



**City of  
Courtenay**

## **Request for Expression of Interest**

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### **Youth Climate Corps BC – Call for Projects**

#### **Closing Dates and Time**

Thursday, April 23, 2026

2:00 pm Pacific Time

#### **Contact Person**

Natalie Gerum

Program Director YCCBC

[natalie@youthclimatecorps.com](mailto:natalie@youthclimatecorps.com)

## **Introduction**

The City of Courtenay (the “City”) is working with Youth Climate Corp British Columbia (“YCCBC”) to advance climate action in the Comox Valley. YCCBC is seeking opportunities to work with local organizations this summer to scale up their climate work.

YCCBC employs young people aged 17-30 to complete climate action projects. Climate action projects are those that reduce greenhouse gas emissions, build resilience, or help the community adapt to a changing climate. This summer a team of four youth will be employed by the program from May 25, 2026 to September 4, 2026.

YCCBC is seeking responses (submissions) from organizations (respondents) that would like support for climate action projects, events, and/or initiatives.

## **Eligible Activities and Organizations**

YCCBC is seeking to work with local organizations to achieve one or more of the following outcomes:

1. Reduce greenhouse gas emissions
2. Increase community preparedness for extreme weather and natural disasters
3. Enhance local ecosystems, and biodiversity
4. Reduce the generation of solid waste
5. Reduce the consumption of fresh water
6. Support local food production
7. Improve health outcomes within the community
8. Address climate anxiety within the community
9. Advance reconciliation with indigenous people
10. Improve accessibility, equity and social connection within the community

Examples of eligible activities include, but are not exclusive to:

- a) Ecosystem restoration, including stream restoration, invasive species removal, water monitoring, bioremediation, and ecosystem monitoring or other emergency preparedness and response activities
- b) Climate adaptation work such as flood and wildfire mitigation activities
- c) Energy efficiency, including energy retrofits, and energy efficiency education
- d) Renewable energy generation
- e) Active transportation services: cycling training, bike valet, and educational workshops
- f) Public education, community engagement, and youth events related to climate action, reconciliation, civic engagement or community health
- g) Food security projects such as community food gardens

Eligible organizations include:

- a) Registered non-profits

- b) Volunteer organizations
- c) Research and/or educational institutions
- d) Agricultural producers
- e) Contractors working with government organizations solutions
- f) Social enterprises, B-Corps

Opportunities may be as short as a single half day, or as long as multiple weeks. YCCBC is open to reoccurring opportunities over the duration of the program (ex: weekly, bi-weekly, monthly, etc.). YCCBC seeks to support a wide variety of projects and organizations, to provide a well-rounded experience for youth.

### **Conditions and Constraints**

This is a request for Expression of Interest (“EOI”). No contractual relationship between the City, or YCCBC and any potential respondent shall arise from the delivery of a submission.

No respondent submitting a submission shall have any claim for any compensation of any kind whatsoever, as a result of participating in the EOI. By submitting a submission, each respondent shall be deemed to have agreed that it has no claim.

- a) All proposed activities must occur within the geographical boundary of the Comox Valley Regional District, including member municipalities, and the K’ómoks First Nation.
- b) Proposed activities must occur from May 25, 2026 to September 4, 2026.
- c) Proposed activities must comply with WorkSafe BC Occupational Health & Safety Regulations.
- d) There are no fees for organizations to work with YCCBC. However, respondents are solely responsible for any costs or expenses related to the preparation, delivery, and presentation of their submission.
- e) Respondents are responsible for costs related to planning and operations of the proposed activity. This includes, but is not limited to: supplies, equipment, advertising, permits and licenses.
- f) YCCBC provides supervision for the youth team, however on-site training and/or guidance related to the task must be provided.
- g) The City is hosting this expression of interest on behalf of YCCBC. The City is subject to the provisions of the Freedom of Information and Protection of Privacy Act. As a result, the City cannot guarantee that any information provided as part of this process can be held in confidence.
- h) All submissions received by the closing date will be reviewed by the YCCBC Program Co-Leads. The YCCBC Program Leads may contact organizations to clarify the project details, discuss scheduling and/or coordinate logistics.
- i) Organizations selected to work with YCCBC may be required to sign a Memorandum of Understanding.

### **Submission Requirements**

Submissions should be submitted using the following delivery method below:

- 1) Email Submission: Respondents may submit a submission via email before the closing date and time as listed on the cover page of this EOI to [natalie@youthclimatecorps.com](mailto:natalie@youthclimatecorps.com). Clearly indicate in the subject line the title of this EOI.
- 2) Respondents may send questions to: [natalie@youthclimatecorps.com](mailto:natalie@youthclimatecorps.com)

Respondents shall be solely responsible for the delivery of their submissions in the manner and time prescribed.

### **Insurance Requirements**

Respondents will be required to provide the following risk management documents:

- 1) Commercial General Liability Insurance in an amount of not less than \$2,000,000 per claim and a minimum \$2,000,000 aggregate inclusive coverage per year. Minimum coverage must include Personal Injury, Contractual Liability, Non-Owned Automobile Liability, Products/Completed Operations, Contingent Employers Liability, Cross Liability and Severability of Interest, City of Courtenay named as an additional insured and a 30 day written notice of insurance cancellation clause;
- 2) Proof of WorkSafeBC registration, including proof of up to date assessment payments in the form of a WorkSafe BC Certificate of Compliance letter.

### **Submission Contents & Evaluation**

The submission should include all of the following:

- 1) Organization Overview and Experience
  - a) A brief executive summary (one page max) explaining the history of the organization, mission, and primary activities.
  - b) Describe experience in organizing activities that are similar to those that are proposed.
  - c) Describe experience working with youth.
- 2) Proposed Workplan
  - a) An overview of the proposed project, event or initiative
  - b) A description of how the activity will be planned and executed.
  - c) An explanation of the benefits of the activity, including details on how the proposed activity will accomplish one or more of the climate outcomes listed in the eligible activities and organizations section.
  - d) A description of the support requested from YCCBC. Include details such as:
    - i. Proposed schedule, noting any specific dates or times.
    - ii. Work locations, and expected work conditions
    - iii. An overview of the main tasks, and anticipated time to complete.
  - e) A description of the training and orientation that will be provided to the YCCBC

team.

- i. Include details of any community networking, mentorship or training opportunities
  - f) A safety plan and details on how the project will align with WorkSafe BC standards; and
  - g) Any other details with regards to the activity that the Respondent would like to provide.
- 3) Contact Information and Signature
- a) Provide contact information. Including a contact name, organization, phone number, and email address.
  - b) The submission should be signed by a person authorized to sign on behalf of the organization.

The YCCBC will evaluate submissions based on how well they align with the intended outcomes of the program. Submissions will also be evaluated on their ability to fulfill the conditions and constraints of the program. Evaluation criteria will be applied evenly and fairly to all submissions.