commercial:** a pesticide that bears a product class designation on its label that is acceptable under the federal Act in relation to its general use in “commercial,” “industrial,” “agricultural” or other commercial activities (and is not a permit-restricted or an excluded pesticide);
- ♦ **Domestic:** required under the federal Act to be labeled with the product class designation “DOMESTIC” (and not an excluded pesticide) or pesticides that are contained in a fertilizer registered under the *Fertilizers Act* (Canada); and
- ♦ **Excluded:** specified pesticides assigned to this class because the Administrator considers that their use – without a licence, permit² or pesticide use notice – will not increase the risk of unreasonable adverse effects (see list of excluded pesticides on the following page).

The table below provides a summary of requirements for each class of pesticide under the *IPM Act* and Regulation. Excluded products named in the Regulation are listed on the following page.

Summary of Requirements for each Class of Pesticide under the *IPM Act* and Regulation

Requirements	Pesticide Classes				
	Permit-restricted	Restricted	Commercial	Domestic	Excluded
Permit required for purchase and all uses	Yes	No	No	No	No
Applicator certificate required for purchase and all uses	Yes	Yes	No	No	No
Purchase must be recorded by Vendor	Yes	Yes	Yes	No	No
Dispenser certificate required for selling pesticides	Yes	Yes	Yes	Yes	No
Vendor licence required for selling pesticides	Yes	Yes	Yes	Yes	No
User licence required for pesticide applications	Yes	Yes	Yes	Yes	No
Pesticide user licence required for use on specified private or public lands for specified purposes to a defined maximum area per year (see <i>Compendium of IPM Legislation and Industry Sector Reviews</i>)	Yes	Yes	Yes	Yes	No
Pesticide user licence required for use in a multi-resident building in rooms occupied as living accommodation, or to a common area (effective January 7, 2007)	Yes	Yes	Yes	Yes	No
Pest Management Plan and confirmation of receipt of pesticide use notice required for specified pesticide use and lands (see <i>Compendium of IPM Legislation and Industry Sector Reviews</i>)	Yes	Yes	Yes	Yes	No
Applicator certificate required to supervise applications to public land or on fee-for-service basis	Yes	Yes	Yes	Yes	No
Pesticide use permit required for uses of high concern (e.g., aerial application over urban or residential areas)	Yes	Yes	Yes	Yes	Yes
Use must not cause an unreasonable adverse effect	Yes	Yes	Yes	Yes	Yes

² Note that the Administrator may require a permit for a specified use of an excluded pesticide in some circumstances (e.g., aerial application).

The Regulation lists the following excluded pesticides:

1. acetic acid (DOMESTIC)
2. animal repellents (DOMESTIC and COMMERCIAL) except thiram
3. anti-fouling paints (DOMESTIC and COMMERCIAL)
4. antispain wood preservatives used on private, industrial land owned by the company or person responsible for the application (COMMERCIAL)
5. asphalt solids (pruning paints) (DOMESTIC and COMMERCIAL)
6. *bacillus thuringiensis kurstaki* (Btk) (DOMESTIC)
7. bactericides used in petroleum products (DOMESTIC and COMMERCIAL)
8. boron compounds (DOMESTIC)
9. boron compounds with up to 5 % copper for insect control and wood preservation (COMMERCIAL)
10. capsaicin (DOMESTIC, COMMERCIAL and RESTRICTED)
11. cleansers (DOMESTIC and COMMERCIAL)
12. corn gluten meal (DOMESTIC and COMMERCIAL)
13. d-phenothryn (DOMESTIC)
14. d-trans-allethrin, also referred to as d-cis, trans allethrin (DOMESTIC)
15. deodorizers (DOMESTIC and COMMERCIAL)
16. fatty acids (DOMESTIC)
17. ferric phosphate (DOMESTIC and COMMERCIAL)
18. ferrous sulphate (DOMESTIC and COMMERCIAL)
19. hard surface disinfectants (DOMESTIC and COMMERCIAL)
20. insect bait stations (DOMESTIC)
21. insect pheromones (DOMESTIC and COMMERCIAL)
22. insect repellents (DOMESTIC)
23. laundry additives (DOMESTIC and COMMERCIAL)
24. material preservatives (DOMESTIC and COMMERCIAL)
25. methoprene (DOMESTIC)
26. mineral oils for insect and mite control (DOMESTIC)
27. n-octyl bicycloheptene dicarboximide (DOMESTIC)
28. naphthalene for fabric protection (DOMESTIC)
29. paradichlorobenzene for fabric protection (DOMESTIC)
30. pesticides in aerosol containers (DOMESTIC)
31. pesticides registered under the federal Act for application to pets (DOMESTIC & COMMERCIAL)
32. piperonyl butoxide (DOMESTIC)
33. plant growth regulators (DOMESTIC)
34. polybutene bird repellents (DOMESTIC and COMMERCIAL)
35. pyrethrins (DOMESTIC)
36. resmethrin (DOMESTIC)
37. rotenone (DOMESTIC)
38. silica aerogel, also referred to as silica gel, amorphous silica and amorphous silica gel (DOMESTIC & COMMERCIAL)
39. silicon dioxide, also referred to as “diatomaceous earth” (DOMESTIC and COMMERCIAL)
40. slimicides (COMMERCIAL)
41. soaps (DOMESTIC and COMMERCIAL)
42. sulphur, including lime sulphur sulphide sulphur and calcium polysulphide (DOMESTIC)
43. surfactants (DOMESTIC and COMMERCIAL)
44. swimming pool algicides and bactericides (DOMESTIC and COMMERCIAL)
45. tetramethrin (DOMESTIC)
46. wood preservatives (DOMESTIC)

3. Information for Pest Managers in the Landscape and Structural Sectors

3.1 Who requires a pesticide user licence?

A pesticide user licence is required if a person provides, or offers to provide, a service involving the use of a non-excluded pesticide under a contract for services. This requirement for a licence includes services for the management of structural or landscape pests on public or private land.

A pesticide user licence is also required for a use that is not a service under a service contract, but is a use **on public land** of a non-excluded pesticide for the management of:

- ♦ Pests of structures and pests of goods; or
- ♦ Pests of gardens and pests of landscaping, including the management of weeds in sidewalks and on parking lots.

This requirement for a licence includes pesticide use by regional districts, municipalities, crown corporations, hospitals, schools and universities for structural or landscape pest management on public land.

Effective January 7, 2007, a licence will also be required for the use of pesticide that is not a service **on private land** for:

- ♦ The management of pests inside rooms used as living accommodation, or in areas to which more than one occupier has access, in a multi-residence property containing at least four separate units; and
- ♦ The management of pests on outdoor areas, to which more than one occupier has access, of a multi-residence property containing at least four separate units.

This requirement for a licence includes pesticide use by the owners or managers of multi-residence buildings for structural or landscape pest management on private land.

The Regulation includes provisions for a number of other pesticide uses (e.g., forestry, industrial vegetation, noxious weed and mosquito pest management) for which a licence, permit or Pest Management Plan and pesticide use notice confirmation may be required. Those wishing definitions and requirements concerning other industry sectors should consult the Integrated Pest Management Regulation and other industry sector review documents posted on the ministry's IPM website.

Who does not require a licence?

A licence for structural or landscape pest management is not required by a person who:

- ♦ Uses, sells or provides a service using an excluded pesticide;
- ♦ Uses a pesticide only as an employee or contractor of a licensee;
- ♦ Occupies, and uses a pesticide only within, his or her own living accommodations;
- ♦ Under a contract for paving services, uses a pesticide to manage vegetation on land before paving it; or
- ♦ Is a veterinarian, or an individual under direction of a veterinarian, who uses a pesticide for the treatment of animal pests.

**A licence is not required
for the use of excluded
pesticides.**

3.2 What category of licence do I require?

The Regulation prescribes pesticide user service and pesticide user non-service (as well as pesticide vendor) categories of licence. Pesticide users require a licence endorsed as either “service” or “non-service” (as appropriate to their situation and identified in their licence application).

A **licence** endorsed for the service category must be held by a person who:

- ♦ Provides, or offers to provide, a service respecting pesticides; or
- ♦ Purchases, directly or indirectly, a pesticide for the purpose of providing such a service.

A **licence endorsed for the non-service category** is required if a person uses, or if his or her employees use, a pesticide on public land managed by that person.

3.3 How do I apply for a pesticide user licence?

To be eligible for a licence, an applicant must maintain a business address in British Columbia for doing business in the province, (or provide a British Columbia address where that person may be served with documents) and hold (or employ a person who holds) the appropriate pesticide applicator certification (see sections 3.5 and 3.6 below). Information that is required from the applicant for a licence includes: the applicant’s name and contact details; the business address from which pesticides are to be used; the intended uses of pesticides (e.g., structural or landscape pest management); whether the applicant intends to use a pesticide on public land; whether the applicant intends to use fumigants (e.g., methyl bromide or aluminum phosphide); the term requested (one to five years); and payment details.

Information on how to obtain licence application forms or assistance in completing the forms and where to send them is included in Appendix I of this Review Paper.

3.4 What are the terms and fees for a pesticide user licence?

An applicant may request a licence term of up to five years. A “year” means the period from the date a licence is issued until March 31 in the next calendar year. A full year fee is required for any portion of the year to which the application relates (i.e., fees are not prorated).

The fee for a **non-service licence** is **\$250 for each year** or part year to which the application relates.

The fee for a **service licence** depends on the number of business addresses to which the application relates. An applicant must include with the application the following fee **for each year** or part year to which the application relates:

- ♦ **\$250** if the application is for pesticide use from **one business address**;
- ♦ **\$500** if the application is for pesticide use from **two or three business addresses**; or
- ♦ **\$1,000** if the application is for pesticide use from **four or more business addresses**.

A licensee is required to give notice to the Administrator within 30 days of a change that has the effect of increasing the fee payable in relation to the licence, and to accompany the notice with the appropriate fee. For example, if in any year within the term of a licence, a licensee increases the number of business addresses from which pesticides are used from one to two or more, the licensee must submit a notice informing the Administrator, accompanied by an additional fee payment.

3.5 What general conditions must a licensee follow?

All licence holders (licensees) are required to ensure compliance with standards for the use of integrated pest management and the protection of human health and the environment, as specified in the *Act* and Regulation.

The Administrator may suspend or revoke a licence for failure to comply with the *Act* or Regulation. A licence is not transferable without the written authorization of the Administrator. A licensee must provide the Administrator with written notice of a change in any information provided by the licensee in an application (e.g., classes and amounts of pesticides used, types of use, change in business location or contact information) within 30 days of the change.

If a licensee believes that the *Act* or Regulation has been contravened (by the licensee themselves, or another person) in a manner involving the release of pesticide into the environment, the licensee must give written notice to the Administrator as soon as possible after forming the belief.

3.6 What certified staff is a licensee required to engage and what is their role?

A pesticide licence holder (licensee) must hold, or employ one or more people who hold, a **pesticide applicator certificate** (certificate holder) endorsed for the appropriate category of pesticide use. The licensee must ensure that each pesticide use is performed by or supervised by a certificate holder. A certificate holder must not supervise more than four uncertified individuals and must be no more than 500 m from, and in continuous visual or auditory contact with, each person being supervised. The licensee must also ensure that a copy of the certificate of each individual using or supervising the use of a pesticide is at or near the treatment area during the pesticide use.

3.7 How can a pesticide applicator certificate be obtained and renewed? What fees are required? What are the terms and conditions of the certificate?

To be eligible for a pesticide applicator certificate for B.C., a person must be at least 16 years of age and have successfully passed the appropriate B.C. examination. The certification examination is based on a syllabus set out in the Regulation.³ The Administrator may also consider evidence of the applicant having passed an examination of another provincial government, and require an additional B.C. examination only to test the knowledge of an applicant in relation to the *IPM Act* and Regulation.

An applicant for a certificate must note on their application form personal information (including date of birth) and the category of certificate being applied for. A certificate is not transferable. **An applicant must include a fee of \$90 for each examination required for the certificate.** An applicant is deemed to have forfeited their application and fee if they fail (on two different occasions) to attend an examination for which they have been given notice of time and place.

Study materials for home study or use in classroom training to prepare for certification examinations are available (for specified charges) from the Distribution Centre Victoria of the B.C. Ministry of Management Services. Information on how to obtain study materials and to apply to write an examination is included in Appendix I of this Review Paper.

