VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
October 15th, 2024 - 7:00 PM
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

1. **Call to Order**
2. **Public Input (Maximum of 2 minutes per speaker, 15 minutes total)**

   Mayor: "Public input is for the purpose of permitting people in the gallery to provide feedback and shall be no longer than 15 minutes unless approved by majority vote of Council; each speaker may provide respectful comment on any topic they deem appropriate and not necessarily on the topics on the agenda of the meeting. Each speaker may not speak for longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record, please state your name and address."
3. **Introduction of Late Items**
4. **Approval of Agenda**

   Recommended Resolution:

   THAT the agenda for the Regular Meeting of Council for October 15th, 2024, be approved [as presented **or** as amended].
5. **Minutes of Previous Meetings**

   Recommended Resolutions:

   a) THAT the minutes from the Regular Council meeting held on September 24th, 2024, be adopted [as presented **or** as amended].

   b) That the minutes from the Regular Council meeting held on October 1st, 2024, be adopted [as presented **or** as amended].
6. **Petitions and Delegations - None**
7. **Correspondence**

   a) Youth Parliament of British Columbia

   Recommendation:

   THAT Council sponsors a youth in the Village of Sayward at a cost of $455.00 to the 96th British Columbia Youth Parliament; and

THAT Council amends the five-year financial plan 2024-2028 bylaw to reflect the budgeted amount; AND

THAT Council funds this amount through the unrestricted surplus.

b) Sayward Futures Society

Recommendation:

THAT Council receives this correspondence for information.

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business

a) Sayward District Fire Protection Service – David Leitch, Chief Administrative Officer, Strathcona Regional District.

Recommendation

THAT Council for the Village of Sayward consents to adoption by the Strathcona Regional District of Bylaw No. 547, being Sayward Valley Fire Protection Local Service Area Establishment Bylaw 1990, Amendment No. 5, in accordance with s.346 of the *Local Government Act*.

12. Staff Reports

a) SOFI Report

Recommendation:

THAT the Statement of Financial Information 2023 Staff Report be received for information and discussion; and,

THAT Council approves the 2023 Statement of Financial Information report.

b) Credit Card Policy 300-03 Amendment

Recommendation:

THAT Council receives the Credit Card Policy 300-03 Amendment staff report for information and discussion; and,

THAT Council approves the proposed amendments to Credit Card Policy #300-03.

c) Community Works Fund Agreement

Recommendation:

THAT Council receive this report for information; AND

THAT Council authorizes the Mayor and Corporate Officer to take all steps and do all such act and things to execute the agreement on behalf of the Village.

d) Housing Needs Assessment

Recommendation:

THAT Council receive this report for information; AND

THAT Council approves a budget of **$44,680** for this project; AND
THAT Council directs that the 2024-2028 five-year financial plan be amended to include this project and budget; AND
THAT the funding for this project be identified as the Community Works Fund.

e) REDIP Grant Application – Economic Development Officer

Recommendation:

THAT Council supports an application under the Rural Economic Diversification and Infrastructure Program (REDIP) grant program for Economic Capacity for up to $100,000k (100% of project costs); and

THAT Council authorizes the amendment of the 2024-2028 Financial Plan, if required.

f) Scheduling Committee of the Whole Meeting

Recommendation:

THAT Council schedules its next Committee of the whole on [state the date and time]; AND

THAT Council requests the following topics to be covered: Council Strategic Plan, Standing and Select Committees of Council, Municipal Flag Poles, Preliminary Update on Major Projects, Preliminary Update on Grants [add other topics].

13. Emergency Services/Public Works/Recreation Department Reports

a) CFO

b) Manager of Recreation

c) Public Works Foreman

d) Fire Chief - Verbal

14. Bylaws - none

15. New Business - None

16. Public Question Period (maximum 15 minutes)

Mayor: "The purpose of the public question period is to enable citizens to ask questions of Council about issues that are important to the citizen asking the question. Speakers are asked to limit their questions to one each and, if time permits after everyone has had an opportunity to ask questions, speakers may ask a second question. Citizens will be asked to state their name and address."

17. In Camera

Recommended Resolution:

THAT in accordance with Section 92 of the *Community Charter,* this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the *Community Charter*:

1. 90(1)(c) labour relations or other employee relations.
2. 90(1)(d) the security of property of the municipality.
3. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
4. 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of Council, could reasonably be expected to harm the interest of the municipality if they were held in public.

18. Adjournment

VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
SEPTEMBER 24, 2024
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Debbie Coates
Councillor Sue Poulsen
Councillor Jason Johnson, via Teams

In Attendance: John Thomas, Acting CAO/Corporate Officer
Lisa Clark, Interim CFO

1. **Call to Order**

   The meeting was called to order at

2. **Public Input - none**

3. **Introduction of Late Items**

   a) **Truth and Reconciliation Day observance in the Village of Sayward verbal report to be added to New Business as 15.a).**

4. **Approval of Agenda**

   MOTION R24/T12
   MOVED AND SECONDED

   THAT the agenda for the Regular Meeting of Council for September 24, 2024, be approved as amended.

   CARRIED

5. **Minutes of Previous Meetings**

   MOTION R24/T13
   MOVED AND SECONDED

   THAT the minutes from the Regular Council meeting held on August 20th, 2024, be adopted as amended.

   CARRIED

MOTION R24/T14
MOVED AND SECONDED

THAT the minutes from the Special Council meeting held on September 3rd, 2024, be adopted as presented.

CARRIED

MOTION R24/T15
MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on September 3rd, 2024, be adopted as presented.

CARRIED

6. Petitions and Delegations

a) UBCM Volunteer and Composite Fire Department Grant Application – Frank Morgan, Sayward Volunteer Fire Chief.

MOTION R24/T16
MOVED AND SECONDED

THAT the Village of Sayward agrees to providing a council resolution indicating support for the proposed activities and a willingness to commit to overall grant management should the application to the UBCM Volunteer Composite Fire Department Grant Application be successful.

CARRIED

b) Solid Waste Management Planning Process – Step 3, Sarah Willie, Manager of Solid Waste Planning and Development, Comox Valley Regional District

7. Correspondence

a) Island Coastal Economic Trust Board of Directors – For Information

MOTION R24/T17
MOVED AND SECONDED

THAT correspondence a) be received for information.

CARRIED

b) Vancouver Island & Coastal Communities Climate Action Network Quarterly

c) SRD Announcement – Disaster Risk Reduction – Climate Adaptation Funding

MOTION R24/T18
MOVED AND SECONDED

THAT Council receive this announcement for information.

CARRIED

8. Council Reports - None

9. Reports of Committees – None

10. Mayor's Report

a) Verbal Update – UBCM – A written report to be included on the agenda of the Regular Council Meeting held on October 1, 2024

11. Unfinished Business

a) Newcastle Creek Remediation Project Update & Budget Request

MOTION R24/T19
MOVED AND SECONDED

THAT Council receives the report for information; AND

THAT Council authorize the reimbursement of 50% of the cost of the 2024 Newcastle Creek cleanup to Berry and Vale Contracting, to a maximum of $4,000; AND

THAT Council approves a budget allocation of up to $30,000 for the Newcastle Creek Remediation Project which is to be funded by unappropriated water surplus; AND

THAT directs the 2024 to 2028 5-year Financial Plan Bylaw, Bylaw 506 be amended to reflect the new budgeted amounts for this project.

CARRIED

b) ICET Rural Advisory Project (Ec. Dev. Grant) Update

MOTION R24/T20
MOVED AND SECONDED

THAT Council receive this report for information.

CARRIED

12. Staff Reports

a) Appointment to Committees – for Information

MOTION R24/T21
MOVED AND SECONDED

THAT Council appoints Cllr Coates to the Vancouver Island Regional Library Board as the Village's representative.

CARRIED

MOTION R24/T22
MOVED AND SECONDED

THAT Council Mayor Baker remains the Village's representative on the Strathcona Regional District Board.

Opposed Cllr Burchette, Cllr Poulsen **CARRIED**

MOTION R24/T23
MOVED AND SECONDED

THAT Council Mayor Baker remains the Village's representative on the Comox Strathcona Waste Management Board.

Opposed Cllr Burchette, Cllr Poulsen **CARRIED**

MOTION R24/T24
MOVED AND SECONDED

THAT Council Mayor Baker remains Village's representative on the Strathcona Regional Hospital District Board.

Opposed Cllr Burchette, Cllr Poulsen **CARRIED**

MOTION R24/T25
MOVED AND SECONDED

THAT Council Cllr Burchett remains the Village's representative on the Mid Island Forest Lands Advisory Group (MIFLAG).

CARRIED

MOTION R24/T26
MOVED AND SECONDED

THAT Council receives this report for information.

CARRIED

MOTION R24/T27
MOVED AND SECONDED

THAT appointments of alternative Village council representatives to committees be tabled to the October 1, 2024 Regular Council Meeting.

Opposed Cllr Burchett, Cllr Poulsen **CARRIED**

b) Christmas Light Up Event

MOTION R24/T28
MOVED AND SECONDED

THAT Council approves donating $1,000 to the Christmas Light Up Event 2024 to be funded by operating surplus; AND

THAT Council directs the 2024-2028 5-year Financial Plan Bylaw, Bylaw 506 be amended to reflect the new budgeted amount for this project.

Opposed Cllr Burchett, Cllr Poulsen **CARRIED**

c) Appointment of Auditors for FY 2024

MOTION R24/T29
MOVED AND SECONDED

THAT Council reappoints Chan Nowosad Boates as the Auditor of Record for fiscal year 2024; AND

THAT staff be directed to include the fee of $18,600 in the 2025 to 2029 five-year financial plan for the Village.

Opposed Cllr Burchett, Cllr Poulsen **CARRIED**

d) Grant in Aid Request – Secret Santa

MOTION R24/T30
MOVED AND SECONDED

THAT Council receives the Grant in Aid Request – Secret Santa Committee staff report for information and discussion; AND

THAT the grant in aid of $500 requested by the Secret Santa Committee in their application dated September 13, 2024, be approved and that staff draft a letter to the Committee confirming Council's decision.

CARRIED

e) Bylaw Amendments to Allow Backyard Chickens

MOTION R24/T31
MOVED AND SECONDED
THAT Council receives this report for information; AND

THAT the Village of Sayward Bylaws be amended to accept backyard chickens.

Opposed Mayor Baker, Cllr Coates, Cllr Johnson **DEFEATED**

13. Emergency Services/Public Works/Recreation Department Reports - None

14. Bylaws

a) Permissive Tax Exemption Bylaw No.509, 2024

MOTION R24/T32
MOVED AND SECONDED

THAT the Permissive Tax Exemption Bylaw No. 509, 2024 staff report be received for information and discussion; AND,

THAT Permissive Tax Exemption Bylaw No. 509, 2024 be given first, second and third reading.

CARRIED

15. New Business

a) Truth and Reconciliation Day observance in the Village of Sayward

MOTION R24/T33
MOVED AND SECONDED

THAT a letter of support be sent to the We Wai Kai, We Wai Kum and Comox First Nations.

CARRIED

16. Public Question Period

a) David Malinski of 431 MacMillan Drive – Encourage the inclusion of the North Island Meti Association (NIMA) and the Meti Association of British Columbia in the letter of support being sent regarding Truth and Reconciliation Day.
b) David Malinski of 431 MacMillan Drive – the Light Up Parade event's original title and the title advertised in the past three years is Sayward Light Up Parade.

17. In Camera

MOTION R24/T34
MOVED AND SECONDED

THAT in accordance with Section 92 of the *Community Charter,* this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the *Community Charter*:

1. 90(1)(c) labour relations or other employee relations (for 7 items in total);
2. 90(2)(c) a matter that is being investigated under the *Ombudsperson Act* of which the municipality has been notified under section 14 *[Ombudsperson to notify authority]* of that Act;
3. 90(1)(d) the security of the property of the municipality;
4. 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

CARRIED

18. Adjournment

The meeting was adjourned at

_____ _____

Mayor **Corporate Officer**

VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
October 1st, 2024
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Debbie Coates
Councillor Sue Poulsen
Councillor Jason Johnson, via Teams

In Attendance: John Thomas, Acting CAO/Corporate Officer
Lisa Clark, Interim CFO

1. Call to Order

The Meeting was called to order at 7:00pm.

2. Public Input

a) Mark Agnew of 754 Sayward Rd: Inquiry whether Keir Gervais is still and employee of the village and continuing to collect a salary.

b) Lorna Agnew of 754 Sayward Rd: Inquiry whether the public can expect more reports from council members regarding meetings they attend.

3. Introduction of Late Items

a) Letter from Sayward Futures Society be added to Correspondence as 7.b).

b) Council Report from Cllr Johnson to be added to Council Reports as 8.b).

c) Council Report from Cllr Poulsen to be added to Council Reports as 8.c).

d) Mayors Report from Mayor Baker to be added to Mayor's Report as 10.a).

e) Discussion regarding updating travel expense reimbursement to be added to New Business as 15.a).

4. Approval of Agenda

MOTION R24/TXX
MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for October 1st, 2024, be approved as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R24/TXX
MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on September 24th, 2024, be tabled to allow time for staff to complete developing the minutes.

CARRIED

6. Petitions and Delegations

a) Sayward District Fire Protection Service – David Leitch, Chief Administrative Officer, Tom Yates, Senior Manager, Corporate Services, and Shaun Koopman, Manager of Emergency Services of the Strathcona Regional District.

7. Correspondence

a) BC/Yukon Command of the Royal Canadian Legion – 20th Anniversary Edition Military Service Recognition Book.

MOTION R24/TXX
MOVED AND SECONDED

THAT correspondence a) be received for information; AND

THAT Council authorizes the purchase of a 1/10 page (Business Card – Full Colour) valued at $385.00, with an updated photographic image of Sayward.

CARRIED

b) Sayward Futures Society letter regarding funding for events like Sayward Light Up.

MOTION R24/TXX
MOVED AND SECONDED

THAT this topic be tabled until the October 15th council meeting to allow staff time to investigate whether it could be an In-Camera item.

CARRIED

8. Council Reports

a) Cllr Burchett Report to Council

b) Cllr Johnson Report to Council

c) Cllr Poulsen Report to Council

MOTION R24/TXX
MOVED AND SECONDED

THAT Council reports a) to c) be received.

CARRIED

9. Reports of Committees - None

10. Mayor's Report

a) Mayor Baker Report to Council

MOTION R24/TXX
MOVED AND SECONDED

THAT Mayor's Report be received for information and discussion.

CARRIED

11. Unfinished Business

a) Appointment of Alternates to Committees and Boards

MOTION R24/TXX
MOVED AND SECONDED

THAT Council receives this report for information; AND

THAT Council appoints Cllr Johnson to Strathcona Regional District Board as the Village's alternative representative

Opposed Cllr Burchett **CARRIED**

MOTION R24/TXX
MOVED AND SECONDED

THAT Council appoints Mayor Baker to Vancouver Island Regional Library Board as the Village's alternative representative.

CARRIED

MOTION R24/TXX
MOVED AND SECONDED

THAT Council appoints Cllr Johnson to Comox Strathcona Waste Management Board as the Village's alternative representative.

