



AGENDA

Committee of the Whole Meeting

Village of Clinton Council Chambers, 1423 Cariboo Highway
Monday, August 26, 2024 at 6:00 pm

Mission Statement: *“To Increase Economic Opportunity and Improve the Quality of Life for all Citizens.”*

Vision Statement: *“Clinton is a lively resilient community, proud of its rich heritage while building a sustainable future with local Secwepemc and neighboring communities”*

Call to Order

“Mayor and Council acknowledge that we are meeting on the traditional ancestral and unceded territory of the Whispering Pines/Clinton Indian Band and High Bar First Nation”

Adoption of Agenda

Administrative Reports

CFO	Clinton Community Forest Reserve – For information	
CFO/CAO	Growing Communities Fund Grant FAQ – For information and discussion	

Correspondence

	None	
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Discussion

	None	
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Meeting Guests

	None	
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Notice to Proceed to In-Camera

N/A

Adjournment



Staff Report to Council Committee of the Whole Meeting

Date: August 26, 2024
From: Chief Financial Officer
Subject: Clinton Community Forest Reserve

Attachments:

None

Recommendations:

For information and discussion.

Background:

There is currently no policy outlining the use of community forest funds or bylaw for a reserve fund. When CCF funds are received they have been deposited to general revenue. Staff feels a policy and/or a reserve bylaw should be established to outline Council's wish as to what the funds are to be used for and if a separate reserve fund is required. Any future equity would be allocated under this new policy.

The three options are as follows:

1. Take no action. Funds will continue to be received into general revenue and build the Village's general reserve.
2. Establish a CCF Fund Policy. A policy would give staff the ability to plan for the use of the CCF funding according to Council's prescribed use of the funds during budget season, but does not have as much regulatory authority as a bylaw. Policies are intended to be self-enforced by Council, and so there are no measures in place to keep future Councils from spending CCF funding contrary to a policy.
3. Establish a CCF Reserve Fund Bylaw. The benefits of establishing a reserve fund bylaw are that future Councils will be required to only use the money in accordance with the bylaw. This helps with long-range planning and allows Staff to consider where the funds could be allocated during the budget process. A reserve bylaw can be restrictive or broad in its scope. Reserve bylaws can be repealed, but the process requires more forethought than repealing a policy. Reserves can be dedicated for capital or operating purposes.

The Village of Clinton does not frequently receive revenue that has no spending limitations. As the CCF funding is not guaranteed, Administration does not recommend that it be folded into general revenue to offset taxes. This would result in large fluctuations in taxation each year. Instead, Administration proposes establishing a reserve bylaw that permits the funding to be used for special projects relating to economic development, recreation, and infrastructure, with an emphasis on using the funds to leverage grants. Larger expenditures will be included in the budget or brought to Council for consideration when grant applications are being considered.

Financial Impacts:

Staff recommends Council consider establishing a reserve fund bylaw with CCF revenue from the last five years which consists of \$193,144.00. Allocating these funds from general surplus to a separate reserve would not pose a cash flow issue.



Mandy McKague
Chief Financial Officer

CAO Initial _____



Staff Report to Council Committee of the Whole Meeting

Date: August 26, 2024

From: CFO/CAO

Subject: Growing Communities Fund Grant

Attachments:

Growing Communities Fund FAQ

Recommendations:

Administration has prepared some recommendations for how the \$718,000 GCF may be incorporated into the 2025-2028 budgets, and seeks Council's input on the proposed strategy. Council will have an additional opportunity to consider use of the funds during budget season.

Background:

On March 24, 2023, the Village received a grant, the Growing Communities Fund or GCF, from the Provincial Government in the amount of \$718,000.00. The principal objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities. This funding should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds should accelerate the delivery of capital projects. The Provincial Government requests that the funds will be expended within approximately five years of receipt which would bring us to a completion year of 2028.

Staff discussed various options for this grant funding, and have attempted to balance repairing and replacing aging infrastructure with furthering Council's strategic priorities. Administration has identified the most pressing infrastructure deficits in the Village to be water and sewer infrastructure, Memorial Hall maintenance, and aging equipment. Therefore, Administration recommends the funding be allocated according to the below breakdown:

\$287,000 (40%) for water infrastructure replacement (valves, line replacement, looping projects). With much of the Village's water infrastructure past its life expectancy, ruptures and other issues will become more likely. Replacing pipes pre-emptively will ultimately be cheaper and prevent the damage and inconvenience of fixes.

\$108,000 (15%) for sewer infrastructure. Many of the Village's sewer lines are aging out and require relining.

\$143,000 (20%) for Hall upgrades (roof, siding, electrical, etc.)

\$178,000 (25%) for asset replacement (Vehicles, etc.)

