



March 26, 2019

Ref: 244814

Her Worship Mayor Beverly Playfair
and Council
District of Fort St. James
PO Box 640 477 Stuart Drive West
Fort St. James BC V0J 1P0

Dear Mayor Beverly Playfair and Council:

The Province of British Columbia is investing in success for northwest communities by addressing long-standing infrastructure needs that are holding back the region. The \$100 million Northern Capital and Planning Grant (NCPG) will go to 4 regional districts (Fraser-Fort George, Bulkley-Nechako, Kitimat-Stikine and North Coast) and their 22 municipalities.

The Honourable Premier John Horgan has said, "The rich resources and hard-working people of the northwest have long contributed more than their fair share to the prosperity of our province. Unfortunately the benefits of success have been slow to flow back to the region, leaving communities with aging infrastructure that does not meet their needs or the needs of industry. We are reversing this legacy of neglect with a new Northern Capital and Planning Grant that will help people and communities make the most of new opportunities, so that the benefits of resource development are felt for years to come."

This grant fulfils Premier Horgan's commitment to northwest mayors and board chairs to make sure local workers and communities can reap the full benefits of resource development in their region.

I am pleased to advise you that Fort St. James is the recipient of a \$3,342,000 grant under the NCPG program. The purpose of this grant is to support the long-term planning and capital works for your local government. Details of the terms and conditions of this grant, including the administration of grant money, will be addressed through separate correspondence from Ministry of Municipal Affairs and Housing staff and your senior administrative and financial staff. This follow-up correspondence should be sent to your staff in the coming days. The Province anticipates full payment of the grant before the end of March 2019.

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Her Worship Mayor Beverly Playfair
and Council
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If you have a questions or comments regarding this letter or the broader NCPG program, please feel free to contact Kevan Letawske, Senior Policy Analyst, Local Government Infrastructure and Finance Branch, by email at: Kevan.Letawske@gov.bc.ca, or by phone at: 778 698-3239.

The Province welcomes this opportunity to support capital and planning throughout the District of Fort St. James. We believe that good planning, capital development, and asset management are critical tools to ensure the long-term sustainability of British Columbia's northern communities.

Congratulations on your awarded grant, and my best wishes with your future capital works and planning.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Robinson', with a stylized flourish at the end.

Selina Robinson
Minister

pc: Kevan Letawske, Senior Policy Analyst, Local Government Infrastructure and Finance Branch

Rioux, Luke MUNI:EX

From: Rachelle Willick <finance@fortstjames.ca>
Sent: August 20, 2019 9:58 AM
To: Letawske, Kevan MUNI:EX
Cc: CAO
Subject: RE: Update on the Implementation of the NCPG Program.

Hi Kevan,

The attached NCPG Reserve Bylaw will be brought to the September 3rd Council meeting for 1st, 2nd and 3rd reading and to the September 17th Council meeting for the final reading and adoption so long as the attached Bylaw in your opinion meets the obligations of this Grant. If I could ask you to review the attached bylaw and get back to me as soon as possible I would greatly appreciate your assistance.

Thank you in advance,

Rachelle Willick
Chief Financial Officer
District of Fort St. James
P: 250-996-8233
477 Stuart Drive W
PO Box 640
V0J 1P0



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From: Letawske, Kevan MAH:EX <Kevan.Letawske@gov.bc.ca>
Sent: Tuesday, August 13, 2019 2:42 PM
To: CAO <cao@fortstjames.ca>; Rachelle Willick <finance@fortstjames.ca>
Subject: Update on the Implementation of the NCPG Program.

Dear CFO & CAO of the District of Fort St. James,

As we are now past the mid-way point of the 2019 calendar year, and a full four-and-a-half months past the initial explanatory email on the Northern Capital and Planning Grant (NCPG) [see attached email from March 28, 2019], we in the Province would like you to provide a brief status update on the municipalities implementation of the NCPG program.

Status update question:

1. Has Council placed its NCPG grant in a separate dedicated reserve fund for capital and planning purposes (established under S.188 of the *Community Charter*)? If not, by what date do you expect this process to be complete?

Could you please forward the answer to the above questions to me **before the end of August 2019**. If you have any questions or comments, please feel free to contact me.

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For Context and Background:

If you recall from the March 2019 email, while the municipality has broad discretion regarding the use of these funds, there are certain conditions in place that must be followed (set by sections 32 to 34 of the Local Government Grants Regulation):

- The municipal council must place its NCPG grant in a separate dedicated reserve fund for capital and planning purposes (established under S.188 of the *Community Charter*)
- The municipality may transfer other money into this reserve fund but may not transfer money from this fund to other reserve funds.
- The council must annually report on
 - the use of money in this reserve fund over the calendar year, and
 - the balance of the reserve fund at the end of calendar year.
- This report must be included as a separate schedule to the annual audited financial statements.
- This annual reporting must continue until the reserve fund is completely utilized (i.e. drawn down to zero).

