



REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Monday, September 9, 2024, immediately following the Committee of the Whole Meeting taking place at 7:00pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

1. CALL TO ORDER

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Recommendation:

THAT the Agenda for the Regular Council Meeting of September 9, 2024, be adopted as presented.

4. RESOLUTIONS AND/OR RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE REGARDING FINANCIAL POLICY

5. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

6. CONSENT AGENDA

a) Council minutes for approval

- i. Minutes of the Regular Meeting of August 19, 2024;
- ii. Minutes of the Committee of the Whole Meeting of August 19, 2024;
- iii. Minutes of the Public Hearing Meeting of August 19, 2024;

b) Reports for receipt

- iv. Report from the Planning Re: August 2024 Development Activity;
- v. Report from the Chief Financial Officer Re: June 2024 Financial Variance Report;

c) Correspondence for receipt

- vi. Letter from the City of Duncan Re: 2024 UBCM Resolution – Fail to Appear Charges in Policing Statistics;
- vii. North Coast Regional District Re: Board Highlights August 2024;
- viii. Letter from the Surrey Talk Radio Re: Defending Local Governance Against Centralization;
- ix. Letter from the City of Mission Re: Infrastructure Investment from Complete Communities;
- x. Letter from the City of Campbell River Re: Urgent Request for Provincial Support in Addressing Homelessness in Campbell River; and,
- xi. Letter from the City of Pitt Meadows Re: Resolution to Reform the Farm

Property Tax System.

Recommendation:

THAT all items on the Consent Agenda be approved as requested.

7. REPORTS

- a) Report from the Director of Recreation and Community Services Re: BC Healthy Communities Age Friendly Communities Funding Application.**

Recommendation:

THAT Council direct staff to apply to the BC Healthy Communities Age Friendly Communities Fund for an Age-Friendly Assessment to be conducted in concert with a Recreation Master Plan in 2025-2026.

- b) Report from the Director of Recreation and Community Services Re: New Horizons Funding Application.**

Recommendation:

THAT Council direct staff to apply to the New Horizons for Seniors Grant Fund from Economic and Social Development Canada (ESDC) of \$25,000 for new, accessible and inclusive fitness equipment for the Civic Centre.

- c) Report from the Planning Re: DVP-24-07 for 721 Lotbiniere Street.**

Recommendation:

THAT Council proceeds with the final approval for Development Variance Permit (DVP) #24-07 for 721 Lotbiniere Street.

- d) Report from the Planning Re: TUP-24-01 for 921 Prince Rupert Blvd.**

Recommendation:

THAT Council proceeds with the consideration and final approval for Temporary Use Permit (TUP) #24-01 for 921 Prince Rupert Blvd.

- e) Report from the Chief Financial Officer Re: Community Works Fund Agreement.**

Recommendation:

THAT Council enter into the Community Works Fund Agreement with the Union of British Columbia Municipalities (UBCM) for the period April 1, 2024 through March 31, 2034 and authorize the Mayor and the Corporate Officer to sign the agreement.

8. COUNCIL ROUND TABLE

9. ADJOURNMENT



MINUTES

For the **REGULAR MEETING** of Council to be held on Monday, August 19, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor H. Pond
Councillor W. Niesh
Councillor G. Randhawa
Councillor B. Cunningham
Councillor N. Adey
Councillor T. Forster
Councillor R. Skelton-Morven

ABSENT: Councillor T. Forster

STAFF: R. Buchan, City Manager
R. Pucci, Deputy City Manager
R. Miller, Director of Corporate & Legislative Services
C. Bomben, Chief Financial Officer
M. Pope, Director of Development Services (Remote)

1. CALL TO ORDER

The Mayor called the regular meeting to order at 7:31 pm.

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT the Agenda for the Regular Council Meeting of August 19, 2024 be adopted as presented.

CARRIED

4. RESOLUTIONS AND/OR RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council made the following resolutions regarding policies GOV-18-2023 and GOV-28-2023.

5. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

Terry Sawka, Prince Rupert – Re: Wastewater Plant.

6. CONSENT AGENDA

a) Council minutes for approval

- i. Minutes of the Regular Meeting of July 22, 2024;
- ii. Minutes of the Committee of the Whole Meeting of July 22, 2024;
- iii. Minutes of the Public Hearing Meeting of July 22, 2024;

b) Reports for receipt

- iv. Report from the Planning Re: July 2024 Development Activity;
- v. Report from the Fire Chief Re: July 2024 Monthly Fire / Rescue information;
- vi. Report from the Deputy City Manager Re: Major Projects Update;
- vii. Report from the Deputy City Manager Re: WasteWater Pilot Project;

c) Correspondence for receipt

- viii. Letter from BC Ministry of Agriculture and Food Re: Addressing Drought Challenges: Important Resources for Local Governments and their Agricultural Communities; and,
- ix. Letter from President North Central Local Government Association Re: Challenging Wildfire Season.

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT all items on the Consent Agenda be approved as requested.

CARRIED

7. REPORTS

a) Report from Planning Re: DVP-24-05 for 412 – 4th Avenue East.

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council proceeds with the final approval for Development Variance Permit (DVP) #24-05 for the porch enclosure located at 412-4th Avenue East.

CARRIED

b) Report from Planning Re: DVP-24-06 for 836 – 3rd Avenue West.

MOVED by Councillor Skelton-Morven and seconded by Councillor Randhawa THAT Council pull Development Variance Permit (DVP) #24-06 for the porch enclosure located at 836 – 3rd Avenue West out because of height variance.

MOVED by Councillor Adey and seconded by Councillor Skelton-Morven THAT Council proceeds with the final approval for Development Variance Permit (DVP) #24-06 for the porch enclosure located at 836 – 3rd Avenue West.

CARRIED

c) Report from Planning Re: DVP-24-07 for 721 Lotbiniere Street.

MOVED by Councillor Cunningham and seconded by Councillor Randhawa THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #24-07 for 721 Lotbiniere Street.

CARRIED

OPPOSED by Councillor Wade and Councillor Cunningham

d) Report from the Manager of Communications, Engagement and Social Development Re: Memorandum of Understanding for Collaboration on *Emergency and Disaster Management Act* (EDMA) Funding.

MOVED by Councillor Adey and seconded by Councillor Skelton-Morven THAT Council approve the Memorandum of Understanding to work with the District of Port Edward and North Coast Regional District on meeting the new *Emergency and Disaster Management Act* (EDMA) requirements for Indigenous engagement under new Provincial legislation.

CARRIED

e) Report from the Deputy City Manager Re: Wastewater Pilot Program – Construction Consultant Services (RFP 24-0012).

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh THAT Council receives this report and award Construction Consultant Services (RFP 24-0012) to Spur Construction.

CARRIED

OPPOSED by Councillor Cunningham

f) Report from the Deputy City Manager Re: MacCarthy Building – Construction Award - CTNCA.

MOVED by Councillor Skelton-Morven and seconded by Councillor Randhawa THAT Council receives this report and awards Coast Tsimshian Northern Contractors Alliance (CTNCA) the next phase of the progressive design-build contract for the MacCarthy Building (RFP-24-0008).

CARRIED

8. BYLAWS

a) City of Prince Rupert Official Community Plan Amendment Bylaw No. 3541, 2024.

MOVED by Councillor Niesh and seconded by Councillor Randhawa THAT Council give Fourth and Final Reading to the Official Community Plan Amendment Bylaw No. 3541, 2024.

CARRIED

b) City of Prince Rupert Official Community Plan Amendment Bylaw No. 3542, 2024.

MOVED by Councillor Skelton-Morven and seconded by Councillor Adey THAT Council give Third Reading to the Official Community Plan Amendment Bylaw No. 3542, 2024.

CARRIED

c) City of Prince Rupert Zoning Amendment Bylaw No. 3543, 2024.

MOVED by Councillor Adey and seconded by Councillor Cunningham THAT Council give Third Reading to the Zoning Amendment Bylaw No. 3543, 2024.

CARRIED

d) Northwest B.C. Regional Funding Agreement Reserve Bylaw No. 3547, 2024.

MOVED by Councillor Adey and seconded by Councillor Cunningham THAT Council introduce and give Fourth & Final Reading to the Northwest B.C. Regional Funding Agreement Reserve Bylaw No. 3547, 2024.

CARRIED

9. COUNCIL ROUND TABLE

10. ADJOURNMENT

MOVED by Councillor Cunningham and seconded by Councillor Adey THAT the meeting be adjourned to close at 8:24 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



COMMITTEE OF THE WHOLE MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on Monday, August 19, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor H. Pond
Councillor W. Niesh
Councillor G. Randhawa
Councillor B. Cunningham
Councillor N. Adey
Councillor R. Skelton-Morven

ABSENT: Councillor T. Forster

STAFF: R. Buchan, City Manager
R Pucci, Deputy City Manager
R. Miller, Director of Corporate & Legislative Services /
Corporate Officer
C. Bomben, Chief Financial Officer
M. Pope, Director of Development Services (Remote)

1. CALL TO ORDER

The Mayor called the Committee of the Whole Meeting to order at 7:00 pm.

