

August 28, 2023

Paul Gipps, CAO  
City of West Kelowna  
2760 Cameron Road  
West Kelowna, BC V1Z 2T6

Reference: AP8134

**Re: 2023 Complete Communities – CONFIDENTIAL Approval Agreement & Terms and Conditions of Funding**

Dear Mr. Gipps,

Thank you for submitting an application, dated June 16, 2023, for the 2023 Complete Communities program.

I am pleased to inform you **in confidence** that the Evaluation Committee has recommended your project, *City of West Kelowna Complete Neighbourhoods Infill Housing Strategy*, for funding. A grant in the amount of \$149,996.00 has now been approved.

As outlined in the Program & Application Guide, an initial payment in the amount of \$74,998.00 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 & 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 CAO or designate and returned to UBCM within 30 days of the date of this letter;
- (2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval **in confidence** until September 22, 2023.
- (3) All funded projects are required to:
  - a. Asses a minimum of three of the four complete community lenses; and

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

- 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.
- (4) 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;
- (5) All expenditures must meet eligibility and funding requirements as defined in the *Program & Application Guide* (refer to Sections 4 and 5);
- (6) All project activities must be completed within one year and no later than August 30, 2024;
- (7) The final report is required to be submitted to UBCM within 30 days of project end date and no later than September 27, 2024;
- (8) 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 advance community goals through the creation of a more complete community.

If you have any questions, please contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

Sincerely,



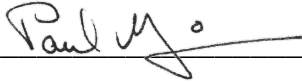
Danyta Welch  
Manager, Local Government Program Services

cc. *Brent Mangan, Director of Development Approvals*  
*Melissa Hunt Anderson, Community and Social Development Coordinator*

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

I, Paul Gipps, authorized designate of the City of West Kelowna, have read and agree to the general Terms & Conditions and the requirements for funding under the 2023 Complete Communities program.



Signature

August 30, 2023

Date

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