Among the other options for the funding Administration considered:

1. Partial Lot 9 road and service extension. Though this is an option, the extension would not get the project to a point where the Village would produce serviceable lots.
2. Bell Street park bypass road. The Village budgets \$30,000 annually for road projects and has community works funding to top this up if needed. It will likely be 2026 or later when the road is constructed.
3. Residential sidewalk replacement. This would improve the look and walkability of the Village, but is not the most pressing infrastructure need.
4. Construction of multi-use commercial/housing complex. Once the Village has the land, grants or a partnership with BC Housing would mean much less financial input from the Village. The GCF fund would only cover part of the cost.
5. Recreation infrastructure improvements. This includes the feasibility study and design for a multi-purpose recreation addition at the 47 Mile complex, and tennis/basketball court resurfacing. Administration believes the direct benefit to the community from these projects make them more suitable to CCF funding.
6. Water supply study. Planning for the future of our water system will be essential in the next few years, but there may be grant funding available
7. Water Meters. Administration believes there may still be grant opportunities open up for the acquisition of water meters.
8. Other strategic priorities. Other, more visible and community-focused strategic priorities may take advantage of Community Forest funding.

Administration is seeking Council's input on the proposed use of the funds which will inform the development of the 2025-2028 budgets. Council will have further opportunity to provide input during the budget process.

Financial Impacts:

The grant funds were deposited into a separate account at the Integris Credit Union in March 2023 and interest has been compounding. The interest that has generated from then until May 31st of this year is \$1,707.75. Funds are earning 0.200% each month. The account balance of \$719,707.75. Developing a plan for the funds will allow Finance Staff to invest the funding more effectively.



Mandy McKague
Chief Financial Officer



CAO Initial _____

GROWING COMMUNITIES FUND (GCF) Frequently Asked Questions (FAQ's) - Municipalities	
Program Description	
Question	Answer
What is the purpose of the Growing Communities Fund for local governments?	The GCF will provide a one-time grant to all 188 of B.C.'s municipalities and regional districts, which they can use to address their community's unique infrastructure and amenity demands.
What is the formula-based model used to allocate funding?	For all municipalities, allocations are the sum of: <ul style="list-style-type: none"> • A flat amount of \$500,000; • A pro-rated funding amount based on an "adjusted population" basis; • A growth-based funding amount determined by total population increase between 2016-2021. See more detail in the Appendix.
What is the "adjusted population" method?	The adjusted population method ensures that smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars. This method groups municipalities by size categories (from "Very Small" - less than 2,000 people to "Very Large" - over 150,000). As a municipality's population increases it is incrementally adjusted downward by an "adjustment factor"

<p>What is the source of the population data?</p>	<p>The source of the population data is from the BC population estimates (as of January 27, 2023).</p> <p>BC Stats population estimates are based on the Census, they also incorporate other information including provincial health records and tax records from CRA, and accordingly they have historically, on average, been higher than the Census baseline. Because of these reasons the federal and provincial governments have viewed population estimates as the more accurate of the two (e.g., population estimates are used to determine provincial health transfers from the federal government).</p>
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Use of Funds	
Question	Answer

<p>What are the eligible use of funds?</p>	<p>Eligible infrastructure projects are as follows:</p> <ul style="list-style-type: none"> • Public drinking water supply, treatment facilities and water distribution; • Development finance portions of infrastructure costs that support affordable/attainable housing. These may include DCCs or subdivision servicing charges payable or similar costs. • 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;
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	<ul style="list-style-type: none"> • 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.
Can the funds be used for costs other than capital?	Yes. Other eligible one-off costs include: costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work (including climate resilience assessments); 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
Are expenditures on natural assets eligible?	Yes, provided the natural asset is providing, or part of providing, one of the services described in the eligible categories above.
Will receipt of the GCF affect our eligibility for other infrastructure grant programs?	No. The GCF will not affect decisions on eligibility for infrastructure grant funding. For local governments with approved projects the GCF funding cannot be used as their match as an incremental spend is required. The GCF could be used to offset cost overruns that exceed the grant amount and the local share.
Can local governments provide contributions to third parties from GCF?	No, with the exceptions of: <ul style="list-style-type: none"> • municipal contributions to housing projects and infrastructure owned by a regional district when the municipality is a participant in that service. • First Nations infrastructure when it is a shared service or there is a service relationship.
Can municipalities use these funds to support a regional response to an issue (i.e. municipal funds paid directly to a regional district)	Yes. While a municipality is generally not permitted to use GCF funding for any capital projects that they will not own, a municipality