2. ADOPTION OF THE AGENDA

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the Agenda for the Committee of the Whole Meeting of Monday, August 19, 2024, be adopted as circulated.

CARRIED

3. PRESENTATIONS

- a. **Jennifer Massig, P.Eng, CEO at Magna Engineering Services Re: Wastewater Treatment Project.**

4. REPORTS

a. Report from the Director of Corporate & Legislative Services/Corporate Officer Re: City of Prince Rupert Governance (Corporate) Policies.

Review and adoption of City of Prince Rupert Corporate (Council) Policies:

1. ~~GOV-01-2022 – Reconciliation Framework Policy;~~
2. GOV-18-2023 – Disposal of Found Goods; and,
3. GOV-28-2023 – Community Enhancement Grants (Grant-In-Aid).

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven
THAT Council Strike Policy GOV-18-2023 from agenda and move this
policy to be governed under Staff Administration rather than Council;

MOVED by Councillor Cunningham and Seconded by Councillor Niesh
THAT Council approve the following City of Prince Rupert Policies.

CARRIED

5. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

6. ADJOURNMENT to Regular Council Meeting

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the
meeting be adjourned to Regular Council Meeting at 7:30 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



MINUTES

For the **PUBLIC HEARING MEETING** of Council held on August 19, 2024 at 6:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor H. Pond
Councillor B. Cunningham
Councillor W. Niesh
Councillor N. Adey
Councillor G. Randhawa
Councillor R. Skelton-Morven

ABSENT: Councillor T. Forster

STAFF: R. Buchan, City Manager
R. Pucci, Deputy City Manager
R. Miller, Director of Corporate & Legislative Services
C. Bomben, Chief Financial Officer
M. Pope, Director of Development Services (Remote)

1. CALL TO ORDER

The Mayor called the Public Hearing to order at 6:00 p.m. and read the Statement of the Chair on the Procedures for the Public Hearing.

2. OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 3542, 2024

- a. Report from Planning
- b. Public comments

3. ADJOURNMENT

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the meeting be adjourned at 6:03 p.m.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



REPORT TO COUNCIL

Regular Meeting of Council

DATE: September 9, 2024
TO: Robert Buchan, City Manager
FROM: Rodolfo Paras, Urban Planner I

SUBJECT: DEVELOPMENT ACTIVITY REPORT AUGUST, 2024.

RECOMMENDATION

THAT Council Receive and File the attached Development Activity Report in Attachment 1.

REASON FOR REPORT:

This report summarizes development application activity in the City of Prince Rupert for August 2024. This report is intended to inform the Council on applications that have been received and their status to date.

Report Prepared By:

Report Reviewed By:

Rodolfo Paras,
Urban Planner I

Robert Buchan,
City Manager

Originally signed available on request

Attachments:

1. Development Activity Report

Development Activity Report – August 2024

Planning and Zoning

File No.	Location	Proposal Description	Date Received	Status	Date of Decision
ZLBA-24-03	Seal Cove Quarry	Proposal to rezone to allow a 62-unit residential building.	May 14, 2024	In Progress. Waiting on information by applicant	Passed 1 st and 2 nd Reading on June 24 th , 2024.
OCPA -24-01	836 3 rd Avenue W	OCP amendment to accommodate the height of a proposed 38-unit mixed-use building.	May 14, 2024	In progress.	Passed 3 rd Reading on July 22 th , 2024.
OCPA – 24-02	Seal Cove Quarry	OCP Amendment to Land-use to accommodate a 62-unit residential building. Associated with ZBLA-24-03.	May 14, 2024	In progress* Public hearing and 3 rd reading occurred on August 19	Passed 3 rd Reading on Aug. 19, 2024.
DVP-23 -20	200 Sherbrooke Avenue	Proposed smaller parking stall size and request for parking electrification exemption.	Sept 27, 2023	On Hold*	N/A
DVP-23 -21	1300 Hays Cove Avenue	Building height increase and parking requirement reduction.	Sept 29, 2023	On Hold	N/A
DVP-24 -06	3 rd Ave.	Proposed Building Height Variance for Lax Kw'alaams Development	July 07, 2024	Approved	Approved August 19 th
DVP-24 -07	721 Lotbiniere Street	Enclosure of Porch	July 18, 2024	In Progress* Council Will vote on Final approval Sept. 9	N/A
DVP-24 -08	721 Lotbiniere Street	Minor Variance Deck/ Encroachment Agreement	July 18, 2024	In Progress* Sent out for public comment	N/A
DP-24-14	151 Kaien Rd	Proposed BC Emergency helicopter hangar	May 23, 2024	In Progress* Applicant updated Drawings	N/A
DP-24-19	207 3 rd Avenue W	Sign in the Development Permit Area	August 12, 2024	In Progress*	N/A

Building Department Permits - Summary August 2024				
File No.	Location	Proposal Description	Status	Date of Decision
186/24	1401 Prince Rupert Blvd	Alterations and improvements	Permit Issued	Thursday, August 1, 2024
187/24	415 7th Ave East	Alterations and improvements	Permit Issued	Thursday, August 1, 2024
188/24	2202 Atlin Ave	Alterations and improvements	Permit Issued	Tuesday, August 6, 2024
189/24	2202 Atlin Ave	Plumbing	Permit Issued	Tuesday, August 6, 2024
190/24	2047 Seal Cove Circle	Alterations and improvements	Permit Issued	Thursday, August 8, 2024
191/24	552 8th Ave East	Alterations and improvements	Permit Issued	Thursday, August 8, 2024
192/24	1225 Conrad Street	Alterations and improvements	Permit Issued	Thursday, August 8, 2024
193/24	2254 Seal Cove Circle	Alterations and improvements	Permit Issued	Friday, August 9, 2024
194/24	547 McKay Street	Demolition	Permit Issued	
195/24	2254 Seal Cove Circle	Alterations and improvements	Permit Issued	Monday, August 26, 2024
196/24	171 3rd Ave East	Alterations and improvements	Permit Issued	Monday, August 26, 2024
197/24	521/523 Fulton Street	Plumbing	Permit Issued	Monday, August 26, 2024
198/24	1600 10th Ave East	Foundation	Permit Issued	Monday, August 26, 2024
199/24	212 9th Ave East	Plumbing	Permit Issued	Tuesday, August 27, 2024
200/24	15 Haysvale Drive	Alterations and improvements	Permit Issued	Tuesday, August 27, 2024

201/24	2300 Seal Cove Circle	Alterations and improvements	Permit Issued	Tuesday, August 27,2024
202/24	1650 Overlook Street	Alterations and improvements	Permit Issued	Tuesday August 27,2024
203/24	106 Heron Road	Alterations and improvements	Permit Issued	Tuesday, August 27,2024
204/24	16 Haysvale Drive	Alterations and improvements	Permit Issued	Tuesday, August 27,2024
205/24	512 Pillsbury Ave	Alterations and improvements	Permit Issued	Wednesday, August 28,2024
206/24	2004 11th Ave East	Alterations and improvements	Permit Issued	Wednesday, August 28,2024
207/24	583 5th Ave East	Alterations and improvements	Permit Issued	Wednesday, August 28,2024
208/24	559-573 Mckay Street	Demolition	Permit Issued	Wednesday, August 28,2024
209/24	1020 9th Ave East	Alterations and improvements	Permit Issued	Thursday, August 29,2024
210/24	20 Haysvale Drive	Alterations and improvements	Permit Issued	Friday, August 30,2024
211/24	547 Mckay Street	Demolition	Permit Issued	Friday, August 30,2024



REPORT TO COUNCIL

Regular Meeting of Council

DATE: September 9, 2024
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: JUNE 2024 FINANCIAL VARIANCE REPORT

RECOMMENDATION:

THAT Council receive this report for information purposes.

REASON FOR REPORT:

This report is to apprise Council of the City's current financial experience versus the approved budget for the period ending June 30, 2024.

OPERATING BUDGET

Overall, operating revenues and expenses are on track with the overall budget and trends there are no variances of note half way through this fiscal year.

UTILITIES BUDGET

Utilities revenues and expenses are in line with the budget for this time of year. Of note is the revenue in the Water fund is higher than budgeted. This is a result of having received the grant from the Province in advance in a favourable interest environment and not spending on the BIG project until part way through this year. However, this positive revenue stream has been offset by capital water repair costs experienced. Therefore, the net result in the Water fund is as expected.

CAPITAL & SPECIAL PROJECTS

The Digby Island Ferry Refit is now completed but concluded with a much higher than budgeted expenditure. Staff will bring forward a budget amendment for council's approval to fund the near \$626,000 overage. The RCMP building is progressing well and on budget while other approved major projects were rolling out as contracts are signed and construction season progresses.