Sincerely,

*Kevan Letawske, Senior Policy Analyst
Local Government Infrastructure and Finance Branch
Ministry of Municipal Affairs and Housing
Ph: (778) 698-3239
Email: Kevan.Letawske@gov.bc.ca
Web: <http://www.cd.gov.bc.ca/lgd>
Mail: PO Box 9838 Stn Prov Govt, Victoria, BC, V8W 9T1*

DISTRICT OF FORT ST. JAMES
NORTHERN CAPITAL AND PLANNING GRANT RESERVE
BYLAW NO. 1014, 2019

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Rioux, Luke MUNI:EX

From: Richardson, Jennifer MUNI:EX
Sent: March 28, 2019 8:44 AM
To: cao@fortstjames.ca; finance@fortstjames.ca
Subject: Municipalities - Payment Terms and Conditions under the Northern Capital and Planning Grant (NCPG) - Fort St. James

Dear CAO & CFO of the Municipality of Fort St. James,

This is a follow-up email to my Minister's recent letter to your Mayor and Council informing them of their payment under the Northern Capital and Planning Grant (NCPG) program. As I'm sure you are now aware, your municipality is the recipient of a \$ 3,342,000 grant under the recently announced NCPG program. This money is to be used at the discretion of the municipality, but may only be used for capital and long-term planning purposes in accordance with S.32 of the Local Government Grants Regulation (BC Reg 221/95) which cross-references with S.4(1)(a)&(c) of the *Local Government Grants Act*.

In accordance with S.7 of the *Local Government Grants Act* and S.34 of the Local Government Grants Regulation (BC Reg 221/95), the minister may set terms and conditions on the payment of the grant and the use of funds. In order to ensure optimal transparency on the use of funds, the Minister has set the following terms and conditions.

- The municipal council must place its NCPG grant in a separate dedicated reserve fund for capital and planning purposes (established under S.188 of the *Community Charter*)
- The municipality may transfer other money into this reserve fund but may not transfer money from this fund to other reserve funds.
- The council must annually report on
 - the use of money in this reserve fund over the calendar year, and
 - the balance of the reserve fund at the end of calendar year.
- This report must be included as a separate schedule to the annual audited financial statements.
- This annual reporting must continue until the reserve fund is completely utilized (i.e. drawn down to zero).

Should you have further questions and comments on this email, please feel free to contact either:

- Sean Grant, Director, Local Government Finance at Sean.Grant@gov.bc.ca
Or
- Kevan Letawske, Senior Policy Analyst, Local Government Finance at Kevan.Letawske@gov.bc.ca

Thank you,

Jennifer Richardson
Grants Analyst
Local Government Infrastructure and Finance Branch
Ministry of Municipal Affairs and Housing

Rioux, Luke MUNI:EX

From: Letawske, Kevan MUNI:EX
Sent: December 10, 2019 10:31 AM
To: 'Sheryl Worthing'; 'smeeds@burnslake.ca'; 'cao@fortstjames.ca'; 'finance@fortstjames.ca'; 'rjholland@fraserlake.ca'; 'vflfin@fraserlake.ca'; 'ssmith@villageofgranisle.ca'; 'bandersson@villageofgranisle.ca'; 'lgasser@hazelton.ca'; 'kgreen@hazelton.ca'; 'cao@houston.ca'; 'finance@houston.ca'; 'dean@districtofmackenzie.ca'; 'kerri@districtofmackenzie.ca'; 'finance@mcbride.ca'; 'cao@mcbride.ca'; 'cao@portclements.ca'; 'lpage@portedward.ca'; 'ppereira@portedward.ca'; 'kathleen.soltis@princegeorge.ca'; 'kris.dalio@princegeorge.ca'; 'robert.long@princerupert.ca'; 'corinne.bomben@princerupert.ca'; 'cao@queencharlotte.ca'; 'cfo@queencharlotte.ca'; 'aharris@smithers.ca'; 'lford@smithers.ca'; 'Debbie Joujan'; 'directoroffinance@telkwa.ca'; 'havisson@terrace.ca'; 'lgreenlaw@terrace.ca'; 'cao@valemount.ca'; 'dof@valemount.ca'; 'cao@district.vanderhoof.ca'; 'Financial Officer'; XT:Masset, Village ENV:IN; 'Jo-Ann'; XT:District, Stewart, CAO TRAN:IN; 'finance@districtofstewart.com'; 'wwaycheshen@kitimat.ca'; 'schristiansen@kitimat.ca'; XT:Hunt, Wendy; District of New Hazelton CITZ:IN; 'rcarle@newhazelton.ca'
Cc: Letawske, Kevan MUNI:EX
Subject: Northern Capital and Planning Grant (NCPG)

Hi CAO's and CFO's,

As we are now approaching the end of the 2019 calendar year, we are providing our third and final reminder that you must have placed your Northern Capital and Planning Grant (NCPG) in a separate dedicated reserve fund for capital and planning purposes (established under S.188 of the *Community Charter*) by December 31, 2019.