A certificate is valid on issue for the category endorsed on it, and for a period of up to five years, at the discretion of the Administrator.

³ The Regulation lists ten “certificate examination matters”: general pesticide characteristics, *Act* and Regulations, labeling, human health, pesticide safety, environment, pest management, application technology, emergency response, and professionalism.

A certificate holder must comply with all applicable terms and conditions set out in the *Act* and Regulation (e.g., standards to minimize hazards to human health and the environment, safe handling and application, and reporting). If a certificate holder believes that a contravention of the *Act* and Regulation in a manner involving the release of pesticide into the environment has occurred, he or she must give written notice to the Administrator as soon as possible after forming that belief. A certificate holder must also ensure that his or her certificate is at or near the place of pesticide use.

The Administrator may renew a certificate before its expiry date, or within one year after that date, without requiring the applicant to sit an examination, if the certified individual has accumulated 20 continuing education credits⁴ relating to subjects set out in the examination syllabus within the five year period immediately preceding the application date for re-certification, or, if the applicant for certificate renewal has not completed 20 (but has completed at least five) continuing education credits and agrees as a term of the new certificate to obtain the additional continuing education credits within the period specified for that purpose. **An applicant for a certificate renewal must include a non-refundable fee of \$25 with the application.**

3.8 What are the standards for use of Integrated Pest Management

A licensee may use a pesticide only after undertaking all of the following actions in accordance with integrated pest management principles:

- ♦ Identify and implement, or identify and advise the owner or manager of the treatment area, of reasonable measures to prevent pests;
- ♦ Identify pest species and pest complexes to be managed;
- ♦ Monitor to determine the population of pests and their location;
- ♦ Determine the injury threshold for each pest and apply them to the determination of when to use a pesticide;
- ♦ Select pest treatment methods based on:
 - consideration of practical alternatives to pesticide use, and
 - protection of human health and the environment; and
- ♦ Evaluate, following each pesticide use, the effectiveness of that use.

3.9 What are the public notification requirements for use of a pesticide in or around schools or child care facilities, multi-residence properties, and outdoor public use areas?

The Regulation includes specific notification requirements for licensees who use pesticides on the property of a school or child care facility, indoors in areas occupied as a residence and in the common areas and restricted access areas of “multi-residence” buildings or properties.⁵ As well, there are notification requirements for outdoor common use areas around residences⁶ and other outdoor public use areas.

⁴ A “continuing education credit” is equal to one hour of training that is related to topics listed in the examination syllabus, and provided by a training provider that is approved (and provides training approved by) the Administrator and maintains (for at least five years) registration, attendance and course completion information for each student.

⁵ A “multi-residence building” is a building that contains two or more separate units occupied as living accommodation (including apartment buildings, hotels and strata titled buildings). A “multi-residence property” is a parcel of land on which is located two or more separate units occupied as living accommodation, whether the units are in the same building or detached.

⁶ An “outdoor multi-residence common area” is defined as being within 5 m of an entrance or a window, or an area of a multi-residence property that is maintained for the purposes of passage, parking or recreation.

The Regulation is intended to ensure that **advance notification** about pesticide use is provided to building managers and users of any indoor area used as living accommodation, and indoor and outdoor common areas associated with residences. Notification of the public about a pesticide use in other outdoor public use areas is required **immediately before** a pesticide treatment. Licensees are also required to provide the site owner or manager (or their representative) with written notice **immediately following** treatment using a pesticide – informing the individual that the pesticide use occurred and noting any differences between the information provided in the advance notification and the actual use of the pesticide.

What is a “Treatment Notice” and what information must it convey?

A “Treatment Notice” is required for public notification of pesticide use. A treatment notice must contain all of the following information:

- ◆ A description of the area to be treated;
- ◆ Name of the targeted pest;
- ◆ The federal *Pest Control Products Act* registration number of the pesticide to be used and its active ingredient;
- ◆ Proposed date and start time, and proposed alternate dates and times, of the pesticide use;
- ◆ Name and licence number of the licensee and a phone number at which the licensee or an employee can be reached for more information about the proposed pesticide use;
- ◆ Precautions that should be taken to minimize exposure to a pesticide or its residues, including a statement that indicates the period following the use during which people should not enter the treated area (re-entry period); and
- ◆ If fruit-bearing trees or other food crops are treated, the number of days before food can be harvested safely.

Posted treatment notices are to have the following characteristics:

- ◆ For signs posted in outdoor areas, be at least 550 cm² in size (a letter size sheet of paper), or for signs posted in indoor areas, be at least 200 cm² in size (one half a letter size sheet of paper);
- ◆ If the notice may be exposed to water, be constructed of water resistant material;
- ◆ Use type or letters that are clearly legible to a person approaching the treatment area;
- ◆ Contain a cautionary symbol (such as a stop sign or raised hand) that will draw the attention of a person approaching the treatment area; and
- ◆ Display, in bold block letters, the words “NOTICE OF PESTICIDE USE” – or in place of the word “pesticide,” the word “insecticide,” “herbicide,” or another category of pesticide.

On the property of a school or child care facility:

At least 72 hours before using a pesticide on the property of a **school or child care facility**, a licensee must provide a treatment notice that complies with the Regulation to the school or facility administrator, principal or manager (or their agent).⁷

⁷ This notice period may be shortened only with the consent of each person who has access to the proposed treatment area and is entitled to notice of the proposed use either in writing or by posted notice.

In living accommodations:

A licensee intending to use a pesticide in any **area occupied as living accommodation** must provide a treatment notice, at least 72 hours prior to a proposed pesticide use, to the occupant of the living accommodations, and (if different from the occupant) to the owner or manager of the building, (or the agent of either).⁸

A licensee intending to use a pesticide in **unoccupied living accommodations** must provide a treatment notice, before or immediately following the use, to the owner or manager of the building (or the agent of either) and either:

- ♦ Provide a treatment notice to a person who will be occupying the living accommodations if that person will occupy the accommodations within 48 hours after the pesticide use; or
- ♦ Immediately following the use, post a treatment notice at each entrance to the unoccupied living accommodation.⁹

In common areas and restricted access areas of multi-residence properties:

At least 48 hours before using a pesticide in an indoor or outdoor **multi-residence common area**,¹⁰ a licensee must provide a treatment notice to the owner or manager of the building (or the agent of either) and either:

- ♦ Provide a treatment notice to each person who has access to the common area within 48 hours after the pesticide use; or
- ♦ Post a treatment notice at each entrance to an indoor treatment area, at each gate or opening to fenced outdoor common areas, and at intervals around outdoor common areas that are not fenced.^{11 12}

Before or immediately following the use of a pesticide in a **multi-residence restricted access area**,¹³ a licensee must provide a treatment notice to the owner or manager of the building (or the agent of either).

Also for the **multi-residence restricted access area**, a licensee must either:

- ♦ Provide a treatment notice to each person who has access to the treatment area within 48 hours after the pesticide use; or
- ♦ Immediately following the use, post a treatment notice at each entrance to the treatment area.¹⁴

⁸ This notice period may be shortened only with the consent of each person who has access to the proposed treatment area and is entitled to notice of the proposed use either in writing or by posted notice.

⁹ Treatment notices must not be removed by the licensee for 48 hours after the pesticide use.

¹⁰ A multi-residence common area is an indoor area of a multi-residence property to which all or most occupants of the property have access, or an outdoor area of a multi-residence property that is within 5 m of an entrance or window to living accommodations or maintained for purposes of passage, parking or recreation.

¹¹ So that the notice is clearly visible and will provide notice of the pesticide use to any person approaching the common area. Treatment notices must not be removed by the licensee for 48 hours after the pesticide use.

¹² This notice period may be shortened only with the consent of each person who has access to the proposed treatment area and is entitled to notice of the proposed use either in writing or by posted notice.

¹³ A multi-residence restricted access area is an area of a multi-residence property that is not used or intended to be used as living accommodation and is not accessible to the general public and most occupants of the property.

¹⁴ Treatment notices must not be removed by the licensee for 48 hours after the pesticide use.

In outdoor public use areas:

Before using a pesticide in an **outdoor public use area**,¹⁵ a licensee must post a treatment notice:

- ♦ At each gate or opening that provides access to treatment areas that are fenced; or
- ♦ At intervals around or along the treatment area if it is not fenced.¹⁶

Written notice following pesticide use:

Immediately following a pesticide use that required giving or posting a treatment notice, the licensee must provide written notice to the owner, manager, administrator or principal (or their agent), giving notice that the pesticide use occurred and of any differences between the information given in the treatment notice and the actual pesticide use.

Situations When the Notification Requirements May Be Altered

If a medical health officer has given direction in writing for a differing notification requirement – the licensee must comply with the medical health officer's direction.

The provision and posting of a treatment notice (except to the owner or manager, or their agent, where required) for pesticide use in a multi-residence common area, multi-residence restricted access area or outdoor public use area **is not required** if the pesticide is:

- ♦ An insecticide applied in cracks and crevices;
- ♦ An insect gel, or insect gel bait in a bait station, that is placed in a concealed location not accessible to children or pets;
- ♦ An insecticide applied to a wasp nest that is outdoors, or is indoors and no person will have access to the treatment area within the 48 hour period after the use;
- ♦ A rodenticide and is used in accordance with requirements under the Regulation;
- ♦ A herbicide and is used to manage weeds along fences or in cracks in the pavement on roads, in sidewalks or in parking lots;
- ♦ A granular pesticide used in flower, vegetable or shrub beds and mixed into soil; or
- ♦ A bacterial pesticide applied to water.

The notice period before use of a pesticide in occupied living accommodations, a multi-residence common area, or on the property of a school or a child care facility may be shortened only with the consent of each person who has access to the proposed treatment area and is entitled to notice of the proposed use (either in writing or by posted notice).

¹⁵ An outdoor public use area is an outdoor, landscaped area of **public land** that is maintained for the purposes of public passage or recreation (e.g., playing fields in a municipal park).

¹⁶ So that the notice is clearly visible and will provide notice of the pesticide use to any person approaching the treatment area. Treatment notices must not be removed by the licensee for 48 hours after the pesticide use.

3.10 What are the standards for containment, transport, storage or use of pesticides?

Standards set out in the Regulation are intended to ensure that any person storing, transporting or using a pesticide, does so only in a manner that minimizes hazards to human health and the environment.

Standards for pesticide containment

A pesticide must be kept, handled, stored or transported in the container in which it was originally packaged and with the label originally affixed by the manufacturer, or in an appropriately designed and labeled container.¹⁷

Standards for pesticide transport

Pesticides must be transported in a manner that is sufficient to prevent escape, discharge or unauthorized removal of the pesticide from the transport vehicle; and that prevents contamination of food or drink intended for human or animal consumption, or of household items such as furnishings, clothes, toiletries, or bedding.

Standards for pesticide storage

Pesticides (other than domestic or excluded pesticides) must be stored in a storage facility that is:

- ♦ Separated from (and not used for storage of) food intended for human or animal consumption;
- ♦ Ventilated so that pesticide vapours are vented outside;
- ♦ Locked when unattended; and
- ♦ Accessible only to persons authorized by the person storing the pesticide.

Each door providing access to a pesticide storage facility must have a sign that is clearly visible to a person approaching, with the words “WARNING: CHEMICAL STORAGE – AUTHORIZED PERSONS ONLY” written in block letters. Fumigants and other pesticides that release vapours and bear a “poison” symbol on the label must be stored in a facility that is not attached to or within a building used for living accommodations.

Within 60 days after starting to store pesticides at a location, a pesticide licensee must provide notice of the storage location to the fire department closest to that location.

General standards for pesticide use

A container used to prepare, mix or apply a pesticide must not be washed or submerged in a body of water. Pesticides must be prevented from entering any body of water or irrigation system used to draw water from for the containment, preparation, mixing or application of a pesticide.¹⁸

A licensee must ensure that:

- ♦ Each individual who will be using a pesticide (for which the licence is required) is informed of:
 - The boundaries of the proposed treatment area;
 - The requirements for personal protection;
 - The pesticide use procedures required to protect human health and the environment;

¹⁷ One designed for the containment of the pesticide, with a label that displays the pesticide's trade name, the name and concentration of the pesticide's active ingredient and the pesticide's registration number under the federal Act. This requirement does not apply to tanks being used for mixing pesticides, or for holding pesticides during use.