LINK TO STRATEGIC PLAN

Supports the City's overall strategic goals.

Report Prepared By:

Corinne Bomben
Chief Financial Officer

Report Reviewed By:

Robert Buchan,
City Manager

Originally signed available on request

Attachments:

- Department Variance Report;
- Utilities Variance Report;
- Capital Purchases and Capital Works Report

REPORT TO COUNCIL – June 2024 FINANCIAL VARIANCE REPORT

September 9, 2024

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CITY OF PRINCE RUPERT- GENERAL OPERATING FUND Budget Variance for Period Ending June 2024	YTD 2023 Actual (\$)	YTD 2024 Actual (\$)	2024 Budget (\$)	Budgeted Amount Left (\$)	% Left
REVENUES					
Airport Ferry	490,912	524,104	1,180,000	(655,896)	(55.58)
Bylaw Enforcement	62,731	59,069	151,000	(91,931)	(60.88)
Cemetery	45,694	75,107	139,000	(63,893)	(45.97)
Civic Properties	80,614	125,499	252,000	(126,501)	(50.20)
Corporate Administration	-	8,500	84,000	(75,500)	(89.88)
Cow Bay Marina	192,019	232,676	455,000	(222,324)	(48.86)
Development Services	268,699	271,744	303,000	(31,256)	(10.32)
Economic Development	25,000	-	70,000	(70,000)	(100.00)
Fire 911 Services	33,906	37,074	79,000	(41,926)	(53.07)
Fire Protective Services	7,652	915	5,000	(4,085)	(81.70)
FD Emergency Measures	-	3,030	-	3,030	-
Finance	8,082	8,283	15,000	(6,717)	(44.78)
Fiscal Revenues	10,210,386	5,731,373	10,554,000	(4,822,627)	(45.69)
Information Technology	-	-	1,000	(1,000)	(100.00)
Parks	910	-	-	-	-
PW Engineering	2,096	2,755	5,000	(2,245)	(44.90)
PW Common Costs	28,824	43,261	70,000	(26,739)	(38.20)
RCMP	56,076	57,298	147,000	(89,702)	(61.02)
Rec - Arena	134,375	123,940	261,000	(137,060)	(52.51)
Rec - Civic Centre	208,983	234,216	362,000	(127,784)	(35.30)
Rec - Community Services	-	-	3,000	(3,000)	(100.00)
Rec - Pool	287,609	271,621	523,000	(251,379)	(48.06)
Transit	106,811	113,487	201,000	(87,513)	(43.54)
Victim Services	34,710	43,990	113,000	(69,010)	(61.07)
Watson Island	-	-	400,000	(400,000)	(100.00)
Subtotal	12,286,089	7,967,942	15,373,000	(7,405,058)	(48.17)
Property Taxes	25,999,410	28,450,805	28,459,000	(8,195)	(0.03)
Total Operating Revenues	38,285,499	36,418,747	43,832,000	(7,413,253)	(16.91)
PR Legacy Inc Contributions- Capital Works	-	28,534	178,000	(149,466)	(83.97)
PR Legacy Inc Contributions- Capital Purchases	196,858	125,010	837,000	(711,990)	(85.06)
Conditional Project Grants- Capital Purchases	665,394	484,425	11,268,000	(10,783,575)	(95.70)
Appropriated Reserves- Capital Works	8,815	65,507	2,105,000	(2,039,493)	(96.89)
Appropriated Reserves- Capital Purchases	3,003,604	1,213,371	3,852,000	(2,638,629)	(68.50)
Community Works Fund (Gas Tax)- Capital Purchases		143,830	321,000	(177,170)	(55.19)
Appropriated Surplus- Capital Purchase		100,258	195,000	(94,742)	(48.59)
Appropriated Surplus- Capital Works		11,813	35,000	(23,187)	(66.25)
PR Legacy Inc Contributions- Special Projects	63,340	29,552	188,000	(158,448)	(84.28)
Appropriated Surplus- Special Projects	50,824	3,780	80,000	(76,220)	(95.28)
Condition Project Grants- Special Projects	87,462	166,040	694,000	(527,960)	(76.07)
Loans from MFA- Capital Purchases	2,803,631	8,619,088	15,620,000	(7,000,912)	(44.82)
Total Capital Revenues	6,879,928	10,991,208	35,373,000	(24,381,792)	(68.93)
Total General Operating Fund Revenues	45,165,427	47,409,955	79,205,000	(31,795,045)	(40.14)

REPORT TO COUNCIL – June 2024 FINANCIAL VARIANCE REPORT

September 9, 2024

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CITY OF PRINCE RUPERT- GENERAL OPERATING FUND Budget Variance for Period Ending June 2024	YTD 2023 Actual (\$)	YTD 2023 Actual (\$)	2024 Budget (\$)	Budgeted Amount Left (\$)	% Left
EXPENDITURES					
Airport Ferry	1,233,665	1,114,565	2,375,000	1,260,435	53.07
Bylaw Enforcement	142,385	182,282	476,000	293,718	61.71
Cemetery	107,193	70,140	323,000	252,860	78.28
Civic Properties	289,988	362,233	564,000	201,767	35.77
Corporate Administration	611,266	607,621	1,153,000	545,379	47.30
Cow Bay Marina	193,643	213,073	450,000	236,927	52.65
Development Services	427,532	497,004	1,193,000	695,996	58.34
Economic Development	123,073	143,072	254,000	110,928	43.67
FD 911 Services	320,048	350,335	675,000	324,665	48.10
FD Fire Protective Services	2,586,382	2,862,087	5,578,000	2,715,913	48.69
FD Emergency Measures	15,601	19,843	31,000	11,157	35.99
Finance	592,211	733,992	1,362,000	628,008	46.11
Finance Cost Allocation	(470,000)	(471,000)	(471,000)	-	-
Fiscal Expenses	992,522	1,351,795	3,666,000	2,314,205	63.13
Governance	210,043	198,955	432,000	233,045	53.95
Grants in Aid to Community Partners	1,497,382	1,620,762	1,889,000	268,238	14.20
Human Resources	132,171	243,366	488,000	244,634	50.13
Information Technology	362,462	446,021	805,000	358,979	44.59
Parks	506,963	484,970	1,323,000	838,030	63.34
PW Engineering	334,965	397,841	847,000	449,159	53.03
PW Common Cost	2,658,696	2,987,789	5,493,000	2,505,211	45.61
Allocation of PW Common Cost	(2,128,174)	(2,542,590)	(5,351,000)	(2,808,410)	52.48
PW Vehicles	662,598	666,460	1,778,000	1,111,540	62.52
Allocation of PW Vehicles	(789,814)	(975,838)	(1,778,000)	(802,162)	45.12
RCMP	3,474,167	3,765,940	7,355,000	3,589,060	48.80
Rec. Centre- Arena	221,855	240,496	582,000	341,504	58.68
Rec. Centre- Civic Centre	979,431	1,048,310	2,131,000	1,082,690	50.81
Rec. Centre- Community Services	497	422	4,000	3,578	89.45
Rec. Centre- Pool	761,962	764,829	1,550,000	785,171	50.66
Roads	1,543,261	1,064,901	2,534,000	1,469,099	57.98
Transit	355,750	425,572	854,000	428,428	50.17
Victim Services	71,485	92,300	222,000	129,700	58.42
Watson Island	118,305	233,916	400,000	166,084	41.52
Transfer to Reserves (Interest, RCMP Loan)	4,356,314	1,303,841	535,000	(768,841)	(143.71)
Transfer to General Capital Reserves	-	-	2,245,000	2,245,000	100.00
Total Operating Expenses	22,495,828	20,505,305	41,967,000	21,461,695	51.14
Provision for Special Projects	207,447	199,445	987,000	787,555	79.79
Provision for Capital Purchases	6,666,076	11,398,886	32,833,000	21,434,114	65.28
Provision for Capital Works	9,783	201,677	3,418,000	3,216,323	94.10
Total Capital Expenses	6,883,306	11,800,008	37,238,000	25,437,992	239.17
Total Operating Fund Expenditures	29,379,134	32,305,313	79,205,000	46,899,687	290.31