CARRIED

MOTION R24/TXX
MOVED AND SECONDED

THAT Council appoints Cllr Poulsen to Comox Strathcona Hospital District Board as the Village's alternative representative.

CARRIED

MOTION R24/TXX

MOVED AND SECONDED

THAT Council appoints Cllr Johnson to Mid Island Forest Lands Advisory Group Board as the Village's alternative representative.

CARRIED

12. Staff Reports

a) Village Drone Lease to Campbell River Search and Rescue

MOTION R24/TXX
MOVED AND SECONDED

THAT the report from the Chief Administrative Officer be received.

CARRIED

MOTION R24/TXX
MOVED AND SECONDED

THAT as part of the Village of Sayward provide the Mavic 2 Enterprise Advanced unmanned aerial vehicle to the Campbell River Search and Rescue Society through a 5-year lease agreement, noting that any necessary repairs incurred during the lease period are to be paid by the Campbell River Search and Rescue Society.

CARRIED

13. Emergency Services/Public Works/Recreation Department Reports - None

14. Bylaws

a) Permissive Tax Exemption Bylaw No.509, 2024

MOTION R24/TXX
MOVED AND SECONDED

THAT Permissive Tax Exemption Bylaw No. 509, 2024 be given fourth and final reading.

CARRIED

15. New Business

a) Update of travel cost reimbursements

MOTION R24/TXX
MOVED AND SECONDED

THAT Staff provide a report about travel cost reimbursements including mileage and per diems at the October 15th council meeting.

CARRIED

16. Public Question Period - None

17. In Camera

MOTION R24/TXX
MOVED AND SECONDED

THAT in accordance with Section 92 of the *Community Charter,* this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the *Community Charter*:

1. 90(1)(c) labour relations or other employee relations;
2. 90(2)(c) a matter that is being investigated under the *Ombudsperson Act* of which the municipality has been notified under section 14 *[Ombudsperson to notify authority]* of that Act;
3. 90(1)(d) the security of the property of the municipality;
4. 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

CARRIED

18. Adjournment

The meeting adjourned at

_____ _____

Mayor **Corporate Officer**

APPLICATION DEADLINE

Applications must be ***RECEIVED*** by **Friday, November 1, 2024** by **mail or email attachment. If you send the application by email attachment, please mail the originally signed copy with your application fee.**

Please print clearly. Illegible or incomplete applications may be rejected. You can email a LEGIBLE scan of your form BY THE DEADLINE and send your hard copy of your form and cheque by other means such as courier. **Original signed hard copies must be received to consider your application complete.**

Applicants will be notified of their application status middle of November 2024.

REGISTRATION FEE

The registration fee for each member is **$455**.

A cheque or money order made payable to the **Youth Parliament of B.C. Alumni Society** must be sent with the application form or follow an e-mail with the original signed application as soon as possible (any acceptance is not final until a registration fee is received). An eTransfer can be sent to payment@bcyp.org. **Be sure to include the full name of the applicant in the comments section and email us your password**. Registration fees will be held onto (but not cashed) for those on the waitlist and returned to those not accepted. **NSF cheques are subject to a $45 fee.**

Applicants who are in financial need are first encouraged to approach school and community groups to contribute to the cost of the application fee. For those who are not able to secure outside funding, a limited amount of **financial support is available.** For more information, please contact the Registrar **before** the November 1 application deadline to request a financial Aid application form. Requests for financial assistance will not impact membership selection. We encourage applicants to submit a cheque for whatever portion of the application fee they can afford. Requests for financial assistance cannot be considered after applicants have been accepted as members.

CANCELLATION

Accepted individuals who cancel on or before **December 6** will be refunded their registration fee minus a **$25 administration fee** and **minus the price of any non-refundable travel already purchased** for them. No refunds will be issued for cancellation after December 6, 2024.

96TH BRITISH COLUMBIA YOUTH PARLIAMENT

DECEMBER 27 – 31, 2024
Victoria, BC

Sponsored by the Youth Parliament of BC Alumni Society

APPLICATION PROCEDURE

Complete the application form and forward it with your personal statement and registration fee. Members who require financial support can email the Registrar to request a Financial Aid Application.

Ambrose Yung, Registrar
Unit B – 1211 Roy Road
Victoria, BC. V8Z 2X8

e-mail: registrar@bcyp.org

Anyone under the age of 19 **MUST** submit their originally signed physical copy of the application to the Registrar in order for the application to be considered complete. **Your application will not be considered complete until the physical copy is received.** It is the applicant's responsibility to ensure their application is completed before the deadline.

THANKS TO OUR SPONSORS

BCYP is sponsored by the Youth Parliament of BC Alumni Society, a registered, non-profit organization composed of past members of BCYP.

PLEASE KEEP THIS PORTION FOR FUTURE REFERENCE

SAYWARD FUTURES SOCIETY
Our Community, Our Future

September 27, 2024

RE: Council Meeting, September 24th, 2024

Dear Mayor and Council,

It has come to our attention that there was some information presented at your Council Meeting dated September 24th, 2024, that was not accurate as it pertains to the 2023 Sayward Light Up Celebration and Sayward Futures Society's involvement at this Village of Sayward Event. The purpose of this letter is to clarify actual financials as well as provide some information on how Sayward Futures Society can continue to play a role in community events, provided there is support, time and resources.

As you are aware, Sayward Futures Society as historically taken an active role in both the Canada Day Celebration in the Village of Sayward and the Sayward Light Up Celebration.

For Canada Day, Sayward Futures Society (SFS) has taken the lead in organizing, planning and execution of this event. This event is entirely dependent on grant support and donations not to mention a small but mighty team of volunteers. The event would simply not be possible without this support. For this past event, the Village of Sayward originally voted to not support SFS in organization of this event when Sayward Futures Society submitted a Letter of Ask for the Canada Day Event. The reason sighted at the time was that while a fulsome Letter of Ask was drafted, a new Village of Sayward form was not filed. Our Board was then well into planning this event and again asked the Board Chair to again address Council to try and salvage the event. In this second attempt at support for this event, while the Village Council voted to continue with the donation of in-kind support being the venue, some equipment and use of small wares from the Kelsey Center, it turned down historical financial support leaving a budget shortfall.

Fortunately, SFS was able to solicit last minute donor funding from SRD Area A and Owl Mazda that made the event possible. The sheer amount of volunteer hours needed to organize this event, solicit donations and prizes, coordinate entertainment, seek permitting required and staff food services is rather heavy for an organization of our size. Our volunteers and board are passionate about our community however, so this event was able to happen albeit with some changes to programming. If asked to produce this event again, all funding will be in place by March 15th, 2025, for our Board to approve involvement in the 2025 event.

For Sayward Light Up Celebration, Sayward Futures takes a lesser role in this event and does not organize the event or parade but has historically offered refreshment service (hotdogs, coffee and hot chocolate) in the gazebo free of charge to residents and visitors alike.

SAYWARD FUTURES SOCIETY
Our Community, Our Future

The remark that was made at the recent Council Meeting was regarding the 2023 Sayward Light Up Celebration. One of the Council members stated "Sayward Futures received a private donation of two hundred ($200.00) dollars therefore this event did not cost Sayward Futures anything."

We need to respond clearly that this is not an accurate depiction of what was received nor a true reflection of costs to produce our part of this event.

The following is a true description of profit and loss from our Treasurer for the 2023 Sayward Light Up event:

Groceries purchased	$395
Soft drinks & ice cream donated	$345
Hoodies donated (cost)	$150
Total Costs for the event	**$890**
Less donations (received day of event)	$269
No donations or sponsorship for this event prior to event	
SFS COST	**($621)**

As you can see from the above, Sayward Futures clearly took a loss for this 2023 event.

As mentioned in previous correspondence, our organization has taken on substantial costs as it relates to the survey and repairs/maintenance of the Kelsey Bay Wharf in 2023 and 2024 as we prepare to apply for major grant funding for the Wharf Rehabilitation Project. Effective immediately, we will not be able to take a loss on *any event we are asked to participate in.*

As at the date of this letter, Sayward Futures Society has not been asked to take part in any part of the Sayward Light Up event and as such, no planning has taken place at this time. If we are asked for assistance, the above frames costs associated with last year's event for Council review and discussion.

Ideally, when Village budgets are drafted, there would be funding allocated for events and this be communicated to organizations that have been invited to participate, allowing sufficient time to plan for events and if necessary, look to solicit additional funding to make these events happen.

In closing, it is our sincere hope that events like Canada Day and the Sayward Light Up event can continue and perhaps some of the other historical events that took place in our community find a way to return. That said, these events take time to plan, people with capacity to organize, plan and execute events and of course a budget to make it all happen.

Thank you

Sayward Futures Society
Board of Directors

STAFF REPORT

To: Mayor and Council
From: Lisa Clark, Interim CFO
Subject: **Statement of Financial Information (SOFI) 2023**
Meeting date: October 15, 2024

BACKGROUND

All local governments must prepare an annual statement of financial information (SOFI) in accordance with the *Financial Information Act*. The SOFI must be made available for public viewing by June 30 each year and be accessible for the following three years.

DISCUSSION

The 2023 SOFI attached to this report is being presented to Council at a public meeting, as required by legislation. It requires approval from Council before it is forwarded to the Province.

The information contained in the SOFI meets the requirements of section 168 of the *Community Charter* and Chapter 140 of the *Financial Information Act*.

STAFF RECOMMENDATIONS

THAT the Statement of Financial Information 2023 Staff Report be received for information and discussion; and,

THAT Council approves the 2023 Statement of Financial Information report.

Respectfully submitted,

_____
Lisa Clark, Interim CFO

Attachments:

- ***2023 SOFI***



Village of Sayward

STATEMENT OF FINANCIAL INFORMATION PREPARED UNDER THE FINANCIAL INFORMATION ACT FOR THE YEAR ENDING DECEMBER 31, 2023

MANAGEMENT REPORT

Prepared under the Financial Information Regulation, Schedule 1, Section 9

The financial statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian public-sector accounting standards. Management is responsible for the integrity and objectivity of these statements as well as the supplementary statements and schedules. Management maintains a system of internal controls to provide reasonable assurance that the assets are safeguarded, and the transactions are authorized, recorded and reported properly.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through Council. Council reviews internal financial statements and external Audited Financial Statements.

Our external auditors, Chan Nowosad Boates Inc., conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the Village's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to financial management of the Corporation of the Village of Sayward and meet when required.

On behalf of the Village of Sayward,

_____

Lisa Clark, CPA, CGA
Chief Financial Officer

Village of Sayward

Schedule of Remuneration and Expenses for 2023

1) Elected Officials

Name and Position	Remuneration	Expenses
Baker, Mark - Mayor	10,420	2,965
Burchett, Scott - Councillor	7,800	4,091
Gilkin, Kohen - Councillor	8,020	2,315
Poulsen, Sue - Councillor	7,800	2,739
Tinsley, Tom - Councillor	11,620	1,575
	45,660	**13,683**

2) Employees earning more than $75,000 per year

Name and Position	Remuneration	Expenses
Clark, Lisa - Chief Financial Officer/Corporate Officer	94,679	830
Gervais, Keir - Chief Administrative Officer	109,216	2,203
Leggat, Tony - Public Works Manager	78,305	0
	282,200	**3,034**

3) Employees earning less than $75,000 per year

Consolidated total of other employees with remuneration less than $75,000	**316,194**	**2,996**

Total Remuneration	**644,054**	**19,713**

Village of Sayward

Schedule of Payments made for the Provision of Goods or Services for 2023

1) List of suppliers who received aggregate payments exceeding $25,000

Supplier name		Aggregate
B.C.HYDRO		79,916
Carvello Law		37,154
CIBC PHISA		1,200,000
IZCO TECHNOLOGY SOLUTIONS LTD.		34,298
Manulife Insurance Company		36,281
McElhanney		39,830
MUNICIPAL PENSION PLAN		47,889
RBC ROYAL BANK VISA		35,105
RECEIVER GENERAL OF CANADA		169,297
STRATHCONA REGIONAL DISTRICT		50,754
SUPERIOR PROPANE		57,912
Urban Systems		42,497
W.F.R.WHOLESALE FIRE AND RESCUE LTD		40,291
WASTE MANAGEMENT		26,325
Total Suppliers Equal & Over $25,000		**1,897,549**

2) Consolidated total paid to suppliers who received aggregate payments of $25,000 or less	**484,935**

Total Payments	**2,382,483**

**Note: The Village prepares the Schedule of Payments made to Suppliers based on actual disbursements through the accounts payable system, which is on a cash basis. Therefore, this figure will differ significantly from the expenses reported on an accrual basis in the consolidated financial statements.*

Village of Sayward
Statement of Severances, Guarantees and Indemnity Agreements

Severance Agreements

There was **one** severance agreement made between the Village of Sayward and its employees during the fiscal year 2023.

Guarantees & Indemnities

The Village of Sayward has not given any guarantees or indemnities under the Guarantees & indemnities Regulation during fiscal year 2023.

Village of Sayward
Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules in this Statement of Financial Information, produced under the *Financial Information Act* .

Lisa Clark
Chief Financial Officer
October 15, 2023

Mark Baker
Mayor
October 15, 2023

STAFF REPORT

To: Mayor and Council
From: Lisa Clark, Interim CFO
Subject: **Credit Card Policy 300-03 Amendment**
Meeting date: October 15, 2024

BACKGROUND

The Village of Sayward's Credit Card Policy 300-03 outlines the procedures and guidelines for staff use of corporate cards and specifies the permitted card limits assigned to each authorized employee. Limits are frequently reviewed by Management to ensure they are best suited to the needs of the organization and will make recommendations to Council for amendments where necessary.

DISCUSSION

Current authorized employees and limits are as follows:

Chief Financial Officer (CFO)	$10,000
Chief Administrative Officer (CAO)	$10,000
Recreation Manager	$2,500
Public Works Foreman	$2,500
Fire Chief (or Deputy) – 1 card only	$1,000
Emergency Program Coordinator	$1,000

Staff have reassessed the current limits on the cards and are recommending a limit increase to 4 cards due to current business needs. The following amendments are recommended:

Chief Financial Officer (CFO)	$10,000
Chief Administrative Officer (CAO)	$10,000
Recreation Manager	~~$2,500~~ **$5,000**
Public Works Foreman	~~$2,500~~ **$5,000**
Fire Chief (or Deputy) – 1 card only	~~$1,000~~ **$2,500**
Emergency Program Coordinator	~~$1,000~~ **$2,500**

Staff will continue to monitor cards and ensure that receipts are submitted in a timely fashion in order for the finance staff to post the expenditures to the appropriate expense GL's in the accounting system.

Cardholders will also be reminded that credit cards are not intended to replace the use of purchase orders and that credit card purchases are supplemental to the procurement process and may only be used for the purchase of goods and services up to the limits and conditions outlined in the Village of Sayward Procurement Policy.

STAFF RECOMMENDATIONS

THAT Council receives the Credit Card Policy 300-03 Amendment staff report for information and discussion; and,

THAT Council approves the proposed amendments to Credit Card Policy #300-03.

Respectfully submitted,

Original signed

Lisa Clark, Interim CFO

Attachments:

- **300-03 Credit Card Policy with proposed amendments**

	Village of Sayward	
	Title: Credit Card Policy	**Policy # 300-03**
	Category: Finance	

1.0 PURPOSE

To ensure a fair and equitable process for the use of credit cards by Village employees.

