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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, APRIL 2, 2025

SUBJECT **Bylaw No. 4668: CRD Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 5, 2025**

ISSUE SUMMARY

The Capital Regional District (CRD) has entered into a new 10-year agreement to deliver the Community Works Fund (CWF). The agreement requires the Regional Board to confirm that third-party projects meet certain criteria, which is a significant deviation from existing processes. Additionally, the authority to allocate the CWF to CRD projects has not been explicitly defined.

BACKGROUND

The Community Works Fund is a long-standing program of the Canada Community-Building Fund (CCBF) that provides local and regional governments in BC with annual funding for local infrastructure investments. Individual governments can decide how to allocate CWF contributions to best align with the terms and conditions of their CWF Agreement with the Union of British Columbia Municipalities (UBCM).

In the past, CWF allocation decisions were made per Bylaw No. 4186, "Capital Regional District Delegation Bylaw No. 1, 2017", Delegation of Authority in Relation to Grant Applications. The CWF Agreement that the CRD entered in 2024 requires third-party allocations of funding to be accompanied by a CRD Board Resolution confirming certain criteria. Upon approving the CWF Agreement on September 11, 2024, the Board directed staff to investigate the board resolution requirements and bring forward potential solutions. Through subsequent consultation, UBCM confirmed that the Board may delegate this decision-making authority to the staff level.

ALTERNATIVES

Alternative 1

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4668, "Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 5, 2025" be read a first, second and third time; and
2. That Bylaw No. 4668 be adopted.

Alternative 2

That this report be referred back to staff for further review.

IMPLICATIONS

Service Delivery Implications

Under the 2014-2024 agreement, allocations of the CWF have not required Board approval. The standard practice has been for staff to identify and develop eligible projects for the applicable

Electoral Area Director’s approval.

Explicitly delegating the decision-making authority to staff in compliance with the 2024 agreement will allow these existing processes to remain in place. This will minimize any potential disruption to the administration of CWF funds and streamline the awarding of funds to approved and eligible projects. Allocations will remain subject to Electoral Area Director approval while maintaining CRD compliance with the CWF agreement.

CONCLUSION

The Community Works Fund (CWF) is a long-standing program that provides funding for local infrastructure investments. The new 10-year CWF Agreements requires a Board resolution for third-party awards. The Board may delegate this authority to staff. Amending the Delegation Bylaw to staff will allow existing processes to be maintained instead of requiring routine projects to be brought to the Board for approval, which may cause delays.

RECOMMENDATION

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4668, “Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 5, 2025” be read a first, second and third time; and
2. That Bylaw No. 4668 be adopted.

Submitted by:	Steven Carey, B. Sc., J.D., Senior Manager, Legal & Risk Management
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: Bylaw No. 4668
- Appendix B: Bylaw No. 4186 (Redlined)