¹⁸ By maintaining a gap between the pesticide and the equipment used to draw water.

- ♦ The application equipment is in good working order and, if required, is calibrated to conform with the application rates on the pesticide label; and
- ♦ An inspection of the treatment area is carried out to ensure that the applicable regulatory requirements and standards can be met in carrying out the use.

A licensee must ensure that the following precautions are taken in carrying out pesticide use:

- ♦ Precautions to prevent unprotected human exposure to pesticide;
- ♦ Precautions to ensure that domestic water sources, agricultural water sources and soil used for agricultural crop production are protected for their intended use; and
- ♦ Avoiding the use of pesticide over vertebrate wildlife or domestic animals that are visible to the user.¹⁹

A licensee must ensure that their use of a herbicide **does not** remove vegetation that is necessary to:

- ♦ Prevent erosion of a streambank;
- ♦ Prevent debris that would cause an unreasonable adverse effect from entering a stream; or
- ♦ Maintain slope stability in areas where landslides have occurred.

A licensee **must not**:

- ♦ Engage in broadcast spraying or foliar spraying outdoors if the wind speed exceeds 8 km an hour;
- ♦ Use a residual pesticide on water-saturated soil, during heavy rainfall or if heavy rainfall is imminent;
- ♦ Spray a pesticide on foliage covered by ice or frost or if water is flowing on the foliage; or
- ♦ Spray a pesticide between 30 minutes after sunset and 30 minutes before sunrise unless a lighting device is used so that the person applying the pesticide and the pesticide use are clearly visible from a distance of at least 30 m.

No-treatment zone standards for all licence holders

A 30 m no-treatment zone must be maintained around a water supply intake or well used for domestic or agricultural purposes¹⁹ (including water used for livestock or irrigation of crops) unless the licensee is “reasonably satisfied” that a smaller no-treatment zone is sufficient to ensure that pesticide from the use will not enter the intake or well.²⁰

No-treatment zone means an area of land that must not be treated with pesticide

Body of water does not include a human made, self-contained body or structure for water.

The licensee must ensure that a no-treatment zone between an outdoor pesticide use area and a body of water is sufficient to prevent the release of pesticide spray or runoff into the body of water¹⁹. The licensee must also ensure that a no-treatment zone between an outdoor pesticide use area and an adjacent property is sufficient to prevent the release of pesticide spray or runoff onto the adjacent property (unless the adjacent property owner or manager agrees otherwise).

Standards for use of slug bait

If using a slug bait pesticide that may be harmful to children or domestic animals, a licensee must place the pesticide in slug bait stations that are resistant to tampering by children and animals, or in areas that are inaccessible to children and domestic animals.

¹⁹ This provision does not apply if the pesticide is a bacterial pesticide (e.g., *Btk*).

²⁰ A record must be kept of the information on which the decision was based for a smaller no-treatment zone that still ensures no pesticide enters the intake or well.

Standards for use of rodenticides

A licensee using a **rodenticide** must:

- ♦ Deploy rodenticide bait only in rigid walled bait containers that are fastened down to prevent tipping or removal and that remain securely closed for the period of time that they are in use, or in locations and in a manner so that unauthorized people and domestic pets cannot gain access to them;
- ♦ Ensure that any deployed container of a rodenticide is properly labeled with the word “Poison” or the symbol for poison, the name and phone number of the contact person who can provide information about the pesticide use, and the pesticide’s active ingredient or its registration under the federal Act; and
- ♦ If the rodenticide bait is applied (or deployed) in living accommodations, areas of multi-residence buildings or properties to which children have access, in playgrounds, or inside or outside schools, daycares, recreational facilities or other facilities likely to be frequented by children, the rodenticide bait must contain an agent (like denatonium benzoate) that causes a bitter taste, and the bait must be removed from the treatment area and destroyed when the baiting program is complete.

Standards for use of a fumigant gas

A licensee who uses a **fumigant gas** must:

- ♦ Post a treatment notice at each entrance to the structure prior to use of the fumigant, and ensure that the treatment notice remains posted until the licensee confirms that it is safe to enter the structure;
- ♦ Monitor the concentrations of the fumigant in the air and near the treatment area for the purposes of:
 - Detecting fumigant leaks from the treatment area,
 - Determining whether the pesticide use is effective,
 - Determining when concentrations are at a level that is safe for humans to re-enter the treatment area, and
 - If the fumigant is released into buildings or spaces where humans may be present, determining if concentrations are at a level that is safe for human exposure;
- ♦ Restrict access by unprotected individuals to the treatment area until a certified applicator has determined that the fumigant gas concentration levels are safe for human exposure; and
- ♦ When clearing a fumigant gas from a treatment area after the use, release the fumigant into the atmosphere in a manner that prevents human exposure to hazardous concentrations of the fumigant gas.

3.11 What are the reporting and record keeping requirements associated with a pesticide user licence?

If a licensee has not given prior notice to the Administrator through his or her licence application about the following pesticide uses, he or she must give written notice to the Administrator at least two business days before the first intended:

- ♦ Use of a pesticide on public land;
- ♦ Aerial application of a pesticide; or
- ♦ Use a fumigant gas pesticide.

Within 60 days after starting to store pesticides at a location, a pesticide licensee must provide notice of the storage location to the fire department responsible for fire protection at that location.

Licensees are required to maintain a record of pesticide use for each treatment location or day of use that includes:

- ♦ If the use was performed as a service, the name and address of the person for whom the service was performed;
- ♦ If the service was performed for another licensee (or permit holder or PMP confirmation holder), the number of the person's licence (or permit or confirmation);
- ♦ If the use was not performed as a service, the name and address of the owner or manager of the treatment location;
- ♦ The name and certificate number of the certified applicator who used or supervised the use of the pesticide;
- ♦ The date and time of the pesticide use;
- ♦ The name of the pest targeted by, or the purpose of, the pesticide use;
- ♦ The trade name of each pesticide used and its registration number under the federal Act;
- ♦ For each pesticide used, the method and rate of application and total quantity used;
- ♦ If the use was outdoors, the prevailing meteorological conditions, including temperature, precipitation and velocity and direction of the wind;
- ♦ If the pesticide used was a fumigant gas, the results of monitoring concentrations of the fumigant in the air inside and outside the area being fumigated;
- ♦ Pest monitoring methods and injury thresholds used to fulfill the licensee's IPM requirements in relation to the use;
- ♦ Advice given to the owner or manager of the treatment area, including safe re-entry time, the number of days before a crop can be harvested safely (where applicable), and any additional precautions that should be taken to minimize exposure to the pesticide; and
- ♦ If the licensee decided that a no-treatment zone around a water supply intake or well used for domestic or agricultural purposes may be reduced, the information on which the licensee based the decision.

Records must be kept up to date, at the business location identified on the licence application (except as required during pesticide use) and for a period of three years after the use or application to which they relate. A licensee may keep records relating to a pesticide use at or near the treatment location during the use, provided that he or she ensures that these records are at the business location within 60 days after the completion of the pesticide treatment to which they relate.

What records of pesticide use must be submitted annually to the Administrator?

A pesticide user service and user non-service licensee must submit an annual report of pesticide use to the Administrator by January 31 of every year (for the previous calendar year's use). The annual report must include:

- ♦ The name and address of the licensee and their licence number;
- ♦ For each pesticide used in the calendar year, the trade name, registration number under the federal Act, active ingredient and amount in kilograms; and
- ♦ The total area treated.

The annual report of a pesticide service licensee must also provide separate records of the use of pesticides: a) used for another licensee or a permit holder or pesticide use notice confirmation holder; and b) used for a person who did not hold a licence, permit or pesticide use notice confirmation for the use.

3.12 How is the *Act* enforced? What penalties may be imposed for non-compliance with terms of the Regulation?

Under the *Act*, the minister may designate specified provincial, federal or local government employees as “inspectors,” with authority to audit for compliance and enforce provisions of the Regulation.

If the Administrator considers that the holder of a pesticide service or non-service licence, or certificate has not been or is not complying with the *Act*, the licence or certificate may be revoked or suspended, and the person ordered to refrain from using a particular pesticide. The Administrator may also restrict the eligibility of the holder to apply for another licence or certificate – for the period of time that the Administrator considers appropriate.

If the Administrator believes on reasonable grounds that a person’s handling, release, transport, storage, use or disposal of a pesticide has caused or is likely to cause an unreasonable adverse effect – or that a person has contravened the *Act* or Regulation – the Administrator may order the person to stop or refrain from the action, or take other actions to assess, repair, clean or decontaminate any premises, equipment or site.

The *Act* contains provisions for substantive penalties if deemed warranted (for a first offense, up to a maximum of \$200,000 for an individual or \$400,000 for a corporation), as well providing latitude to the Courts for sentencing options (e.g., directing payment of funds or services to environmental restoration).

Appendix I: Application and record forms & certification information

Application and Record Forms

Pesticide licence application forms are available by following the links to the ministry's IPM website, or directly, by clicking on the hyperlinks highlighted below.

The ministry IPM Program webpage address is: www.env.gov.bc.ca/epd/ipmp/index.htm
It can also be accessed by going to the B.C. Government web page at www.gov.bc.ca and in the search function inserting the words IPM Program or by doing a [Google](#) search for [IPM BC](#)

IPM Forms are all in portable document format (PDF). Adobe Acrobat PDF Reader may be downloaded for free by following the links from www.adobe.com or by clicking the following link ([Download](#)). This software will enable you to read and print the forms.

Application for a Pesticide Licence: to apply for a Pesticide Licence for retail sale of Domestic, Commercial or Restricted label pesticides, for the application of pesticides as a service / business, and for non-service pesticide uses prescribed by the *Integrated Pest Management Act* Regulation.

- ♦ [Licence Application Form](#)

Application forms or information for completing the forms can also be obtained by telephoning the Environmental Management Branch receptionist in Victoria at (250) 387-3205 (you will be directed to the appropriate IPM Program person). Forms may be ordered by mail from the following address:

Pesticide Licence Processing
Ministry of Environment
PO Box 9377 Stn Prov Govt
Victoria, BC V8W 9M1

Application forms may be returned to the ministry by mail or fax. The fax number is (250) 356-0299 in Victoria.

The following links provide an explanation and templates for recording and reporting pesticide use:

Pesticide Use Record: for pesticide users to record information about each pesticide application.

- ♦ [Pesticide Use Records Explanatory Information](#)
- ♦ [Pesticide Use Record](#)

Annual Summary of Pesticide Use: to record the total quantities of pesticides applied in the last calendar year, to be submitted with the annual licence renewal application form by Pest Control Service Licensees.

- ♦ [Annual report form for licence holders](#)

Pesticide Certification Information

Pesticide certification for dispensers and applicators must be in the appropriate category (see [category](#) descriptions). There is a separate study kit and exam for each category.

Study Materials

Order study materials for the selected certification category from the B.C. Government's Distribution Centre (located in Victoria, BC). See the list of study kit contents and prices for each category on the second page of the [Order Form](#) (PDF: 116 KB / 2 pages).

It is usually easiest to order study materials by telephone and pay by credit card. Call 1-800-282-7955 (or 250-952-4460 outside B.C.).

To fax or mail in your order, use the [Order Form](#).

Note:

- ♦ The study materials for most certification categories include a core manual which is the same for several categories, as well as category specific booklets.
- ♦ If you require certification in more than one category, you do not need to order duplicate materials.
- ♦ Any item can be ordered by itself, if you are missing that item or for purposes other than certification.

If you have a study kit that is more than one year old, check the [list of current editions](#) to find out if any documents have been revised, before using it to study for the certification exam. Order updated versions if yours have been revised.

Certification Examinations

When you have obtained the study materials and are prepared to write the exam, read the [exam instructions](#) (PDF: 38 KB / 7 pages) enclosed with the study materials. Candidates can arrange to write the B.C. certification exam at many government agents' offices and some colleges across B.C., and also outside of B.C., as listed in the exam instructions.

The fee for writing an examination is \$90, to be sent with the exam application – not when ordering study materials.

Appendix II: Compliance Checklist and Legislative References

The following checklist provides a summary of key requirements of pesticide licensees under the *IPM Act* and Regulation. A similar list will be used by ministry compliance officers when inspecting pesticide user service and non-service licensees. IPM practitioners working in the landscape or structural sectors may consider using the checklist as a guide to ensure that they are fulfilling their responsibilities under the legislation.