	may contribute from its GCF reserves to a regional service if that municipality is a participant and the funding is dedicated for capital or planning purposes.
Can we claim staff time on projects?	Permitted in limited situations. Specifically for 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
Can a local government use GCF funding for multi-year project that has already started?	Yes. The GCF can be used for any capital project that has not yet been completed. Projects completed prior to March 1st, 2023 are not eligible for GCF funding. GCF is designed to enable incremental additional expenditures for local governments and not to replace existing capital commitments.
Can a municipality use GCF for a contribution to a regional project that they will not own?	Yes. While a municipality is generally not permitted to use GCF funding for any capital projects that they will not own, a municipality may contribute from its GCF reserves to a regional service if that municipality is a participant and the funding is dedicated for capital or planning purposes.
Can GCF be used for related planning projects?	Yes. Feasibility studies (including infrastructure capacity assessment); other early-stage development work are eligible costs. This includes conducting a climate lens assessment to determine GHG implications and resilience to future climate.
What happens if funds are ineligibly allocated, if reporting requirements are not met or if funds remain unspent after five years?	The ministry may reclaim any grant funds that are not used for the intended purposes or meet the accountability requirements of the Growing Communities Fund. However, the ministry will work with the local government to determine methods of expending it within eligible categories.
Can the funds be invested while being held in reserve?	The funds may be invested in any of the instruments permissible for local governments under section 183 of the <i>Community Charter</i> .

<p>How will these grants impact DCCs and other development finance charges?</p>	<p>The intent of the Growing Communities Fund grant is to support the delivery of projects that are incremental to currently planned infrastructure. As such, the projects may not have been included in the current DCC program. However, if the DCC program contains a project to which GCF funds will be allocated, the DCC bylaw must be amended so that the charges take the grant into account. Similar treatment should be used to adjust other development finance charges.</p>
<p>Timing</p>	
<p>Question</p>	<p>Answer</p>
<p>When will the grants be disbursed?</p>	<p>The grants will be directly transferred to local governments by March 31, 2023.</p>
<p>What is the timeline over which these grant funds must be expended?</p>	<p>The Provincial Government requests that the funds will be expended within approximately five years of receipt.</p>
<p>Reporting</p>	
<p>Question</p>	<p>Answer</p>
<p>What are the GCF reporting requirements for municipalities?</p>	<p>The municipality must annually report on:</p> <ul style="list-style-type: none"> • The amounts and uses of money expended from the GCF reserve fund over the calendar year, and • The balance of the reserve fund at the end of the calendar year. <p>Municipalities must provide a separate report (schedule) to their annual audited financial statements. (as required under S.167 of the <i>Community Charter</i>) until the GCF funding is fully expended (drawn down to zero).</p> <p>Further to the financial reporting, an annual report that identifies work related to Housing Needs Reports and pre-zoning requirements as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province’s Environmental, Social and Governance</p>

	<p>framework for capital projects. The Province also encourages conducting a preliminary climate lens assessment on Growing Communities Fund investments (GHGs and resilience to future climate) similar to the ones used for the CleanBC Communities Fund.</p> <p>Templates for reporting will be posted on line at a later date</p>
Will the schedule to the annual audited financial statements be left to the discretion of the municipality? Does the Ministry have authority to request additional information?	Yes, and yes. The form of the schedule to the annual audited financial statements will be left to the discretion of the municipality. The Ministry retains the right to request additional information from municipalities as required.
Is a separate auditors' report required for this schedule?	No. The Province does not require a separate auditor's report.
Am I required to acknowledge the provincial financial contribution towards funded projects?	Yes. Fund requirements will include parameters for public recognition of the funding related to capital projects.
Reserve Funds	
Question	Answer
Do municipalities need to segregate GCF funding from other funding sources?	Yes. The municipality must place its GCF grant in a separate dedicated reserve fund for capital and planning purposes (established under S.188 of the <i>Community Charter</i>). This fund must be separate from other existing reserve funds. That said, the municipality may transfer other money into the GCF reserve fund but may not transfer money from this fund to other reserve funds or into general surplus.
Does interest earned on the GCF need to be tracked and added to the GCF amounts once the funds are allocated to reserve?	Yes. Interest earned in the GCF fund must be tracked and allocated back to the fund and may only be used for eligible purposes related to the GCF program. This is in accordance with S. 189(1) of the <i>Community Charter</i> .

Appendix: Detailed Calculation of Grants

Example Calculation for a Municipality with 15,000 People

Population Range	From	To	Adjustment Factor
1. Very Small	0	2,000	100%
2. Small	2,001	5,000	80%
3. Small-Med	5,001	10,000	60%
4. Medium	10,001	20,000	40%
5. Large-Med	20,001	40,000	20%
6. Large	40,001	150,000	10%
7. Very Large	150,001	900,000	5%

To illustrate, for a city of 15,000 people, the adjusted population is:

- For this first 2,000 residents, adjustment of 100% = 2,000 x 100% = 2,000
- For the next 3,000 (up to 5,000), adjustment of 80% = 3,000 x 80% = 2,400
- For the next 5,000 (up to 10,000), adjustment of 60% = 5,000 x 60% = 3,000
- For the last 5,000 (up to 15,000), adjustment of 40% = 5,000 x 40% = 2,000

Thus, the city of 15,000 people has an adjusted population of 9,400 (=2,000 + 2,400 + 3,000 + 2,000).

If the city grew by 4,500 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	\$500,000	\$500,000
Adjusted Population	= 9,400 x \$365	\$3,431,000
Population Growth	= 4,500 x \$1,000	\$4,500,000
Total Grant		\$8,431,000