REPORT TO COUNCIL – June 2024 FINANCIAL VARIANCE REPORT

September 9, 2024

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CITY OF PRINCE RUEPRT- UTILITY OPERATING FUND Budget Variance for Period Ending June 2024	YTD 2023 Actual (\$)	YTD 2024 Actual (\$)	2024 Budget (\$)	Budgeted Amount Left (\$)	% Left
Sanitary and Storm Sewer					
Operating Revenue	2,421,500	2,465,282	2,872,000	(406,718)	(14.16)
Grants	-	-	8,300,000	(8,300,000)	(100.00)
Appropriated Surplus- Cap Works	824,840	1,079,663	3,163,000	(2,083,337)	(65.87)
Loans from MFA	-	-	6,400,000	(6,400,000)	(100.00)
Funding from Reserves	313,818	15,173	150,000	(134,827)	(89.88)
Capital Works	(1,895,818)	(1,360,145)	(19,313,000)	17,952,855	92.96
Revenue for operations	1,664,340	2,199,973	1,572,000	627,973	39.95
Operating Expenditure	642,890	785,760	1,572,000	786,240	50.02
Surplus /(Deficit)	1,021,450	1,414,213	-	1,414,213	-
Water					
Operating Revenue	3,508,874	4,685,140	4,328,000	357,140	8.25
PR Legacy Inc contributions	234,359	231,789	1,159,000	(927,211)	(80.00)
Grants- Capital Works	1,257,648	1,257,699	28,000,000	(26,742,301)	(95.51)
Funding from P R Legacy Inc - Cap Works	104,518	2,136	500,000	(497,864)	(99.57)
Loans from MFA	-	-	2,000,000	(2,000,000)	(100.00)
Funding from Reserves	259,687	904,213	4,590,000	(3,685,787)	(80.30)
Capital Purchases	-	-	(190,000)	190,000	(100.00)
Capital Works	(1,805,919)	(3,058,317)	(35,900,000)	32,841,683	(91.48)
Net Revenue	3,559,167	4,022,660	4,487,000	(464,340)	(10.35)
Operating Expenditure	1,276,263	1,681,744	4,487,000	2,805,256	62.52
Surplus/(Deficit)	2,282,904	2,340,916	-	2,340,916	-
Solid Waste					
Operating Revenue	7,548,996	3,551,434	4,792,000	(1,240,566)	(25.89)
Appropriated Surplus- Cap Works	-	7,037	300,000	(292,963)	100.00
Funding from Accruals- Cap Works	21,147	421,082	2,880,000	(2,458,918)	100.00
Funding from Long Term Loan MFA	1,070,805	-	-	-	100.00
Funding from Reserves	19,342	297,702	2,260,000	(1,962,298)	100.00
Community Works Fund (Gas Tax)	-	-	1,000,000	(1,000,000)	100.00
Capital Purchases	(1,070,805)	(297,702)	(310,000)	12,298	100.00
Capital Works	(40,489)	(428,842)	(6,175,000)	5,746,158	(93.06)
Revenue for operations	7,548,996	3,550,711	4,747,000	(1,196,289)	(25.20)
Appropriated Surplus for Rate Stabilization	-	1,029,000	1,029,000	-	-
Operating Expenditure	2,527,997	2,491,763	5,776,000	3,284,237	56.86
Surplus /(Deficit)	5,020,999	2,087,948	-	2,087,948	-

September 9, 2024

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CITY OF PRINCE RUPERT- CAPITAL PURCHASES Budget Variance for Period Ending June 2024	Budget \$	Actual \$	Variance \$
Special Projects	987,000	199,445	787,555
Waterfront Landing	10,000,000	416,772	9,583,228
Ferry Refit	1,470,000	2,095,747	(625,747)
Recreation	147,000	5,100	141,900
RCMP Bulding	17,100,000	7,638,533	9,461,467
Civic Properties	1,816,000	552,566	1,263,434
Fire Department & 911	1,157,000	521,514	635,486
Land Acquisition	250,000	-	250,000
Watson Island	250,000	69,446	180,554
Public Works	275,000	99,208	175,792
Transit	168,000	-	168,000
Water Utility	190,000	-	190,000
Solid Waste Utility	310,000	297,702	12,298
Total	34,120,000	11,896,033	22,223,967

CITY OF PRINCE RUPERT- CAPITAL WORKS Budget Variance for Period Ending June 2024	Budget \$	Actual \$	Variance \$
General Operating	3,418,000	201,677	3,216,323
Water Utility	35,900,000	3,058,317	32,841,683
Sewer Utility	19,313,000	1,360,145	17,952,855
Solid Waste Utility	6,175,000	428,842	5,746,158
Total	64,806,000	5,048,981	59,757,019



August 21, 2024

Councils and Boards

UBCM Member Organizations

Dear Councils and Boards:

RE: 2024 UBCM Resolution - Fail to Appear Charges in Policing Statistics

I am writing to bring to your attention a resolution that will be considered at the 2024 Union of BC Municipalities Convention, and to respectfully request your support when the resolution is presented.

As described in the attached backgrounder, Fail to Appear is a *Criminal Code* charge brought against an individual who fails to attend a scheduled court appearance. These charges do not impact police resources because they are simply an additional charge against the individual.

Despite having extremely minimal impact on police workload, these charges are counted alongside all other *Criminal Code* charges attributed to municipalities with courthouses, regardless of where the original offence occurred. Particularly in smaller jurisdictions, this practice significantly inflates the policing statistics for communities with courthouses. In the case of the City of Duncan, 80% of the Fail to Appear charges attributed to our community originated from outside of our jurisdiction, and causes a 23% increase in the City's total 2023 *Criminal Code* cases. This inflated number has a significant and corresponding impact on the requests for the number of officers, particularly when a community is transitioning past the 5,000 and 15,000 population thresholds.

The City of Duncan recognizes that the impact of the Fail to Appear charges is felt differently across BC communities. We appreciate your consideration of the disproportionate impact of including Fail to Appear charges in policing statistics for jurisdictions in which courthouses are located, and respectfully request your support for our resolution to remove these charges from policing statistics, similar to traffic related *Criminal Code* offences.

Sincerely,

Michelle Staples
Mayor

Encl. Backgrounder: Fail to Appear Charges

cc: Duncan City Council



BACKGROUNDER

Fail to Appear Charges

REQUEST

The City of Duncan respectfully requests delegates' support for our resolution that was endorsed at the Association of Vancouver Island and Coastal Communities Annual General Meeting and Convention requesting that the Province of British Columbia exclude Fail to Appear charges from the workload data of municipalities where courthouses are located:

WHEREAS 100% of Fail to Appear charges at provincial courthouses are assigned to the policing statistics of the municipality in which the courthouse is located, having a disproportionate impact on the policing costs assigned to small municipalities with courthouses that serve a much broader area outside their jurisdiction;

AND WHEREAS this inflates the Criminal Code case load for all municipalities with courthouses within their jurisdiction and results in an unfair burden to the taxpayers of those local governments, especially considering that Fail to Appear cases have no effect on the workload of the local detachment;

THEREFORE BE IT RESOLVED THAT UBCM urge the Province of British Columbia to direct that *Criminal Code* Section 145(2)-(5) and 732.1(2b) and 3(a) be excluded from the policing statistics of local governments with courthouses.

BACKGROUND

The City of Duncan recognizes that the impact of the Fail to Appear charges is felt differently across BC communities. BC local governments with a courthouse in their jurisdiction with populations over 5,000 will likely be aware of the impacts of these calculations on their policing costs.

Duncan is a small urban municipality (population 5,047) that serves a much larger population outside of its jurisdiction. The population surpassed 5,000 in the 2021 census, and is now required to pay 70 percent of RCMP policing costs, with the federal government paying the remaining 30 percent, in accordance with the *Policing Act*. Duncan has negotiated with the province to determine how many police officers will be included in a policing agreement, which was based on the number of Criminal Code offences within each jurisdiction's boundaries in their policing statistics as part of ensuring "adequate and effective" levels of policing and law enforcement. The Province was very inflexible with this methodology.

Through these negotiations, Duncan learned that Fail to Appear charges, a Criminal Code charge brought against an individual who fails to attend a scheduled court appearance, for the Duncan Courthouse (Provincial Court) are attributed to the City's policing statistics, regardless of where the original offence occurred. However, prior to 2022, Fail to Appear charges were simply added to the originating Criminal Code offence, as only the most serious offence was counted for statistical purposes. Now these Fail to Appear charges are added as a new charge because they were created on a different date.

The inclusion of Fail to Appear charges has inflated the policing statistics and consequently the number of officers required for not only Duncan, but likely for other jurisdictions where courthouses are located; particularly when transitioning past the 5,000 and 15,000 population levels. Furthermore, these charges do not impact police resources because they are simply an additional charge against the individual.

DISCUSSION

In the City of Duncan context, the inclusion of the Fail to Appear charges equates to two additional officers to address these charges. In 2023, the City is allocated 100% of the 325 Fail to Appear charges, whereas only approximately 65 of these cases (20%) originated from within the City of Duncan, versus 260 of these cases (80%) originated from other jurisdictions. These Criminal Code cases originating from other jurisdictions inflated the City's 2023 Criminal Code cases from 1,152 to 1,412; this was an increase of 23%. This inflated number has a significant and corresponding impact on the number of required officers.

