

June 21, 2024

Geoff Garbutt
Chief Administrative Officer
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

SENT VIA E-MAIL: ggarbutt@courtenay.ca

Dear Geoff Garbutt:

RE: 2024-2034 CANADA COMMUNITY-BUILDING FUND AGREEMENT

Please find enclosed the 2024-2034 Community Works Fund Agreement between the City of Courtenay and the Union of BC Municipalities. As part of the renewed Canada Community-Building Fund Agreement, the CWF will continue to provide dedicated and predictable funds to each local government in British Columbia for investments in local infrastructure and capacity-building priorities.

In order to receive your first CWF payment for the 2024/25 funding year, please review the Agreement, sign, and return to ccbf@ubcm.ca.

Once we have received the Agreement, we will return an executed version for your records.

Please also include a Council resolution authorizing the Mayor and Corporate Officer to sign on behalf of your local government.

We have provided a program guide, an information sheet, and estimated funding for the first five years of the program on our UBCM CCBF [website](#).

If you have any questions, please emails us at ccbf@ubcm.ca or call us at 250-356-5134.

Sincerely,



Brant Felker
Manager, CCBF Program Services