2.0 POLICY

Credit cards provide for the orderly acquisition of goods and services which have been approved through the Financial Plan. Use of the credit cards must be for Village business purposes only.

3.0 DEFINITIONS – Application

a. This policy applies to all staff and specifically those approved for the use of credit cards.

b. The following individuals are approved for credit cards, with the limits as stated:

Chief Financial Officer (CFO)	$10,000
Chief Administrative Officer (CAO)	$10,000
Recreation Manager	~~$2,500~~ **$5,000**
Public Works Foreman	~~$2,500~~ **$5,000**
Fire Chief (or Deputy) – 1 card only	~~$1,000~~ **$2,500**
Emergency Program Coordinator	~~$1,000~~ **$2,500**

4.0 PROCEDURES

A. The following guidelines are established for credit card use while travelling on Village business:

1. Only the CAO is authorized to use the credit card to pay for the cost of meals for dignitaries/guests – all such costs are to be kept reasonable.
2. The Village will not pay for alcohol.
3. When a per diem has been paid, the Village should only pay the dignitaries/guests portion of the meal bill.
4. Credit card receipts are to be submitted to the Finance Department signed and with the appropriate expense coding noted on the slip within five (5) working days after the business trip is completed.

B. General purchase guidelines:

1. Credit cards are not intended to replace the use of purchase orders. Credit card purchases are supplemental to the procurement process and may be used for the purchase of goods and services up to the limits and conditions outlined in the Village of Sayward Procurement Policy.
2. Aggregate monthly limits shall be monitored to ensure sufficient funds are available for planned purchases.
3. All credit card holders must sign and adhere to the Village's **Agreement to Accept Credit Card.** This agreement will be kept in the employee's personnel file (Appendix "A").

4. All questions regarding the use of credit cards are to be directed to the CAO or CFO.
5. All disputes with regards to the purchase and amounts charged must be discussed with the CAO to resolve the issue.
6. All credit card receipts must be coded to the appropriate expense code and signed by the cardholder. A monthly reconciliation of credit card statements must be completed by the cardholder and returned with receipts/invoices to the Finance Department in a timely fashion to avoid late payment charges. Ultimately, the cardholder is responsible for all charges on their assigned card. Missing receipts/invoices will be the responsibility of the cardholder, who is expected to contact vendors for replacement/missing receipts or invoices.

5.0 APPROVAL HISTORY

ISSUED BY: CAO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO:** R18/118	**DATE:** June 5, 2018
REVISED BY: CFO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO:** R21/104	**DATE:** April 6, 2021
REVISED BY: CFO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO:** R22/212	**DATE:** December 6, 2022
REVISED BY: CFO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO:**	**DATE:**

Signed by:

Mayor: Original signed by “Mark Baker”	Corporate Officer: Original signed by “Lisa Clark”
Date: 22 December 2022	Date: 22 December 2022

Appendix "A"

Village of Sayward

Agreement to Accept Credit Card

Participation in the Village of Sayward's Credit Card Program carries with it certain responsibilities. Although the card is issued in your name, it is considered the property of the Village of Sayward and must be used with good judgment. Your signature below confirms that you understand the Credit Card Program guidelines outlined below and agree to comply with them.

The Credit Card is provided to employees based on their need to purchase business-related goods and services, as approved in the Financial Plan. A card may be revoked at any time based on change of assignment or misuse. The card is not an entitlement nor reflective of title or position.

1. The card is for Village business-related purchases only; personal charges are not to be made to the card.
2. You are the only person entitled to use the card and are responsible for all charges made against the card.
3. Improper use of the card can be considered misappropriation of municipal funds which may result in disciplinary action, up to and including termination.
4. All charges are billed directly to and paid directly by the Village. Any personal charges on the card made in error or other reason must be resolved in consultation with the CAO or CFO
5. Cardholders are expected to comply with internal control procedures to protect Village assets. This includes keeping receipts, reconciling the current provider's monthly statements and following proper card security measures.
6. Cardholders are responsible for reconciling their Credit Card monthly statement and resolving any discrepancies by contacting the Finance Department.
7. A lost or stolen card should be reported immediately by telephone to the current provider's Credit Card Service Centre. Refer to the Finance Department for the credit card provider's phone number. This number is given to the employee when accepting the credit card and signing this agreement.
8. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.

_____	_____
Cardholder Signature	CAO or CFO
_____	_____
Printed Name	Printed Name
Date: _____	Date: _____

STAFF REPORT

To: Mayor and Council
From: John Thomas, A/CAO
Subject: **Community Works Fund Agreement Renewal**
Meeting date: October 15, 2024

BACKGROUND

The Community Works Fund (CWF) formerly classified as Gas Tax is one of the funding streams of the Canada Community-Building Fund. This fund allocates funding to all local governments in BC based on a per capita formula and each local government may direct the funding towards eligible project costs set out in the agreement along with meeting reporting obligations on an annual basis.

DISCUSSION

This funding is administered by the Union of British Columbia (UBCM). In June 2024, the Village received communications from the UBCM advising that the program had been renewed for 10 years covering the periods 2024-2034. Along with this notification, the Village was presented with a draft agreement for signing to access the funding for 2024/2025. The Village is expected to receive approximately $78,620 in funding this fiscal year.

STAFF RECOMMENDATIONS

THAT Council receive this report for information; AND

THAT Council authorizes the Mayor and Corporate Officer to take all steps and do all such act and things to execute the agreement on behalf of the Village.

Respectfully submitted,

Original signed

John Thomas, A/CAO

Attachments:

- **2024-2034 Community Works Fund Agreement**
- **Canada Community-Building Fund – Program Guide**

2024-2034 COMMUNITY WORKS FUND AGREEMENT

under the

ADMINISTRATIVE AGREEMENT
ON THE CANADA COMMUNITY-BUILDING FUND

This Agreement made as of _____, 202__,

BETWEEN:

Village of Sayward (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES** (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act* RSBC *2006, c.1*, as represented by the President (the "UBCM)

1. PURPOSE

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM.

2. SCHEDULES

The following annexes and schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

Schedule A:	Ultimate Recipient Requirements
Schedule B:	Eligible Project Categories
Schedule C:	Eligible and Ineligible Expenditures
Schedule D:	Program Reporting
Schedule E:	Communications Protocol
Schedule F:	Asset Management
Schedule G:	Housing Report

3. ROLE OF UBCM

3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

a) receive CCBF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;

b) report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and

c) fulfill other roles and responsibilities as set out in the Agreement.

4. CONTRIBUTION PROVISIONS

4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.

4.2 Payments under section 4.1 are subject to UBCM receiving sufficient CCBF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the Prior Agreement.

4.3 Annual allocation is based on a formula set out in section 1.1 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive $39,310, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and between November 15, 2024 and March 31, 2025.

4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 1.1 of Annex B of the Agreement due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.

4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

5. USE OF FUNDS BY LOCAL GOVERNMENT

5.1 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).

5.2 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

6. COMMITMENTS OF THE LOCAL GOVERNMENT

6.1 The Local Government shall:

a) Be responsible for the completion of each Eligible Project in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).

b) Comply with all requirements outlined in Schedule D (Program Reporting), Schedule E (Communications Protocol) and Schedule G (Housing Report).

c) Continue to strengthen the development and implementation of asset management best practices over the course of the Agreement, in accordance with Schedule F.

d) Invest, in a distinct account, Community Works Fund funding it receives from UBCM in advance of it paying Eligible Expenditures.

e) With respect to Contracts, award and manage all Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Agreement on International Trade and applicable international trade agreements, and all other applicable laws.

f) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within (5) years of the date of completion of the Eligible Project.

g) Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of CWF funding and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by Canada or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Administrative Agreement.

h) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada and UBCM. Keep proper and accurate accounts and records relevant to the CWF program for a period of at least six (6) years after the termination of this Administrative Agreement.

i) Ensure your actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Local Government, or between Canada and a Third-Party.

j) Ensure that the Local Government do not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada.

k) Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from CCBF funding, Unspent Funds, and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

l) Ensure that the Local Government will not, at any time, hold the Government of Canada, British Columbia, or UBCM, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Local Government, Third Parties or any other person or entity may suffer in relation to any matter related to CCBF funding or an Eligible Project and that the Local Government will, at all times, compensate the Government of Canada, British Columbia, or UBCM, its officers, servants, employees, and agents for any claims or losses of any kind that any of the Local Government may suffer in relation to any matter related to CCBF funding or an Eligible Project.

m) Agree that any CCBF funding received will be treated as federal funds for the purpose of other federal infrastructure programs.

n) Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Administrative Agreement, will extend beyond such

expiration or termination.

7. TERM

This Community Works Fund Agreement will be effective as of April 1, 2024 and will be in effect until March 31, 2034 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any CCBF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2034 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

8. SURVIVAL

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

9. AMENDMENT

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall from part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

10. WAIVER

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

11. NO ASSIGNMENT

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

12. NOTICE

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

Any notice to UBCM will be addressed to:

Executive Director

525 Government Street

Victoria, British Columbia

V8V 0A8

Email: ccbf@ubcm.ca

Any notice to the Local Government will be addressed to:

The Corporate Officer at the place designated as the Local Government office.

SIGNATURES

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

Village of Sayward	UNION OF BC MUNICIPALITIES
Original signed by:	Original signed by:
_____	_____
Mayor	Corporate Officer
_____	_____
Corporate Officer	General Manager, Victoria Operations
Signed by Village of Sayward on the _____ day of _____, 202__.	The Community Works Fund Agreement have been executed by UBCM on the _____ day of _____, 202__.

Schedule A – Definitions

"Affordable Housing" means a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30% of before-tax household income. The household income is defined as 80% or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the Ultimate Recipient.

"Administrative Agreement or Agreement" means the 2024-2034 Administrative Agreement on the Canada Community-Building Fund in British Columbia and UBCM.

"Asset Management" means an integrated process, bringing together skills, expertise, and activities of people; with information about a community's physical and natural assets; and finances; so that informed decisions can be made, supporting Sustainable Service Delivery.

"Canada Community-Building Fund" (CCBF) means the program established under section 161 of the *Keeping Canada's Economy and Jobs Growing Act,* S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1,* S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1.*

"Chief Financial Officer" means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter,* and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act,* R.S.B.C. 1996, c.323.

"Community Works Fund" means the fund provided from the Canada Community-Building Fund to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

"Community Works Fund Agreement" means this Agreement made between UBCM and Local Government.

"Contract" means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

"Core Housing Need" means a household living in an unsuitable, inadequate or unaffordable dwelling and cannot afford alternative housing in their community.

"Eligible Expenditures" means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

"Eligible Projects" means projects as described in Schedule B (Eligible Project Categories).

"Funding Agreement" means an agreement between British Columbia and UBCM and an Ultimate Recipient setting out the terms and conditions of the CCBF funding to be provided to the Ultimate Recipient, containing, at a minimum, the elements in Schedule A (Ultimate Recipient Requirements).

"Gender Based Analysis Plus" (GBA Plus or GBA+) is an analytical process that provides a rigorous method for the assessment of systemic inequalities, as well as a means to assess how diverse groups of women, men, and gender diverse people may experience policies, programs and initiatives. The "plus" in GBA Plus acknowledges that GBA Plus is not just about differences between biological (sexes) and socio-cultural (genders). GBA Plus considers many other identity factors such as race, ethnicity, religion, age, and mental or physical disability, and how the interaction between these factors influences the way we might experience government policies and initiatives. Conducting a GBA Plus analysis involves considering all intersecting identity factors as part of GBA Plus, not only sex and gender. GBA+ is a priority for the Government of Canada.

"Housing Needs Assessment" means a report informed by data and research describing the current and future housing needs of a municipality or community according to guidance provided by Canada.

"Housing Report" means the duly completed housing report to be prepared and delivered by British Columbia and UBCM to Canada annually by September 30, as described in Schedule G (Housing Report).

"Ineligible Expenditures" means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

"Infrastructure" means municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia primarily for public use or benefit.

"**Local Government**" means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

"Oversight Committee" means the committee established to monitor the overall implementation of this Administrative Agreement as outlined in section 7 (Oversight Committee) of this Administrative Agreement.

"**Party**" means Canada, British Columbia or UBCM when referred to individually and collectively referred to as "Parties".

"Previous Agreements" means any agreements between Canada, British Columbia and UBCM for the purposes of administering the Gas Tax Fund or Canada Community-Building Fund (CCBF).

"Prior Community Works Fund Agreement" means the 2014-2024 Community Works Fund Agreement between this Local Government and the UBCM.

Third Party" means any person or legal entity, other than Canada, British Columbia and UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

"Sustainable Service Delivery" means ensuring that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible

manner), do not compromise the ability of future generations to meet their own needs. Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.

"Ultimate Recipient" means this Local Government

(i) a Local Government or its agent (including its wholly owned corporation);
(ii) a non-local government entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that the Local Government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s) and that the entity receiving funds delivers a service typical of local government.
(iii) TransLink, BC Transit, and Islands Trust

"Unspent Funds" means funds that have not been spent towards an Eligible Project or eligible costs in accordance with this Agreement or the Previous Agreements prior to the effective date of this Agreement.

SCHEDULE B - Eligible Project Categories

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories (as defined in the current program terms and conditions):

1. Local roads and bridges – roads, bridges and active transportation infrastructure

2. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean

3. Short-line rail – railway related infrastructure for carriage of passengers or freight

4. Regional and local airports – airport-related infrastructure (excludes the National Airport System)

5. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities

6. Public transit – infrastructure which supports a shared passenger transport system which is

available for public use

7. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems

8. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems

9. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage

10. Community energy systems – infrastructure that generates or increases the efficient usage of energy

11. Brownfield Redevelopment - remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
    - the construction of public infrastructure as identified in the context of any other category under the Canada Community-Building Fund, and/or;
    - the construction of local government public parks and publicly-owned social housing.

12. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League))

13. Recreational Infrastructure – recreational facilities or networks

14. Cultural Infrastructure – infrastructure that supports arts, humanities, and heritage

15. Tourism Infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes

16. Resilience – Infrastructure and systems that protect and strengthen the resilience of communities and withstand and sustain service in the face of climate change, natural disasters and extreme weather events.

17. Fire halls – fire halls and fire station infrastructure – including fire trucks

18. Capacity building - includes investments related to strengthening the ability of municipalities to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments and housing planning, and/or asset management plans, related to strengthening the ability of recipients to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

SCHEDULE C - Eligible and Ineligible Expenditures

1. Eligible Expenditures

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

a) the expenditures associated with acquiring, planning, designing, constructing or renewal and rehabilitation of infrastructure and any related debt financing charges specifically identified with that asset;

b) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:

   i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
   ii. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
   iii. training directly related to asset management planning; and
   iv. long-term infrastructure plans.

c) the expenditures directly associated with joint federal communication activities and with federal project signage.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract;
b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and,
c) the arrangement is approved in advance and in writing by UBCM.