Compliance Requirements	Yes	No
1. Are non-excluded pesticides used? (If yes, a pesticide user service licence is required) (If only excluded pesticides are being used, a licence is not required)		
2. Does the company possess a valid pesticide user service licence?		
3. Is pesticide use being conducted by a certified applicator? (If others are being supervised, there are not more than 4 people per certified applicator)		
4. Are records of use complete? <ul style="list-style-type: none"> - If service, name and address of person for whom service was performed - If service performed for licensee, or permit or confirmation holder, the applicable number - Name and address of the owner or manager of the treatment location - Name and certificate number of the certified applicator who used or supervised the use - Date and time of pesticide use - Name of pest targeted by the use, or the purpose of the use - Trade name and registration number of each pesticide used - Method, rate of application and total quantity used – for each pesticide used - If use outdoors, the prevailing weather conditions (temperature, precipitation, wind) - Pest monitoring methods and injury thresholds used to fulfill IPM requirements - Fumigant gas monitoring results - Advice given to owner/manager (e.g., safe re-entry time, crop harvest safety precautions) 		
5. Is an appropriate spill kit and material readily available on site?		
6. Has the licensee provided appropriate public notification (if required)?		
7. Do posted treatment notices (if required) contain appropriate and accurate information? <ul style="list-style-type: none"> - Description of the treatment area - Name of the targeted pest - Registration number and active ingredient - Proposed date and start time of the pesticide use - Name and licence number of the licensee, contact name and phone number - Precautions that should be taken to minimize exposure to a pesticide or its residues - Safe re-entry time, days before food can be harvested safely Are the size, material and wording of notices appropriate and legible to an approaching person? <ul style="list-style-type: none"> - Indoor at least 200 cm², outdoor at least 550 cm² - Water resistant if the notice may be exposed to water - Type and letters clearly legible to a person approaching the treatment area - Clear cautionary symbol (stop sign/raised hand) draws attention of approaching person - Bold, block letters with the words "NOTICE OF PESTICIDE USE" (or "HERBICIDE", or "INSECTICIDE") 		
8. Are appropriate transportation practices in place and used? <ul style="list-style-type: none"> - Secured to prevent escape, discharge or unauthorized removal from a vehicle? - Transported in a manner that prevents contamination of food or drink intended for human or animal consumption, household furnishings, toiletries, bedding, clothing, or similar items transported with the pesticide 		

Compliance Requirements	Yes	No
9. Are pesticides (all except domestic and excluded) stored in an appropriate manner? <ul style="list-style-type: none"> - Separately from food intended for human or animal consumption - Fumigants and pesticides that release vapours and bear a poison symbol on their label are in a facility that is not attached to or within a building used for living accommodation - Pesticide vapours are ventilated to the outside - Storage facility is locked when unattended and accessible only to authorized persons - Storage sign clearly visible to an approaching person posted on each access door with the words: "WARNING CHEMICAL STORAGE – AUTHORIZED PERSONS ONLY" written in block letters 		
10. Are pesticides kept, handled, stored and transported in their original containers with the manufacturer's labels intact?		
11. If any pesticide is not in its original container, is it in a container designed to hold the pesticide and labeled with trade name, PCP number, active ingredient and concentration?		
12. Are pesticide disposal protocols appropriate?		
13. Have applicable fire departments been notified of pesticide storage?		
14. If a certified applicator is supervising uncertified staff, is the applicator within 500 m of, and in continual visual or auditory contact with, the other pesticide users?		
15. Has the licensee notified the ministry (Administrator of IPM Act) of particular pesticide uses (as required in the Regulation)? <ul style="list-style-type: none"> - Use on public land - Fumigation - Aerial use 		
16. Are IPM principles and practices being followed? <ul style="list-style-type: none"> - Prevention - Identification - Monitoring - Control Selection - Thresholds - Evaluation 		
17. Are all applicators aware of appropriate handling and use procedures required to protect human health and the environment?		
18. Is application equipment properly calibrated and in good working order?		
19. Has an inspection of the treatment area prior to pesticide use been conducted?		
20. Have appropriate precautions been taken to prevent unprotected human exposure to pesticides?		
21. Have appropriate precautions been taken to protect domestic and agricultural water sources, and agricultural soil?		
22. Has a 30 m no treatment zone been maintained around water wells used for domestic or agricultural purposes?		
23. Has an appropriate no treatment zone been identified and maintained, sufficient to prevent over-spray or runoff into adjacent water bodies?		
24. Has an appropriate no treatment zone been identified and maintained, sufficient to prevent drift to adjacent properties?		
RODENTICIDE USE		
25. If rodenticides have been deployed, are they in rigid walled bait containers?		
26. If rodenticides have been deployed, are they in areas inaccessible to people and domestic pets?		
27. Are all bait stations labeled with appropriate information: <ul style="list-style-type: none"> - Word "Poison" and/or symbol - Contact name and phone number - Active ingredient and PCP number 		
28. Does the bait contain a bittering agent (if required)?		

Compliance Requirements	Yes	No
FUMIGANT GAS USE		
29. If a fumigant gas has been applied, was the air in and around the treatment area monitored to detect leaks, determine treatment efficacy and identify time for safe re-entry?		
30. Was access to the application area restricted until gas concentrations were determined to be safe?		
31. When fumigant gas was cleared, was it released in a manner to prevent human exposure to hazardous concentrations?		

The following sections of the *IPM Act* and Regulation are of particular relevance to pest managers working in the landscape or structural industry sectors (these sections were used in the preparation of this review paper):

Integrated Pest Management Act:

- ☐ *Section 3 (1)(a),(b) and (c).* A person must not use, handle, release, transport, store, dispose of or sell a pesticide: 1) in a manner that causes, or is likely to cause, an unreasonable adverse effect; 2) other than in accordance with the *Act* and/or Regulation; or 3) in a manner that does not accord with the manufacturer's instructions specified on the label of the container or in the manufacturer's instructions.
- ☐ *Section 3 (2)(a) and (b).* A person must not use a pesticide registered under the *Pest Control Products Act* (Canada) unless it is used for the purpose for which it was registered under the *Act*, and must not use a pesticide not registered under the *Act* unless it is used in a manner and for a purpose expressly allowed under that *Act*
- ☐ *Section 3 (2)(c).* A person must not use a fertilizer containing a pesticide, unless the mixture is used in a manner and for a purpose allowed under the *Fertilizers Act* (Canada).
- ☐ *Section 4 (1) (b) and (c).* A person must not use a pesticide for a prescribed use or provide, or offer to provide, a service using non-excluded pesticides on a fee-for-service basis without possessing a valid pesticide user or pesticide non-user service licence.
- ☐ *Section 4 (1)(d).* A person must not purchase a non-excluded pesticide for the purpose of providing a service to an individual without possessing a pesticide service licence.
- ☐ *Section 5 (2).* A licensee who provides a service using a prescribed class of pesticides must ensure that a certified individual performs all duties relating to pesticide use required by the Regulation.
- ☐ *Section 21 (1).* A person must not interfere with an inspector's right to enter lands or premises, inspect vehicles and/or seize items in accordance with Sections 17, 18 and 20 of the *Act*.

Integrated Pest Management Regulation:

General Requirements:

- ☐ *Section 10.* Public notification requirements prior to, or at the time of, pesticide treatment.
- ☐ *Section 33 (1).* Storage of pesticides in a manner that minimizes hazards to human health and the environment and is in accordance with applicable standards set out in the Regulation.
- ☐ *Section 33 (2).* Securing and transporting of pesticides in accordance with applicable standards set out in the Regulation.
- ☐ *Section 33 (3).* Use of pesticides in a manner that minimizes hazards to human health and the environment, and is in accordance with applicable standards for handling, mixing, applying or disposal of pesticides set out in the Regulation.

- ☐ *Section 35.* Maintenance of records of pesticide use with appropriate information as set out in the Regulation.
- ☐ *Section 40.* Notification of the Ministry of the licensee's intent to: use a pesticide on public land; aerially apply pesticide; or use a fumigant gas pesticide.

Requirements relating to Certified Applicators:

- ☐ *Sections 46 and 49.* A licensee providing a service involving use of a non-excluded pesticide must ensure that a certified individual conducts the pesticide use or supervises no more than 4 non-certified individuals who perform the use, and is within 500m and in continuous visual or auditory contact with each individual being supervised.
- ☐ *Section 49 (1) (c).* The licensee must ensure that a copy of the applicator's certificate is at or near the treatment area during pesticide use.
- ☐ *Section 50 (3).* An individual must hold a pesticide applicator certificate endorsed for the class of pesticide being used.
- ☐ *Section 54 (a) and (d).* A certified applicator must comply with all applicable regulations, and ensure that their certificate is at or near the location of pesticide use while they are performing any required duties under the Regulation.

Form and Content of Treatment Notices:

- ☐ *Section 63.* A treatment notice, if required under the Regulation, must be of a type and contain all information specified in the Regulation.

Labeling and Storage Requirements:

- ☐ *Section 65 (1).* Pesticide must be kept in its original container with labeling intact, or in a specifically designed and labeled container.
- ☐ *Section 66 (1)(a).* Pesticides, other than excluded or domestic pesticides, must be stored in a manner that separates them from food intended for human or animal consumption.
- ☐ *Section 66 (1)(b).* Pesticides, other than excluded or domestic pesticides, must be stored in an appropriate storage facility.
- ☐ *Section 66 (2).* Each door providing access to a storage facility must bear a sign that has the words "WARNING: CHEMICAL STORAGE – AUTHORIZED PERSONS ONLY" written in block letters and is clearly visible to a person approaching the door.
- ☐ *Section 66 (3).* Fumigants, and other pesticides that release vapours **and** bear a "poison" symbol, must be stored in a facility that is not attached to, or within, a building used for living accommodation.

Integrated Pest Management Requirements:

- ☐ *Section 68.* A licensee must identify measures to prevent pests, pest species and complexes to be managed, population and location of pests, injury thresholds, selected treatment methods based on consideration of alternatives to pesticide use and protection of human health and the environment and effectiveness evaluation measures – following integrated pest management principles as specified in the Regulation.

Protection of Water Sources when Preparing for Pesticide Use:

- ☐ *Section 70.* A container used to prepare, mix or apply a pesticide must not be submerged in a body of water, and any equipment used to draw water from a body of water or irrigation system for mixing or application of a pesticide must be maintained following direction set out in the Regulation.

Requirements for the Protection of Human Health and the Environment:

- ☐ *Section 71 (1)(a).* A licensee must ensure that before a pesticide is used each individual who will be using it is informed of procedures required to protect human health and the environment, as well as the boundaries of the treatment area and requirements for personal protection.
- ☐ *Section 71 (1)(b) and (c).* A licensee must ensure that before a pesticide is used the application equipment is in working order and properly calibrated, and that an inspection of the treatment area is carried out to ensure that all applicable regulatory requirements and standards can be met.
- ☐ *Section 71 (2).* A licensee must ensure that in using a pesticide precautions are taken to prevent unprotected human exposure, protect domestic and agricultural water sources and agricultural soils, and avoid use of a pesticide over vertebrate wildlife or domestic animals that are visible to the user.
- ☐ *Section 71 (3) and (4).* A licensee must ensure that, except where noted in the Regulation, a 30 m no-treatment zone is maintained around a water supply intake or well used for domestic or agricultural purposes. This zone may be reduced only if the licensee is reasonably satisfied that the smaller zone will still ensure that pesticide from the use will not enter the water supply intake or well.
- ☐ *Section 71 (5).* A licensee must ensure that a no-treatment zone between an outdoor pesticide use area and a body of water is sufficient to prevent the release of pesticide spray or runoff into the body of water.
- ☐ *Section 71 (6).* A licensee must ensure that, unless an adjacent property owner or manager agrees otherwise, a no-treatment zone between an outdoor pesticide use area and the adjacent property is sufficient to prevent the release of pesticide spray or runoff onto the adjacent property.
- ☐ *Section 71 (7).* A licensee must not engage in broadcast spraying or foliar spraying outdoors if the wind speed exceeds 8 km an hour, unless specifically exempted from this requirement under the Regulation.
- ☐ *Section 71 (8).* Except in the case of pesticide use to manage adult mosquitoes, a licensee must spray pesticides only in the period between 30 minutes before sunrise and 30 minutes after sunset (daylight hours), unless a lighting device is used so that the person applying the pesticide and the pesticide use are clearly visible from a distance of at least 30 m.
- ☐ *Section 71 (9).* A licensee must not use a residual pesticide on water-saturated soil, during heavy rainfall or if heavy rainfall is imminent, or spray a pesticide on foliage covered by ice or frost, or if water is flowing on the foliage.
- ☐ *Section 71 (10).* A licensee must ensure that use of a herbicide does not remove vegetation that is necessary to prevent erosion of a stream bank, prevent debris that would cause an unreasonable adverse effect from entering a stream, or maintain slope stability in areas where landslides have occurred.
- ☐ *Section 71 (11).* If using slug bait that may be harmful to children or domestic animals, a licensee must use bait stations that are resistant to tampering and inaccessible to children or domestic animals.