Our secondary concern, confirmed by multiple senior RCMP officials, is that Fail to Appear cases have no effect on the workload of the local detachment; they are simply an additional charge against the individual.

If Fail to Appear charges are not excluded from the policing statistics of municipalities with courthouses, they should at least be tracked separately like Criminal Code traffic offences, so that their impacts on local policing can be appropriately considered.

KEY BENEFIT

Our hope is that delegates will recognize the disproportionate impact of including Fail to Appear charges in policing statistics for jurisdictions in which courthouses are located, particularly on small municipalities that serve a much larger population outside of their boundaries. If these charges are eliminated from the policing statistics used to calculate the number of officers, the jurisdiction in which courthouses are located could see dramatic impact on the cost of policing. By supporting this resolution, delegates can ask Province to remove Fail to Appear charges from the policing workload calculations of jurisdictions with courthouses for a fairer distribution of costs.

Contact: Mayor Michelle Staples | Phone: 250-466-9412 | Email: mayorstaples@duncan.ca

Board Highlights

August 2024

Board Business:

1. The Board resolved to send a letter to advocate to the Ministry of Transportation and Infrastructure that it consider paving of gravel roads established through subdivision on Haida Gwaii.
2. The Board resolved to provide a letter of support for Lax Kw'alaams Fisheries' proposal for its Clean Coast, Clean Waters Shoreline Cleanup project.
3. The North Coast Regional District and the Union of BC Municipalities signed the 2024-2034 Canada Community-Building Fund Agreement.
4. The Board resolved to meet with the Ministry of Indigenous Relations and Reconciliation at the 2024 Union of BC Municipalities Convention.
5. The Board resolved to direct staff to make application to the second intake of the Canada Mortgage and Housing Corporation's Housing Accelerator Fund.
6. The Board approved staff to sign and enter into a Memorandum of Understanding with the City of Prince Rupert and the District of Port Edward for the development of a shared Emergency Indigenous Communications Protocol and an Indigenous Cultural Safety Program.

For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at www.ncrdbc.com.

Heather MacRae

From: Surrey Talk Radio <surreytalkradio@gmail.com>
Sent: Thursday, August 22, 2024 3:10 PM
To: tmandewo@coquitlam.ca; akaehn@rdffg.bc.ca; wesley.graham@cranbrook.ca; jstoner@squamish.ca; chodge@coquitlam.ca; clrkirby-yung@vancouver.ca; jerrilyn.kirk@rdffg.bc.ca; pete.fry@vancouver.ca; nmacdonald@pittmeadows.ca; kpage@nelson.ca; pcote@acrd.bc.ca; pross@abbotsford.ca; sboem@williamslake.ca; agrice@oliver.ca; gord@gordklassen.ca; cori.ramsay@princegeorge.ca; sstorey@fraserlake.ca; sean@seanwood.com
Subject: Concerned Citizens of Surrey and BC (bcc to all BC municipalities)
Attachments: UBCM Letter 15 August 2024.docx

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear UBCM Executive

We would like to follow up our August 15, 2024 email to you (which contained our letter dated August 15, 2024), with the following request:

The UBCM 2024 Convention is due to be held in Vancouver from September 16 to 20. We note that your Convention Program on the 20th has 30 minute addresses by the leaders of the Conservative Party, the Green Party, and the Opposition Party, with the BC NDP Party Government at another time. In light of the above we, as the representatives of the Concerned Citizens in Surrey and BC, would like to request the opportunity to give a maximum 10 minute address to the same audience forum to elaborate on the issues that we raised in our August 15, 2024 letter with you.

The centralization of powers at the hands of provincial governments is killing grass root democracy in British Columbia. Democratic decentralization is the hallmark of a vibrant democracy, but the concentration of power in select hands is a perfect recipe for tyranny. We are citing as examples the BC Housing and Public Safety crises (which are both Federal and Provincial creations) where the Provincial Government of B.C. is incapacitating municipal governments. The structure created by the British North America Act (Constitution Act) 1867 needs an urgent amendment to arrest this trend of centralization. We call for an amendment in Section 92 of the Constitution Act, 1867 to provide a constitutional protection to the powers of municipal government. (Please refer to our letter dated August 15, 2024 – attached here again for details).

We believe that every municipality in BC and Canada deserves to hear our voice and argument first-hand. This is a very pertinent and disturbing political issue and must be addressed, and what better forum to do this at than at your Convention. Our request is therefore that you

please allow us the opportunity to speak at your Convention also on the morning of the 20th, from say 11:45 to 11:55.

The bona fides of the writers of this email are:

Lovleen Gill is a lawyer and barrister, resident in Surrey, and is the Founder of Concerned Citizens of Surrey and BC, which has a support base approaching 40,000 Surrey residents.

Ivan Scott is a P Eng. (Ret) and ex businessman, also resident in Surrey, who is the founder of the KEEP THE RCMP IN SURREY CAMPAIGN (KTRIS) which has a support base of 85,500 to 90,000 Surrey and Lower Mainland residents. I too am a member of Concerned Citizens of Surrey and BC.

We will be sharing this email with all BC Municipalities requesting their support of our appeal to you.

Sincerely,

Concerned Citizens of Surrey – Represented by:

Lovleen Gill 1-(437)-223-1961

Barrister & Solicitor
Surrey, Canada
gill@mangilawcorp.com

Ivan Scott P.Eng (Ret) (778)-229-5108

Owner – Surrey Talk Radio
3576 150A Street, Surrey, BC
surreytalkradio@gmail.com

The President and Executive

Date: August 15, 2024

Union of BC Municipalities

10551 Shellbridge Way

525 Government Street

Richmond, BC, V6X 2W8

Victoria, BC, V8V 0A8

Subject: Defending Local Governance Against Centralization

Dear President Mandewo, and Executive members Kaehn, Graham, Stoner, Hodge, Kirby-Yung, Kirk, Fry, MacDonald, Page, Cote, Ross, Boehm, Grice, Klassen, Ramsay, Storey, Wood,

We the undersigned, representing Concerned Citizens of Surrey are reaching out to you with a grave concern that demands your immediate attention. The very essence of grassroots democracy is under threat in our province of British Columbia, and the consequences of this erosion will be far-reaching. As the Union who is directly connected to the communities you serve, you are uniquely positioned to defend the local democratic process against the growing trend of centralization by the BC Provincial Government.

In recent years, we have witnessed a disturbing shift in how provincial governments interact with municipalities. The most glaring example of this is the BC Provincial Government's imposition of mandates on municipalities to rezone and develop their communities, with the threat of being bypassed if these mandates are not met. This top-down approach not only undermines local autonomy but also centralizes power in a way that is deeply concerning. They even change the law retroactively as they did on Surrey with respect to the policing issue to force Surrey to accept a police force that Surrey does not want.

History is replete with examples of how crises are exploited to consolidate power. From Julius Caesar's appointment as dictator for life to more recent instances of political overreach, the pattern is clear: those in power often use crises as opportunities to weaken democratic institutions. Today, in British Columbia, the crises in housing, healthcare, and education are being leveraged in a similar manner. The Provincial Government has seized upon these crises to justify their intervention in local governance, sidelining the very councils elected by the people to represent their interests.

Moreover, the Federal Government's unilateral approach to immigration policy over the past decade has compounded these challenges. Large numbers of foreign students and temporary workers have been admitted to Canada without consulting municipalities and host communities. This has placed immense pressure on local infrastructures—housing, healthcare, and education—forcing municipal governments to manage the consequences without adequate support. The resulting crises have further weakened the ability of local governments to serve their communities effectively.

At the heart of this issue lies the Constitution Act, 1867, which divides powers between the Federal and Provincial governments. Section 91 grants the Federal government authority over

areas such as banking, currency, and immigration, while Section 92 allocates powers to the Provincial legislatures, including property and civil rights, administration of justice, and direct taxation. Crucially, Section 92 also places "municipal institutions in the Province" under provincial jurisdiction, enabling provincial governments to override municipal decisions on key issues like policing and housing without constitutional protection for municipal autonomy.

This constitutional framework, which lacks any real protection for municipal powers, is being used by the BC Provincial Government to centralize authority and diminish the role of local governments. If this trend continues unchecked, the very foundations of our democratic system will be removed.

As the Union representing mayors and city councils of British Columbia, you are the stewards of local democracy. It is imperative that you resist this erosion of your powers and advocate for the protection and expansion of municipal authority. We must push for a constitutional amendment that grants municipalities the independent authority they need to govern effectively, free from undue provincial interference.