2. Ineligible Expenditures

The following are deemed Ineligible Expenditures:

a) project expenditures incurred before April 1, 2005;
b) project expenditures incurred before April 1, 2014 for the following investment categories:
   i. highways;
   ii. regional and local airports;
   iii. short-line rail;

iv. short-sea shipping;
v. disaster mitigation;
vi. broadband connectivity;
vii. brownfield redevelopment;
viii. cultural infrastructure;
ix. tourism infrastructure;
x. sport infrastructure; and
xi. recreational infrastructure.

c) Fire Hall project expenditures incurred before April 1, 2021;
d) Fire Truck purchases as stand-alone expenditures and expenditures under the Resilience Infrastructure category before April 1, 2024;
e) the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
f) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
g) purchase of land or any interest therein, and related costs;
h) legal fees;
i) routine repair or maintenance costs; and
j) costs associated with healthcare infrastructure or assets.

SCHEDULE D - Program Reporting

Ultimate Recipient Reporting

Ultimate Recipient requirements for program reporting under the CWF consist of the submission of an Annual Expenditure Report, and an outcomes report, which will be submitted to UBCM for review and acceptance. The reporting year is from January 1 to December 31. In addition to overall program reporting, specific asset management reporting and housing reporting obligations are described in Schedule F and G.

1. Ultimate Recipient Annual Expenditure Report

The Ultimate Recipient will provide UBCM an Annual Expenditure Report by June 1 of each year for the prior calendar year reporting which will include the following elements: unique project identifier, project title, project description, investment category, project start date, project end date, geo-location, total project cost, CCBF funding spent, closing balance, output indicator, and where applicable, a housing indicator and an outcomes indicator. A reporting template will be provided by UBCM.

The Annual Expenditure Report may also include a communications and signage report, and confirmation by the Ultimate Recipient's CFO that expenditures are eligible use of funds in accordance with the terms and conditions of this Agreement.

2. Audited Financial Report

The Ultimate Recipient must submit an Audited Financial Statement to British Columbia in order to receive funds in each reporting year.

2.1 Independent Audit or Audit Based Attestation:
UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by UBCM, as to:

a) the accuracy of the information submitted in the Financial Report Table; and
b) that CCBF funding and Unspent Funds, and any interest earned thereon, were expended for the purposes intended.

2.2 Ultimate Recipient audit:
UBCM and Canada may perform an audit or of an Ultimate Recipient annually.

3. Housing Report

By September of 30 each year British Columbia and UBCM will provide to Canada a report on housing as outlined in Schedule G (Housing Report).

4. Outcomes Report

By March 31 of each year, British Columbia and UBCM will provide to Canada an outcomes report that will outline the following program benefits:

a) beneficial impacts on communities of completed Eligible Projects, supported by specific outcomes examples in communities;
b) the impact of CCBF as a predictable source of funding;
c) progress made on improving Local Government planning and asset management, including development or update of Housing Needs Assessments; and
d) a description of how CCBF funding has alleviated housing pressures tied to infrastructure gaps and contributed to housing supply and affordability outcomes (further details on this requirement may be found in Schedule G – Housing Report).

The outcomes report will present a narrative on how each program benefit is being met. A template and guidance document will be provided by Canada.

SCHEDULE E – Communications Protocol

In support of transparency and accountability of the CCBF, the following communications protocol will apply to all communications activities undertaken regarding any CCBF funding and will apply to the Parties and Ultimate Recipients. Communicating to Canadians on the use of CCBF funding is clearly linked with our joint accountability to Canadians. Compliance with this protocol will inform the timing and flow of any CCBF funding and is critical to meeting our joint commitment to transparency.

1. Purpose

1.1 The Communications Protocol applies to all communications activities related to any CCBF funding, including annual allocations and the identification and communication of projects under this Administrative Agreement. Communications activities may include, but are not limited to: public or media events, news releases, reports, digital and social media products, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.

1.2 Through collaboration, Canada, British Columbia and UBCM agree to work to ensure consistency in the communications activities meant for the public. This will include the importance of managing the delivery of communications activities based on the principle of transparent and open discussion.

1.3 Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this communication protocol may affect the timing and flow of any CCBF funding that may be transferred by Canada.

2. Joint communications approach

a. British Columbia and UBCM agree to work in collaboration with Canada to develop a joint communications approach to ensure visibility for the program, the provision of upfront project information and planned communications activities throughout the year.

Canada will provide a “Communications Approach” template to be completed by British Columbia and UBCM. This approach will then be reviewed and approved by Canada as well as British Columbia and UBCM.

This joint communications approach will have the objective of ensuring that proactive communications activities are undertaken each year to communicate the annual allocations and key projects, as identified in the communications approach, located in both large and small communities by using a wide range of communications tools to ensure local visibility.

To accomplish this, Canada, British Columbia and UBCM agree to establish a communications subcommittee that will meet biannually. This committee will review and approve a communications plan at the beginning of each year.

b. Canada, British Columbia and UBCM will work together on the initial annual joint communications approach, which will be finalized and approved by Canada's Co-Chair and British Columbia and UBCM agree that achievements under the joint communications approaches will be reported to the

Oversight Committee once a year.

c. Through the communications subcommittee, British Columbia and UBCM agree to assess, with Canada, the effectiveness of communications approaches on an annual basis and, as required, update and modify the joint communications approach, as required. Any modifications will be brought to Canada's Co-Chair, British Columbia's Co-Chair and UBCM's Co-Chair, as appropriate for approval.

d. If informed of a communications opportunity (ex. milestone event, news release) by an Ultimate Recipient, Canada, British Columbia and UBCM agree to share information promptly and coordinate participation in alignment with section 4.3, 4.5 and 5.2 of this communications protocol.

e. Canada, British Columbia and UBCM agree to ensure the timely sharing of information, products (ex. news releases, media advisories), and approvals in support of communications delivery.

3. Inform Canada on allocation and intended use of CCBF funding for communications planning purposes

3.1 British Columbia and UBCM to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. Canada, British Columbia and UBCM will each agree, in this joint communications approach, on the date this information will be provided. Through the creation of a sub-committee, Canada, British Columbia and UBCM will be required to enact a communications approach that will be assessed bi-annually through the sub-committee mechanism.

In this agreement the information will include, at a minimum:

- Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; expected project outcomes including housing (if applicable); federal contribution; anticipated start date; anticipated end date; and a status indicator: not started, underway, completed.

Canada will link to the UBCM's CCBF website where this information will be accessible to the general public.

3.2 British Columbia and UBCM agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada.

3.3 Canada, British Columbia and UBCM each agree that their joint communications approach will ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements (see 4.2 for full definition) for Eligible Projects.

4. Announcements and media events for Eligible Projects

4.1 At Canada's request, Canada, British Columbia and UBCM agree to coordinate an announcement regarding annual allocations of CCBF funding.

4.2 Media events and announcements include, but are not limited to: news conferences, public announcements, and the issuing of news releases to communicate funding of projects or key milestones (e.g. ground breaking ceremonies, completions).

4.3 Key milestones events and announcements (such as ground breaking ceremonies and grand openings) may also be marked by media events and announcements, news releases, or through other communications activities. Ultimate recipients, Canada, British Columbia and UBCM will have equal visibility through quotes and will follow the Table of Precedence for Canada.

4.4 Media events and announcements related to Eligible Projects will not occur without the prior knowledge and agreement of British Columbia and UBCM, as appropriate, Canada and the Ultimate Recipient.

4.5 The requester of a media event or an announcement will provide at least 15 working days' notice to other parties of their intention to undertake such an event or announcement. An event will take place at a mutually agreed date and location. British Columbia and UBCM, and, as appropriate, Canada and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. If communications is proposed through the issuing of a news release (with no supporting event), Canada requires at least 15 working days' notice and 5 working days with the draft news release to secure approvals and confirm the federal representative's quote.

4.6 For media events, each participant will choose its own designated representative. UBCM and Ultimate Recipients are responsible for coordinating all onsite logistics.

4.7 British Columbia and UBCM shall not unreasonably delay the announcement of opportunities identified in annual communications plans that have been pre-approved in advance.

4.8 The conduct of all joint media events, announcements for project funding, and supporting communications materials (ex. News releases, media advisories) will follow the Table of Precedence for Canada.

4.9 All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of the parties.

4.10 All joint communications material for funding announcements must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.

4.11 Canada, British Columbia and UBCM and Ultimate Recipients agree to ensure equal visibility in all communications activities.

5. Program communications

4.1 Canada, British Columbia, UBCM and Ultimate Recipients may include messaging in their own communications products and activities with regard to the CCBF.

4.2 The party undertaking these activities will recognize the funding of all contributors.

4.3 The conduct of all joint events and delivery of supporting communications materials (ex. News releases) that support program communications (ex. Such as intake launches) will follow the Table of Precedence for Canada.

4.4 Canada, British Columbia and UBCM agree that they will not unreasonably restrict the other parties from using, for their own purposes, public communications products related to the CCBF prepared by Canada, British Columbia and UBCM or Ultimate Recipients, or, if web-based, from linking to it.

4.5 Notwithstanding Section 4 of Schedule E (Communications Protocol), Canada retains the right to meet its obligations to communicate to Canadians about the CCBF and the use of funding.

6. Operational communications

6.1 British Columbia, UBCM or the Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.

6.2 Canada does not need to be informed on operational communications. However, such products should include, where appropriate, the following statement, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable.

6.3 British Columbia, UBCM and the Ultimate Recipient will share information as available with Canada should significant emerging media or stakeholder issues relating to an Eligible Project arise. Canada, British Columbia and UBCM will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

7. Communicating success stories

7.1 British Columbia and UBCM to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including, but not limited to Eligible Project success stories, including the positive impacts on housing, Eligible Project vignettes, and Eligible Project start-to-finish features.

8. Advertising campaigns

8.1 Canada, British Columbia, UBCM or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the CCBF or Eligible Projects. However, such a campaign must respect the provisions of this Administrative Agreement. In the event of such a campaign, the sponsoring party or Ultimate Recipient agrees to inform the other parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

9. Digital Communications, Websites and webpages

9.1 Where British Columbia and UBCM produce social media content to provide visibility to CCBF programs or projects, they shall @mention the relevant Infrastructure Canada official social media account.

9.2 Where a website or webpage is created to promote or communicate progress on an Eligible Project or Projects, it must recognize federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable. The Canada wordmark or digital sign must link to Canada's website, at www.infrastructure.gc.ca. The guidelines for how this recognition is to appear and language requirements are published on Canada's website, at http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html.

10. Project signage

10.1 Unless otherwise approved by Canada, British Columbia, UBCM or Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.

10.2 Where British Columbia, UBCM or an Ultimate Recipient decides to install a sign, a permanent plaque or other suitable marker recognizing their contribution with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.

10.3 British Columbia, UBCM or the Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.

10.4 British Columbia and UBCM to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approaches.

11. Communication Costs

11.1 The eligibility of costs related to communication activities that provide public information on this Administrative Agreement will be subject to Schedule C (Eligible and Ineligible Expenditures).

SCHEDULE F – Asset Management

Canada, British Columbia and UBCM agree that the measures contained in the Previous Agreements to create and foster a culture of asset management planning were effective in increasing the capacity of the diverse range of Ultimate Recipients in British Columbia and UBCM to enhance their community's sustainability.

Under the previous Agreement (2014-2024), local governments in BC demonstrated a commitment to improving asset management practices within their respective communities. As awareness and knowledge has grown, asset management practices and culture has matured. However, as noted in the *2022 Status of Asset Management in BC Report*, while moving in the right direction, there remains significant gaps and priority areas where local governments need to improve if they are to realize the full benefits of asset management.

Using the results from the *2022 Status of Asset Management in BC Report* as a guide, the Oversight Committee will develop and approve Asset Management Commitments, over the duration of this Agreement for ultimate recipients, consistent with the Asset Management for Sustainable Service Delivery: A BC Framework. Asset Management BC will be asked to provide expertise and input where appropriate.

All Ultimate Recipients will be required to meet the Asset Management Commitments. Asset Management Commitments may vary depending on whether the Ultimate Recipient is; a Local Government, a non–local government entity, Translink, and/or BC Transit. Asset Management Commitments will focus on strengthening asset management capacity over the term of the Agreement while continuing to recognize the varying capacities of Ultimate Recipients and the range of ongoing asset management activities.

The Oversight Committee will consider Asset Management Commitments under the following areas;

- Reporting on continuous improvement of Asset Management practices over the duration of the Agreement, including reporting through the Ministry of Municipal Affairs Local Government Data Entry (LGDE) System,
- Development and implementation of Long-term Financial Plans
- Ongoing Asset Management education and training, and
- Implementing asset management performance measurement.

SCHEDULE G – Housing Report

1. Housing Needs Assessments

1.1 By March 31, 2025, or as otherwise agreed upon by Canada and British Columbia, municipalities with a 2021 Census population of 30,000 or more are required to complete and make available to Canada a Housing Needs Assessment (HNA) prepared in accordance with provincial legislation and additional details provided, as agreed to by Canada and British Columbia, which together align with the information requirements, spirit and intent of the federal Housing Needs Assessment template and the guidance document.

1.2 HNAs should be used by British Columbia and UBCM in preparing the Project-Level Housing Report and the Housing Narrative in the CCBF Outcomes Report in order to identify housing pressures related to infrastructure. HNAs should also be used by municipalities to prioritize infrastructure projects that support increased housing supply where it makes sense to do so.

1.3 HNAs must be made publicly available on the municipal website and municipalities are to provide links to the page where the HNAs are posted to Canada for all Ultimate Recipients in their jurisdiction that have a 2021 Census population of 30,000 or more.

1.4 A separate HNA Guidance Document has been provided by Canada.

2. Project-Level Housing Report

By September 30 of each year, starting in 2025, British Columbia and UBCM will provide Canada a Housing Report in an electronic format deemed acceptable by Canada consisting of the following:

2.1 Methodology

British Columbia and UBCM will provide a description of the process used to collect data and information presented in the Housing Report. The methodology section should include the following information:

- Scope of the report and related rationale.
- Reporting process used to collect data from Ultimate Recipients.
- Identification of baseline data and other data sets used for the purposes of the report and which data has been excluded.
- How performance indicators were assessed in British Columbia.

2.2 Municipalities Identified for Project-Level Reporting

Criteria for Project-Level Reporting

Municipalities with a population of 30,000 or more, outside of the Metro Vancouver Region, that have housing pressures that can be addressed through closing infrastructure gaps or building capacity where it makes sense to do so, must:

- be included in Table 1 (below); and,
- provide project-level data on housing requirements to British Columbia and UBCM, for inclusion in the Housing Report that will be submitted by British Columbia and UBCM to Canada.

HNA and project-level reporting requirements can also be applied to other municipalities as agreed to by Canada, British Columbia and UBCM. Municipalities that do not meet these criteria may additionally be included at the discretion of British Columbia and UBCM, but are not required by Canada to include project-level data in the annual Housing Report.

British Columbia and UBCM will be expected to summarize project-level information from the municipalities identified by the above criteria to report to Canada annually.

The following table (**Table 1**) is to be used as a template to identify municipalities required to provide project-level reporting and to identify housing pressures related to infrastructure needs. Housing pressures should be consistent with needs and pressures identified by Ultimate Recipients in their HNAs. British Columbia and UBCM will provide an aggregate of this table to Canada in their annual Housing Report.