Rodenticide Application Requirements:

- ☐ *Section 81 (1).* A licensee must deploy rodenticide bait only in rigid walled bait containers, and in a location and manner specified in the Regulation.
- ☐ *Section 81 (2).* A licensee who deploys rodenticide bait in a container must ensure that it is appropriately labeled as a poison and in accordance with the Regulation.
- ☐ *Section 81 (3), (4).* A licensee who deploys rodenticide bait in living accommodations, in areas of multi-residence buildings or properties, in a playground or inside or outside a school, daycare, recreational facility or other facility to which children have access must ensure that the bait contains a bittering agent and is removed and destroyed when the baiting program is complete.

Fumigant Gas Use Requirements:

- ☐ *Section 82(1).* A licensee who uses a fumigant gas must monitor the concentrations of the fumigant in the air, for the purposes specified in the Regulation.
- ☐ *Section 82(2).* A licensee using a fumigant gas must restrict access by unprotected individuals to the treatment area, until a certified applicator has determined that re-entry is safe.
- ☐ *Section 82(3).* When clearing a fumigant gas from a treatment area, a licensee must do so in a manner that prevents human exposure to hazardous concentrations of the gas.

Record Keeping Requirements:

- ☐ *Section 83.* A licensee must keep up to date records at the business location specified on his or her licence (except where and when required to keep records at or near treatment locations), and for a period of three years after the use or application to which they relate.



Memorandum

Date: October 1, 2021
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations

Action Item: Enhancement Agreement – École Belgo Elementary School GaGa Ball Court

1.0 ISSUE STATEMENT

The École Belgo Elementary School PAC wishes to install a GaGa Ball Court and enter into an Enhancement Agreement with the Board of Education.

2.0 RELEVANT BOARD MOTION/DIRECTION

The Board requires that an inventory of all existing exterior enhancements in the District be provided as a background for each new enhancement brought forward for Board approval.

3.0 BACKGROUND

École Belgo Elementary School has been working with the Parent Advisory Council (PAC) to plan and develop playground enhancements. The PAC has raised funds for the supply and installation of a GaGa Ball Court.

4.0 POINTS FOR CONSIDERATION

1. Maintenance will be minimal.
2. School will maintain the equipment.

5.0 OPTIONS FOR ACTION

1. Approve the Enhancement Agreement – École Belgo Elementary School GaGa Ball Court.
2. Do not approve the Enhancement Agreement – École Belgo Elementary School GaGa Ball Court.
3. Request additional information.

6.0 FOLLOW-UP/REVIEW

Following approval from the Board and all funding secured by École Belgo Elementary School, the project will proceed.

7.0 DIRECTOR'S COMMENTS

A Jurisdiction is not required as all work will be carried out by maintenance staff.

8.0 STAFF RECOMMENDATION

THAT: The Planning and Facilities Committee recommends to the Board:

THAT: The Board of Education enter into an Enhancement Agreement with the École Belgo Elementary School PAC for the creation of a GaGa Ball Court, as attached to the Agenda, and as presented at the October 6, 2021 Planning and Facilities Committee Meeting.

9.0 APPENDICES

- Appendix A - Project Plan/Scope of Work
- Appendix B - Enhancement Agreement
- Appendix C - Sketch of Gaga Ball Court Location
- Appendix D - Project Costs
- Appendix E – May 13, 2021 PAC Meeting Minutes.

APPENDIX A

PROJECT PLAN AND/OR SCOPE OF WORK



Project Name: GaGa Ball Court at Belgo Elementary

Project Rational: Gaga is a popular outdoor game that children of all ages can engage in. This game can be played with small groups at recess, with large groups during PHE and class time as well as by neighborhood children after school hours and on the weekend. The Belgo PAC has already motioned and set aside the necessary funds for the Gaga Pit. A location has been chosen and staff and students are excited to get this initiative going. Once in place, our PHE teacher will ensure that staff and students know the game. We also plan on teaching our parent community also!

APPENDIX B

SCHOOL ENHANCEMENT PROJECT FUNDING AGREEMENT

THIS AGREEMENT made as of the 20 day of September, 2021.

BETWEEN:

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 23
(CENTRAL OKANAGAN)**, having an office at 1040 Hollywood Road,
Kelowna, British Columbia (hereinafter called the "School Board")

AND:

BELGO ELEMENTARY SCHOOL PAC
(hereinafter called the "Funding Agency")

WHEREAS:

- A. The Funding Agency wishes to apply its independently obtained funding to assist Belgo Elementary in achieving School Enhancement Projects described in the Schedules attached hereto (the "School Enhancement Project").
- B. The School Board agrees that each School Enhancement Project described in the Schedules is appropriate for the School and provides a significant and desirable benefit to the students of the School.
- C. The School Board has advised the Funding Agency that its budget priorities and requirements prevent the ongoing allocation by the School Board of funds for the necessary staff training, operation and/or maintenance of each School Enhancement Project during the life of the enhancement and has requested the Funding Agency to fund, on an annual basis, the training, operating costs, maintenance and repairs necessary for the use of the enhancement by the students, staff or others at the School.

NOW THEREFORE in consideration of the School Board accepting the School Enhancement Project from the Funding Agency, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The Funding Agency, from its own resources, agrees to fund the capital cost of each School Enhancement Project described in the Schedules for installation at the named School.
2. The School Board agrees to assign all personnel necessary to supervise, install and maintain the School Enhancement Project at the School, in compliance with its Collective Agreement(s), and at the cost of the Funding Agency, as detailed herein.
3. The Funding Agency further agrees to provide annually, such funds as determined by the School Board, acting reasonably, that may be required for the staff training, operations, maintenance and repair of the School Enhancement Project to ensure that it can be utilized in a safe, efficient and continuous manner by District students, staff and others, for the life of the School Enhancement Project.
4. The School Board, through its administrative personnel shall determine the standard and schedule of maintenance and repair work, and shall inspect, maintain and repair the enhancement on a regular basis in order to limit any liability of the School Board arising out of the use of the School Enhancement Project by the staff, students, or other persons at the School.
5. Upon accepting the School Enhancement Project the School Board assumes the liability associated with the project and agrees to save harmless the Funding Agency.
6. The School Board shall provide the Funding Agency with any estimated costs of operating, monitoring, maintenance and repair for the next school year annually, on or before May 1st in each year, during the life of the Project. The Funding Agency shall pay over to the School Board, the required funds by July 1st of the same calendar year.
7. In the event that the Funding Agency is unwilling or unable to provide the necessary funds for the operation, maintenance and repair of any School Enhancement Project, the School Board may, at its sole option, decommission the Project, dismantle and dispose of any remaining assets, and retain any residual value from the Project as it sees fit, upon ninety (90) days written notice to the Funding Agency.
8. The School Board agrees that any breach by the Funding Agency of its obligation to fund the required costs associated with the use of a School Enhancement Project shall not be considered the personal obligation of an individual member of the Funding Agency or its executive or directors, and shall be limited to the current cash resources of the Funding Agency, notwithstanding the operation of any law to the contrary.

9. This Agreement shall only be binding upon the School Board upon the passage of a resolution by the School Board and upon the Funding Agency upon the approval by a resolution at a general meeting of the members of the Funding Agency, authorizing the executive of the Funding Agency to enter into the Agreement.

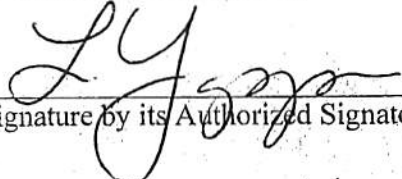
IN WITNESS WHEREOF the parties have hereunto executed this Agreement in the presence of their duly authorized signing officers on that behalf the day and year first above written.

**THE BOARD OF EDUCATION
OF SCHOOL DISTRICT No. 23,
(CENTRAL OKANAGAN)** by its
Authorized Signatory:

Secretary Treasurer

Name:

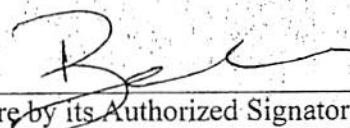
BELGO ELEMENTARY SCHOOL
by its Authorized Signatory:



Signature by its Authorized Signatory

LEE ANN YAPPS
Name:

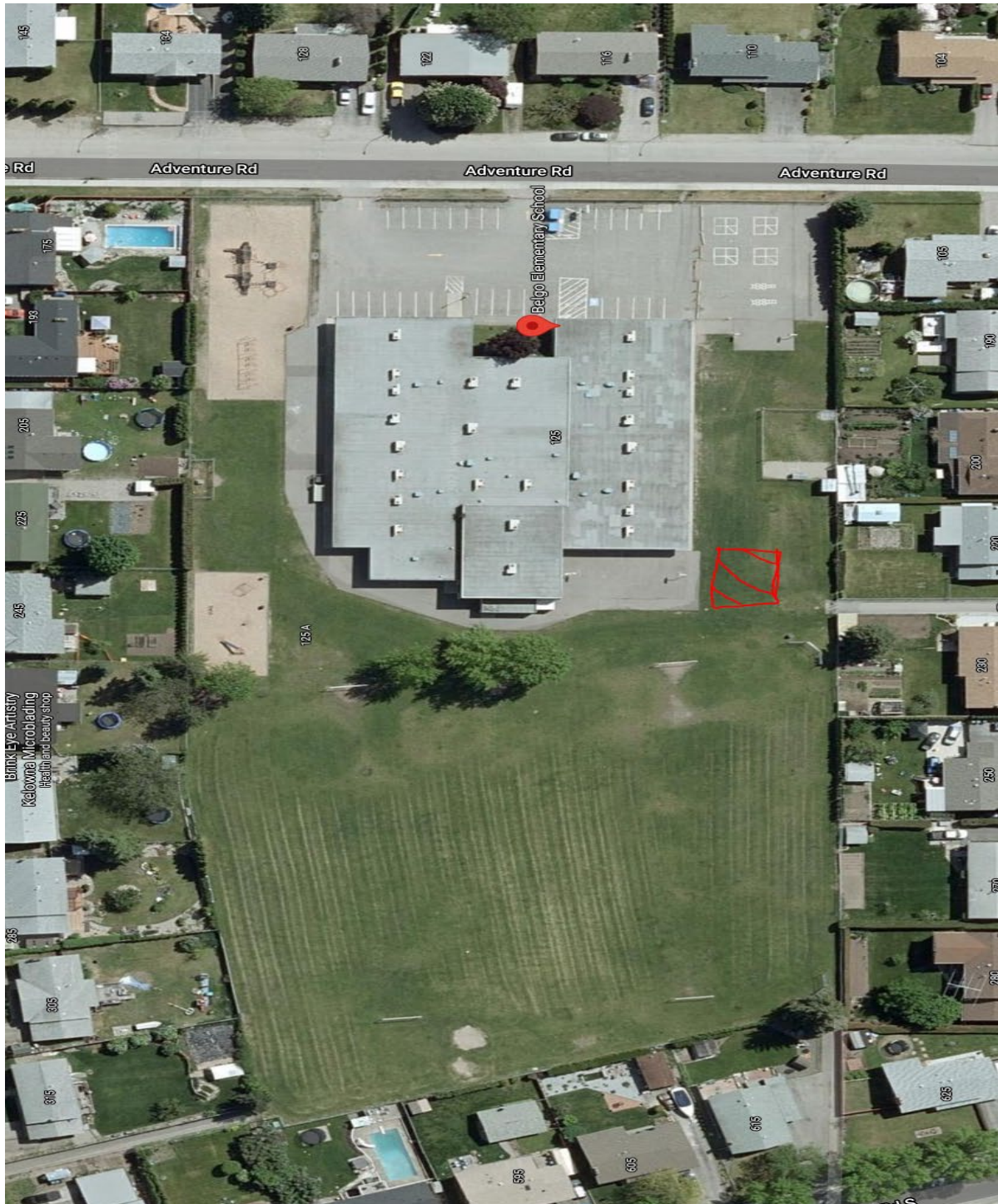
**BELGO ELEMENTARY
SCHOOL PAC**
by its Authorized Signatory:



