January 4, 2021

Ann McDonald, CAO
Village of Sayward
PO Box 29
652 H'Kusam Way
Sayward, BC V0P 1R0
Via email: cao@saywardvalley.ca

RE: 2020 Housing Needs Reports program – Approval Agreement & Terms of Conditions of Funding – IN CONFIDENCE

Dear Ms. McDonald,

Thank you for submitting an application under the 2020 Housing Needs Reports program.

I am pleased to inform you **in confidence** that the Evaluation Committee has approved funding for your project, *Village of Sayward Housing Needs Study,* in the amount of $15,000.

A payment in the amount of $7,500 will follow by electronic funds transfer after the signed Approval Agreement has been returned to UBCM. This amount represents 50% percent of the total approved grant. The remaining 50% percent, or eligible final payment, will be available after a satisfactory final report and financial summary has been submitted to UBCM.

The Ministry of Municipal Affairs has provided funding for this program and the general Terms & Conditions are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

(1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM;

(2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval **in confidence** until January 25, 2021;

(3) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in the budget that was approved as part of your application;

(4) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;

(5) All project activities must be completed within one year of the date of this approval agreement and no later than January 4, 2022;

(6) The Final Report Form is required to be submitted to UBCM within 30 days of project end date and no later than February 4, 2022;

(7) Any unused funds must be returned to UBCM within 30 days following the project end date.

(8) Completed housing needs reports must:

The Housing Needs Report program is funded by the Province of BC

a. Meet the requirements of the *Local Government Act* (or *Vancouver Charter*) in relation to the development of a new or updated housing needs report;

b. Result in a housing needs report for each entire planning area: municipality, electoral area, or local trust area;

c. Be received by the local government Council, Board, or Local Trust Committee in a meeting open to the public. In the case of regional projects, the report must be received by the Council, Board, or Local Trust Committee responsible for each planning area that is included in the project;

d. Be published online for free public access.

All housing needs reports are required to include certain content, based on analysis of the information collected. This content is required for **each** individual planning area to which the report applies.

The Ministry of Municipal Affairs has compiled data sources to complete housing needs reports and meet legislative requirements. Nearly all the data that local governments are required to collect is available **at no cost.** Detailed information on data collection, report content requirements, and available data is on the Ministry website at: https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/policy-and-planning-tools-for-housing/housing-needs-reports

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or provincial government websites, and all final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to strengthen local understanding of housing needs and help inform local plans, policies, and development decisions.

If you have any questions, please contact Local Government Program Services at 250.952.9177 or sprynn@ubcm.ca.

Sincerely,

Sasha Prynn
Program Officer

cc. Lisa Clark, CFO, Village of Sayward

Approval Agreement (to be signed by the CAO or designate)

I, _____, have read and agree to the general Terms & Conditions and the requirements for funding under the 2020 Housing Needs Reports program.

_____ _____

Signature Date

Please return a scanned copy of the signed Approval Agreement to lgps@ubcm.ca