Ultimate Recipient	**Project Level Reporting Criteria**	**Key Infrastructure-Related Housing Pressures**
Name of the municipality	*Identify which criteria as noted above applies*	*Identify key housing gaps and needs that are related to infrastructure*

Table 1: Ultimate Recipients Identified for Project Level Reporting

2.3 Project-Level Housing Outcomes

For municipalities required to provide project-level reporting, British Columbia and UBCM are required to collect project-level data on housing outcomes and to complete the table below (Table 2) on an annual basis.

Table 2 is intended to link the housing pressures identified in Table 1 and in HNAs with outcomes supported by CCBF projects that can help Ultimate Recipients to address their specific housing pressures. More specifically, Table 2 is to be completed by Ultimate Recipients outlined in Section 1.2. It will include a subset of the projects from the above project list and this subset represents projects with housing outcomes.

Project ID	Ultimate Recipient	Project Title	Project Description	Investment Category	Housing Outcomes and Indicators
As provided in program reporting (Schedule D)	*As provided in Table 1*	*As provided in program reporting (Schedule D)*	*Provide a brief description of the project*	*Indicate which CCBF category the project falls under*	*Identify key housing outcomes and indicators (section 2.3) that will be used to measure success.*

Table 2: Project-Level Reporting on Housing Outcomes

2.3.1 Housing Outcome Indicators

For each of the projects listed in Table 2, British Columbia and UBCM shall report on the following core indicators, as relevant to each investment category.

- # of housing units supported or preserved; and
- # of affordable housing units supported or preserved.

Units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development (e.g., building social housing as part of brownfield remediation category, may include new units directly supported by CCBF funding).

3. Housing Narrative in the CCBF Outcomes Report

By March 31st each year, starting in 2026, British Columbia and UBCM shall provide Canada with a narrative report on program-level housing outcomes. This narrative report will be aligned with and incorporated into the annual CCBF Outcomes Report.

The housing narrative should outline how CCBF has supported housing supply and affordability pressures within British Columbia and UBCM's jurisdiction, over the reporting period, and measures taken between British Columbia, UBCM and Ultimate Recipients to improve housing supply and improve housing affordability for Canadians. It should also align with identified needs within Ultimate Recipients Housing Needs Assessments once they have been developed.

Further, British Columbia and UBCM must include in their Outcomes Report a narrative assessment of measures they have taken to improve housing outcomes through CCBF funded infrastructure projects. This should include:

- How Ultimate Recipients have prioritized specific infrastructure investments, where it made sense to do so, that support an increased supply of housing (e.g., upgrading pipes to support densification rather than sprawl, or remediating a brownfield site that could then be used for affordable housing);
- How Ultimate Recipients are utilizing CCBF funding to build local capacity for sound land use and development planning (e.g., through the capacity building category).
- Any measures taken to preserve and/or increase supply and mix of affordable housing (e.g., minimizing displacement, making land available for non-market housing, minimum affordability requirements for private developers); and

This housing narrative must also include responses to the following questions:

- How many or what percentage of projects from the total CCBF project list contribute to an increase in housing supply and how many housing units were supported or preserved (as outlined in 2.3.1)?
- What percentage of total housing units supported or preserved are affordable?
- How many communities have published a new Housing Needs Assessment or an updated one within the last 5 years?

For further information and details on the housing narrative portion of the Outcomes Report please refer to the Housing Report Template and Guidance document.

4. Assessment of the Housing Reports and Compliance

4.1 Assessment of Housing Reports

Both the project-level housing report and the housing narrative on program-level housing outcomes will be assessed against the Government of Canada's Evaluation Framework as well as HNAs.

4.2 Compliance

Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this Schedule may affect the timing and flow of any CCBF funding that may be transferred by Canada. Repeated or sustained failures to comply with the terms of this Schedule could result in downward adjustment of allocations for British Columbia, UBCM or Ultimate Recipient for future Infrastructure Canada programs.

CANADA COMMUNITY-BUILDING FUND

2024-2034

COMMUNITY WORKS FUND PROGRAM GUIDE

LAST UPDATED - 2024/06/17

Table of Contents

PROGRAM OVERVIEW **2**

ELIGIBLE INVESTMENT CATEGORIES **3**

PROGRAM ADMINISTRATION GUIDELINES **4**

KEY DATES **5**

ALLOCATIONS AND PAYMENTS **6**

APPLICATION **7**

STACKING **7**

ELIGIBLE EXPENDITURES **8**

INELIGIBLE EXPENDITURES **9**

REPORTING **11**

COMMUNICATIONS AND SIGNAGE **12**

AUDIT, EVALUATION AND GOVERNANCE **12**

ASSET MANAGEMENT REQUIREMENTS **12**

DEFINITIONS **13**

APPENDIX A – GUIDELINES FOR CWF PROGRAM ADMINISTRATION FOR ALL LOCAL GOVERNMENTS **15**

APPENDIX B – ADDITIONAL PROGRAM GUIDELINES FOR COMMUNITIES WITHIN METRO VANCOUVER AND A POPULATION OF 30,000 OR GREATER **17**

APPENDIX C - ADDITIONAL PROGRAM GUIDELINES FOR COMMUNITIES OUTSIDE METRO VANCOUVER WITH AND A POPULATION OF 30,000 OR GREATER **18**

APPENDIX D - FREQUENTLY ASKED QUESTIONS **19**

2024 – 2029 CWF ALLOCATIONS **22**

PROGRAM OVERVIEW

The Community Works Fund (CWF) is one of three funding streams delivered through the Canada Community-Building Fund (CCBF) in British Columbia, formerly known as the Gas Tax Fund. The recently renewed CCBF Agreement provides a ten-year commitment of federal funding for investments in local government infrastructure and capacity building projects through March 31, 2034.

Between 2024 and 2029, local governments in British Columbia are confirmed to receive approximately $1.6 billion of CCBF funding through various program delivery models, $650 million of which will be delivered through the Community Works Fund program.

Local governments can invest their annual CWF allocations in 23 unique capital and capacity building project categories, see *Table 1* on the following page.

Eligible categories have been expanded from the previous Agreement to include the purchase of fire trucks as a stand-alone project and the addition of a Resilience category to replace Disaster Mitigation.

Feasibility studies and detail design projects are now eligible under all infrastructure categories, as stand-alone projects.

ELIGIBLE INVESTMENT CATEGORIES

Table 1

Productivity and Economic Growth	
Local Roads and Bridges Active Transportation Regional and Local Airports Broadband Connectivity	Public Transit Short-sea Shipping Short-line Rail
Clean Environment	
Drinking Water Wastewater Solid Waste	Community Energy System Brownfield Redevelopment
Strong Cities and Communities	
Sport Infrastructure Recreation Infrastructure Cultural Infrastructure	Fire Halls & Fire Trucks Tourism Infrastructure Resilience
Capacity Building	
Asset Management Long-term Infrastructure Planning Integrated Community Sustainability Planning Housing Needs Reports	

PROGRAM ADMINISTRATION GUIDELINES

Part 1 of this Program Guide covers general rules for all local governments receiving Community Works Funding. The CWF program now has distinct reporting requirements for different areas and population throughout the province. Additional reporting requirements and program criteria for the following local government types can be found in Appendices B1-B3.

APPENDIX A – GUIDELINES FOR CWF PROGRAM ADMINISTRATION FOR ALL LOCAL GOVERNMENTS

APPENDIX B – ADDITIONAL PROGRAM GUIDELINES FOR COMMUNITIES WITHIN METRO VANCOUVER AND A POPULATION OF 30,000 OR GREATER

APPENDIX C - ADDITIONAL PROGRAM GUIDELINES FOR COMMUNITIES OUTSIDE METRO VANCOUVER WITH AND A POPULATION OF 30,000 OR GREATER

KEY DATES

Activity	Timeline
CWF Allocation Payments	August and December*
Project submission to PIMS	Anytime through PIMS system on-line
Submission of Annual Expenditure Report and Audited Financial Statements*	April 15th – June 1st
Asset Management Reporting	TBD
Signage Installation	On-going, for all projects receiving >$100k of CWF funds invested
Annual Communications Activity	Each year, for all local governments receiving <$400k of CWF funds annually

*****All required reporting must be submitted to UBCM, prior to receiving payments

ALLOCATIONS AND PAYMENTS

CWF allocations are determined using a formula that combines a minimum funding floor and a per capita amount for each local government in British Columbia. Allocations vary depending on the location of a local government. The program is indexed every third year which sees an increase in base and per capita. Between 2024 and 2029, local governments in British Columbia will receive the following allocations:

Years 1 -3, 2024/25 – 2026/27

Local Government Type	Base Funding Amount	Per Capita Amount
Metro Vancouver	$63,411	$3.23 / person
Outside Metro Vancouver	$63,411	$45.50 / person

Years 3-5, 2027/28 – 2028/29

Local Government Type	Base Funding Amount	Per Capita Amount
Metro Vancouver	$65,948	$3.36 / person
Outside Metro Vancouver	$65,948	$47.36 / per person

For reference, an updated 2019 – 2024 allocation table for municipalities and regional districts is found in Appendix B of this document.

APPLICATION

There is no application process for the Community Works Fund program. Local governments make local decisions about what projects to fund on an annual basis.

UBCM provides advice on eligibility and local governments report annually on project expenditures and outputs to UBCM and Infrastructure Canada. If you have questions about project eligibility, contact the CWF Program Officer at tsimpson@ubcm.ca or 250-356-0876

STACKING

The current CWF program is considered federal funds for the purpose of federal stacking rules. Although there are no specific rules in the CWF program for stacking with other grants, UBCM recommends the applicant consult with other grant officers to determine eligibility of stacking.

ELIGIBLE EXPENDITURES

Eligible Expenditures of Ultimate Recipients are limited to the following activities, within the 23 eligible infrastructure and capacity building project categories:

a) expenditures associated with acquiring, planning, designing, constructing or renewal and rehabilitation of a tangible capital asset, or natural asset, and any related debt financing charges specifically identified with that asset;

b) for the capacity building categories only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:

i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
ii. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
iii. training directly related to asset management planning; and
iv. long-term infrastructure plans.

c) the expenditures directly associated with joint federal communication activities and with federal project signage.

INELIGIBLE EXPENDITURES

Ineligible Infrastructure / Services

1. Education / Daycare / Child care Centers
2. Social Housing / Social Services – except in Brownfield Remediation
3. City Halls, public works buildings and other administrative buildings
4. Seniors care facilities and housing
5. Health infrastructure (hospitals, convalescent and senior centres) are not eligible.

Ineligible Investments

1. Small equipment purchases
2. Art and exhibit manufacturing
3. Non-fixed assets

Ineligible Costs

1. Leasing costs
2. Overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient
3. Direct or indirect operating or administrative costs
4. Costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff
5. Purchase of land or any interest therein, and related costs
6. Legal fees
7. Routine repair and maintenance costs

Own-force Labour

Employee and equipment costs are generally not eligible. However, local governments can seek approval for incremental own force labour if:

1. The Ultimate Recipient demonstrates that it is not economically feasible to tender a contract;
2. The employee or equipment is directly engaged in the work under the parameters of a contract, and;
3. The arrangement has received prior approval in writing by UBCM.

If the use of own force employee or equipment costs is being considered, please contact the CWF Program Officer or Administrator for approval prior to proceeding.

REPORTING

UBCM is contractually obligated to submit an Annual Report to Canada and British Columbia by September 30th and an Outcomes Report on March 31st of each reporting year to ensure continued delivery of the program.

Annual Expenditure Reporting occurs between April and June. Local governments are required to report on project and financial outputs for the previous calendar year. Information for the following reports will be collected and confirmed every Annual Expenditure Reporting cycle:

Report	Task	Timeline
Annual Expenditure Reporting	**Project Report** Project identifier, name, description, start/end date, geolocation, output and outcome indicator, percentage completed, housing indicator (if applicable)	April 1 – June 1
	Financial Report FOC Certification Form Opening/Closing Balance Confirmation Total Annual Spending Statement of Interest Earned Adjustments to previously reported interest or project spending Statement of 5-year Intended Spending Audited Financial Statements	
	Communications Report Statement of signage installed Statement of communications activity	

Information on reporting can be found in the Annual Expenditure Report Guide.

COMMUNICATIONS AND SIGNAGE

Each local government that receives Canada Community-Building Funds has signed a funding agreement that includes a Communications Protocol. UBCM recommends that any project utilizing over $100,000 from the CCBF should be accompanied with project signage. Communities receiving annual CCBF allocations greater than $400,000 should undertake at least one formal communication highlighting the use of funds in each year.

Local governments are required to report on their communications activity annually through the Communications Report, as part of the Annual Expenditure Reporting, each spring.

AUDIT, EVALUATION AND GOVERNANCE

UBCM and/or Canada, may select local governments for an audit of CCBF related transactions and project eligibility. Local governments selected for audit will be notified in the spring of each year.

ASSET MANAGEMENT REQUIREMENTS

Asset management requirements are in development and will be identified in individual Community Works Fund Agreements.

DEFINITIONS

Infrastructure **-** means municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia and UBCM primarily for public use or benefit.

Tangible capital assets are non-financial assets having physical substance that are acquired, constructed or developed and: (i) are held for use in the production or supply of goods and services; (ii) have useful lives extending beyond an accounting period and are intended to be used on a continuing basis; and (iii) are not intended for sale in the ordinary course of operations.

Fixed equipment means any piece of property which, when installed in a facility for continuing use in connection with the facility, is considered a permanent part of the facility and cannot be reasonably removed without affecting the structural integrity of the facility, including its utility or ventilation systems. To be considered as fixed equipment, the item must be capitalized in the grantee's records as part of the facility to which it is attached. Further, if the facility were to be sold or otherwise disposed of, such equipment would be sold or otherwise disposed of as part of the facility. Examples include, but are not limited to, elevators, boilers, and furnaces; plumbing, electrical, heating-ventilating-air conditioning (HVAC), and refrigeration systems; and specialized items such as cage washers, laboratory casework, and some growth chambers.

Ultimate Recipient

(i) a Local Government or its agent (including its wholly owned corporation);

(ii) a non-local government entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that the Local Government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s) and that the entity receiving funds delivers a service typical of local government

(iii) TransLink, BC Transit, and Islands Trust

APPENDIX A – GUIDELINES FOR CWF PROGRAM ADMINISTRATION FOR ALL LOCAL GOVERNMENTS

UBCM encourages local governments to prioritize projects that relate to local government assets which have been identified for renewal, enhancement or construction through a local long-term infrastructure or asset management plan.

While housing is not a standalone eligible category, communities are encouraged to invest CCBF funding in ways that strategically advance housing initiatives within their communities, when it makes sense to do so.

UBCM requires recipients to spend CWF funding within 5-years of receipt unless longer timelines are identified in a long-term capital plan / long-term financial plan, which has been submitted to UBCM in advance.

Local governments should consider projects that have been identified as local or regional in scope, including how they benefit local First Nation communities.[1]

Projects relating to an asset not owned by a local government must be approved through a board or council resolution which identifies the project meets the following criteria:

1. Board or council has identified the project as a regional or municipal priority within a long-term capital investment plan;
2. Board or council has not prioritized the 3rd party project over a local government owned priority project;
3. The project is supported by asset management planning;

[1] For regional districts, CWF is distributed based on populations of First Nations and Electoral Areas in unincorporated areas.