Signature by its Authorized Signatory

Brenda Aubin
Name:

APPENDIX C



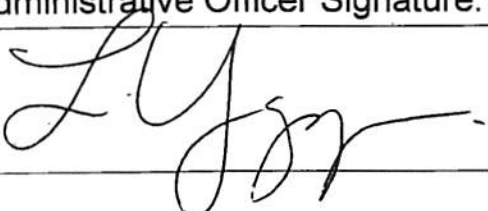
APPENDIX D

SCHOOL DISTRICT NO. 23



OPERATIONS
685 Dease Road, Kelowna, BC V1X 4A4
Ph: 250.870.5153
Fax: 250.870.5091

QUOTATION

Date:	September 20 , 2021	WO#:	940610264
School:	Belgo Elementary		
PROJECT DESCRIPTION: Enhancement Agreement – materials and labour to install a gaga ball court.			
Approved:		<input checked="" type="checkbox"/>	
Not Approved:		<input type="checkbox"/>	
Please check Approved or Not Approved. The School Administrator must sign this quote before sending it to Operations.			
Email: operations.accounts@sd23.bc.ca			
For our new Quote / Estimate system, we are giving high/low range estimates.			
Estimated Cost Range:	Low \$	High \$10,000.00	
Estimators Initials:	Ralf Lohre		
All Quotes / Estimates are valid for 90 days.			
Administrative Officer Signature:			
		Account No.: 10.1.02.59595.0015	
		Date:	Sept 23, 2021

Estimate for Project Costs

Belgo Gaga Ball Pit

Description	unit(s)	\$ /unit	
Gaga Ball Pit materials	1	3200	\$ 3,200.00
Concrete Pad	1	4300	\$ 4,300.00
SD23 Labour	20	50	\$ 1,000.00
SD23 Excavate	10	50	\$ 500.00
SD23 Landscape/Irrigation	20	50	\$ 1,000.00

Total	\$ 10,000.00
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Funding Sources

school contribution

PAC contribution \$ 10,000.00

Balance \$ -

Loan Request from District \$ -

APPENDIX E

Ecole Belgo Elementary
Monthly PAC Meeting Minutes
May 13, 2021
Zoom Meeting

"The Belgo Parent Advisory Council acknowledges that this meeting is being held on the unceded, Traditional Territory of the Okanagan People."

IN ATTENDANCE: Brenda Aubin, Shannon Johnstone, Melissa McCarthy, Heather Burton, Michele Dakin, Rishelle Tarr, Leanne Kemila, Laura Bensler

6:30-8:00pm

Agenda

7:01—Call to order

- Approval of minutes of the April 15, 2021 meeting – Michele and Shannon approved
- Approval of the agenda – Heather and Melissa approved

7:02—Reports (5-10min each)

- Administrator—Mme. Bedard
 - School-wide Jump Rope for Heart – didn't happen because of COVID cases and complications from that.
 - No spread of COVID following the cases in April (which did not originate from the school)
 - Class picture day occurred May 13th, intermediate classes did so with masks on rather than take regrettable risks.
 - Coming up: more information being gathered on sign replacement, last 6 weeks (last day June 29), teachers working on ordering hoodies for the graduating classes.

- Mme. Yaps will be invited to June PAC meeting by Brenda
- President—B. Aubin
 - No news
- Vice President—S. Johnstone
 - Next month is application for gaming funds
- Treasurer—H. Burton
 - Account activity quiet, no cheques written for teacher spending.
 - Gaming – \$7955.93
 - General – \$4623.58
 - Hot Lunch - \$557.54
 - Cheque will be written for Valley Screen Printing
- COPAC—J. Jardine (not present, from email)
 - No new president for COPAC, exec is figuring out who will take it
 - Zoom set up will be through SD23 next year
 - Need to send election results to COPAC email
- Fundraising—M. McCarthy/N. Bandet
 - Mabels Labels has not brought in a lot of funds, will ramp up promoting this in the fall (from Jeremy)
 - Growing Smiles earned \$134 (low pay to PAC in relation to product prices)
- Social Media—M. Dakin
 - Quiet, reposted reminder for Mabels Labels, 141 members on the FB PAC group.
- Breakfast Club—B. Aubin
 - Will discuss this in September to see if it will run again, Brenda is happy to run it if it is going.
- Fun Fair—H. Burton – N/A

7:00—Continuing Business

- Belgo wear: Last Day May 12th
 - Closed today, 14 orders, will be submitted after the weekend. Some orders did not have accompanying e-transfer, Laura is sorting that out to collect payment.

- Idea presented to open an order session first thing in the fall so the new families can obtain Belgo wear early.
- Ga-Ga Ball Pit
 - MJ spoke with Stuart from SD23 operations, it would go outside Mme. Huculak's room (southwest corner, extend the small basketball court, between that side field entrance and the school), estimated cost for the entire project including install, new ground, moving irrigation, equipment costs, etc., will be around \$10,000
- Basketball Hoop upgrade
 - Option A – operations make new back boards, paint back boards and replace hoops ~\$1000/hoop
 - Option B – purchase prepackaged back boards and hoops and costs a little more than \$1000/hoop
- Gaming funds – GIC just over \$11,000, some smaller GIC \$2900, \$2200, and \$5000, then the almost \$8000 in the gaming bank account. Only budgeted funds to come out of there will be the \$1700 for year end event/gift for the graduating students. (\$29,553.36 all gaming in account plus GICs exact total) – Melissa motions we spend the \$10,000 to the Ga Ga Ball pit, and assign \$1500 toward the basketball upgrade, Leanne seconds, unanimous approval.
- Grade 5 English, Grade 6 French—Year end gifts
 - We will cover funds for hoodies teachers are ordering for the students. Leftover funds from budgeted \$1700 will go toward any extras the teacher request funds for.
- Yearbooks
 - Company doing the books is working well with Shannon.
 - Each class will have a two page spread rather than single page.
 - Most pictures are not so close up so difficult to see who is in them so hoping for more pictures that are closer up.
 - Working out distribution details to make it as easy on school staff as possible. Working with staff to ensure all students are listed and all students appear in photos.
 - Ordering will be done through the company website with final pricing but that won't occur until the layout is finalized.

- Year end teacher gifts
 - The zoom cooking night will not be possible (not the right season for the companies such as vineyards that provide this service)
 - Last staff meeting will be the second week of June (June 10), an ice cream truck visit is within our budget with a plant and note to go along with it. Shannon motions for a something little like a plant with a not, along with ice cream, Leanne seconds it, unanimous approval.
 - Shannon will coordinate this and communicate with MJ to organize when.

7:30—New Business

- No new business

9:09 Meeting adjourned

(Next meeting, Thursday, June 17th, 2021)



Memorandum

Date: October 5, 2021
To: Planning and Facilities Committee
From: Delta Carmichael, Acting Secretary-Treasurer

Action Item: Okanagan Mission Catchment and School Reopening Review - Update

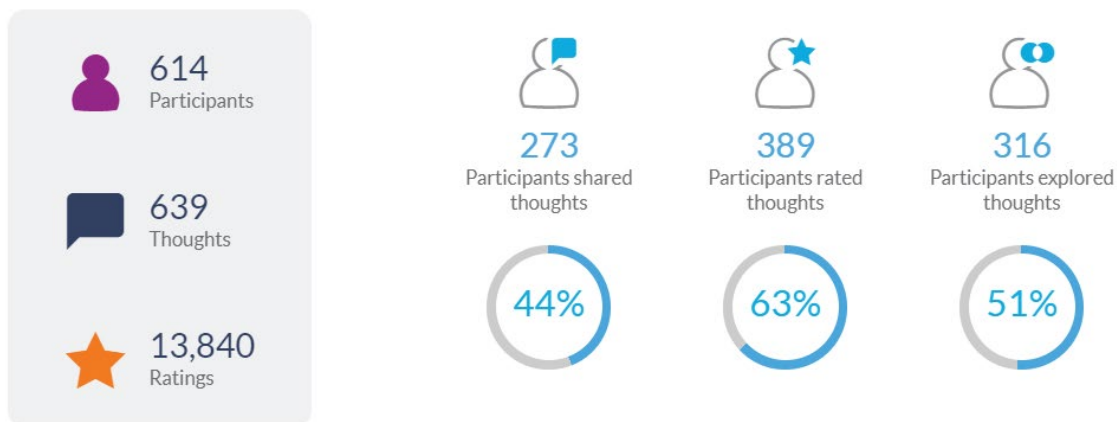
1.0 BACKGROUND

The District is currently conducting a public consultation process to develop a plan to address the significant growth in the Okanagan Mission community.

Step 1 of this process was a community survey utilizing ThoughtExchange which is a tool that allows stakeholders to provide thoughts and engage with the other ideas proposed in their community. The ThoughtExchange survey was available to staff, students, parents and community members to provide input for two weeks ending September 30, 2021. The survey responses will be collated and themed and will form part of the considerations of this review.

2.0 INFORMATION STATEMENT

The preliminary survey results show that there were 614 participants that provided 639 thoughts and the thoughts were assigned 13,840 star ratings as indicated below:



Participants are organized into the following categories.



%		Answer
91%	(545)	Parent/Guardian
4%	(22)	Community Member
5%	(29)	Staff Member
0%	(2)	Student

3.0 NEXT STEPS

Considerations will be presented at a Special Planning and Facilities Committee meeting on November 16, 2021. Next steps include a public engagement session on the considerations. The public engagement sessions are planned for late November 2021. A revised timeline is attached in *Appendix A*.

4.0 ACTING SECRETARY-TREASURER COMMENTS

The acquisition of property and construction of schools is primarily funded by the Ministry of Education. Districts must submit a 5-year capital plan to the Ministry of Education to obtain approval and funding to build new schools. School districts are almost entirely reliant on the Ministry of Education's Capital Branch and the provincial government's Treasury Board to fund school builds. The Ministry of Education must receive approval from the provincial government's Treasury Board for their provincial capital plan that supports all 60 school districts in the province.

Central Okanagan Public School continues to be one of the province's fastest growing districts. As a result, the District will be faced with several decisions to navigate facility challenges while awaiting government funding approval for capital priorities. The District is hoping that this review process will increase community awareness of the significant facility investments that are required throughout the District and that decisions made to address these challenges focus on the educational needs of its communities.

5.0 STAFF RECOMMENDATION

THAT: The Planning and Facilities Committee recommends to the Board:

THAT: The Board of Education approve the revised timeline for the Okanagan Mission catchment and school reopening review, as attached to the Agenda, and as presented at the October 6, 2021 Planning and Facilities Committee Meeting.

6.0 APPENDIX

A. Revised Okanagan Mission Catchment and School Reopening Review Timeline



**Central Okanagan
Public Schools**
Together We Learn

REVISED TIMELINE FOR OKANAGAN MISSION CATCHMENT AND SCHOOL REOPENING REVIEW
(AS OF OCTOBER 6, 2021)

November 16, 2021: (Special Planning and Facilities Committee Meeting)	Considerations provided to the Planning and Facilities Committee.
November 17 – December 4, 2021:	Survey on considerations.
Late November 2021:	Public engagement session on considerations at Okanagan Mission Secondary School (subject to public health restrictions). Additional sessions may be scheduled.
January 5, 2022:	Staff recommendations provided to the Planning and Facilities Committee.
January 5-12, 2022:	Survey on recommendations
January 19, 2022: (Special Planning and Facilities Committee Meeting)	Staff recommendations reviewed by the Planning and Facilities Committee in order to make committee recommendations to the Board of Education.
January 26, 2022:	Board of Education to make decisions on catchments and school reopening as well as the timelines for changes.