The future of our communities and the health of our democracy depend on your leadership. Together, we must stand firm against this centralization of power and work to restore the democratic principles that have served us so well for generations, and has defined us as Canada

Sincerely,

Concerned Citizens of Surrey – Represented by:

Lovleen Gill 1-(437)-223-1961
Barrister & Solicitor
Surrey, Canada
gill@mangilawcorp.com

Ivan Scott P.Eng Ret (778)-229-5108
Owner – Surrey Talk Radio
3576 150A Street, Surrey, BC
surreytalkradio@gmail.com

Cc fax 604-270-8226



OFFICE OF THE MAYOR

FILE: 01-0410-02

August 29, 2024

The Honourable David Eby
Premier and President of Executive Council
Via Email: premier@gov.bc.ca

Dear Premier Eby:

Re: Infrastructure Investment for Complete Communities

During the City of Mission's Regular Council meeting of August 19, 2024, our Council unanimously carried the following resolution:

1. *That the City of Mission write to the Premier to express:*
 - o *Mission's continued support for the creation of affordable and supportive housing;*
 - o *The need for simultaneous provincial investment in schools, healthcare, safety and infrastructure to sustainably accommodate growth; and*
 - o *Mission's intention to review our housing bylaws after one year to ensure that sustainable growth is occurring; and*
2. *That the letter be copied to all UBCM members.*

The City of Mission acknowledges the significant need for affordable housing in our community and across the entire country. We have witnessed the dramatic increase in people living in unsafe and unstable conditions and are acutely aware of the need to accelerate housing production in the marketplace. Further, we are alert to the visible growth in unhoused persons in our midst, demonstrating the need for more supportive housing options in our community.

Because we share the Province's concerns about housing, we have been hard at work at the local level, finding ways to incentivize the development of affordable housing, accessible medical spaces and supportive housing. In the last four years, we have:

- Created a density bonusing program for builders who create below market housing and medical spaces.
- Authorized Mission's first 11-storey building because it offered 100% affordable housing, as well as community kitchen and laundry space.
- Created our *Neighbourhood Engagement Policy* to improve and expedite community engagement.
- Planned the *Stave Heights Neighbourhood* to add multi-family housing for 3800 people (with many units already under construction).
- Added to our Planning and Building Department staffing and made affordable housing applications a top priority.
- Invested in new software and technology to expedite development and building applications.
- Hosted educational Builders' Forums, in partnership with the Fraser Valley Homebuilders Association, to help builders avoid delays.
- Contributed park space to BC Housing for supportive housing and offered more public land to BC Housing and local agencies.
- Approved and implemented an innovative *Community Wellness Plan* in conjunction with every social and healthcare agency in our City.
- Hosted two housing forums to encourage partnership in developing more below-market housing.
- Dedicated approximately 100 acres (1/3) of land in our Waterfront Revitalization Strategy to multi-family housing.
- Adopted a suite of new policies to ensure affordable housing, including an amnesty program to allow registration of unauthorized secondary suites and a bylaw to protect residents of Mobile Home Parks.

We are doing all we can, with even more work in our pipeline, and it is showing in Mission's dramatic growth numbers. I am absolutely confident that other communities across BC are working with the same earnestness and creativity.

The policy and legislation changes brought forward by your government are sure to have a profound effect on our housing supply, but I hope you will agree with Mission when we say that there is much more that needs to be done to ensure that we are creating not just houses, but homes.

In consultations with our advisory committees, local organizations, and community engagement, we continuously hear a series of challenges that we believe will undermine our

shared housing efforts if not addressed. Three solutions have emerged from this work:

1. **Ensure that the Province funds investments in social and physical infrastructure to facilitate growth.** We cannot continue with the existing and long-standing practice of only adding to schools, healthcare, transit, highways, and policing once demand has reached crisis levels. The development community has expressed these same concerns. People need housing in areas where their children can access schools and medical services. Without simultaneous investments in provincial infrastructure, we will create significant inequities at the community level and will force local governments to accept further downloading.
2. **Address parking concerns in communities that have traditional downtowns that are not-yet-fully transit ready.** Across BC, there are many communities like Mission with constrained downtowns. While the obvious solution to the parking issues of these areas is enhanced transit, it must be acknowledged that working residents and parents simply cannot rely on transit as a substitute for cars at this time. While our community has invested in major transit improvements (with more on the way) we cannot anticipate that residents, workers and consumers in that neighbourhood will be able to entirely rely on transit for their daily mobility. Mission strongly supports Transit-Oriented Development. Indeed, it is fundamental to our Downtown and Waterfront Revitalization initiatives, but we have already been told to expect that multiple in-stream applications will now be altered to remove resident parking. Mission has created a parking plan for the area - grounded in a costly analysis - but the government's policy leaves no room for that evidence to come into our planning.
3. **Restore the dexterity that comes with developer-municipality partnerships in master developments.** As you have recently heard from Coquitlam and Burnaby, many master developments rely on place-making to benefit both existing residents and newcomers. Building around shared public spaces is desirable to the private and public sector, facilitating investment and financing, and allowing for a vision that the public can embrace. Density-bonusing, phased development agreements and other negotiated approaches are needed in our toolkit if we are to realize our Waterfront Revitalization. In short, true density and transit-oriented development will be hampered or halted if we are left with the tool of ACCs. As an example, the expected addition of more than 10,000 home in our master-planned Silverdale area would simply not have been possible were it not for our ability to share staffing costs, arrange for future public lands and establish mechanisms for front-ending underground servicing with Polygon. When it comes to large scale projects, we believe the Province needs to create exceptions wherein win-win negotiations are possible.

The City of Mission may not be the largest municipality in the Province, but we pride ourselves on being progressive and resourceful. We have engaged in master planning for our housing future as far back as 1966. While we support the Province's view that affordable housing must be a priority, we believe it will be much more constructive to work in a collaborative fashion, and to see concomitant development by the province of the physical and social infrastructure that defines healthy communities.

Mission has recently adopted our versions of SSMUH and TOA bylaws, and we will adopt revised DCC and ACC legislation soon. In each case, those new bylaws include a one-year review clause. We will be looking to the Provincial government to ensure that there is room for learning, revision and, most importantly, considerable investment in community-level infrastructure.

Allow me to close by saying, Mission is keen to participate in dialogue. If our City can play a role in providing feedback, data or other insights, please do not hesitate to reach us.

Sincerely,



PAUL HORN
MAYOR

Cc. The Honourable Ravi Kahlon, Minister of Housing HOUS.minister@gov.bc.ca
The Honourable Rob Flemming, Minister of Transportation and Infrastructure Minister.MOTI@gov.bc.ca
The Honourable Pam Alexis, Minister of Agriculture and Food and MLA, Abbotsford-Mission
Pam.Alexis.MLA@leg.bc.ca
Bob D'Eith, MLA, Maple Ridge-Mission D'Eith.MLA, Bob Bob.Deith.MLA@leg.bc.ca
City of Mission Council
City of Mission Regular Council Agenda – Correspondence
UBCM Member Municipalities



City of Campbell River
From the Office of the Mayor

August 26, 2024

The Honourable David Eby
Premier of the Province of British Columbia
Via email: Premier@gov.bc.ca

Dear Premier Eby,

Re: Urgent Request for Provincial Support in Addressing Homelessness in Campbell River

I am writing to you on behalf of the City of Campbell River to express our deep concern regarding the challenges our community is facing in providing adequate temporary shelter for individuals experiencing homelessness. Provincial case law establishes the obligation of local governments to provide an adequate location for overnight camping (temporary shelter) for unhoused persons. However, the sites currently available on City land are limited and do not fully meet the needs of the community or the individuals who require these services.

For a location for overnight temporary shelter to be adequate, it must be relatively close to services and supports typically accessed by individual experiencing mental health, substance use and other health conditions who are also homeless. The location of these services in Campbell River is primarily in the downtown core. The provincial decision to place these services in proximity of residential, commercial, cultural and recreational assets means the City has very limited options in terms of land availability outside of parking lots, and high value Parks and green spaces enjoyed by our residents and visitors.

Considering these challenges, we respectfully request that the Province of British Columbia take immediate action by making provincially regulated land available for temporary overnight camping in Campbell River. We understand the provincial position on use of sites such as off season use of the Quinsam campground given that the aim is to have such assets available for the recreating public and not set precedent for their use as alternative housing. However, the City would respond that these camp sites are not used during the off season and are typically closed; moreover, the City faces the very same challenge when it comes to use of our Parks and green spaces but is nonetheless forced to move forward with this under the circumstances. The availability of provincial land would greatly enhance our ability to provide safe and appropriate spaces for those in need. In that instance, the City would agree to provide all necessary services including fencing, portable washrooms, garbage bins and removal, contract security, bylaw enforcement and ongoing monitoring.

Furthermore, we ask that the province provide additional funding to expand our winter shelter program. By doing so, we can reduce the demand for temporary overnight shelter, especially during colder

months, and ensure that those without permanent housing have access to safe, warm, and secure environments. We would also like to explore funding availability to establish a Homeless Encampment Action Response Team (HEART) to better integrate the response of the City, RCMP and service providers to homelessness and complement our partnership on the HEARTH rapid housing initiative.