If you recall from the March 2019 and August 2019 emails, while the municipality has broad discretion regarding the use of these funds, there are certain conditions in place that must be followed (set by sections 32 to 34 of the Local Government Grants Regulation):

- The municipal council must place its NCPG grant in a separate dedicated reserve fund for capital and planning purposes (established under S.188 of the *Community Charter*)
- The municipality may transfer other money into this reserve fund but may not transfer money from this fund to other reserve funds.
- The council must annually report on
 - the use of money in this reserve fund over the calendar year, and
 - the balance of the reserve fund at the end of calendar year.
- This report must be included as a separate schedule to the annual audited financial statements.
- This annual reporting must continue until the reserve fund is completely utilized (i.e. drawn down to zero).

Please contact me if you have any further questions or concerns.

Regards,

*Kevan Letawske, Senior Policy Analyst
Local Government Infrastructure and Finance Branch
Ministry of Municipal Affairs and Housing
Ph: (778) 698-3239*

Email: Kevan.Letawske@gov.bc.ca

Web: <http://www.cd.gov.bc.ca/lqd>

Mail: PO Box 9838 Stn Prov Govt, Victoria, BC, V8W 9T1

Rioux, Luke MUNI:EX

From: Letawske, Kevan MUNI:EX
Sent: April 9, 2020 1:06 PM
To: 'Melanie Ubleis'
Subject: RE: NCPG Payment

Hi Melanie,

The letter was sent by email and addressed to Mayor Playfair (attached).

Please let me know if you have any questions or concerns.

*Kevan Letawske, Senior Policy Analyst
Local Government Infrastructure and Finance Branch
Ministry of Municipal Affairs and Housing
Ph: (778) 698-3239
Email: Kevan.Letawske@gov.bc.ca
Web: <http://www.cd.gov.bc.ca/lgd>
Mail: PO Box 9838 Stn Prov Govt, Victoria, BC, V8W 9T1*

From: Melanie Ubleis <mubleis@fortstjames.ca>
Sent: April 9, 2020 10:58 AM
To: Letawske, Kevan MAH:EX <Kevan.Letawske@gov.bc.ca>
Subject: RE: NCPG Payment

Hell Kevan,

I don't think we have received the letter. Can you please send me a copy.

Thanks,

Melanie Ubleis, CPA, CGA
Interim Chief Financial Officer
District of Fort St. James
P: 250-996-8233
477 Stuart Drive W
PO Box 640
V0J 1P0



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From: Letawske, Kevan MAH:EX <Kevan.Letawske@gov.bc.ca>
Sent: Friday, March 27, 2020 2:57 PM
To: Melany Helmer <cao@fortstjames.ca>; Rachelle Willick <rachelle@fortstjames.ca>
Subject: NCPG Payment

Please be advised that there was a payment today to all local governments under the Northern Capital and Planning Grant. There will be an explanatory letter coming in a few hours.

Please keep this payment confidential. The letter will provide context.

Please contact me if you have any questions or concerns.

Thanks,

*Kevan Letawske, Senior Policy Analyst
Local Government Infrastructure and Finance Branch
Ministry of Municipal Affairs and Housing
Ph: (778) 698-3239
Email: Kevan.Letawske@gov.bc.ca
Web: <http://www.cd.gov.bc.ca/lqd>
Mail: PO Box 9838 Stn Prov Govt, Victoria, BC, V8W 9T1*

Rioux, Luke MUNI:EX

From: McCabe, Kate MAH:EX
Sent: March 27, 2020 6:13 PM
To: mayor@fortstjames.ca
Cc: Letawske, Kevan MUNI:EX
Subject: Northern Capital Planning Grant Announcement
Attachments: 252669 Fort St. James Signed Final.pdf

Greetings,

Please see the attached letter from Minister Selina Robinson for important information regarding the Northern Capital Planning Grant and your community. Should you have any questions about the enclosed please contact Kevan Letawske, Senior Policy Analyst, Local Government Infrastructure and Finance Branch, by email at: Kevan.Letawske@gov.bc.ca, or by telephone at: 778 698-3239.