4. The project meets the minimum outcomes reporting criteria as identified below.

Any project that receives more than $25,000 of CWF funding must complete annual outcomes reporting which will include the following information:

- Population directly served by the project
- First Nation Population directly served by the project
- Output metric
- Outcome metric

APPENDIX B – ADDITIONAL PROGRAM GUIDELINES FOR COMMUNITIES WITHIN METRO VANCOUVER AND A POPULATION OF 30,000 OR GREATER

In addition to the guidelines found in Appendix B1, local governments within the Metro Vancouver Regional District with populations greater than 30,000 have the following additional administrative guidance.

- Housing needs report updated by March 2025 or in accordance with provincial requirements
- Provide UBCM with web link to Housing Needs Report

APPENDIX C - ADDITIONAL PROGRAM GUIDELINES FOR COMMUNITIES OUTSIDE METRO VANCOUVER WITH AND A POPULATION OF 30,000 OR GREATER

In addition to the guidelines found in Appendix B1, Appendix B3 provides additional program administration guidance for the following local governments.

- Abbotsford
- Campbell River
- Chilliwack
- Kamloops
- Kelowna
- Langford
- Mission
- Nanaimo
- North Cowichan
- Penticton
- Prince George
- Saanich
- Vernon
- Victoria
- West Kelowna

  - Housing Needs Report (HNR) updated by March 2025 or in accordance with provincial requirements
  - Provide UBCM with web link to Housing Needs Report
  - Where housing pressures have been identified within the HNR that can be addressed through closing infrastructure gaps or building capacity, prioritize these projects where it makes sense to do so, and;
- Meet the project-based housing reporting requirements in Schedule G, Section 2.2

APPENDIX D - FREQUENTLY ASKED QUESTIONS

Below are some frequently asked questions regarding the renewed CWF program.

Why is my Community Works Fund allocation less than last year?
The Canada Community-Building Fund is a national transfer currently set at $2.3 billion nationally and based primarily on a per-capita allocation. Every five years, the allocation is updated to the most recent Canada census numbers. Changes in your allocation is therefore tied to the per capita amount Canada transfers to BC and the population change of your local government relative to all other local governments.

Therefore, local governments with a negative population change or a relatively low increase in population will be receiving less CWF. However, there is an indexing formula built in to the program which will see incremental increases to the fund over time.

What is required in order to receive my first CWF transfer?
For local governments to receive their first CWF transfer in 2024, they must meet the following requirements:

- Submit their 2023 CCBF Annual Expenditure Report to UBCM (deadline was June 1, 2024)
- Submit their Audited Financial Statement to the Province
- Be in compliance with the 2014-2024 Community Works Fund Agreement
- Enter in to a 2024-2034 Community Works Fund Agreement with UBCM

When will I expect to receive my first CWF transfer?

Provided you have met the above conditions and have executed a 2024-34 Community Works Fund Agreement with UBCM, the first CWF transfer is expected to occur in August 2024 – or within 30 days of UBCM receiving its first payment from Canada.

What are the changes to the Community Works Fund Program?

Eligible Investment Categories:

- All existing eligible project categories are maintained.
- The 'Disaster Mitigation' category has been expanded and renamed 'Resilience' and eligible expenditures expanded to also include: New construction of public infrastructure and/or modification or reinforcement of existing public infrastructure including natural infrastructure that prevent, mitigate or protect against the impacts of climate change, disasters triggered by natural hazards, and extreme weather.
- The 'Fire Hall' category has been expanded to now include Fire Truck purchases as stand-alone projects.
- Feasibility Studies and Detailed Design projects are now eligible.
- Housing planning is now an eligible under Capacity Building.

Changes to Reporting:

For all local governments, the timeline for annual reporting will continue to be June 1 of each year. New requirements for reporting will include:

- Geolocation for each project (details to follow)
- A requirement to provide a standardized metric (output) for each project (such as meters of road, meters of pipe, number of facilities)
- A requirement to provide a standardized outcome for each project completed in a given year (such as increase of residents served, increase in storage capacity)

Reporting specific to municipalities with a population over 30,000:

- A Housing Needs Report updated by March 2025 in accordance with provincial requirements;
- Provide UBCM with web link to the Housing Needs Report;

Additionally for non-Metro municipalities over 30,000:

- Where housing pressures have been identified within the Housing Needs Report that can be addressed through closing infrastructure gaps or building capacity, prioritization of CWF funding for these projects, where it makes sense to do so, and;
- Meet the project-based housing requirements set out in the CWF Agreement.

Spending timelines:

CWF funds received by UBCM in a given year will be required to be fully expended on eligible projects within five years. Exceptions will be considered on a case-by-case basis and identified through a long-term capital and/or asset management plan.

Note that any unspent CWF funds held by the local government under the 2014-2024 CWF program will be required to be spent within five years of entering into the 2024-2034 CWF Agreement with UBCM.

For any additional questions, please contact our CCBF staff at ccbf@ubcm.ca or 250-356-5134.

2024 – 2029 CWF ALLOCATIONS

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
100 Mile House	$ 151,201	$ 151,201	$ 151,201	$ 157,249	$ 157,249
Abbotsford	$ 7,053,953	$ 7,053,953	$ 7,053,953	$ 7,336,111	$ 7,336,111
Alberni-Clayoquot	$ 549,713	$ 549,713	$ 549,713	$ 571,702	$ 571,702
Alert Bay	$ 83,856	$ 83,856	$ 83,856	$ 87,210	$ 87,210
Anmore	$ 71,029	$ 71,029	$ 71,029	$ 73,870	$ 73,870
Armstrong	$ 305,788	$ 305,788	$ 305,788	$ 318,020	$ 318,020
Ashcroft	$ 139,453	$ 139,453	$ 139,453	$ 145,031	$ 145,031
Barriere	$ 143,779	$ 143,779	$ 143,779	$ 149,530	$ 149,530
Belcarra	$ 65,633	$ 65,633	$ 65,633	$ 68,258	$ 68,258
Bowen Island	$ 77,173	$ 77,173	$ 77,173	$ 80,260	$ 80,260
Bulkley-Nechako	$ 923,045	$ 923,045	$ 923,045	$ 959,967	$ 959,967
Burnaby	$ 868,924	$ 868,924	$ 868,924	$ 903,681	$ 903,681
Burns Lake	$ 150,836	$ 150,836	$ 150,836	$ 156,870	$ 156,870
Cache Creek	$ 107,534	$ 107,534	$ 107,534	$ 111,835	$ 111,835
Campbell River	$ 1,680,729	$ 1,680,729	$ 1,680,729	$ 1,747,958	$ 1,747,958
Canal Flats	$ 99,930	$ 99,930	$ 99,930	$ 103,927	$ 103,927
Capital	$ 1,367,183	$ 1,367,183	$ 1,367,183	$ 1,421,870	$ 1,421,870
Cariboo	$ 1,882,444	$ 1,882,444	$ 1,882,444	$ 1,957,742	$ 1,957,742
Castlegar	$ 443,073	$ 443,073	$ 443,073	$ 460,796	$ 460,796
Central Coast	$ 226,514	$ 226,514	$ 226,514	$ 235,574	$ 235,574
Central Kootenay	$ 1,550,730	$ 1,550,730	$ 1,550,730	$ 1,612,759	$ 1,612,759
Central Okanagan RD	$ 969,626	$ 969,626	$ 969,626	$ 1,008,412	$ 1,008,412
Central Saanich	$ 855,018	$ 855,018	$ 855,018	$ 889,218	$ 889,218
Chase	$ 172,647	$ 172,647	$ 172,647	$ 179,553	$ 179,553
Chetwynd	$ 168,230	$ 168,230	$ 168,230	$ 174,960	$ 174,960

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Chilliwack	$ 4,307,304	$ 4,307,304	$ 4,307,304	$ 4,479,597	$ 4,479,597
City of Langley	$ 157,059	$ 157,059	$ 157,059	$ 163,342	$ 163,342
City of North Vancouver	$ 251,335	$ 251,335	$ 251,335	$ 261,388	$ 261,388
Clearwater	$ 172,146	$ 172,146	$ 172,146	$ 179,032	$ 179,032
Clinton	$ 92,826	$ 92,826	$ 92,826	$ 96,539	$ 96,539
Coldstream	$ 572,070	$ 572,070	$ 572,070	$ 594,953	$ 594,953
Columbia-Shuswap	$ 1,097,713	$ 1,097,713	$ 1,097,713	$ 1,141,622	$ 1,141,622
Colwood	$ 926,779	$ 926,779	$ 926,779	$ 963,850	$ 963,850
Comox Town	$ 737,586	$ 737,586	$ 737,586	$ 767,089	$ 767,089
Comox Valley	$ 1,191,376	$ 1,191,376	$ 1,191,376	$ 1,239,031	$ 1,239,031
Coquitlam	$ 543,971	$ 543,971	$ 543,971	$ 565,729	$ 565,729
Courtenay	$ 1,357,484	$ 1,357,484	$ 1,357,484	$ 1,411,783	$ 1,411,783
Cowichan Valley	$ 1,869,330	$ 1,869,330	$ 1,869,330	$ 1,944,103	$ 1,944,103
Cranbrook	$ 1,001,090	$ 1,001,090	$ 1,001,090	$ 1,041,134	$ 1,041,134
Creston	$ 317,627	$ 317,627	$ 317,627	$ 330,332	$ 330,332
Cumberland	$ 265,901	$ 265,901	$ 265,901	$ 276,537	$ 276,537
Daajing Giids	$ 107,306	$ 107,306	$ 107,306	$ 111,598	$ 111,598
Dawson Creek	$ 624,525	$ 624,525	$ 624,525	$ 649,506	$ 649,506
Delta	$ 414,086	$ 414,086	$ 414,086	$ 430,650	$ 430,650
District of Langley	$ 492,166	$ 492,166	$ 492,166	$ 511,852	$ 511,852
District of North Vancouver	$ 348,491	$ 348,491	$ 348,491	$ 362,431	$ 362,431
Duncan	$ 293,221	$ 293,221	$ 293,221	$ 304,950	$ 304,950
East Kootenay	$ 884,205	$ 884,205	$ 884,205	$ 919,573	$ 919,573
Elkford	$ 188,584	$ 188,584	$ 188,584	$ 196,127	$ 196,127
Enderby	$ 201,288	$ 201,288	$ 201,288	$ 209,340	$ 209,340

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Esquimalt	$ 861,757	$ 861,757	$ 861,757	$ 896,227	$ 896,227
Fernie	$ 351,185	$ 351,185	$ 351,185	$ 365,233	$ 365,233
Fort St. James	$ 126,521	$ 126,521	$ 126,521	$ 131,582	$ 131,582
Fort St. John	$ 1,040,796	$ 1,040,796	$ 1,040,796	$ 1,082,428	$ 1,082,428
Fraser Lake	$ 107,352	$ 107,352	$ 107,352	$ 111,646	$ 111,646
Fraser Valley	$ 1,013,612	$ 1,013,612	$ 1,013,612	$ 1,054,157	$ 1,054,157
Fraser-Fort George	$ 762,356	$ 762,356	$ 762,356	$ 792,851	$ 792,851
Fruitvale	$ 152,567	$ 152,567	$ 152,567	$ 158,669	$ 158,669
Gibsons	$ 280,062	$ 280,062	$ 280,062	$ 291,264	$ 291,264
Gold River	$ 120,147	$ 120,147	$ 120,147	$ 124,953	$ 124,953
Golden	$ 244,909	$ 244,909	$ 244,909	$ 254,706	$ 254,706
Grand Forks	$ 250,647	$ 250,647	$ 250,647	$ 260,673	$ 260,673
Granisle	$ 78,756	$ 78,756	$ 78,756	$ 81,907	$ 81,907
Greenwood	$ 95,376	$ 95,376	$ 95,376	$ 99,191	$ 99,191
Harrison Hot Springs	$ 150,153	$ 150,153	$ 150,153	$ 156,160	$ 156,160
Hazelton	$ 76,616	$ 76,616	$ 76,616	$ 79,681	$ 79,681
Highlands	$ 176,427	$ 176,427	$ 176,427	$ 183,484	$ 183,484
Hope	$ 367,851	$ 367,851	$ 367,851	$ 382,565	$ 382,565
Houston	$ 202,381	$ 202,381	$ 202,381	$ 210,476	$ 210,476
Hudson's Hope	$ 107,033	$ 107,033	$ 107,033	$ 111,314	$ 111,314
Invermere	$ 241,768	$ 241,768	$ 241,768	$ 251,438	$ 251,438
Kamloops	$ 4,521,268	$ 4,521,268	$ 4,521,268	$ 4,702,119	$ 4,702,119
Kaslo	$ 111,176	$ 111,176	$ 111,176	$ 115,624	$ 115,624
Kelowna	$ 6,646,516	$ 6,646,516	$ 6,646,516	$ 6,912,376	$ 6,912,376
Kent	$ 350,275	$ 350,275	$ 350,275	$ 364,286	$ 364,286

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Keremeos	$ 136,630	$ 136,630	$ 136,630	$ 142,095	$ 142,095
Kimberley	$ 432,919	$ 432,919	$ 432,919	$ 450,236	$ 450,236
Kitimat	$ 438,428	$ 438,428	$ 438,428	$ 455,966	$ 455,966
Kitimat-Stikine	$ 799,284	$ 799,284	$ 799,284	$ 831,256	$ 831,256
Kootenay Boundary	$ 574,438	$ 574,438	$ 574,438	$ 597,416	$ 597,416
Ladysmith	$ 472,761	$ 472,761	$ 472,761	$ 491,671	$ 491,671
Lake Country	$ 783,621	$ 783,621	$ 783,621	$ 814,965	$ 814,965
Lake Cowichan	$ 214,812	$ 214,812	$ 214,812	$ 223,404	$ 223,404
Langford	$ 2,184,561	$ 2,184,561	$ 2,184,561	$ 2,271,944	$ 2,271,944
Lantzville	$ 237,214	$ 237,214	$ 237,214	$ 246,703	$ 246,703
Lillooet	$ 168,230	$ 168,230	$ 168,230	$ 174,960	$ 174,960
Lions Bay	$ 67,906	$ 67,906	$ 67,906	$ 70,622	$ 70,622
Logan Lake	$ 166,090	$ 166,090	$ 166,090	$ 172,734	$ 172,734
Lumby	$ 157,348	$ 157,348	$ 157,348	$ 163,642	$ 163,642
Lytton	$ 72,974	$ 72,974	$ 72,974	$ 75,893	$ 75,893
Mackenzie	$ 212,808	$ 212,808	$ 212,808	$ 221,320	$ 221,320
Maple Ridge	$ 357,616	$ 357,616	$ 357,616	$ 371,920	$ 371,920
Masset	$ 101,569	$ 101,569	$ 101,569	$ 105,632	$ 105,632
McBride	$ 90,185	$ 90,185	$ 90,185	$ 93,793	$ 93,793
Merritt	$ 384,471	$ 384,471	$ 384,471	$ 399,850	$ 399,850
Metchosin	$ 294,132	$ 294,132	$ 294,132	$ 305,897	$ 305,897
Metro Vancouver RD	$ 158,550	$ 158,550	$ 158,550	$ 164,892	$ 164,892
Midway	$ 93,054	$ 93,054	$ 93,054	$ 96,776	$ 96,776
Mission	$ 1,953,932	$ 1,953,932	$ 1,953,932	$ 2,032,089	$ 2,032,089
Montrose	$ 109,537	$ 109,537	$ 109,537	$ 113,919	$ 113,919