The City of Campbell River is committed to working collaboratively with the provincial government to address the pressing issue of homelessness in our community. We believe that with the province's support, we can make significant progress in providing the necessary resources and spaces to meet the needs of our most vulnerable residents.

We appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Dahl', with a stylized, flowing script.

Kermit Dahl
Mayor



City of Pitt Meadows
OFFICE OF THE MAYOR

August 22, 2024

File No: 01-0400-50/24

To: Members of Council attending the 2024 UBCM Convention

Re: City of Pitt Meadows Resolutions to Reform the Farm Property Tax System

On behalf of the City of Pitt Meadows' Council, our attending City Councillors and I are looking forward to the upcoming 2024 UBCM Convention with you in September.

Aligned with the [City of Pitt Meadows' Strategic Plan](#) and with this year's conference theme, "Ride the Wave, illuminating innovative approaches to persistent issues", I am writing you to raise awareness of the three resolutions we are asking for your endorsement. Please help us in calling on the Province of British Columbia to reform the farm property tax system.

The City's [Agricultural Viability Strategy](#) identifies farm property tax reform - including updates to income thresholds, changes to the school tax exemption, and targeted land tax on unfarmed land - as a key action for stimulating a productive agricultural land base.

Our aim is to protect farmland for farming and improve the viability of the agriculture sector. Our resolutions will ensure farmland across the province is not used for real estate speculation and that farm tax benefits encourage farming.

We are asking that you please endorse the following resolutions:

NR76 – School Tax Exemption

NR77 – Unfarmed Land Tax

NR92 – Minimum Income Requirements for Farm Classification

.../2

In Pitt Meadows, we are committed to a thriving and resilient agricultural sector where farmers are valued, productive lands are supported, and producers are equipped to adapt to changing social, economic and environmental conditions.

Please visit pittmeadows.ca/agriculture for more information about our resolutions and a list of those who have already endorsed them, including the Lower Mainland Local Government Association.

Thank you in advance for your support.

Yours Truly,

A handwritten signature in blue ink, appearing to be 'NM' with a stylized flourish at the end.

Nicole MacDonald
Mayor

cc: UBCM Municipalities



REPORT TO COUNCIL

Regular Meeting of Council

DATE: September 9th, 2024
TO: Robert Buchan, City Manager
FROM: Nicole Beauregard, Director of Recreation and Community Services
SUBJECT: BC HEALTHY COMMUNITIES AGE FRIENDLY COMMUNITIES FUNDING APPLICATION

RECOMMENDATION:

THAT Council direct staff to apply to the BC Healthy Communities Age Friendly Communities Fund for an Age-Friendly Assessment to be conducted in concert with a Recreation Master Plan in 2025-2026.

REASON FOR REPORT:

The primary aim of this project will be to undertake a health and recreation assessment of available local programs and services pertaining to physical literacy, health, recreation and physical activity levels of older adults for the recreation department, which will be integrated into plans to develop a broader Recreation Master Plan. Programming included as part of the assessment includes, but is not limited to mobility, falls prevention, accessibility and inclusion initiatives, special events and 'try it' programming.

Included in this assessment and action plan there will also be an emphasis on identifying indoor recreation facility needs and development of an action plan for recreation infrastructure replacement that addresses needs of all users. This will support our capital infrastructure department and consultant Urban Systems on their project for developing a municipal wide capital asset inventory, development and replacement strategy. The recreation department is dealing with aging infrastructure and currently unable to meet the needs of the community, especially when it comes accessibility and inclusion of Indigenous peoples, other equity deserving groups, and older adults.

It will be through this process we will be able to identify gaps and potential shortfalls/blindspots of available programming, partnerships, facility accessibility needs and funding supports. This age friendly health and recreation assessment and action plan will be an initial step in the broader creation of a Recreation Master Plan.

ANALYSIS:

This funding will assist staff in ensuring that recreation planning is well-informed about the needs of our aging population as we move into planning for the Department's future. If successful, this grant will offset the financial cost of completing a Recreation Master Plan by approximately 50% and will be brought forward in the 2025 budget request for special projects.

LINK TO STRATEGIC PLAN:

This project links directly to the Council's commitment to fostering its local economic, social, cultural and environmental well-being so its residents and businesses have a sustainable and prosperous future. Staff has also proposed that the development of a Recreation Master Plan explicitly be integrated into the next iteration of the Strategic Plan, with that suggestion coming to Council at their next session.

COST:

The cost of this Age Friendly Communities Assessment and Action Plan is d to be a \$25,000 portion of an overall \$58,500 budget for a Recreation Master Plan. Staff is seeking to fund \$25,000 through the grant program and \$8,500 with in-kind contributions, the remaining \$25,000 is proposed to be included in the City's 2025 budget. If Council decides against funding the City's portion of the cost in the 2025 budget and the application is successful, the City can utilize the funds for a standalone Age-friendly Assessment and Action Plan.

CONCLUSION:

Staff recommends that Council support an application from the City to the BC Healthy Communities Age Friendly Communities Grant.

Report Prepared By:

Nicole Beauregard,
Director of Recreation and
Community Services

Report Reviewed By:

Robert Buchan,
City Manager

Originally signed available on request



REPORT TO COUNCIL

Regular Meeting of Council

DATE: September 9, 2024
TO: Rob Buchan, City Manager
FROM: Nicole Beauregard, Director of Recreation and Community Services

SUBJECT: NEW HORIZONS FUNDING APPLICATION

RECOMMENDATION: THAT Council direct staff to apply to the New Horizons for Seniors Grant Fund from Economic and Social Development Canada (ESDC) of \$25,000 for new, accessible and inclusive fitness equipment for the Civic Centre.

REASON FOR REPORT:

To add new, accessible and inclusive equipment for our Fitness Centre so we can align with industry standards and safety and better accommodate users of diverse physical abilities and ages.

BACKGROUND:

Until recently, the Fitness Centre contained some equipment that did not meet safety standards or was past its life expectancy. This particular equipment has been removed during pool shutdown. Some of the equipment is no longer in reproduction from the vendors and therefore we are unable to obtain parts to maintain the equipment. The recreation department does not have any accessible or inclusive fitness equipment inventory for older adults, persons with mobility issues and persons with disabilities.

LINK TO STRATEGIC PLAN:

This project links directly to the Council's commitment to fostering its local economic, social, cultural and environmental well-being so its residents and businesses have a sustainable and prosperous future. Explicitly, it also supports the strategic priority of supporting the Accessibility Committee and associated draft Accessibility Plan, which prioritizes the provision of accessible recreation opportunities. To support health prevention and promotion staff recognize new and updated equipment is required for operations and to support the diverse needs of our residents.

ANALYSIS:

This funding will assist department operations and staff's ability to align with industry standards and safety, with costs covered by grant funds and so with minimal impact to tax and rate payers. Furthermore, when the Recreation Department can provide safe quality programs and services, we will see improvements to use of the facility and an associated increase in revenue. If we do not adapt to industry standards, there is limited to no growth in revenue or community participation and engagement.

COMMUNITY SOCIAL, ENVIRONMENTAL AND EQUITY CONSIDERATIONS:

This initiative supports public access to health and fitness opportunities. We have a variety private fitness clubs in our community that have a specific target audience of high performance or specialized fitness pursuits. The purpose of a municipal recreation health and fitness centre is to support all participants in our community, with a further additional lens of equity, diversity, inclusion and accessibility. Our role as recreation department is to provide access to programs and services that align with Sport for Life's Long-term Development in Sport and Physical Activity framework and to directly support health and wellness as a foundational stage of awareness, first steps and physical literacy.

The new equipment we plan to purchase will support older adults and persons with limited mobility. This initiative also supports sustainability for the department in terms of cycling out inventory as a regular operational replacement strategy. As part of this strategy, the recreation department has been in consultation with the Fire Department for their health and fitness needs with the intent to donate end-of-life equipment to them. It is best practice in municipal recreation settings that once fitness equipment has reached its lifespan for repetitive public use, but still meet safety requirements, the equipment gets circulated to the Fire Department to support employee health and wellness. This allows firefighters to maintain fitness requirements and supports injury prevention.

If funding is successful, we will provide a press release and social media informing the public of new, inclusive and accessible fitness equipment

LINKS TO COUNCIL PLANS AND POLICY DIRECTION:

This initiative meets the objectives or actions of the Official Community Plan, the Social Development Assessment recommendations, as well as both the Accessibility Plan and Equity Lens Policy that are under development.

The OCP: 3.3 Healthy Communities, 4.4 Parks and Recreation, 7. 1 Social and Cultural Policies

Accessibility Plan (draft in development): The accessibility plan is to support a vision of an inclusive community. It supports things such as accessible recreation facility upgrades, equipment and practices for municipal programs and services.

Social Development Assessment: City Advocacy and Partnerships - Recommendation #2 for strategic action.

Equity Lens Policy (draft in development): Commitment to support the City to incorporate principals of Equity, Cultural Safety, and Accessibility into municipal practice to ensure inclusivity within the City's services and programs.

COST: There are no budget implications and this initiative will be captured in the 2025 budget requests. If successful, this project will be solely grant funded.

CONCLUSION:

Staff recommends that Council support an application from the City to the New Horizons Grant from Economic and Social Development Canada (ESDC).

Report Prepared By:



Nicole Beauregard,
Director of Recreation and Community Services

Report Reviewed By:

Robert Buchan,
City Manager

Originally signed available on request



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-24-07

PERMIT ISSUED BY: The City of Prince Rupert (the City), a municipality incorporated under the *Local Government Act*, 424 3rd Avenue, Prince Rupert, BC, V8J 1L7

PERMIT ISSUED TO OWNER(S): Guneet Uppal

APPLICANT: Guneet Uppal

1. This Development Variance Permit applies to those lands within the City of Prince Rupert that are described below, and any and all buildings, structures, and other development thereon:

LEGAL DESCRIPTION:

LOT 20 BLOCK 23 SECTION 5 DISTRICT LOT 251 RANGE 5 COAST DISTRICT
PLAN 923.

LOCAL ADDRESS:

721 Lotbiniere Street

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2, Minimum Dimensions Required for Yards (j) varies from 2.0 metres to 0.6 metres (2 ft) setback from the front property line.
 - b. Section 5.2, Minimum Dimensions Required for Yards (l) varies from 2.0 metres to 0.6 metres (2 ft) setback from the front property line.
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the Plan attached as Schedule 1.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit or Subdivision Approval.

6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or deposit or removal or fill requires the written consent of the owner of such adjacent property.
7. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.
8. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Site Plan and Elevation View.

ISSUED ON THIS ____ DAY OF _____, 2024.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller,
Director of Corporate and Legislative
Services

1 - 5008 POHLE AVENUE, TERRACE, BC V8G 4S8 TEL: 250-635-7163

DIMENSIONS DERIVED FROM PLAN 923		CIVIC ADDRESS: 432 8th AVENUE WEST & 721 LOTBINIERE AVE PRINCE RUPERT, BC	PID: 014-625-245
<p>THIS BUILDING LOCATION CERTIFICATE HAS BEEN PREPARED FOR CITY ZONING PURPOSES AND IN ACCORDANCE WITH THE PROFESSIONAL REFERENCE MANUAL AND IS CERTIFIED CORRECT ACCORDING TO LAND TITLE AND SURVEY AUTHORITY RECORDS AND FIELD SURVEYS. UNREGISTERED INTERESTS HAVE NOT BEEN INCLUDED OR CONSIDERED.</p> <p>TODD BASKY BCLS 899</p> <p>THIS DOCUMENT IS NOT VALID UNLESS DIGITALLY SIGNED</p>		<p>THIS BUILDING LOCATION CERTIFICATE WAS PREPARED FOR THE EXCLUSIVE USE OF OUR CLIENT. THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES AND FEATURES WITH RESPECT TO THE BOUNDARIES OF THE PARCEL DESCRIBED ABOVE. THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS. THE SIGNATORY ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.</p> <p>ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF THE SIGNATORY.</p>	





TEMPORARY USE PERMIT - RENEWAL
FILE NO. TUP-24-01

PERMIT ISSUED BY: The City of Prince Rupert (the City), a municipality incorporated under the *Local Government Act*, 424 3rd Avenue, Prince Rupert, BC, V8J 1L7

PERMIT ISSUED TO OWNER(S): Dave Uppal

APPLICANT: Children Matter Community Services INC.

1. This Temporary Use Permit is issued subject to compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented in this permit.
2. This Temporary Use Permit applies to those lands within the City of Prince Rupert that are described below and, any and all buildings, structures, and other development thereon:

LEGAL DESCRIPTION:

LOT 86 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 10602

CIVIC ADDRESS(ES):

921 Prince Rupert Blvd

3. Pursuant to Division 8 in Part 14 of the *Local Government Act*, this permit allows for the applicants to have not more than 3 boarders or lodgers within a dwelling unit for up to three years, with the purpose of offering services and housing to children and youth.

SUBJECT TO the following conditions to the satisfaction of the City:

- a. The applicant (s) are responsible for ensuring that any required permits from other government agencies have been secured prior to commencing the temporary use.
4. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Letter of Rationale

ISSUED ON THIS __ DAY OF _____ 2024.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Director of Corporate & Legislative Services
Corporate Officer



August 12th, 2024

Director Development Services
c/o Myfannwy Pope
424 3 Avenue West
Prince Rupert, BC
V8J 1L7

To Myfannwy:

This letter is to provide rationale on Children Matter Community Services' request to change by-law zoning for 921 Prince Rupert Blvd, in Prince Rupert, BC.

Children Matter Community Services (CMCS) is a children/youth centered business that provides Specialized Home Support Services on behalf of the Ministry of Children and Family Development to vulnerable and at-risk children/youth with diverse abilities, across BC.

When setting up Specialized Home Support Services, our business must license whatever property the program is running out of, through local health authorities to be able to provide care to more than 2 children/youth at a time.

The property of 921 Prince Rupert Blvd falls in a by-law zoning that won't allow for our business to become licensed and provide care to more children/youth who need it, in the community of Prince Rupert.

We're looking to have the by-law zoning for 921 Prince Rupert Blvd changed to allow for our business to become licensed through Northern Health to be able to provide our services to 3 children/youth at a time.

Sincerely,

Shawn Enns
President
Children Matter Community Services



REPORT TO COUNCIL

Regular Meeting of Council

DATE: September 9, 2024
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: COMMUNITY WORKS FUND AGREEMENT

RECOMMENDATION:

THAT Council enter into the Community Works Fund Agreement with the Union of British Columbia Municipalities (UBCM) for the period April 1, 2024 through March 31, 2034 and authorize the Mayor and the Corporate Officer to sign the agreement.

REASON FOR REPORT:

A council resolution is required to enter into the Community Works Fund Agreement (CWFA) which provides funding to the City over the next ten (10) years.

BACKGROUND:

The agreement attached is the new Community Works Fund Agreement (also known as the Gas Tax Agreement). The previous Gas Tax Agreement expired March 31, 2024 and UBCM has entered into a ten-year agreement with the Government of Canada to administer British Columbia's allocation of the Canada Community-Building Fund Agreement. In order to receive the City's first payment under this next iteration of the program, the CWFA between UBCM and the City must be signed.

ANALYSIS:

The CWFA is split into three (3) funds, the Community Works Fund, the Strategic Priorities Fund and the Metro Vancouver Regional Fund. Under the Community Works Fund, the City will automatically receive an annual allocation based on population. Currently, it is projected that the City will receive approximately \$620,000 to be put towards eligible projects of the City's choice over the term of the agreement. Under the Strategic Priorities Fund, the City can apply for grant funds to support infrastructure and capacity building projects that align with the Canada Community-Building Fund's

national program objectives. The City does not qualify for the Metro Vancouver Regional Fund.

After the agreement is signed, the City will receive the first year's allocation of the Community Works funding and staff can evaluate the best use and timing of the funds. Funds are to be spent five (5) years at the latest after receipt. Recommendations will be presented to Council during deliberation of Five-Year Financial Plans.

LINK TO STRATEGIC PLAN:

Approving the CWFA will continue to support the goals of replacing and renewing infrastructure as well as community renewal.

CONCLUSION:

Council, approving the signing of the CWFA, will enable the City to receive funding through this agreement over the ten (10) year term.

Report Prepared By:

Report Reviewed By:

Corinne Bomben,
Chief Financial Officer

Robert Buchan,
City Manager

Originally signed available on request

Attachment:

- 2024-2034 Community Works Fund Agreement

2024-2034 COMMUNITY WORKS FUND AGREEMENT

under the

ADMINISTRATIVE AGREEMENT ON THE CANADA COMMUNITY-BUILDING FUND

This Agreement made as of _____, 202__,

BETWEEN:

City of Prince Rupert (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 \$311,739, 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 form 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.

City of Prince Rupert

UNION OF BC MUNICIPALITIES

Original signed by:

Original signed by:

Mayor

Corporate Officer

Corporate Officer

General Manager, Victoria Operations

Signed by City of Prince Rupert 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
<i>Name of the municipality</i>	<i>Identify which criteria as noted above applies</i>	<i>Identify key housing gaps and needs that are related to infrastructure</i>

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
<i>As provided in program reporting (Schedule D)</i>	<i>As provided in Table 1</i>	<i>As provided in program reporting (Schedule D)</i>	<i>Provide a brief description of the project</i>	<i>Indicate which CCBF category the project falls under</i>	<i>Identify key housing outcomes and indicators (section 2.3) that will be used to measure success.</i>

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.