

April 10, 2024

Mayor Mike Richman and Council  
Village of Pemberton  
PO Box 100  
7400 Prospect Street  
Pemberton, BC V0N 2L0

Reference: LGPS-10324

**Re: 2024 Complete Communities – Approval Agreement & Terms and Conditions of Funding**

Dear Mayor Richman and Council,

Thank you for submitting an application, dated January 10, 2024, for the 2024 Complete Communities program.

I am pleased to inform you that the Evaluation Committee has recommended your project, *Community Needs Assessment*, for funding. A grant in the amount of \$149,600.00 has now been approved.

As outlined in the *Program and Application Guide*, an initial payment in the amount of \$74,800.00 or fifty percent (50%) of the total approved grant will follow by electronic funds transfer after the signed Approval Agreement has been returned to UBCM. The remainder of the grant will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Housing has provided funding for this program and the general Terms and Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the Band Manager, CAO, or designate and returned to UBCM within 30 days of the date of this letter;
- (2) All funded projects are required to:
  - a. Assess a minimum of three of the four complete community lenses; and
  - b. Produce a report that sets out key assessment findings; identified strengths, opportunities, and challenges to increase community completeness; and an implementation plan that includes future actions.
- (3) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in your approved application and budget;

*The Complete Communities program is funded by the Province of BC*


- (4) All expenditures must meet eligibility and funding requirements as defined in the *Program and Application Guide* (refer to Sections 4 - 6);
- (5) All project activities must be completed within one year and no later than April 10, 2025;
- (6) The final report is required to be submitted to UBCM within 30 days of project end date and no later than May 10, 2025;
- (7) Any unused funds must be returned to UBCM within 30 days following the project end date.

Please note that descriptive information regarding successful applicants and projects will be posted on the UBCM and/or provincial government websites, or shared through provincial governments news releases or events, and all interim, progress and/or final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to to advance community goals through the creation of a more complete community.

If you have any questions, please contact Local Government Program Services at 250-952-9177 or [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

Sincerely,



Sasha Prynne  
Program Officer

cc. *Colin Brown, Planner II, Village of Pemberton*

**Approval Agreement** (to be signed by the Band Manager, CAO, or designate)

I, \_\_\_\_\_, authorized designate of the Village of Pemberton, have read and agree to the general Terms and Conditions and the requirements for funding under the **2024 Complete Communities** program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please return an electronic copy of this signed Approval Agreement to [lgps@ubcm.ca](mailto:lgps@ubcm.ca)*