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Mount Waddington	$ 217,908	$ 217,908	$ 217,908	$ 226,624	$ 226,624
Nakusp	$ 135,765	$ 135,765	$ 135,765	$ 141,195	$ 141,195
Nanaimo	$ 4,610,560	$ 4,610,560	$ 4,610,560	$ 4,794,982	$ 4,794,982
Nanaimo RD	$ 2,055,154	$ 2,055,154	$ 2,055,154	$ 2,137,360	$ 2,137,360
Nelson	$ 569,111	$ 569,111	$ 569,111	$ 591,875	$ 591,875
New Denver	$ 85,586	$ 85,586	$ 85,586	$ 89,010	$ 89,010
New Hazelton	$ 90,823	$ 90,823	$ 90,823	$ 94,456	$ 94,456
New Westminster	$ 318,576	$ 318,576	$ 318,576	$ 331,319	$ 331,319
North Coast	$ 212,262	$ 212,262	$ 212,262	$ 220,752	$ 220,752
North Cowichan	$ 1,520,040	$ 1,520,040	$ 1,520,040	$ 1,580,841	$ 1,580,841
North Okanagan	$ 983,150	$ 983,150	$ 983,150	$ 1,022,476	$ 1,022,476
North Saanich	$ 620,518	$ 620,518	$ 620,518	$ 645,339	$ 645,339
Northern Rockies RM	$ 267,312	$ 267,312	$ 267,312	$ 278,005	$ 278,005
Oak Bay	$ 882,566	$ 882,566	$ 882,566	$ 917,868	$ 917,868
Okanagan-Similkameen	$ 1,251,800	$ 1,251,800	$ 1,251,800	$ 1,301,872	$ 1,301,872
Oliver	$ 295,361	$ 295,361	$ 295,361	$ 307,175	$ 307,175
Osoyoos	$ 316,398	$ 316,398	$ 316,398	$ 329,054	$ 329,054
Parksville	$ 684,584	$ 684,584	$ 684,584	$ 711,968	$ 711,968
Peace River	$ 979,689	$ 979,689	$ 979,689	$ 1,018,877	$ 1,018,877
Peachland	$ 327,007	$ 327,007	$ 327,007	$ 340,087	$ 340,087
Pemberton	$ 218,545	$ 218,545	$ 218,545	$ 227,287	$ 227,287
Penticton	$ 1,742,928	$ 1,742,928	$ 1,742,928	$ 1,812,645	$ 1,812,645
Pitt Meadows	$ 125,318	$ 125,318	$ 125,318	$ 130,330	$ 130,330
Port Alberni	$ 894,814	$ 894,814	$ 894,814	$ 930,607	$ 930,607
Port Alice	$ 97,061	$ 97,061	$ 97,061	$ 100,943	$ 100,943

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Port Clements	$ 78,893	$ 78,893	$ 78,893	$ 82,049	$ 82,049
Port Coquitlam	$ 262,257	$ 262,257	$ 262,257	$ 272,747	$ 272,747
Port Edward	$ 84,812	$ 84,812	$ 84,812	$ 88,205	$ 88,205
Port Hardy	$ 241,085	$ 241,085	$ 241,085	$ 250,728	$ 250,728
Port McNeill	$ 170,689	$ 170,689	$ 170,689	$ 177,517	$ 177,517
Port Moody	$ 171,842	$ 171,842	$ 171,842	$ 178,716	$ 178,716
Pouce Coupe	$ 98,108	$ 98,108	$ 98,108	$ 102,033	$ 102,033
Powell River City	$ 698,290	$ 698,290	$ 698,290	$ 726,222	$ 726,222
Prince George	$ 3,556,223	$ 3,556,223	$ 3,556,223	$ 3,698,472	$ 3,698,472
Prince Rupert	$ 623,478	$ 623,478	$ 623,478	$ 648,417	$ 648,417
Princeton	$ 195,186	$ 195,186	$ 195,186	$ 202,994	$ 202,994
qathet	$ 406,373	$ 406,373	$ 406,373	$ 422,627	$ 422,627
Qualicum Beach	$ 487,013	$ 487,013	$ 487,013	$ 506,494	$ 506,494
Quesnel	$ 513,696	$ 513,696	$ 513,696	$ 534,244	$ 534,244
Radium Hot Springs	$ 124,381	$ 124,381	$ 124,381	$ 129,357	$ 129,357
Revelstoke	$ 440,204	$ 440,204	$ 440,204	$ 457,812	$ 457,812
Richmond	$ 747,731	$ 747,731	$ 747,731	$ 777,640	$ 777,640
Rossland	$ 251,922	$ 251,922	$ 251,922	$ 261,999	$ 261,999
Saanich	$ 5,424,341	$ 5,424,341	$ 5,424,341	$ 5,641,315	$ 5,641,315
Salmo	$ 115,320	$ 115,320	$ 115,320	$ 119,933	$ 119,933
Salmon Arm	$ 948,226	$ 948,226	$ 948,226	$ 986,155	$ 986,155
Sayward	$ 78,620	$ 78,620	$ 78,620	$ 81,765	$ 81,765
Sechelt	$ 557,317	$ 557,317	$ 557,317	$ 579,610	$ 579,610
Sechelt Indian	$ 98,245	$ 98,245	$ 98,245	$ 102,175	$ 102,175
Sicamous	$ 182,391	$ 182,391	$ 182,391	$ 189,687	$ 189,687

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Sidney	$ 624,298	$ 624,298	$ 624,298	$ 649,270	$ 649,270
Silverton	$ 71,653	$ 71,653	$ 71,653	$ 74,519	$ 74,519
Slocan	$ 80,669	$ 80,669	$ 80,669	$ 83,896	$ 83,896
Smithers	$ 308,293	$ 308,293	$ 308,293	$ 320,624	$ 320,624
Sooke	$ 750,335	$ 750,335	$ 750,335	$ 780,349	$ 780,349
Spallumcheen	$ 305,060	$ 305,060	$ 305,060	$ 317,262	$ 317,262
Sparwood	$ 252,286	$ 252,286	$ 252,286	$ 262,377	$ 262,377
Squamish	$ 1,147,983	$ 1,147,983	$ 1,147,983	$ 1,193,902	$ 1,193,902
Squamish-Lillooet	$ 381,511	$ 381,511	$ 381,511	$ 396,771	$ 396,771
Stewart	$ 86,952	$ 86,952	$ 86,952	$ 90,431	$ 90,431
Strathcona	$ 542,974	$ 542,974	$ 542,974	$ 564,693	$ 564,693
Summerland	$ 611,730	$ 611,730	$ 611,730	$ 636,199	$ 636,199
Sun Peaks Mountain	$ 127,341	$ 127,341	$ 127,341	$ 132,435	$ 132,435
Sunshine Coast	$ 783,803	$ 783,803	$ 783,803	$ 815,155	$ 815,155
Surrey	$ 1,901,005	$ 1,901,005	$ 1,901,005	$ 1,977,045	$ 1,977,045
Tahsis	$ 81,306	$ 81,306	$ 81,306	$ 84,559	$ 84,559
Taylor	$ 123,380	$ 123,380	$ 123,380	$ 128,315	$ 128,315
Telkwa	$ 130,528	$ 130,528	$ 130,528	$ 135,750	$ 135,750
Terrace	$ 610,592	$ 610,592	$ 610,592	$ 635,016	$ 635,016
Thompson-Nicola	$ 1,202,714	$ 1,202,714	$ 1,202,714	$ 1,250,823	$ 1,250,823
Tofino	$ 177,975	$ 177,975	$ 177,975	$ 185,094	$ 185,094
Trail	$ 424,040	$ 424,040	$ 424,040	$ 441,001	$ 441,001
Tumbler Ridge	$ 172,647	$ 172,647	$ 172,647	$ 179,553	$ 179,553
Ucluelet	$ 157,484	$ 157,484	$ 157,484	$ 163,784	$ 163,784
Valemount	$ 111,313	$ 111,313	$ 111,313	$ 115,766	$ 115,766

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Vancouver	$ 2,204,702	$ 2,204,702	$ 2,204,702	$ 2,292,890	$ 2,292,890
Vanderhoof	$ 261,302	$ 261,302	$ 261,302	$ 271,754	$ 271,754
Vernon	$ 2,090,534	$ 2,090,534	$ 2,090,534	$ 2,174,155	$ 2,174,155
Victoria	$ 4,246,471	$ 4,246,471	$ 4,246,471	$ 4,416,330	$ 4,416,330
View Royal	$ 590,466	$ 590,466	$ 590,466	$ 614,085	$ 614,085
Warfield	$ 143,232	$ 143,232	$ 143,232	$ 148,962	$ 148,962
Wells	$ 73,338	$ 73,338	$ 73,338	$ 76,271	$ 76,271
West Kelowna	$ 1,706,182	$ 1,706,182	$ 1,706,182	$ 1,774,430	$ 1,774,430
West Vancouver	$ 206,074	$ 206,074	$ 206,074	$ 214,317	$ 214,317
Whistler	$ 700,066	$ 700,066	$ 700,066	$ 728,069	$ 728,069
White Rock	$ 134,348	$ 134,348	$ 134,348	$ 139,722	$ 139,722
Williams Lake	$ 561,871	$ 561,871	$ 561,871	$ 584,346	$ 584,346
Zeballos	$ 69,149	$ 69,149	$ 69,149	$ 71,915	$ 71,915

STAFF REPORT

To: Mayor and Council
From: John Thomas, A/CAO
Subject: **Housing Needs Assessment**
Meeting date: October 15, 2024

BACKGROUND

The purpose of this report is to bring to Council's attention the requirements to move forward with a housing needs assessment project to meet legislative requirements by way of an interim report on or before December 31, 2024. In 2023, the Province introduced several pieces of legislation that impacts development in the province. Two of such bills were Bill 44 and Bill 46, both of which has an impact on the way development can occur within the Village.

DISCUSSION

Bill 44 Housing Statutes (Residential Development) Amendment Act, 2023 mandates several changes pertaining to residential development. These include requiring all municipalities to permit small scale multi-unit housing (SSMUH) within their communities. Additional requirements are:

- All Local Governments must permit either a secondary suite or a ADU on all parcels **(zoning bylaw has been reviewed and is compliant).**
- In addition, a Local Government must permit 3 units on parcels less than 280 sq m where an urban containment boundary has been established either in a RGS or a OCP for municipalities over 5000.
- Further, Local Governments are not permitted to hold public hearings for rezonings that are consistent with the OCP.

- All Local Governments are required to update their Housing Needs Report
- All Local Governments are required to update their OCP
- All Local Governments are required to update their zoning bylaws to permit SSMUH

The Village initiated a review of the Official Community Plan in the past; however, this project is not yet completed. Additionally, in order to complete the review of the Official Community Plan, having an updated Housing Needs Report is crucial. To date, no work on this project has been initiated and in order to meet the interim reporting deadline for December 31, 2024, staff are seeking support from Council to move forward with this project expeditiously.

STAFF RECOMMENDATIONS

THAT Council receive this report for information; AND

THAT Council approves a budget of **$44,680** for this project; AND
THAT Council directs that the 2024-2028 five-year financial plan be amended to include this project and budget; AND
THAT the funding for this project be identified as the Community Works Fund.

Respectfully submitted,

Original signed

John Thomas, A/CAO

Attachments:

- **McElhanney's Report – Housing Needs Report & Bylaw Updates – Fee Estimate & Process Summary**

2221-49618

June 7, 2024

Village of Sayward
652 H'Kusam Way
Sayward, BC, V0P 1R0

Attention: Keir Gervais, CAO

Housing Needs Report and Bylaw Updates - Fee Estimate and Process Summary

BACKGROUND:

On November 30, 2023, the Provincial government ratified several new statutes that amended the *Local Government Act (LGA).* The intent of the legislative changes are to promote an increase in housing stock within communities across British Columbia. These statues are:

Bill 47 – Transit Oriented Development

Bill 46 – Development Financing

Bill 44 – Residential Development

Bill 47 will not have any impact on the Village, however both Bill 44 and 46 have new legislative provisions that impact the Village. These are summarized in the Key Issues Section below.

KEY ISSUES DEFINED:

Bill 46 – Development Financing

Local governments have several tools for collecting fees related to land development withing their community. These tools range from direct fees and levies to development cost charges (DCCs). Bill 46 amended the authority for local governments to collet these fees on a broader range of projects.

DCCs can now include provision for fire protection, solid water and policing. In addition, highway facilities are now added to DCC eligible charges.

The legislation also added a new cost recovery mechanism for amenity contributions known as amenity cost charges (ACC).

ACCs may include:

- Community centres
- Recreational / athletic facilities
- Library
- Day care
- Public square

The new authority allows local government to charge new development to assist in the provision of community amenities. These charges are to be administered in the same manner as DCCs through bylaw.

Currently the Village does not have or need to use these tools. These may be applicable in the future if the Village sees growth that triggers the need for capital improvements to either infrastructure or amenities.

Bill 44 – Residential Development

The amendment to the LGA from Bill 44 amendments will have the biggest impact on the Village. Bill 44 outlines the requirement of all municipalities in BC to permit small scale multi unit housing (SSMUH) within their communities. These changes include:

- All Local Governments must permit either a secondary suite or a ADU on all parcels **(zoning bylaw has been reviewed and is compliant)**
- In addition, a Local Government must permit 3 units on parcels less than 280 sq m where an urban containment boundary has been established either in a RGS or a OCP for municipalities over 5000.
- Further, Local Governments are not permitted to hold public hearings for rezonings that are consistent with the OCP.
- **All Local Governments are required to update their Housing Needs Report**
- All Local Governments are required to update their OCP
- All Local Governments are required to update their zoning bylaws to permit SSMUH

IMPLICATIONS:

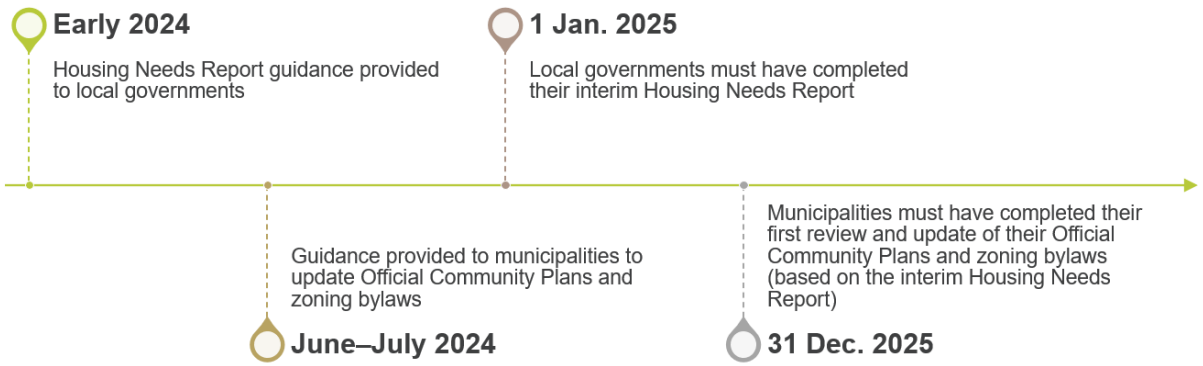
What does this mean for Sayward:

1) Housing needs report **must** be updated to provide a 5 and 20 year housing projection
2) OCP **must** be updated to ensure compliance with legislation and reflect the findings of the Housing Needs Report.
3) The Village **must** permit at least one secondary suite or ADU on all parcels

It should be noted that the housing funding may also be used for additional studies that can be completed under the funds if they support the intent of the legislation and support housing development. A list of required and other eligible projects are listed below:

Required Updates
• housing needs report (HNR)
• official community plan (OCP)
• zoning bylaw
Additional eligible studies
• development cost charge (DCC) bylaw
• amenity cost charge (ACC) bylaw
• transportation, parks or neighbourhood plan
• works and services bylaw
• parking bylaw
• infrastructure master plans
• asset management plans or strategies
• long-term financial plan
• capacity modelling/analysis
• condition and risk assessments
• demand management strategies
• stormwater surcharge or rainwater recharge studies
• procedures bylaw

The province has set deadlines for local governments to update their housing needs OCP and zoning bylaws.



METHODOLOGY AND PROCESS

The following process summary outlines the key steps to develop a new Village of Sayward Housing Needs Report to meet the new legislative requirements.

Background Review

The team will review the existing housing needs reports for the Village. This will be assessed to ensure there are no gaps, but to also confirm that all of the legislative data sources have been used. In addition, any recent statical analysis completed for the Draft OCP will be reviewed.

Complete Community Housing Survey

We propose to draft and conduct a community housing survey. This will be based on the existing housing needs project and any data obtained from the OCP update process. This will ensure consistency. The survey will allow the team to gauge existing housing stock while determining community desires. For efficiency, it is proposed that this consultation run concurrent with the OCP process consultation program.

Update All Housing Stats Including Required Stats

As per the Housing Needs Report Regulation, we must use specific statistical data to assess housing in the community. The required data sources are:

- BC Assessment data on assessed values and sales prices of housing
- BC Housing data on non-market housing and new homes registered
- BC Stats data on projected population and household demographics from 2018 to 2028
- Canada Mortgage and Housing Corporation (CMHC) data on primary rental market prices, primary rental vacancy rates and some secondary rental market data
- Statistics Canada Census data on population and household demographics, labour force, household income, housing units and core housing need

Our team cannot access BC Assessment data and therefore will work with the Village to obtain this information. This data is required to make projections.

ID housing Typology Needs Within the Community

The Housing Regulation requires that when completing the projects, the housing types required should also be identified. This will be done by assessing the current housing stock, demographics, and residents per home. This information will be combined with local survey data.

Develop Update 5 year and 20 Year Projections

The legislation passed on Nov 30, 2023, requires an update to the 5 year as well as a new 20 year housing projection to be completed. This requires the assessment of the community's demographics to make predictions on future community growth rates. Due to the nature of the Village, we recommend that this is completed through a low, medium, and high growth rate scenario. The draft OCP population projections will be reviewed to ensure consistency between the two documents.

Housing Mix Analysis

Based on the growth scenarios, the team will develop projections for the different housing types required to meet the future Village housing needs

Complete Draft Report

Based on the findings of the statistical review and projections, the team will draft an updated Housing Needs Report. We propose using the existing report as a basis for the new draft report.

Community Open House and Open House Summary

The draft Housing Needs Report will be brought to the community for review and consideration. We will collect comments from the community at this time and these will be compiled into a final “what we heard” report.

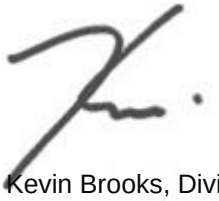
Bylaw review and Drafting updates

Once the draft and consultation has been completed, a detailed review of the OCP and zoning bylaw will be completed to identify where and if amendments are required to meet the legislative requirements of Bill 44. We will review the draft OCP to confirm if any changes are required to meet the new Housing Needs Report. Based on a preliminary review, the Zoning Bylaw No. 309, 2000 is compliant with Bill44.

Finalize Housing Needs Report and Council Presentation

The report will be finalized based on the open housing and final feedback and presented to Council for their consideration and approval.

Sincerely,
McElhanney Ltd.



Kevin Brooks, Division Manager – Planning
kbrooks@mcelhanney.com | 250 287-7799

Appendix 1: Fee Estimate

1	Background Review	2	2			4	$690
2	Community Survey	2	20			22	$3,480
3	Stats research and Community Profile	6	24			30	$4,860
4	Typology Review	8	8			16	$2,760
5	5 year projection	2	6			8	$1,310
6.0	20 year projection	2	6			8	$1,310
7.0	Housing mix analysis	2	16			18	$2,860
8.0	Draft report (including housng needs summary form)	8	20			28	$4,620
9.0	Community Open House	8	20		$1,000	28	$5,620
10.0	Open house Summary	2	16	4		22	$3,260
11.0	Review and Draft OPC Updates	8	16			24	$4,000
12.0	Review and Draft Zoning Bylaw Updates	8	16			24	$4,000
13.0	Finalize Report	4	10	4		18	$2,710
14.0	Council Presentation	4	8	2	$1,000	14	$3,200
		66	188	10	2000	SUB	$44,680
		$12,540	$29,140	$1,000	$2,000	check	**$44,680**

STAFF REPORT

To: Mayor and Council
From: Ruth Malli, Advisor
Subject: Rural Economic Diversification and Infrastructure Program (REDIP) Grant Application
Meeting date: October 15, 2024

BACKGROUND

The Village of Sayward recently hired an Economic Development Coordinator which is fully funded by the Rural Advisory Grant Program. The funding for this position is in place until February 28, 2025. The outcomes of this project are to conduct a Business Audit with the Village of Sayward (Village) and the Sayward Valley (Valley), establish a Joint Economic Development Advisory Team and to review the Village Tourism Plan. Under the same grant (but a separate contract) the Village is developing content for the Village website for Business and Development, including fillable forms.

To keep the momentum for economic development beyond February 2025, staff have researched grant funding opportunities. Grant funding is available under the Rural Economic Diversification and Infrastructure Program (REDIP) to build capacity in small rural and indigenous communities. The grant has three streams aimed at economic capacity building, economic diversification and forest impact transition. Following consultation with advisors for the grant program, staff recommend that the Village apply for funding under the Economic Capacity Stream. This Stream provides funding of up to $100k and covers 100% of the eligible costs. The deadline for this application is October 31, 2024. Projects must start within six months of approval and acceptance of funds. Activities can be divided into two years.

A broad range of potential activities exist under the Economic Capacity Funding Stream, based on local needs. Examples of qualifying activities include, assessment of community needs and opportunities; assessment of economic development capacity and identification of strategic options; building economic development capacity through targeting coaching; building in house resources and capacity; reducing staff turnover, enhancing stability and increasing capacity.

It is recommended that the application be focused on Sayward economic capacity building with the momentum created by the Economic Development Coordinator under the Rural Advisory Grant Program. Activities could include the continuation of direct business and economic development support; indirect support for businesses; updated destination marketing/business wayfinding (building on the updated website completion); implementation of findings from the Business Audit (Attraction and Retention); support to the Economic Development Advisory Team; advancement of Council priorities from the recommendations of the Joint Economic Development Advisory Team. The

Economic Development Coordinator would create an initial 24-month workplan to ensure that the priorities are aligned with Council Strategic Priorities.

STAFF RECOMMENDATIONS

THAT Council support an application under the Rural Economic Diversification and Infrastructure Program (REDIP) grant program for Economic Capacity for up to $100,000k (100% of project costs); and

THAT Council authorizes the amendment of the 2024-2028 Financial Plan, if required.

Respectfully submitted,

Original Signed

Ruth Malli, Advisor

STAFF REPORT

To: Mayor & Council
From: Lisa Clark, Interim CFO
Subject: **Finance Department Update**
Meeting date: October 15, 2024

BACKGROUND

Staff would like to update Council on work being done in the Finance department over the last 3 months (July to September). Progress is being made in some areas, while other areas are still needing attention, along with new reconciliation items being discovered often.

DISCUSSION

The following is a list of items that have been completed by the Finance department over the last 3 months:

- Finalized and completed the 2023 year-end audit
- Submitted documents to Province - 2024 tax rate bylaw, and 2023 Audited Financial Statements
- Completed and submitted the 2023 Local Government Date Entry (LGDE) form
- Prepared the 2023 Statement of Financial Information document as required by legislation for Council approval
- Completed 2023 Fire Department and RCMP reconciliations and requisition/payment
- Ensured CRA source deduction remittances are up to date – the Village has been fined due to nonpayment or late payments earlier in the year, staff are disputing these fines with CRA and attempting recovery ($10k)
- Ensured WorkSafeBC premiums are up to date – the Village has been fined due to nonpayment or late payments earlier in the year, staff have been unsuccessful in recovering these penalties ($500)
- Ensured several overdue invoices were processed and paid through accounts payable including expense claims to staff that were outstanding from earlier in the year
- Corrected a compounding error in payroll from PP#13 (June) and posted the GL entries that were on hold due to this error
- Corrected various other payroll errors including accruals
- Calculated retro pay based on approved budget and ensure staff were paid
- Worked with the Village's benefit provider to ensure staff benefits are in place and monthly premiums are corrected
- Prepared and submitted Payment in Lieu of Taxes (PILT) forms to Canada Post and Public Services and Procurement Canada
- Prepared Permissive Tax Exemption bylaw and submitted to BC Assessment

- Coordinated 2023 Tax Sale including advertising (cancelled at last minute)
- Started work on the 2024 bank reconciliations – no bank reconciliations have been done since December 2023. This is a large project that is taking up a lot of staff time due to incorrect posting of payments and deposits. Staff have only been able to reconcile the January 2024 bank reconciliation as of the writing of this report
- Posted several auto-payments to the accounting system that had not been posted since December 2023, including monthly invoices for Waste Management, Telus, Telus Mobility, Moneris, MFA, Mid Island Co-op, Pitney Bowes, innov8, BC Hydro, Superior Propane, VISA statement for Jan – April, and many others
- Updated signing authorities on the RBC bank account
- Recovered grant money from the Strathcona Regional District (SRD) for the Fire Hall generator project
- Reconciled petty cash which had not been done since January 2024
- Continued staff training on various office tasks, including fraud squad, the daily bring forward filing system, and other filing tasks
- Re-filed various items into correct folders and restored filing conventions
- Ensured office supplies ordered and stocked for various tasks including paper for Sayward News

Items that are still in progress and that require additional time to complete are as follows:

- Bank reconciliations for February to September 2024
- Electronic bank deposit posting for February to September – there are many deposits that have not been posted including grant funding, road rescue funding, and various other monies
- Municipal Pension Plan (MPP) reconciliation for 2024 – MPP remittances YTD are incorrect
- Employee VISA posting, for May to September
- Property tax reconciliations and overdue balance reminder statements for residents
- Accounts receivable reconciliations and overdue balance reminder statements
- Balance sheet reconciliations for deferred revenue, receivables, payables and others
- Income statement reconciliations to ensure expenditures have been posted to the correct departments/GL's
- Grant funding and project reconciliations
- GST returns for the following periods: Sep-Dec 2023, Jan-Mar 2024, Apr- Jun 2024, Jul-Sep 2024
- Variance reporting for Council, this cannot be done until more reconciliations and general ledger postings are complete
- School and police tax reconciliation
- Homeowner Grant reconciliation
- Payroll package reconciliation – many packages are not in the filing system, or are missing reports
- Payroll analysis to ensure staff were paid correct rates and hours for every pay period from January to August – note there are many corrections that need to occur, including payment of statutory holiday pay
- Obtain access to ROE system in order to upload ROE's electronically
- Process BC Assessment files for property tax system to reflect updated owner information and address updates YTD
- Various other tasks and items

STAFF RECOMMENDATIONS

THAT the Finance Department Update Staff Report be received for information and discussion.

Respectfully submitted,

Original signed

_____
Lisa Clark, Interim CFO

STAFF REPORT

For: CAO/CFO, Mayor & Council
Prepared by: Michelle Davis, Recreation Manager
Subject: **Recreation Centre Report September 2024.**
Meeting date: October 15,2024

This report summarizes the various activities of the Recreation Centre for September, 2024.

Special Events:

- Kelsey Centre Staff in-service training September 4th & 5th
- Kelsey Centre Opening Day September 9th
- Folk Music Concert September 8th
- Tour De Rock Facility Sleepover & Swim September 23rd
- Kick off Fall Swim September 27th
- Fitness classes start up October 3rd

Donations/Grants

- Continue to seek out donations and grants. Completed final report for our Plan H Grant. Provided CAO and CFO on a RBC Foundation Community Infrastructure Grant for 2025. Received a Personal $1000 Grant to our Teen Program.

Pool:

- Pool opened for Tour De Roc Sept 23,2024.
- Public Works updated our Pool chemical storage unit.
- Lifeguard painted one wall on pool deck.
- Pools official opening date October 2nd
- Aquafit starts October 3rd
- Swim lessons October 2nd

After School Program:

- ASP is now running 5 days a week. As families got settled into routines with back to school our numbers for this program are growing on a daily basis.

Teen Program:

- Teen Night Friday's
- September 13th was our first teen night. Reconnecting and building relationships.

September Stats:

- **Aerobics**
  Total Patrons: 0
  - Townsite: o
  - Valley: 0

- **Weight Room**
  - Total Patrons: 24
  - Townsite: 17
  - Valley: 7

- **Pool**
  - Total Patrons 0
  - Townsite: 0
  - Valley: 0

- **Seniors Social**
  - Total Patrons: 9
  - Townsite: 3
  - Valley: 6

- **Carpet Bowling: (Free Program)**
  - Total Patrons: 21
  - Townsite: N/A
  - Valley: N/A

- **Community Yoga**
  - Total Patrons: 0
  - Townsite 0
  - Valley 0

- **Teen Night**
  - Total Patrons: 16
  - Townsite: 8
  - Valley: 8

- **After School Program**

  Total Patrons: 89
  - Townsite: 30
  - Valley: 59

STAFF REPORT

To: Mayor and Council
From: Colin Read, Public Works Foreman
Subject: **Department Report**
Meeting date: October 15, 2024

BACKGROUND

The following represents the department report from the Public Works Department:

- ✓ Gardner has finished up for the year,
- ✓ Salt and sand sheds are full for the coming winter weather,
- ✓ Dump truck has had all the rust on the box caused by salt removed and treated with special paint now applied,
- ✓ Got more road paint for the crosswalks and are now just on standby for a break in the weather to apply it.
- ✓ Water plants have been going sideways due to months of dry stable weather and now getting rain washing all the surface debris off at once and coupled with a few minor equipment failures.
- ✓ Will be looking into how we can keep the campground bathrooms open in the cold months, so the village has public bathrooms open 24/7.

Respectfully submitted,

Original signed

Colin Read
Public Works Foreman