Memorandum

Date: October 5, 2021
To: Planning and Facilities Committee
From: Delta Carmichael, Acting Secretary-Treasurer

Action Item: Westside Catchment and French Immersion Programming Review - Update

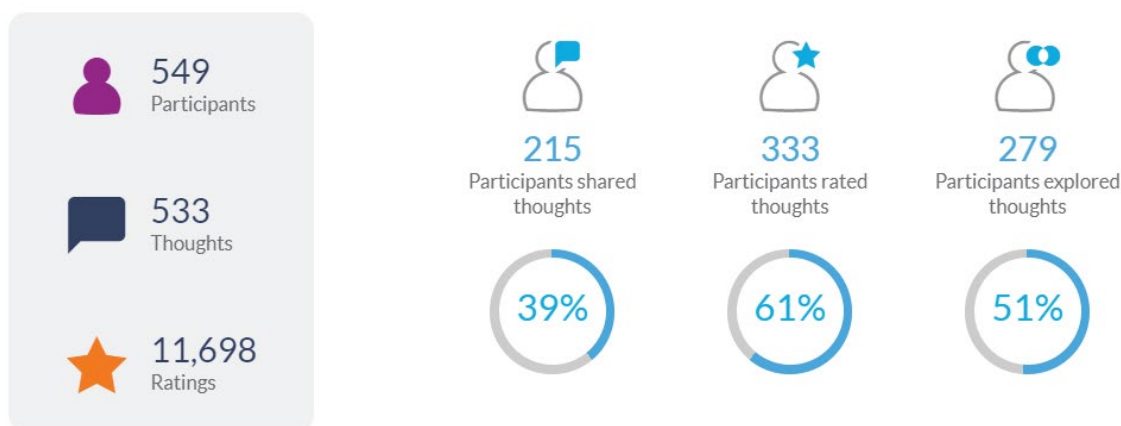
1.0 BACKGROUND

The District is currently conducting a public consultation process to develop a plan to address the significant growth in the Westside community.

Step 1 of this process was a community survey utilizing ThoughtExchange which is a tool that allows stakeholders to provide thoughts and engage with the other ideas proposed in their community. The ThoughtExchange survey was available to staff, students, parents and community members to provide input for two weeks ending September 30, 2021. The survey responses will be collated and themed and will form part of the considerations of this review.

2.0 INFORMATION STATEMENT

The preliminary survey results show that there were 549 participants that provided 533 thoughts and the thoughts were assigned 11,698 star ratings as indicated below:



Participants are organized into the following categories.



%		Answer
93%	(502)	■ Parent/Guardian
1%	(7)	■ Community Member
6%	(32)	■ Staff Member
0%	(1)	■ Student

3.0 NEXT STEPS

Considerations will be presented at a Special Planning and Facilities Committee meeting on November 16, 2021. Next steps include a public engagement session on the considerations. The public engagement sessions are planned for late November 2021. A revised timeline is attached in *Appendix A*.

4.0 ACTING SECRETARY-TREASURER COMMENTS

The acquisition of property and construction of schools is primarily funded by the Ministry of Education. Districts must submit a 5-year capital plan to the Ministry of Education to obtain approval and funding to build new schools. School districts are almost entirely reliant on the Ministry of Education's Capital Branch and the provincial government's Treasury Board to fund school builds. The Ministry of Education must receive approval from the provincial government's Treasury Board for their provincial capital plan that supports all 60 school districts in the province.

Central Okanagan Public School continues to be one of the province's fastest growing districts. As a result, the district will be faced with several decisions to navigate facility challenges while awaiting government funding approval for capital priorities. The District is hoping that this review process will increase community awareness of the significant facility investments that are required throughout the district and that decisions made to address these challenges focus on the educational needs of its communities.

5.0 STAFF RECOMMENDATION

THAT: The Planning and Facilities Committee recommends to the Board:

THAT: The Board of Education approve the revised timeline for the Westside catchment and French Immersion programming review, as attached to the Agenda, and as presented at the October 6, 2021 Planning and Facilities Committee Meeting.

6.0 APPENDIX

A. Revised Westside Catchment and French Immersion Programming Review Timeline



REVISED TIMELINE FOR WESTSIDE CATCHMENT AND FRENCH IMMERSION PROGRAMMING REVIEW
(AS OF OCTOBER 6, 2021)

November 16, 2021: (Special Planning and Facilities Committee Meeting)	Considerations provided to the Planning and Facilities Committee.
November 17 – December 4, 2021:	Survey on considerations.
Late November 2021:	Public engagement session on considerations at Mount Boucherie Secondary School (subject to public health restrictions). Additional sessions may be scheduled.
January 5, 2022:	Staff recommendations provided to the Planning and Facilities Committee.
January 5-12, 2022:	Survey on recommendations
January 19, 2022: (Special Planning and Facilities Committee Meeting)	Staff recommendations reviewed by the Planning and Facilities Committee in order to make committee recommendations to the Board of Education.
January 26, 2022:	Board of Education to make decisions on catchments and French Immersion programming as well as the timelines for changes.



Memorandum

Date: October 1, 2021
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations
Prepared by: Gail Prokopchuk, Transportation Manager

Information: **Transportation Services Update**

1.0 RELEVANT BOARD MOTION/DIRECTION

To provide the Planning and Facilities Committee with an update on Transportation Services.

2.0 INFORMATION STATEMENT

Transportation Services has implemented several significant processes and changes which support the vision and goals of the department and align with the following Board Policies and Regulations:

1. Policy 470 – Transportation Services Management
2. Policy 470R – Transportation Services Management (Regulations) Guiding Principles for Transportation in Central Okanagan Public Schools
3. Policy 475 – Transportation: Authority and Responsibility
4. Policy 475R – Transportation: Authority and Responsibility (Regulations)

Transportation Projects and Accomplishments

- a) Providing Transportation Services under contract to Sensisysten House of Learning – Westbank First Nation.
- b) Implemented Traversa Routing Software.
- c) Prepare to implement Traversa Advanced Trips (Field Studies scheduling software).
- d) Manage Transportation fees in the District's School Cash Online Account.
- e) Developing a process to ensure transportation data is consistent with student data in MyEducationBC.
- f) Worked with International Education for transportation of International students and ensured required number of seats were reserved for these students.
- g) Implemented procedures with Student Support Services to ensure all students have the opportunity to ride the school bus and benefit from inclusive education and supports available on special needs bus routes.
- h) Ongoing bus route reviews to ensure we are operating in an efficient manner and bus stops are placed in a safe and accessible location.
- i) Purchase of one electric special needs school bus.
- j) Ongoing school bus driver training for 105 school bus drivers.

School Bus Transportation Application Process

- The process to apply for transportation was moved to the District's fee system which enables families to register their children all in one form.
- A transportation timeline was developed and has been very successful in terms of communicating transportation processes and expectations for parents, schools and stakeholders.
- The timeline and policies related to transportation have been the foundation of how the Department is managed and when important information is communicated.
- To be considered for transportation service in the 2021-2022 school year, parents or caregivers were required to submit an application for transportation by the deadline date of May 31, 2021.
- A majority of bus routes are operating at full capacity with 84% of the riders being eligible.

Transportation Summary – September 10, 2021

5,335	Processed Applications
1,360	Other processed applications – Less than 2kms, School of Choice, Second Pass, No Transportation provided (No transportation service provided to the school)
332	Applications received since September 7, 2021 which are currently being processed
7,027	Total applications received since February 16, 2021

Transported Students – September 10, 2021

70	School Bus Routes
4,307	Assigned Seats
3,608	Eligible students assigned to a bus route
563	Courtesy riders assigned to a bus route
100	Special Education students assigned on 10 SPED routes
36	Special Needs students assigned to a regular bus route
255	International Education Students transported (included in 4307)

Since the student report was prepared on September 10, 2021, Transportation Services has completed processing and follow up on applications received after May 31, 2021. Reserved seats for late eligible applicants have all been assigned and as of September 27, 2021 there are 461 students remaining on a waitlist for school bus transportation service. Reserved seats for late eligible applicants was set at 20% for each bus route; however, these seats have all been assigned. Therefore, eligible applications received in August and September have been placed on the waitlist as the bus routes for these students are at full capacity.

School	Eligible Students	Courtesy Students	Total Students
Ann McClymont Elementary	0	1	1
Davidson Road - Peter Greer Elementary	0	0	0
HS Grenda Middle - George Elliott Secondary	0	0	0
Canyon Falls Middle	8	87	95
Chief Tomat - Hudson Road Elementary	0	3	3
Constable Neil Bruce Middle	0	17	17
Dr. Knox Middle	0	3	3
Glenrosa Middle	4	6	10
Kelowna Senior Secondary	13	38	51
KLO Middle	1	4	5
Mount Boucherie Secondary	2	164	166
Okanagan Mission Secondary	2	86	88
Rutland Senior Secondary	5	7	12
Rutland Middle	0	2	2
Springvalley Middle	5	3	8
	Eligible	Courtesy	Total
Waitlist Applications	40	421	461

We are confident that the eligible students on the waitlist, with the exception of KSS, will receive a route assignment in the near future as Transportation Services does receive canceled seat requests and will assign available seats to eligible students on the waitlist. In some cases, minor adjustments such as removing a bus stop from one route and adding it to another route, where there is seat space available, can free up seats for eligible students on a route that is at full capacity.

We anticipate that all elementary school students on the waitlist as courtesy riders will also be assigned a seat. We do not expect to assign many, if any, seats for courtesy riders for middle or secondary students. The Transportation Manager and Transportation Assistant Manager will continue to review routes and apply adjustments where possible to ensure that ridership is maximized and bus routes are operating at an efficient level.

Communications

- a) The Transportation Services website contains information regarding timelines, links to transportation policies, eligibility for transportation, fee and payment information and school bus safety.
- b) The transportation application form contains information regarding service levels, bus rider rules, transporting students during the COVID-19 pandemic, privacy and protection information, in which all must be read and acknowledged before the parent is able to complete the application submission.
- c) Every application processed receives a reply with information regarding the student's eligibility, confirmation if a seat has been assigned and how and when the transportation fee will be applied.
- d) General reminders regarding application for transportation opening date, closing date and timelines are sent to parents throughout the school year.

COVID-19 Restart in Transportation

The Communicable Disease Plan - Appendix 2 outlines service levels for transportation. Some of the key items include:

- a) Bus drivers are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) on the school bus, except while driving.
- b) Students in Grades 4 to 12 are required to wear non-medical masks or face covering when they are loading, unloading and riding on the school bus. No child is refused a ride and masks are provided and offered to students who do not have one.
- c) Touchpoint cleaning between bus runs will continue on all school bus routes.
- d) Daily disinfecting of the school bus continues.
- e) Hand sanitizer will be available on the bus for drivers and students.
- f) Seats inside the school bus are numbered and students will have assigned seating.
- g) No food or beverages permitted on the school bus (except a personal water bottle).
- h) No guest riders will be permitted, only registered students may ride.

3.0 DIRECTOR COMMENTS

Transportation Services has been working to modify, streamline and apply efficient practices to the application and school bus transportation procedures and policies. Transportation Services has defined communication protocols, messages and timelines to ensure the department operates in an efficient manner and stakeholders and parents are receiving communication in a timely manner.

4.0 APPENDICES

- A. Policy 470 – Transportation Services Management
- B. Policy 470R – Transportation Services Management (Regulations) Guiding Principles for Transportation in Central Okanagan Public Schools
- C. Policy 475 – Transportation: Authority and Responsibility
- D. Policy 475R – Transportation: Authority and Responsibility (Regulations)

APPENDIX A



School District No. 23 (Central Okanagan)

Policies And Procedures

Section Four: Students

"Together We Learn"

470 – TRANSPORTATION SERVICES MANAGEMENT

Introduction

Although the School Act no longer requires Boards of Education to provide student transportation services, in accordance with this Policy and Regulation 470R, the Board of Education has committed to providing subsidized transportation services.

Policy

1. The Board may provide subsidized transportation to eligible students and, where possible, courtesy riders to travel between a designated bus stop and their designated area school. At the Board's discretion, the following options for transportation of students are:
 - a subsidized Board operated bus;
 - transportation assistance payments to parents;
 - alternate means of transportation.