March 27, 2020

Ref: 252669

Her Worship Mayor Beverly Playfair
and Members of Council
District of Fort St. James
PO Box 640
Fort St. James BC V0J 1P0

Dear Mayor Playfair and Council:

Our government has been listening to northern communities about the need for critical infrastructure, services and planning to prepare for future economic development opportunities and address social pressures associated with growth. We are committed to helping the north build a strong, sustainable, and innovative economy.

Normally, the Province of British Columbia would have preferred a public announcement prior to the second payment under the Northern Capital Planning Grant (NCPG). However, given the current COVID-19 situation, the Province will be paying local governments prior to the end of March 2020 and deferring the announcement to later in the spring. In the meantime, we are confident that local governments will keep this payment confidential until the formal announcement date.

As part of this commitment, I am pleased to advise you that the District of Fort St. James is the recipient of a \$1,170,000 grant under the second payment of NCPG program.

The purpose of this grant is to support the long-term planning and capital works for your local government. Details of the terms and conditions of this grant, including the administration of grant money, will be addressed through separate correspondence from Ministry of Municipal Affairs and Housing staff to your senior administrative and financial staff. This follow-up correspondence should be sent to your staff in the coming days. The Province anticipates full payment of the grant before the end of the March 2020.

If you have a questions or comments regarding this letter or the NCPG program, please feel free to contact Kevan Letawske, Senior Policy Analyst, Local Government Infrastructure and Finance Branch, by email at: Kevan.Letawske@gov.bc.ca, or by telephone at: 778 698-3239.

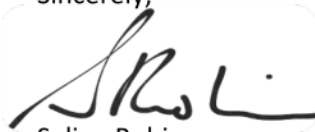
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In addition, the Province is planning on providing the Northern Development Initiative Trust (NDIT) with \$25 million to fund an application-based program for local governments, First Nations and other organizations. The purpose of this funding is to help address the social and economic effects of commercial and industrial development in the region including housing, community health, childcare and transition planning. The specific terms and conditions of this funding should be finalized before the end of March 2020. For more information on this proposed program, please contact the NDIT after March 31, 2020, by email at: info@northerndevelopment.bc.ca, or by telephone at: 250 561-2525.

Through these two programs (NCPG and NDIT), the Province welcomes this opportunity to support capital, planning and service delivery throughout Fort St. James. We believe that these programs are critical tools to ensure the long-term sustainability of British Columbia's northern communities.

Congratulations on your awarded grant. I am very pleased to be able to provide this grant to your community and my best wishes with your future capital works, planning, and public services.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Robinson', enclosed within a faint rectangular border.

Selina Robinson
Minister

pc: Kevan Letawske, Senior Policy Analyst, Local Government Infrastructure and Finance Branch

Rioux, Luke MUNI:EX

From: Letawske, Kevan MUNI:EX
Sent: May 12, 2020 3:27 PM
To: 'cao@fortstjames.ca'
Cc: 'finance@fortstjames.ca'
Subject: Northern Capital Planning Grant

Dear CAO & CFO of the District of Fort St. James,

This is a follow-up email to my Minister's letter to your Mayor and Council on March 27, 2020, informing them of their second payment under the Northern Capital and Planning Grant (NCPG) program. As I'm sure you are now aware, your municipality is the recipient of a \$1,170,000 grant under the second installment of the NCPG program. This money is to be used at the discretion of the municipality, but may only be used for capital and long-term planning purposes in accordance with S.32 of the Local Government Grants Regulation (BC Reg 221/95) which cross-references with S.4(1)(a)&(c) of the *Local Government Grants Act*.

In accordance with S.7 of the *Local Government Grants Act* and S.34 of the Local Government Grants Regulation (BC Reg 221/95), the minister may set terms and conditions on the payment of the grant and the use of funds. In order to ensure optimal transparency on the use of funds, the Minister has set the following terms and conditions.

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- This annual reporting must continue until the reserve fund is completely utilized (i.e. drawn down to zero).

Should you have further questions and comments on this email, please contact Kevan Letawske, Senior Policy Analyst, Local Government Finance at Kevan.Letawske@gov.bc.ca

Thank you,

Kevan Letawske, Senior Policy Analyst
Local Government Infrastructure and Finance Branch
Ministry of Municipal Affairs and Housing
Ph: (778) 698-3239
Email: Kevan.Letawske@gov.bc.ca
Web: <http://www.cd.gov.bc.ca/lqd>
Mail: PO Box 9838 Stn Prov Govt, Victoria, BC, V8W 9T1