

Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on September 14, 2021 at 6:00 pm.**

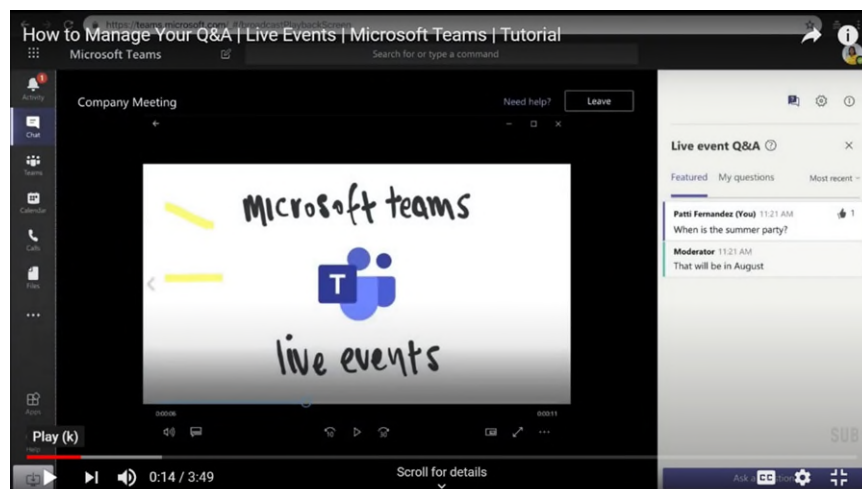
Requirements that limit the size of public gatherings due to the COVID-19 pandemic mean this meeting will proceed differently than they have in the past. The meeting will be conducted online via MS teams. We encourage members of the public to join the LIVE Event.

To participate in the meeting please click on this link: [ResourcesCommitteeMeeting-Sep-14-2021](https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84)

To guide you, the following is information on how to join a live event in MS Teams.

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
 - Select the **Q&A** function on the right side of the screen.
 - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
 - A reminder for Stakeholder groups to use the **Q&A** function.
 - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



If you have questions regarding the meeting and how to access it that aren't answered in the link above please email info@sd62.bc.ca.



RESOURCES COMMITTEE
School Board Office
Via MS Teams
September 14, 2021 – 6:00 p.m.

A G E N D A

- 1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**
We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Sc'ianew Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)
- 2. REPORT (page 3)**
- 3. PRESENTATIONS (20 minutes)**
- 4. BUSINESS**
 - 4.1 Ventilation in Schools and Buildings – Harold Cull (page 5)
 - 4.2 Minor & Major Capital Update – Mhairi Nicolson/Alex Samousevitch (page 12)
 - 4.3 Pest Management Policy and Regulation F228 – Pete Godau (page 16)
 - 4.4 Guiding Principles to School Construction – Harold Cull (page 58)
- 5. ADJOURNMENT**
- 6. NEXT MEETING DATE:** October 12, 2021



Committee Report of Resources Committee Meeting via MS Teams June 8, 2021

Present: Bob Beckett, Trustee (Committee Chair)
 Wendy Hobbs, Trustee (Committee Member)
 Margot Swinburnson, Trustee (Committee Member)
 Allison Watson, Trustee
 Scott Stinson, Superintendent & CEO
 Harold Cull, Secretary-Treasurer
 Krista Leakey, SPVPA
 Melissa DaSilva, SPEAC
 Ed Berlando, STA
 Bruce Woodcock, CUPE
 Nicole Gestwa, IT

Guests: Emily Sinclair, CRD
 Natalie Bandringa, CRD
 Farzaan Nusserwanji, Executive Director, IT and CIO
 Windy Beadall, District Principal, Capital Planning
 Tracey Syrota, Manager, Transportation

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:03 pm by the Committee Chair, Bob Beckett acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 works with directly in our schools; Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)

2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated May 11, 2021 at its Public Board Meeting dated May 25, 2021.

3. PRESENTATIONS

3.1 CRD's Ready, Step, Roll Initiative - Natalie Bandringa (Capital Regional District)

Natalie Bandringa, Research Planner, CRD, provided an overview of the CRD's Ready Step Roll (RSR) Initiative. The initiative was well received by the parents and staff at Sooke Elementary School which is currently being reviewed by the RSR Initiative. Furthermore, the initiative ties in very well to the work of the District's Safe and Healthy Schools Program, being headed by District Principal Vanessa White. The Committee noted that there needs to be support from the local municipalities and Ministry of Transportation and Infrastructure for the initiative to be successful and that promoting the findings throughout the District is also key.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the concept of using the Capital Regional District's Ready Step Roll Initiative as the starting point in developing safer routes to the District's schools for transportation planning purposes.

4. BUSINESS

4.1 22/23 Capital Plan Submission – Capital Steering Committee

The Committee discussed the long-range enrolment estimate, the future capital needs of the District and the importance of the Capital Plan Submission in meeting these needs.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the 5-year Capital Plan submission as presented to the Resources Committee on June 8, 2021.

4.2 Electric Bus Purchase – Harold Cull/Tracey Syrota

Staff discussed the benefit of the two electric buses that were recently procured and that are running in the District. The Committee discussed the estimated useful life of a school bus, and felt that the full Board of Education should have an opportunity to debate this issue.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve, in principle, the acquisition of electric buses out of the financial reserve until such time as the provincial government fully funds these acquisitions.

4.3 Guiding Principles for School Construction – Ravi Parmar/Bob Beckett

The Committee spoke about the necessity when planning new builds to think in terms of community needs rather than just school district needs. In addition, a potential opportunity to partner with external stakeholders to address shared interests is valuable to our students and families.

Furthermore, the Committee discussed how this concept was the norm in the designing of schools prior to the design build process of Belmont and Royal Bay Secondary Schools.

Recommended Motion: That the Board of Education of School District 62 (Sooke) direct staff to create an engagement process to develop guiding principles reflective of the voices of our students, partners, indigenous nations, and community, to support future direction on capital projects.

4.4 Pexsisen and Centre Mountain Lellum Update – Windy Beadall/Pete Godau

Staff continue to work with Farmer Construction Ltd, the architect, and the consultant team to manage the construction of Pexsisen and Centre Mountain Lellum. To date, both schools are on time and on budget. The civil work is completed or near completion as the site continues to develop. The Committee also discussed the importance of the relationships with our municipalities during new school builds as well as addressing the ongoing needs of our existing schools.

5. ADJOURNMENT AND NEXT MEETING DATE: September 14, 2021



Committee Info Note

Resources Committee Meeting

September 14, 2021

Agenda Item: 4.1 – Ventilation in Schools and Buildings

Background

- As we begin a new school year, one topic that is being discussed is ventilation in our schools and buildings
- This topic is in the forefront as we continue to manage the impacts of the pandemic from a District perspective
- Staff would like to provide the Committee with some details around the approach that our District has taken regarding ventilation and of the work that has been completed

Approach Taken

- In 20/21, the Federal government provided funding to the provinces to support the implementation of our return to school plan
- A portion of this funding was to be used for increased ventilation in our schools and buildings
- Based on this funding, the District took the approach to **increase the amount of air exchange** as part of the mitigation strategy to manage the risks of the pandemic
- Most Districts took this same approach as the other option would be to replace the filters in the existing systems which proved to be ineffective from a cost perspective (MERV 13 filters do not work in our existing systems)
- The District strategy involved the following steps to increase the air exchange:
 - Automate the levers that control the air exchange
 - Increase hours of when the system was activated
 - Flushing of the system during off hours
- We had several manual levers that help regulate the air exchange – these were automated and now can be controlled centrally from our Facilities building increasing the efficiency and effectiveness of the system

- This automation allows for standard control and is scheduled to be in operation from 7:00 am to 6:00 pm each school day (increase from the previous end time of 3:30 pm)
- All our schools and buildings are on the same automated system that include CO2 sensors that regulates the air circulation
- Our portables (55) remain on standalone systems and the air exchange is created by either the opening of windows or the use of furnaces during the colder months
- Our District is also one of the few to have a dedicated staff member (Energy Specialist) to manage the overall system with great support from our Facilities Staff
- Based on the HVAC system upgrades and other mitigation strategies put into place last year, the District was able to continue to provide safe working and learning spaces as evidenced by the few COVID cases that were reported from being transmitted to other students or staff in our buildings

Next Steps

- The Ministry of Education has created the attached **Ventilation System Overview** to be used by each location's Joint Occupational Health and Safety (JOHS) Committee to provide the assurance that the systems in place are working as designed
- These overviews are being started at Facilities (by our District's Energy Specialist) and will then be provided to each JOHS Committee for completion and further discussion
- Discussions at the school/building level will happen based on the overall District approach taken and the local details found on the Ventilation System Overviews

Belmont Secondary School (New)	AHU3	Gym/changeroom/weight Room	MERV-8	11	Secondary
Belmont Secondary School (New)	AHU4	Office	MERV-8	4	Secondary
Belmont Secondary School (New)	AHU5	Library/Lobbies/common area	MERV-8	12	Secondary
Belmont Secondary School (New)	AHU6	Classroom on North side(all the floors)	MERV-8	15	Secondary
Belmont Secondary School (New)	AHU7	Classrooms on South side(all the floors)	MERV-8	15	Secondary
Belmont Secondary School (New)	AHU8	VIHA/Daycare	MERV-8	6	Secondary
Colwood Elementary	AHU1	Classrooms	MERV-8	3	Elementary
Colwood Elementary	AHU2	Classrooms/offices	MERV-8	5	Elementary
Colwood Elementary	AHU3	Gym	MERV-8	3	Elementary
Crystal View Elementary	Radiation Trickle vent	Classrooms	MERV-8	0	Elementary
David Cameron Elementary	AHU1	Classrooms	MERV-8	12	Elementary
David Cameron Elementary	AHU2	Classrooms/office	MERV-8	12	Elementary
David Cameron Elementary	AHU3	Gym	MERV-8	6	Elementary
David Cameron Elementary	AHU4	Gym	MERV-8	6	Elementary
District Board Office	AHU1	Rooms	MERV-8	9	Support
District Board Office	AHU2	Rooms	MERV-8	9	Support
Dunsmuir Middle	AH116	Dance room	MERV-8	2	Middle
Dunsmuir Middle	AHU1	Office	MERV-8	2	Middle
Dunsmuir Middle	HP1	Counselling area	MERV-8	2	Middle
Dunsmuir Middle	SF1	Gym	MERV-8	6	Middle
Dunsmuir Middle	SF2	Gym	MERV-8	9	Middle
Dunsmuir Middle	SF3	Music room	MERV-8	4	Middle
Dunsmuir Middle	UV01	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV02	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV10	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV101	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV106	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV109	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV110	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV111	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV112	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV113	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV114	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV115	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV2	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV200	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV201	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV202	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV203	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV204	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV205	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV207	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV208	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV209	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV210	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV211	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV212	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV213	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV214	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV215	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV3	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV4	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV5	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV6	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV7	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV8	Classrooms	MERV-8	1	Middle
Dunsmuir Middle	UV9	Classrooms	MERV-8	1	Middle
Edward Milne Community	AHU1	Gym area	MERV-8	24	Secondary
Edward Milne Community	AHU10	Shop area	MERV-8	12	Secondary
Edward Milne Community	AHU11	Classrooms	MERV-8	20	Secondary
Edward Milne Community	AHU12	Libraries	MERV-8	4	Secondary
Edward Milne Community	AHU13	Autoshops	MERV-8	2	Secondary
Edward Milne Community	AHU2	Offices	MERV-8	4	Secondary
Edward Milne Community	AHU3	Music room	MERV-8	4	Secondary
Edward Milne Community	AHU4	Theatre	MERV-8	12	Secondary
Edward Milne Community	AHU5	Multi-Purpose area	MERV-8	2	Secondary
Edward Milne Community	AHU7	Cad/Electronics	MERV-8	4	Secondary
Edward Milne Community	AHU8	Day care/Seminar	MERV-8	2	Secondary
Edward Milne Community	AHU9	Kitchen/corridor	MERV-8	6	Secondary
Hans Helgesen Elementary	AHU1	Office area	MERV-8	2	Elementary
Hans Helgesen Elementary	AHU2	Classrooms	MERV-8	2	Elementary

Happy Valley Elementary	Gym	Gym		0	Elementary
Happy Valley Elementary	Radiation Trickle vent	Classrooms		0	Elementary
Happy Valley Elementary	RTU1	Classroom	MERV-8	3	Elementary
Happy Valley Elementary	RTU2	Classroom	MERV-8	3	Elementary
John Muir Elementary	Furance1	South Classroom	MERV-8	2	Elementary
John Muir Elementary	Furnace2	South Classroom	MERV-8	2	Elementary
John Muir Elementary	Furnace3	South Classroom	MERV-8	2	Elementary
John Muir Elementary	Furnace4	Central Classroom	MERV-8	2	Elementary
John Muir Elementary	Furnace5	Central Classroom	MERV-8	2	Elementary
John Muir Elementary	Furnacegym1	gym	MERV-8	2	Elementary
John Muir Elementary	Furnacegym2	gym	MERV-8	2	Elementary
John Muir Elementary	PTAC	Classroom	MERV-8	1	Elementary
John Muir Elementary	RTU1	Classroom	MERV-8	1	Elementary
John Stubbs Memorial Elementary	AHU1	Classrooms/gym	MERV-8	18	Elementary
John Stubbs Memorial Elementary	AHU2	Classrooms/gym	MERV-8	24	Elementary
John Stubbs Memorial Elementary	AHU3	Classrooms/gym	MERV-8	6	Elementary
Journey Middle	AHU1	West classrooms	MERV-8	9	Middle
Journey Middle	AHU2	Flex room	MERV-8	2	Middle
Journey Middle	AHU3	Centre block	MERV-8	6	Middle
Journey Middle	AHU4	East classrooms	MERV-8	20	Middle
Journey Middle	AHU5	Gym	MERV-8	9	Middle
Lakewood Elementary	AHU1	Classrooms	MERV-8	6	Elementary
Lakewood Elementary	AHU2	Classrooms	MERV-8	6	Elementary
Lakewood Elementary	AHU3	Centre area rooms	MERV-8	8	Elementary
Lakewood Elementary	AHU4	Gym area	MERV-8	6	Elementary
Millstream Elementary	Furnace1	Classroom	MERV-8	2	Elementary
Millstream Elementary	Furnace10	Classroom	MERV-8	2	Elementary
Millstream Elementary	Furnace11	Classroom	MERV-8	2	Elementary
Millstream Elementary	Furnace2	Classroom	MERV-8	2	Elementary
Millstream Elementary	Furnace3	Classroom	MERV-8	2	Elementary
Millstream Elementary	Furnace4	Classroom	MERV-8	2	Elementary
Millstream Elementary	Furnace5	Classroom	MERV-8	2	Elementary
Millstream Elementary	Furnace6	Classroom	MERV-8	2	Elementary
Millstream Elementary	Furnace7	Classroom	MERV-8	2	Elementary
Millstream Elementary	Furnace8	Classroom	MERV-8	2	Elementary
Millstream Elementary	Furnace9	Classroom	MERV-8	2	Elementary
Poirier Elementary	AHU1	Classrooms	MERV-8	9	Elementary
Poirier Elementary	AHU2	Classrooms/offices	MERV-8	11	Elementary
Poirier Elementary	AHU3	Gym	MERV-8	6	Elementary
Port Renfrew Elementary	AHU1	Gym/office	MERV-8	4	Elementary
Port Renfrew Elementary	Furnace1	Classroom	MERV-8	2	Elementary
Port Renfrew Elementary	Furnace2	Classroom	MERV-8	2	Elementary
Royal Bay Secondary	AHU101	NLC	MERV-8	4	Secondary
Royal Bay Secondary	AHU102	Admin	MERV-8	2	Secondary
Royal Bay Secondary	AHU201	Classroom	MERV-8	6	Secondary
Royal Bay Secondary	AHU202	Classroom	MERV-8	6	Secondary
Royal Bay Secondary	AHU203	Classroom	MERV-8	6	Secondary
Royal Bay Secondary	AHU204	Weight Room	MERV-8	2	Secondary
Royal Bay Secondary	AHU205	Small gym	MERV-8	4	Secondary
Royal Bay Secondary	AHU206	Large gym	MERV-8	8	Secondary
Royal Bay Secondary	AHU207	Music wing	MERV-8	6	Secondary
Royal Bay Secondary	AHU208	Multi-Purpose/Common area	MERV-8	6	Secondary
Royal Bay Secondary	AHU209	Theatre	MERV-8	8	Secondary
Royal Bay Secondary	AHU210	New office/Classroom	MERV-8	4	Secondary
Royal Bay Secondary	AHU211	Classroom	MERV-8	4	Secondary
Royal Bay Secondary	AHU301	Classroom	MERV-8	6	Secondary
Royal Bay Secondary	AHU302	Classroom	MERV-8	6	Secondary
Royal Bay Secondary	AHU303	Classroom	MERV-8	6	Secondary
Royal Bay Secondary	AHU304	Library	MERV-8	6	Secondary
Royal Bay Secondary	AHU305	Science classroom/prep room	MERV-8	4	Secondary
Royal Bay Secondary	AHU306	New gym	MERV-8	4	Secondary
Royal Bay Secondary	AHU307	Office/Classroom	MERV-8	4	Secondary
Royal Bay Secondary	AHU308	Classroom	MERV-8	4	Secondary
Royal Bay Secondary	MUA1	Kitchen	MERV-8	4	Secondary
Royal Bay Secondary	MUA2	Shops	MERV-8	4	Secondary
Ruth King Elementary	AHU1	Gym	MERV-8	4	Elementary
Ruth King Elementary	AHU2	Classrooms	MERV-8	4	Elementary
Ruth King Elementary	AHU3	Classrooms	MERV-8	2	Elementary
Ruth King Elementary	AHU4	Classrooms	MERV-8	2	Elementary
Ruth King Elementary	AHUMZ	Office/Library/Classrooms	MERV-8	20	Elementary
Ruth King Elementary	HP	Classroom	MERV-8	2	Elementary
Sangster Elementary	Furnace1	Classrooms	MERV-8	2	Elementary
Sangster Elementary	Furnace2	Classrooms	MERV-8	2	Elementary
Sangster Elementary	Furnace3	Classrooms	MERV-8	2	Elementary
Sangster Elementary	Furnace4	Classrooms	MERV-8	2	Elementary

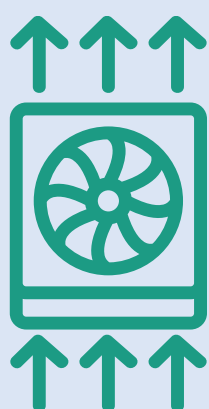
Saseenos Elementary	Furnace3	Classrooms	MERV-8	2	Elementary
Saseenos Elementary	Furnace4	Classrooms	MERV-8	2	Elementary
Saseenos Elementary	Furnace5	Classrooms	MERV-8	2	Elementary
Saseenos Elementary	Furnace6	Classrooms	MERV-8	2	Elementary
Saseenos Elementary	Furnace7	Classrooms	MERV-8	2	Elementary
Saseenos Elementary	Furnace8	Classrooms	MERV-8	2	Elementary
Saseenos Elementary	Furnace9	Classrooms	MERV-8	2	Elementary
Savory Elementary	AHU1	Classrooms/office	MERV-8	1	Elementary
Savory Elementary	AHU2	Classroom	MERV-8	6	Elementary
Savory Elementary	AHU2001	Classroom	MERV-8	2	Elementary
Sooke Elementary	AHU1	Gym/classrooms/office	MERV-8	10	Elementary
Sooke Elementary	Furnace1	Classroom	MERV-8	2	Elementary
Sooke Elementary	Furnace2	Classroom	MERV-8	2	Elementary
Sooke Elementary	Furnace3	Classroom	MERV-8	2	Elementary
Spencer Middle	HV3	Gym Mez.	MERV-8	4	Middle
Spencer Middle	HV4	Gym	MERV-8	9	Middle
Spencer Middle	HV5	Gym Change room	MERV-8	2	Middle
Spencer Middle	HVC1	North side Classroom	MERV-8	6	Middle
Spencer Middle	HVC2	Art-studio rooms	MERV-8	4	Middle
Spencer Middle	HVC3	West side classroom	MERV-8	9	Middle
Spencer Middle	HVC4	Offices/muliti purpose rooms	MERV-8	9	Middle
Spencer Middle	HVC5	Science classroom	MERV-8	6	Middle
Spencer Middle	HVC6	Theatre	MERV-8	6	Middle
Spencer Middle	VC1	Library area	MERV-8	6	Middle
Spencer Middle	VC2	Library area	MERV-8	6	Middle
Spencer Middle	VC3	Band room	MERV-8	1	Middle
Spencer Middle	VC4	Drama room	MERV-8	1	Middle
Willway Elementary	AHU1	Classrooms	MERV-8	6	Elementary
Willway Elementary	AHU2	Classrooms	MERV-8	4	Elementary
Willway Elementary	AHU3	Multi purpose rooms	MERV-8	1	Elementary
Willway Elementary	AHU4	Office area	MERV-8	1	Elementary
Willway Elementary	AHU5	Classrooms	MERV-8	6	Elementary
Willway Elementary	AHU6	Classrooms	MERV-8	6	Elementary
Willway Elementary	AHU7	gym	MERV-8	4	Elementary
Wishart Elementary	HV1	Classrooms/Offices	MERV-8	12	Elementary
Wishart Elementary	SF1	Gym	MERV-8	4	Elementary
Wishart Elementary	SF2	Gym	MERV-8	4	Elementary
Wishart Elementary	SF3	Classroom	MERV-8	1	Elementary

VENTILATION SYSTEM OVERVIEW

This template has been developed to support school districts in sharing information on ventilation systems at the school level. This includes information on how systems meet requirements for regular inspection and maintenance, and additional mitigations that have been put in place to promote student and staff safety throughout the pandemic.

School District:	Select School District.
School Name:	
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Choose an item.
	Date of last inspection: Click to enter a date.
	Date of next inspection: Click to enter a date.
	Date and type of most recent maintenance:
RECOMMENDATION: Increase supply of outside air	Yes/No: Choose an item.
	Detail:
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Choose an item.
	Detail (Including filter grade):
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Choose an item.
	Detail:
RECOMMENDATION: Manage energy use and air distribution through building automation control systems	Yes/No: Choose an item.
	Detail:
Other Relevant Information:	
District Contact for any Questions:	Name:
	Phone Number:
	Email:

SD62 has made upgrades and changes to the ventilation systems in our schools, portables and buildings. We use MERV filters in all buildings and MERV13 where possible. Here are some stats:

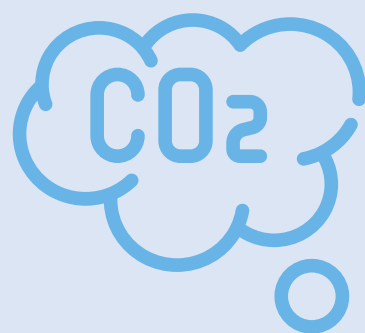


AIR EXCHANGE INCREASED

We have increased outside air intake into our facilities to ensure that indoor air is fully changed multiple times a day.

CO₂ SETPOINT LOWERED

Lowered the setpoint in all buildings with CO₂ sensors from 900ppm to 700ppm to ensure a higher concentration of outside air during occupancy.

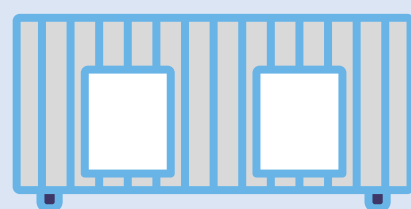


HVAC HOURS EXPANDED

Expanded HVAC operating hours ensuring custodians have fresh-air during morning and evening work schedules and schools are flushed with clean air before students arrive the next day.

PORTABLES/MODULARS

Each modular has a furnace. Whenever the furnace is on (for heat, cooling or fan), outside air is always pulled in and exchanging. When the furnace is not being used, windows and doors are opened for maximum air flow.





Committee Info Note

Resources Committee Meeting

September 14, 2021

Agenda Item: 4.2 – Minor and Major Capital Update

Background

- As part of their annual work plan that is being developed and hopefully approved at the end of September, the Board (BoE) will be receiving quarterly updates from staff on key measures in the following areas:

- Strategic Plan
 - FESL (where applicable)
 - Na'tsa'maht agreement
 - Financial Forecast
 - Enrolment report
 - Minor & Major Capital Work
- To begin that process, staff will be presenting an update to the Committee (that will flow to the BoE at the end of the month) on the Minor and Major Capital work that is underway in the District
- The Minor Capital Program, including the Annual Facilities Grant (AFG), will be reflected from a budget (plan) and year to date expenditures (actual) perspective to give Committee members a sense of the progress to date
- The Major Capital program update will focus on the new school builds for Pexsisen Elementary and Centre Mountain Lellum Middle School
- Tonight's update will be for the period of April 1 to June 30, 2021

Minor Capital

- Attached are two summaries (AFG program/projects as well as the rest of the Minor Capital Program) that highlights the work that has been completed during the last quarter of the 20/21 year
- Both programs are off to a great start and lots of work has been completed during this period and into the summer as our schools rested over the summer break
- Staff will be able to provide highlights/pictures of some of the work at the meeting

Major Capital

- Work continues at Pexsisen Elementary and Centre Mountain Lellum Middle school
- The schools will be open for class on September 6, 2022 as we welcome up to 500 elementary students and nearly 700 middle school students
- The steel erection/assembly for Pexsisen is nearing substantial completion and the current work includes:
 - Building envelope
 - Concrete slab
 - Roof assembly
 - Electrical/mechanical rough-in
- The steel work at Centre Mountain Lellum is expected to be completed by the middle of October at which time the focus will then shift to the work noted above
- Some quick facts about the schools:
 - ✚ A total of 10,540 meters² are being built (Pexsisen @ 4,195 and Centre Mountain Lellum @ 6,345)
 - ✚ The middle school field will be artificial turf and have lights with the elementary school having a regular grass field
 - ✚ Child-care space will be part of the elementary school
 - ✚ Funding is being provided by the Provincial Government, School District and City of Langford
 - ✚ The school names were gifted to the District by our local Indigenous Nations
 - ✚ Both schools are part of the District's long-term plan to address the exponential enrolment growth that we are facing for the next several years
- Staff will be able to provide highlights/pictures of some of the work at the meeting

**School District Six Two (Sooke)
Summary of Annual Facilities Grant
April 1, 2021 to March 31, 2022**

**April 1st, 2021 to June 30th, 2021
Project Update**

Programs	Location	Description	Budget	YTD	% Complete	Notes
Roofing	SBO	Roofing (Sections TBD)	\$110,000	\$ -		Cancelled - to accommodate additional roofing sections at Sooke
Roofing	Sooke Elementary	Roofing (Sections TBD)	\$220,000	\$ -		Scheduled Summer 2021
Exterior Painting	Poirier	Exterior Painting cinder blocks	\$10,000	\$ -		
Exterior Painting	Sooke Elementary	Exterior Painting	\$65,000	\$ -		Scheduled Summer 2021
Mechanical Upgrades	TBD	Mechanical Upgrades	\$75,000	\$ -		
Mechanical Upgrades	Various	ELM Upgrades and maintenance	\$75,000	\$ 18,000	30.00%	ELMS annual upgrades
Electrical Upgrades	EMCS	CAT 6 wiring upgrade	\$100,000	\$ 54,000	65.00%	Scheduled completion September 2021
Electrical Upgrades	Saseenos	Fire Alarm upgrade	\$12,500	\$ -		Cancelled - to accommodate Savory failing alarm system
Electrical Upgrades	Sooke Elementary	Fire Alarm upgrade	\$12,500	\$ -		Cancelled - to accommodate Savory failing alarm system
Electrical Upgrades	Spencer Middle	Lighting upgrade (inner circle)	\$25,000	\$ -		
Flooring	Journey Middle	Flooring Upgrades main office, stair landings, rm. 1130	\$40,000	\$ 13,000	95.00%	Scheduled completion Summer 2021
Flooring	Saseenos	Flooring Upgrades 1041, 1042, hallway and library	\$70,000	\$ -		Scheduled Summer 2021
Flooring	Savory Elementary	Flooring Upgrades 1022, 1023, library and support rm.	\$35,000	\$ -		Scheduled Summer 2021
Flooring	Sooke Elementary	Flooring Upgrades 1002, 1003, 1044	\$35,000	\$ 30,000	100.00%	Complete
Drainage	Sangster	Exterior drainage upgrade	\$40,000	\$ -		Scheduled Summer 2021
Drainage	Spencer Middle	Field Upgrade	\$50,000	\$ 13,000	20.00%	Scheduled completion Summer 2021
Door Replacement	Millstream	FOB Access 2 sets of doors (gym access)	\$22,000	\$ -		
Door Replacement	Sangster	FOB Access 2 sets of doors (annex access)	\$22,000	\$ -		
Door Replacement	Sooke Elementary	Exterior door replacement (1 double and 4 single)	\$30,000	\$ -		Scheduled Fall 2021
Programs Total			\$1,049,000	\$ 128,000	12.20%	

Location	Project Description	Budget	YTD	% Complete	Notes
Belmont	Bus loop area landscaping/ clean-up	\$8,000	\$ -		Scheduled Fall 2021
Colwood	Pea gravel removal and site prep	\$35,000	\$ -		Scheduled Summer 2021
Colwood	Pathway from new crosswalk to school	\$12,000	\$ 8,000	100.00%	Complete
Crystal View	Outdoor Classroom	\$6,000	\$ -		Scheduled Fall 2021
David Cameron	Installation of PAC funded items	\$6,000	\$ -		Scheduled Fall 2021
EMCS	Vented cabinet and eye wash for science lab	\$2,500	\$ 500	100.00%	Complete
EMCS	Venting for range in room 1167 Skills for Life	\$3,500	\$ -		Scheduled Fall 2021
EMCS	Makers space audit/ safety plan	\$10,000	\$ -		Scheduled Summer 2021
Facilities Office	Additional office for Facilities	\$85,000	\$ -		ON HOLD - based on need
Hans Helgesen	Forest access pathway	\$15,000	\$ -		ON HOLD - feasibility
Hans Helgesen	Small portion of fencing beside parking	\$3,000	\$ -		Scheduled Fall 2021
Happy Valley	Ground treatment for kindergarten area	\$15,000	\$ 15,000	100.00%	Complete
Happy Valley	Nature Play	\$10,000	\$ -		Scheduled for Spring 2022
John Muir	Parking lot study - planning	\$6,000	\$ -		Scheduled Fall 2021
John Stubbs	Safety under the bridge, clean up area	\$8,000	\$ -		Scheduled Fall 2021
Journey	Replace broken pavers with asphalt on pathway	\$21,500	\$ -		Scheduled Summer 2021
Lakewood	Ground treatment replacements	\$40,000	\$ -		Scheduled for Spring 2022
Millstream	Replace gymnasium ceiling and upgrade lighting	\$78,000	\$ 90,000	100.00%	Complete
Ruth King	Garden Fencing	\$14,000	\$ 13,500	100.00%	Complete
Ruth King	Kitchen Refresh	\$20,000	\$ -		Scheduled Summer 2021
Ruth King	Gates for play areas (3)	\$2,400	\$ -		Scheduled Fall 2021
Ruth King	Nature Play	\$10,000	\$ -		Scheduled for Spring 2022
Sangster	Repurpose 1017 to create sensory space	\$5,000	\$ -		Scheduled Summer 2021 - Modified Scope
Saseenos	Nature Play	\$10,000	\$ 10,000	100.00%	Complete
Saseenos	Hockey court	\$12,000	\$ 20,000	95.00%	Scheduled completion Summer 2021
SBO	Half doors at entries to HR and Finance	\$7,000	\$ -		Scheduled Fall 2021
SBO	Balcony and door removal with window install	\$20,000	\$ -		Scheduled Summer 2021
Sooke Elementary	Outdoor Classroom (Under the Cedars)	\$6,000	\$ -		Scheduled Summer 2021
Sooke Elementary	Ramp access for playground	\$6,500	\$ -		Scheduled Fall 2021
Spencer Middle	Install vent for range in Skills for Life classroom	\$3,500	\$ -		Scheduled Fall 2021
Various	Gender neutral washroom planning	\$10,000	\$ -		Scheduled Fall 2021
Various	Engineered wood fibre playground top ups	\$60,666	\$ -		Scheduled Fall 2021
Westshore Colwood	Clean and paint stairs treads for visibility	\$2,000	\$ 2,200	100.00%	Complete
Westshore Colwood	Air quality for room 1046, dampers and CO2 sensor	\$5,000	\$ -		Scheduled Fall 2021
Westshore Colwood	Move shed to align along fence line	\$2,000	\$ -		Scheduled Fall 2021
Willway	Nature Play	\$10,000	\$ -		Scheduled for Spring 2022
Willway	Outdoor Classroom	\$6,000	\$ -		Scheduled for Spring 2022
Willway	Replace first aid pocket door with swing door	\$5,000	\$ 5,000	100.00%	Complete
Project Totals		\$581,566	\$ 164,200	28.23%	
Total AFG (Programs and Projects)		\$1,630,566	\$ 292,200	17.92%	



Committee Info Note

Resources Committee Meeting

September 14, 2021

Agenda Item: 4.3 – Pest Management Policy and Regulation F 228

Background

- The Board of Education (BoE) passed the following motion at its meeting of June 22, 2021:

That the Board of Education of School District 62 (Sooke) direct staff to bring forward a revised Policy and Regulation F-228 Pest Management to reflect the banning of the use of glyphosates (Round-Up) on school grounds.

- The Board also approved the District’s updated Strategic Plan that highlights the objective of expanding our culture of social responsibility - the above motion supports this objective
- The existing Board policy and regulation has been attached for the Committee’s reference
- These documents were initially created in 2003 with the most recent update being completed in 2016
- **To action the Board’s motion noted above, staff recommend simply amending the policy by adding **glyphosates** to the list of products that will not be used on School District property**
- Prior to making this policy amendment, staff would like to provide the Committee with some background information on:
 - a) The need for regular grounds maintenance to control noxious weeds;
 - b) Current practice of controlling these weeds
 - c) Possible options if glyphosates are not to be used

Requirement for Regular Maintenance of Noxious Weeds

- Noxious weeds create safety risks to students, staff and the community that uses our school grounds
- These weeds can be categorized as:
 - ✓ Dangerous invasive species (poison hemlock, giant hogweed)
 - ✓ Invasive species (blackberry bushes, broom)
 - ✓ Nuisance weeds (dandelions)

- Dangerous invasive species can cause severe burns and even death if ingested
- Other forms of noxious weeds can cause tripping hazards and do not add to the aesthetics of our schools and buildings
- Pictures of these weeds have been attached to provide the Committee with visual examples

Current Practice of Controlling Weeds

- As a result of these risks, the District's Grounds staff provide regular maintenance as a mitigation strategy to manage the risk
- Licensed staff follow the requirements as outlined on the Board's policy and regulation and apply glyphosates to the required areas over four separate weekends
- Details of this process and the amount of glyphosates is highlighted on the attached summary
- The estimated cost of labour and materials on an annual basis is approximately is \$11,000
- If the Board approves adding glyphosates to the banned list of products not to be used by the District, an alternative option must be developed in order to continue to manage the risks of noxious weeds

Possible Options

- Staff have developed this initial list of options to be considered:
 - 1) Vinegar based solution
 - 2) Steaming
 - 3) Burning

Vinegar Based Solution

- A vinegar based solution would be used similarly to the existing process, just with a different material
- The results of this solution are not as effective as glyphosates and therefore application would be required 3 times per year
- This may not be a long-term solution if the weeds, as expected, create a resiliency to the solution
- The additional financial impact of labour and materials would be approximately \$50,000
- Productivity would also be impacted as staff will need to commit a greater amount of time this process than before
- This process would be done during school hours **and is the recommended option of staff**

Steaming

- This option involves steaming the weeds to kill them off and would involve a similar amount of additional labour as identified in the Vinegar solution
- The additional costs to this process would also be \$50,000 and also could be done during the school day

Burning

- This option involves the burning of the weeds to kill them off which brings a different set of risks into play
- A propane torch is used to burn the weeds
- Only parking lots or hard surfaces could be controlled through this process so fence lines would remain a risk
- Staff would have to complete this work on weekends to minimize contact with staff and students

Committee Input

- Based on the information provided, does the Committee have any input to provide to the Board prior to making changes to the Board Policy Pest Management F-228?
- The next steps in the process will be for staff to take the input received at the Committee meeting and revise the policy and/or regulation prior to submitting to the Education & Policy Committee meeting on October 5, 2021
- It will be important for the Board to understand the need for operational and budgetary changes in order to implement this policy amendment

School District #62 (Sooke)

PEST MANAGEMENT	No.: F-228
	Effective: Apr. 22/03 Revised: Jan. 24/17 Reviewed: May 16/16; June 20/16; Dec. 5/16; Dec. 13/16

SCHOOL BOARD POLICY

The Board of Education recognizes that it has a responsibility for the health and safety of students, employees and users of school sites. Additionally, there is a concomitant responsibility to control insect infestations and noxious weeds on school property.

School District #62 (Sooke) shall use Integrated Pest Management (IPM) methods in the operation and maintenance of its facilities. An IPM approach is the best combination of cultural, biological, and genetic methods for the most effective control of pests.

Alternative measures will be fully explored before consideration is given to the use of pesticides, herbicides or insecticides.

The Board recognizes that under an IPM program there may be extenuating circumstances when it is necessary to use chemicals to control pest populations. This will be done in accordance with all applicable environmental Acts and regulations of the Province of British Columbia.

The following is a list of products that will not be used on School District property:

- Paraquat and Simazine (Agent Orange)
- Diazinon
- Carbaryl
- Neonicotinoid
- Fungicide
- Molluscicide
- Avicide
- Nematicide
- Plant growth regulators

School District #62 (Sooke)

PEST MANAGEMENT	No.: F-228
	Effective: Apr. 22/03 Revised: Jan. 24/17 Reviewed: May 16/16; June 20/16; Dec. 5/16; Dec. 13/16

ADMINISTRATIVE REGULATIONS

The Board recognizes that under extenuating circumstances, it may be necessary to use chemicals. When this is done, use shall be in accordance with local, Provincial, and Federal legislation.

1. Integrated Pest Management (IPM) is an effective and environmentally sensitive approach to pest management that relies on a combination of common sense approaches. IPM programs use current and comprehensive information on the life cycles of pests and their interactions with the environment. This information, along with best practices for pest control, is used to manage pest damage by the most environmentally friendly and economically efficient means possible.
2. The application of any pesticides shall be undertaken only by licenced and certified applicators. All applications shall be during non-school times.
3. The application of herbicides and pesticides will pay strict adherence to all applicable environmental Acts and regulations of the Province of British Columbia. These requirements include:
 - ◆ Posting and notification
 - ◆ Timing
 - ◆ Buffer and pesticide free zones
4. Local pesticide by-laws exist within some jurisdictions. If such by-laws exist in the area pesticide treatments are being applied, it will be a legal requirement to adhere to them. When consulting these guidelines or relevant by-laws, the more stringent requirements should be followed. Also, the School District and the individual municipalities have the ability to liaise and jointly develop guidelines suitable to both parties.
5. Records of pesticide use will be maintained on site to meet the requirements of the regulatory body and the School District. Records must be kept current, complete, accurate and accessible if required.

Use of Round Up for School District 62

Summary:

The use of pesticides at School District 62 is extremely limited and the only pesticide product that is used on our sites is Round-up. Round-up contains the active ingredient glyphosate (48% active ingredient). We mix the product and a **rate of 13.5 ml of product per 1 litre of water, or .67% solution**. The LD50 value of this product > 5000 mg/kg (oral/dermal toxicity) making it practically non-toxic. All applications are recorded by our licensed applicators and submitted annually to the Ministry. In 2020 for example; a total of **less than 10 kg of product was used over the entire district as a one-time application**. We use round-up for 2 reasons;

1. **A one-time application on fence lines and on cracks in hard surfaces for spot treatment of weeds in the spring to help cut down on the amount of maintenance** for our staff at the start of the growing season. According to the Landscape Applicator Certification Manual – Integrated Pest management Act and Regulations for BC “The provision and posting of a treatment notice (except to the owner or manager, or other 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: ***A herbicide and is used to manage weeds along fences or in cracks in pavement on roads, in sidewalks or in parking lots***”. This application is only done on Saturday mornings and **NEVER** during school hours when students and staff are on site or when permits are scheduled.
2. Our **district staff work with CRD Invasive species program and the district of Sooke** to track and manage invasive species such as **hogweed and Poisonous Hemlock** which have spread rapidly on our school district properties in Sooke, especially along fence lines of land that is left overgrown and unmanaged. When large pockets of dangerous invasive species have popped up due to seed spread, we report and work with the CRISP program to properly identify the species and proceed with the best management practices to eliminate the spread and risk. During certain stages of germination, spraying these clusters with round up is the best way to eliminate the problem and in these situations **we will post signage around the treated area at each possible access point**. One of our horticulturist attends CRISP (Capital Regional Invasive Species Partnership) meetings monthly to receive updates on best management practices and how to better identify plants and their risk to students/community. This information has been shared with other in-house staff and principals in schools near affected areas.

<https://www.crd.bc.ca/education/concerns/invasive-species>

Other important information

- All **District staff** that use round up on school sites are **licensed every 5 years through the ministry of environment and climate change**. This includes a 3-day course and exam.
- **Records are kept** of every application annually and submitted to the ministry (amount of product, treatment area, application method, amount of active ingredient, wind speeds, temperature, date and applicator)
- We **DO NOT** spray anywhere in the following locations:
 - Area that include a concrete mowing strip
 - Perimeters of playgrounds or near play equipment of any kind
 - Outdoor learning spaces, nature play or school gardens

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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.



Integrated Pest Management Program

February 2016

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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* and Regulation were brought into force on December 31, 2004, replacing the *Pesticide Control Act*. The IPM Regulation was subsequently amended in December 2015, with new requirements coming into force on July 1, 2016. This 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 visiting the Ministry of Environment – [IPM Program website](http://www.gov.bc.ca/IPMProgramWebsite) at: www.gov.bc.ca/PestManagement.

2. General Information

2.1 Who administers the *IPM Act*?

The BC 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, certificates, permits, and confirmation of pesticide use notices (PUNs) under Pest Management Plans (PMPs). 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

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

Management (IPM), underpins the ministry’s approach to regulation of pesticide use in British Columbia.

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; on private commercial land for the purposes of landscaping; 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
- ◆ **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). Excluded pesticides are also listed in Schedule 2 of the IPM Regulation.

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 pages.

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

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

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 ³	No ⁴	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 uses conducted on a fee-for- service basis	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	Yes	Yes	Yes	Yes	No
Pest Management Plan and confirmation of receipt of pesticide use notice (PUN confirmation) required for specified pesticide use and lands	Yes	Yes	Yes	Yes	No
Applicator certificate required to supervise pesticide use by the holder of a licence, permit or PUN confirmation	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

³ Applicators should always refer to the product label. Some Commercial class pesticides will specify that a pesticide applicator certificate is required for certain uses.

⁴ Residents generally require a residential applicator certificate to apply Domestic class pesticides to their property for the purposes of landscaping, where municipal bylaws permit the use. Some exceptions apply (see section 3.4)

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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 applying the preservatives (COMMERCIAL)
5. asphalt solids used as pruning paints (DOMESTIC and COMMERCIAL)
6. bactericides used in petroleum products (DOMESTIC and COMMERCIAL)
7. boron compounds (DOMESTIC)
8. boron compounds formulated with up to 5 % copper for insect control and wood preservation (DOMESTIC and COMMERCIAL)
9. capsaicin (DOMESTIC, COMMERCIAL and RESTRICTED)
10. cleansers (DOMESTIC and COMMERCIAL)
11. corn cellulose (DOMESTIC and COMMERCIAL)
12. corn gluten (DOMESTIC and COMMERCIAL)
13. deodorizers (DOMESTIC and COMMERCIAL)
14. d-phenothrin (DOMESTIC)
15. d-trans-allethrin, also referred to as d-cis, trans allethrin (DOMESTIC)
16. fatty acids (DOMESTIC and COMMERCIAL)
17. ferric phosphate (DOMESTIC and COMMERCIAL)
18. ferrous sulphate (DOMESTIC and COMMERCIAL)
19. formic acid (DOMESTIC and COMMERCIAL)
20. hard surface disinfectants (DOMESTIC and COMMERCIAL)
21. insect repellents (DOMESTIC)
22. insect semiochemicals, including pheromones, kairomones, attractants and repellants (DOMESTIC and COMMERCIAL)
23. insecticides sold and used in tamper-resistant bait stations (DOMESTIC)
24. kaolin (DOMESTIC and COMMERCIAL)
25. laundry additives (DOMESTIC and COMMERCIAL)
26. material preservatives (DOMESTIC and COMMERCIAL)
27. methoprene (DOMESTIC)
28. mineral oils for insect and mite control (DOMESTIC)
29. naphthalene for fabric protection (DOMESTIC)
30. n-octyl bicycloheptene dicarboximide (DOMESTIC)
31. octenol (DOMESTIC and COMMERCIAL)
32. oxalic acid (DOMESTIC and COMMERCIAL)
33. paradichlorobenzene for fabric protection (DOMESTIC)
34. pesticides in aerosol containers (DOMESTIC)
35. pesticides registered under the federal Act for application to pets (DOMESTIC & COMMERCIAL)
36. piperonyl butoxide (DOMESTIC)
37. plant growth regulators (DOMESTIC)
38. polybutene bird repellents (DOMESTIC and COMMERCIAL)
39. pyrethrins (DOMESTIC)
40. resmethrin (DOMESTIC)
41. silica aerogel, also referred to as silica gel, amorphous silica and amorphous silica gel (DOMESTIC & COMMERCIAL)
42. silicon dioxide, also referred to as “diatomaceous earth” (DOMESTIC and COMMERCIAL)
43. slimicides (COMMERCIAL)
44. soaps (DOMESTIC and COMMERCIAL)
45. sulphur, including lime sulphur, sulphide sulphur and calcium polysulphide (DOMESTIC)
46. surfactants (DOMESTIC and COMMERCIAL)
47. swimming pool algicides and bactericides (DOMESTIC and COMMERCIAL)
48. tetramethrin (DOMESTIC)

49. thymol (DOMESTIC and COMMERCIAL) 51. zinc strips (DOMESTIC)
50. wood preservatives (DOMESTIC)

2.5 Schedule 5 Pesticides

Schedule 5 is a list of pesticides that residents and property managers can use in private landscaped areas **without** a licence or certificate. Pesticides listed in Schedule 5 (see list below) are Domestic class pesticides that are considered safe for use by untrained people. The active ingredients on this list were selected by considering such factors as whether they are: living organisms or metabolites of living organisms; composed of substances commonly found in environments humans inhabit; components of food; or substances with a physical (and non-toxic) mode of action.

Vendors require a licence to sell Schedule 5 pesticides, which must be displayed in a manner that restricts customer access (see section 3.3). In addition, when selling Schedule 5 pesticides, certified staff must carry out the duties described in section 3.4.

A licence is required when offering the service of applying Schedule 5 pesticides, or to apply Schedule 5 pesticides to public land or multi-residence properties (four or more living units).

The Regulation lists the following pesticides for which no licence or certificate is required for certain uses (Schedule 5):

- | | |
|---|---|
| 1. <i>Bacillus sphaericus</i> , also referred to as Bs (DOMESTIC) | 8. ferric sodium (DOMESTIC) |
| 2. <i>Bacillus subtilis</i> (DOMESTIC) | 9. garlic (DOMESTIC) |
| 3. <i>Bacillus thuringiensis</i> var. <i>israelensis</i> , also referred to as Bti (DOMESTIC) | 10. lactic acid (DOMESTIC) |
| 4. <i>Bacillus thuringiensis</i> var. <i>kurstaki</i> , also referred to as Btk (DOMESTIC) | 11. <i>Phoma macrostoma</i> (DOMESTIC) |
| 5. citric acid (DOMESTIC) | 12. pyriproxyfen (DOMESTIC) |
| 6. copper (oxychloride and tribasic only) (DOMESTIC) | 13. <i>Sclerotinia minor</i> (DOMESTIC) |
| 7. FeHEDTA (DOMESTIC) | 14. sodium chloride (DOMESTIC) |
| | 15. spinosad (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 on parking lots, driveways and hard-surfaced pathways, including sidewalks.

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 is 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.

Effective July 1, 2016, a pesticide user licence is required for a use that is not a service under a service contract, but is a use on **private land** of a non-excluded pesticide for the management of:

- ◆ Pests of gardens and pests of landscaping, including the management of weeds on parking lots, driveways and hard-surfaced pathways, including sidewalks.

The use of most pesticides in **private** landscaped areas requires either a certificate (for residents) or a licence (for commercial properties and service providers). This includes use on lawns, flower beds, and ornamental trees and shrubs, on such properties as single family homes, golf courses, botanical gardens, cemeteries, and other commercial properties.

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 (www.gov.bc.ca/PestManagement).

Who does not require a licence?

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

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

- ◆ 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;
- ◆ Is a veterinarian, or an individual under direction of a veterinarian, who uses a pesticide for the treatment of animal pests;
- ◆ As of July 1, 2016, a licence is not required by a person who holds a residential applicator certificate for the purpose of applying domestic class pesticides to their outdoor private landscapes; or
- ◆ As of July 1, 2016, residents and commercial operators (e.g., golf courses and botanical gardens) may use Domestic class formulations of glyphosate on their own property without a certificate or licence in specific situations. These include the treatment of:
 - weeds growing through cracks in hard surfaces such as driveways, sidewalks, paths, etc.;
 - plants that are poisonous to humans by touch (e.g., poison ivy or poison oak); and
 - classified noxious weeds or invasive plants

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 licences. 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;
- ◆ multi-residence properties (four or more living units), or;
- ◆ commercial private land owned or 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 assistant applicators 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.

Licensees must ensure that each uncertified assistant applicator applying or using a pesticide under a licence, permit or confirmation has, within 12 months before the first application of a pesticide in a calendar year, completed the course established by the administrator. In addition, the authorization holder must prepare and maintain a record of each assistant applicator's completion of the course, and make this available to the supervising certificate holder.

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 in BC, a person must be at least 16 years of age and have successfully passed the appropriate BC examination. The certification examination is based on a syllabus set out in the Regulation.⁵ The Administrator may also consider evidence of the applicant having passed an examination of another provincial government, and require an additional BC examination 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 \$90⁶ 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 BC Ministry of Innovation, Technology and Citizen's 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 years⁷, at the discretion of the Administrator. 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 credits⁸ 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

⁵ 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.

⁶ There is no fee for the residential applicator certification exam.

⁷ Residential applicator certificates are valid for a period of up to 10 years.

⁸ 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. Continuing education credits are not available for residential applicator certification.

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

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.⁹ As well, there are notification requirements for outdoor common use areas around residences¹⁰ and other outdoor public use areas¹¹.

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;

⁹ 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.

¹⁰ 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.

¹¹ An “outdoor public use area” means an outdoor landscaped area of: public land that is maintained for purposes of public passage or recreation, or private commercial land to which members of the public may reasonably be expected to have access.

- ◆ 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).¹²

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).¹³

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.¹⁴

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 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.

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

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**,¹⁵ 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.^{16 17}

Before or immediately following the use of a pesticide in a **multi-residence restricted access area**,¹⁸ 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.¹⁹

In outdoor public use areas:

Before using a pesticide in an **outdoor public use area**,²⁰ 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.²¹

Pesticide use in private residential outdoor areas:

Before using a pesticide (other than an excluded pesticide) in an outdoor area of private residential land, a licensee must provide a treatment notice that complies with section 63(1) of the Regulation (see Appendix 2) to:

- ◆ the occupant to the land;
- ◆ all tenants of the land, if any; and
- ◆ the owner or manager of the land (if different from the occupant).

A treatment notice for this specific situation can be in a form of a “door-knocker”, information sheet, or as part of an invoice left in a client’s mailbox. Landlords with a residential applicator certificate who

¹⁵ 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.

¹⁶ 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.

¹⁷ 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.

¹⁸ 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.

¹⁹ Treatment notices must not be removed by the licensee for 48 hours after the pesticide use.

²⁰ An outdoor public use area means 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); or private commercial land to which members of the public may reasonably be expected to have access (e.g., pathways, lawns, picnic areas and golf course fairways).

²¹ 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.

apply pesticides to outdoor landscaped areas must also provide written notice to tenants of the property with details about the pesticide applied (as per section 63(1) of the Regulation (see Appendix 2).

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 an order for a differing notification requirement – the licensee must comply with the medical health officer’s direction as set out in the order.

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).

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.²²

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.²³

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;

²² 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.

²³ 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.²⁴

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 purposes**¹⁹ (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.²⁵

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.

²⁴ This provision does not apply if the pesticide is a bacterial pesticide (e.g., *Btk*).

²⁵ 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.

Licensees are required to prepare and maintain a record of each assistant applicator's completion of the mandatory ministry training course. The licensee is required to keep the record at or near the treatment area during application of the pesticide and make the record available to the supervising certificate holder. The supervising certificate holder must review this record for each assistant applicator and must not permit an assistant applicator to apply a pesticide unless satisfied that the assistant applicator has completed the required course.

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 of product 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). As court prosecution is typically reserved for the most serious offences, the Act also enables an array of additional enforcement tools to respond to individuals or companies who fail to comply with a particular provision of a statute or regulation, an order or the terms of an authorization such as a permit or licence. Administrative penalties are one of these tools. As an administrative rather than criminal type of sanction, administrative penalties are financial penalties calculated and imposed by ministry officials rather than the courts, and are intended to remove the financial benefit, advantage or gain achieved by breaking the rules. This helps to ensure future compliance and may discourage other would-be violators.

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.gov.bc.ca/PestManagement. 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 contacting the Business Services Branch – IPM Authorization Officer in Victoria at (250) 387-9505. 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 Record - 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 [certificate 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 of BC).

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 appropriate certificate category for a list of the current editions ([certificate categories](#)) 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 BC certification exam at many government agents' offices and some colleges across BC, and also outside of BC, 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 assistant applicators per certified applicator)		
4. Are records of use complete? - 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 notification (if required)?		
7. Do treatment notices (if required) contain appropriate and accurate information? - 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 (where required)? - Indoor at least 200 cm ² , outdoor at least 550 cm ² - 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? - 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		

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Compliance Requirements	Yes	No
9. Are pesticides (all except domestic and excluded) stored in an appropriate manner? - 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 assistant applicators, is the applicator within 500 m of, and in continual visual or auditory contact with, the assistant applicators?		
15. Has the licensee notified the ministry (Administrator of IPM Act) of particular pesticide uses (as required in the Regulation)? - Use on public land - Fumigation - Aerial use		
16. Are IPM principles and practices being followed? - 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: - 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.* 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 and Assistant Applicators:

- ❑ *Sections 46, 49, and 59.3.* 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 assistant applicators who perform the use, and is within 500 m and in continuous visual or auditory contact with each assistant applicator being supervised. The supervising certificate holder must review the course completion record for each assistant applicator and must not permit an assistant applicator to apply a pesticide unless satisfied that the assistant applicator has completed the required course.
- ❑ *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.
- ❑ *Section 59.1.* A licensee must ensure that assistant applicators do not perform any of the following activities under the licence: select the pesticides to be used; determine the method or rate of pesticide application; determine injury thresholds; mix pesticide concentrates; calibrate application equipment; handle or use fumigants; use permit-restricted or restricted pesticides; use pesticides having a label indicating that the pesticide may be used only by persons holding a certificate or other authorization; and conduct treatment evaluations if applicable.
- ❑ *Section 59.2.* A licensee must ensure each assistant applicator has, within the 12 months before the first application of a pesticide in a calendar year, completed a course established by the administrator. A licensee must prepare and maintain a record of each assistant applicator’s completion of the course, keep the record at or near the treatment area during application of the pesticide and make the record available to the supervising certificate holder.

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 per 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 person holding a pesticide applicator certificate 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.









Committee Info Note

Resources Committee Meeting

September 14, 2021

Agenda Item: 4.4 – Guiding Principles to School Construction

Background

- At their meeting on June 22, 2021, the Board passed the following motion:

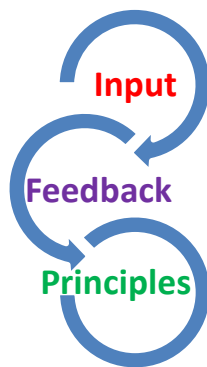
That the Board of Education of School District 62 (Sooke) direct staff to create an engagement process to develop guiding principles reflective of the voices of our students, partners, Indigenous nations, and community, to support future direction on capital projects.

- This motion reflects the need to ensure our planning for new school builds include our community needs rather than just school district needs
- The opportunity to partner with internal and external stakeholders to address shared interests is valuable to both our students and families
- Prior to this motion going forward to the Board, the Resources Committee discussed how this concept was the norm in the designing of schools prior to the design build process of Belmont and Royal Bay Secondary Schools
- Staff would like the Committee’s view on how the Board can best engage our different partners in the creation of these principles that will guide the construction of future school builds

Initial Planning Thoughts

- With the District’s continued growth, the Board wants to have direct engagement by creating an opportunity for Trustees to actively listen and hear ideas from our community of partners
- The ability to reach out to our students, staff and other partners will be vital to our success in creating learning and community spaces for all to enjoy
- Staff recommend a “town hall” type of forum where initial information on our growth and construction plans are shared prior to breaking into small focus groups to feed the discussion and input points

- Students from our middle and secondary schools will be invited to provide the students' perspective on their learning spaces and what we should be focusing on as new schools are constructed
- All employee groups will be provided with the opportunity to offer their perspective on how to best create work and educational spaces that meet our 3 priority areas of **Learning, Engagement and Growth**
- A cross section of other partners (families, Indigenous Nations, municipalities, other community members) will be invited to share their thoughts on the community assets that we will be creating from a lens of diversity, equity and inclusion
- It is the District's intent to ask for **input**, then to draft initial principles to share and receive **feedback** prior to formally recommending the **Guiding Principles** be considered by the Board



Questions for the Committee to Consider

- The following are some initial questions for the Committee to consider as we begin to shape the engagement process:
 - 1) What preference do you have for these sessions (town hall, survey, small focus groups, etc.)?
 - 2) What should the composition split of the different groups be?
 - 3) Would you prefer the meetings to include a cross section of groups or focused by:
 - a) Students?
 - b) Staff?
 - c) Community?
 - 4) Do you have a preference of when these sessions should take place (during the day or at night)?