The Board recognizes that many students are not eligible for bus transportation. The transportation of such students on existing bus routes is authorized, provided space is available. These students are considered courtesy riders.
2. The Board also recognizes that, in some situations, it may be necessary for the District to relocate students from one school to another. These students are eligible for School District transportation options if they are directed to a school beyond the Transportation Eligibility limits for their home.
3. The Board also authorizes the use of school buses for curricular or extra-curricular field studies for students as outlined in Policy 525: Field Studies – Curricular and Extra-Curricular. Staff who are supervising and volunteers who are assisting a field study or an athletic event may ride a school bus.



Section Four: Students

"Together We Learn"

4. The Board believes that school buses are an extension of the school. Therefore:
 - 4.1 students travelling on school buses are under the jurisdiction of their principal and are subject to the code of conduct of their school and the District;
 - 4.2 first priority for the use of school buses shall be transporting students to and from schools to attend school in accordance with standard school hours.

Date Agreed: April 23, 1980

Date Amended: November 10, 1981; December 5, 1984;

February 13, 1985; November 14, 1990; June 24, 1992; May 24, 1995; February 14, 2001;

Date Agreed: November 13, 2002

Date Amended: November 12, 2008, May 27, 2009;
October 23, 2019

Date Reviewed: November 13, 2013

Related Documents: School Act Sec. 83, Policy 525, 470R

APPENDIX B



School District No. 23 (Central Okanagan)

Policies And Procedures

Section Four: Students

"Together We Learn"

470R – TRANSPORTATION SERVICES MANAGEMENT (REGULATIONS)

GUIDING PRINCIPLES for TRANSPORTATION in Central Okanagan Public Schools

Registration

- 1) A student must be registered and have a seat assigned in order to ride the school bus. Registration will be available online year-round.
- 2) Priority registration shall be open in the spring and until May 31 for the upcoming school year. Applications made after May 31 for students deemed to be eligible riders shall be accommodated if there is a seat available.

Eligible Riders

- 3) An Elementary school student will be considered eligible for transportation if their home address is at least 3.0 km from the school or schools designated for the catchment area (measured as actual driving distance).
- 4) A Middle school student will be considered eligible for transportation if their home address is at least 4.0 km from the school or schools designated for the catchment area (measured as actual driving distance).
- 5) A Secondary school student will be considered eligible for transportation if their home address is at least 4.8 km from the school or schools designated for the catchment area (measured as actual driving distance) and the student does not live in a neighborhood deemed to have adequate transit service.
- 6) If a student meets the criterion for eligibility distance after being placed by the District at a school other than their catchment area school(s), the student will be given the same consideration and priority as other eligible students. These students will only be designated as "redirected" students by the appropriate Assistant Superintendent.
- 7) Special Education students identified by the Student Support Services Department as requiring a specially equipped bus will be considered as eligible students.



Section Four: Students

"Together We Learn"

Courtesy Riders

- 8) Courtesy seats shall not be provided to students who reside less than 2.0 km from their catchment school.
- 9) Seats that are not required for eligible students on school bus routes will be made available to Elementary and Middle school students as courtesy riders based on the following criteria on a route by route basis:
 - a) Furthest home to school distance
 - b) If distance is the same, grade level
 - c) If distance and grade level are the same, application date and timestamp
- 10) Seats that are not required for eligible students and Elementary and Middle School courtesy riders on school bus routes will be made available to secondary students who reside in a neighborhood not deemed to have adequate transit service as courtesy riders based on the furthest home to school distance. If distance is the same, application date and timestamp will be used.
- 11) In the case of a student residing with parents or caregivers in more than one home, one address will be accepted for eligibility purposes. However, where possible, consideration will be given to an alternate stop on the same route or a courtesy seat on another route within the same catchment, if a parent submits an application and provided there are no remaining courtesy applications on that route. A transportation charge will be assessed for each route assigned.
- 12) Transportation will not be provided to a school or program of choice outside a student's English catchment area unless approved by the Board (e.g. French Immersion or locally developed courses).

Conduct

- 13) Students must abide by their school's Code of Conduct expected of all riders.

Routes

- 14) School bus routes are established on the basis of safety and efficiency of service for students who meet the criteria for eligibility.
- 15) Route changes must be approved by the Director of Operations or delegate.



Policies And Procedures

Section Four: Students

"Together We Learn"

- 16) A minimum of fourteen (14) eligible students is required for the establishment of a bus route.
- 17) Where possible, routes will be designed to minimize the time students spend on a bus with an upper limit of 60 minutes as a guideline.
- 18) Where reasonable, a bus driver will be assigned to the morning and afternoon routes for a given run.

Fees and Payments

- 19) Eligible riders and courtesy riders registered on bus routes must pay the student transportation charge; however, Board Policy 425 – Student Fees and 425R – Student Fees (Regulations) is in place for those families who are experiencing financial hardship and are unable to pay the transportation charge.
- 20) Families with more than two children assigned to a bus will receive a 50% subsidy of the Student Transportation Charge for the third and fourth child assigned to a bus and a 100% subsidy of the Student Transportation Charge for the fifth and any additional children who are assigned on a bus.
- 21) The student transportation charge is to be paid or payment arrangements setup in the District's fee system and all past due school and transportation fees must be paid prior to a student being provided a bus pass.
- 22) Failure to pay the transportation charge or follow payment arrangements may result in the removal of service.
- 23) If an eligible rider or courtesy rider discontinues using the transportation service prior to March 31 of any year, a prorated refund will be issued upon request and once the bus pass is surrendered to the School District. The refund will only cover the months after the month in which the pass is surrendered. No refunds will be issued after March 31.
- 24) The student transportation charge will be communicated each year in accordance with Policy 425 – Student Fees
- 25) Students will not ride the bus unless they have received a valid bus pass.
- 26) Additional Service Routes – If approved by the Board, parent requested routes will be charged the actual cost of the route. Approval by the Board is required on an annual basis.



Section Four: Students

"Together We Learn"

Transportation Assistance Payments

- 27) If there are less than fourteen (14) eligible students for a bus route, the individual providing transportation of the student(s) to the catchment school may be eligible for transportation assistance payment based on mileage from the home address to the school.
- 28) Transportation assistance payments described in the above guideline are calculated at the rate of 60% of the rate paid to staff for personal use of vehicles for Board business, based in one round trip per day, for the days on which the student(s) attend(s) school. To a maximum of \$625 per year, per family. This annual maximum transportation assistance rate will be adjusted as the five (5) year average cost/student changes.
- 29) If a family has more than one student attending a given school, only one transportation assistance payment will be made.
- 30) If transportation or a transportation assistance payment is provided on behalf of a student on the wait list for their catchment area school and the invitation to return mid-year is declined in favour of a September entry, school bus transportation or the transportation assistance payment will be continued for the balance of the current school year. However, if the student remains at this school in the following year the student transportation charge will apply or transportation assistance payments will be discontinued.

Date Agreed: November 12, 2008

Date Amended: May 27, 2009, May 12, 2010, November 13, 2013;

October 14, 2015; February 22, 2017; June 12, 2019;

February 26, 2020

Related Documents:

APPENDIX C

School District No. 23 (Central Okanagan)

Policies And Procedures



"Together We Learn"

Section Four: Students

475 – TRANSPORTATION: AUTHORITY AND RESPONSIBILITY

Introduction

The Board of Education recognizes its responsibility for the management of the transportation service.

Policy

1. The Board authorizes the Superintendent of Schools to:
 - 1.1 determine school transportation areas within the School District;
 - 1.2 manage the student transportation system in accordance with Regulation 470R – Transportation Services Management and the Guiding Principles for Transportation in School District No. 23, educational needs, and within the fiscal mandate of the Board;
 - 1.3 authorize school bus routes;
 - 1.4 collect an approved student transportation charge
 - 1.5 investigate any suspension of a student's riding privileges in excess of ten days and make a recommendation to the District Suspension Review Committee for further action.
2. The school principal:
 - 2.1 may suspend the riding privileges of any student who does not observe the school Code of Conduct while travelling on a school bus;
 - 2.2 shall make a recommendation to the Superintendent if the suspension is in excess of ten days.
3. The school bus driver is authorized to:
 - 3.1 cancel a trip when, in his/her opinion, the current road conditions are unsafe and continuation of the trip presents a hazard to students on the bus;
 - 3.2 drive the bus and its riders to a location where a school or District-based administrator can take appropriate action if there are concerns regarding discipline, safety or other exceptional circumstances.

Date Agreed: October 28, 1981

Date Amended: June 29, 1989; January 23, 1991;

Date Reviewed/Amended: November 13, 2002; March 12, 2014

Date Amended: April 13, 2005, November 12, 2008, May 27, 2009

Related Document: School Act Sec 22. 475R

APPENDIX D

School District No. 23 (Central Okanagan)

Policies And Procedures



"Together We Learn"

Section Four: Students

475R – TRANSPORTATION: AUTHORITY AND RESPONSIBILITY (REGULATIONS)

1. The Superintendent of Schools may:
 - 1.1 delegate any duties relating to the management of the school bus operation;
 - 1.2 approve the use of school buses by adults while attending an educational seminar (such as the teachers' convention, District officials' workshop or trustees' seminar) organized by a School District or the Ministry of Education. Such use must comply with Motor Vehicles Branch, Ministry of Transportation and Highways requirements;
 - 1.3 determine the distance the parent must travel to transport students to and/or from school or bus stop when a parent is eligible for transportation assistance.
2. The Principal shall:
 - 2.1 inform parents/students of Regulations 475R - Transportation: Authority and Responsibility;
 - 2.2 ensure the students, parents and staff are familiar with the expected standard of behaviour on school buses;
 - 2.3 take appropriate action when a student violates the provisions of Regulation 475R;
 - 2.4 notify parents by telephone, where possible, and by letter when a student's riding privileges are suspended; a copy of the letter should be sent to the Superintendent and the Director of Operations.
3. The driver shall:
 - 3.1 be under the supervision of the Transportation Manager at all times;
 - 3.2 report all unsafe road conditions and disciplinary problems to the Transportation Manager;
 - 3.3 allow no one else to drive the school bus assigned to him/her;
 - 3.4 undertake trips, other than the daily runs, only with written authorization from the Transportation Manager;
 - 3.5 adhere to all official bus stops as indicated by the route;
 - 3.6 submit all requests for student pick-up/drop-off location and route changes to the Transportation Manager;
 - 3.7 report to the appropriate Principal all student misbehaviour requiring disciplinary consideration, using the School Bus Discipline form;



Section Four: Students

"Together We Learn"

3.8 maintain an accurate passenger manifest.

4. Carrying Articles on School Buses

- 4.1 students may carry textbooks, supplies and small articles (equipment or band instruments) on the school bus;
- 4.2 the articles must be small enough to be placed under the seat of the bus;
- 4.3 all articles, except textbooks and supplies, must be placed under the seat of the bus;
- 4.4 ice skates may be carried on a school bus only when equipped with skate guards and must be carried by the blades when entering or leaving the bus;
- 4.5 articles which may cause injury to anyone riding the bus (e.g. skis, ski poles, hockey sticks, etc.) will not be allowed onto a school bus (at the sole discretion of the driver).

5. Student Conduct on School Buses

Students shall:

- 5.1 wait for the school bus only in the area designated as a school bus loading zone;
- 5.2 board or leave a school bus in an orderly manner;
- 5.3 remain safely seated in their seat until the bus stops at their intended destination;
- 5.4 be courteous to other passengers and the driver;
- 5.5 abide by instructions posted in the bus or given directly by the bus driver.

6. Disciplinary Action

- 6.1 Traveling on a school bus is a privilege which may be suspended or revoked for a student not observing this regulation, Codes of Conduct, and other procedures established by the Board of Education.
- 6.2 A student who damages a school bus may be held responsible for reimbursement of costs.
- 6.3 A Principal shall notify the parents in writing and/or by telephone regarding the misbehaviour of a student on a bus.



Section Four: Students

"Together We Learn"

- 6.4 Before any lost riding privileges are restored, the student and their parents/guardians will meet with the Principal and the Superintendent or designate (if necessary) regarding applicable terms and conditions.
- 6.5 Loss of riding privileges due to a disciplinary issue will not be an acceptable reason for a refund of the student transportation charge.

Date Agreed: October 28, 1981

Date Amended: December 5, 1984; June 14, 1989; March 31, 1992;
September 2001;

Date Reviewed/Amended: November 13, 2002

Date Amended: November 12, 2008, May 27, 2009; March 12, 2014

Related Document: