



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: City Manager (CAO)
Subject: Growing Communities Reserve Establishment Bylaw

File No.: 1871-01
Date: June 14, 2023

PURPOSE:

To provide Council with information regarding the required establishment of a reserve for the Growing Communities funding received in from the Provincial Government in 2023.

BACKGROUND:

The City received \$7,655,000 provincial grant from the Growing Communities Fund (GCF) as detailed in Appendix A – Growing Communities Fund Award Letter.

The primary objective of the fund is to provide funding for infrastructure and amenity construction as a result of community growth. One of the conditions of funding is that the grant be placed in a segregated reserve fund that is specifically separate from existing reserves. This reserve must be established by bylaw under the Community Charter Section 188 and the City must provide annual reporting on how the funds spent and remaining balance available at year-end until all funds are exhausted.

DISCUSSION:

The Growing Communities Reserve Fund Bylaw 3086, 2023 contains the following provisions:

- Net proceeds received from the Province of British Columbia under the Growing Communities Funding Agreement and interest earned on the fund balance shall be placed into the credit of the Growing Communities Reserve Fund.
- Monies in the Growing Communities Reserve Fund will be solely used for the purposes allowed under the Growing Communities Funding Agreement.

The grant conditions as stipulated by the Provincial Government require the City to;

- Report annually how the grant is being spend, in accordance with the Community Charter, Section 167.
- Provide an annual report that identifies work-related housing needs and pre-zoning requirements as applicable
- Produce for public recognition of the funding related to projects funded by the grant, including consultation with the province and on-site signage.

Appendix A outlines the following criteria for how the funds may be spent. The funding provided through the GCF should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects.

Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;
- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

Further to the above-noted capital costs, one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

POLICY ANALYSIS:

The reserve transfer is included in the 2023-2027 Consolidated Financial Plan Bylaw 3096, 2023 therefore no further bylaw amendments are required to complete the reserve transfer.

FINANCIAL IMPLICATIONS:

The financial impact will be an increase to the City's reserves as report on the December 31, 2023 financial statements.

The 2023-2027 Financial Plan allocates spending over the next three years as follows:

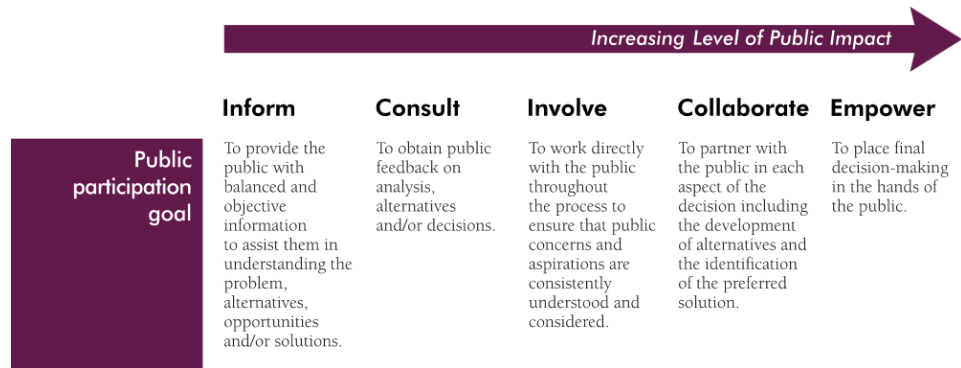
Capital Project	2023	2024	2025	Total 3 yr.
6th St Bridge	1,000,000			1,000,000
Eastside Fire Hall			2,000,000	2,000,000
McPhee Meadows	1,500,000			1,500,000
Playgrounds	500,000	500,000		1,000,000
Implementation Parks Rec Mstr Pln		500,000	500,000	1,000,000
Small Tool Electrification		100,000		100,000
Renewable Energy options		400,000		400,000
Affordable housing		655,000		655,000
Total	3,000,000	2,155,000	2,500,000	7,655,000

ADMINISTRATIVE IMPLICATIONS:

Additional time will be required to track annual spending, reporting and signage however systems are already in place as the reporting and tracking requirements are similar to the Covid-19 Safe Restart funds received in 2021.

PUBLIC ENGAGEMENT:

Staff would inform the public based on the IAP2 Spectrum of Public Participation:



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OPTIONS:

1. THAT Council give first, second and third readings to the Growing Communities Reserve Fund Establishment Bylaw 3086, 2023.
2. THAT Council provide alternative direction to staff.

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Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

Appendices

Appendix A – Growing Communities Fund Award letter

Appendix B – Growing Communities Reserve Fund Establishment Bylaw No. 3086, 2023