**Local Government Development Approvals Program**

**2024 Final Report Form**

Please complete and return the final report form and all required attachments **within 30 days of project completion**. All questions are required to be answered by typing directly in this form. If you have any questions, contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (604) 270-8226 ext. 220.

|  |  |
| --- | --- |
| **SECTION 1: Applicant Information** | **LGPS-** *(for administrative use only)* |
| Local Government Applicant: | Final Report Submission Date: |
| Contact Person\*: | Position: |
| Phone: | E-mail: |

*\*Contact person must be an authorized representative of the applicant (i.e. staff member of elected official).*

|  |
| --- |
| **SECTION 2: Project Information** |
| * + - 1. **Project Information**       2. Project Title:       3. Project start and end dates. Start:       End: |
| * + - 1. **Project Cost.**  1. Total project expenditure: 2. Total eligible project cost: 3. Total grant request: 4. Did you receive funding for this project from other sources? If yes, please indicate the source(s) and the amount of funding received from other sources:     *Please ensure that the above information matches the information provided in the required financial summary.* |

|  |
| --- |
| **SECTION 3: Detailed Project Information** |
| * + - 1. **Completed Activities and Outcomes.** Provide a summary of the activities that were undertaken as part of the funded project and the outcomes/impact of each. |
| * + - 1. **Addressing Challenges.** Describe the extent to which the completed activities addressed the identified challenges facing your local government regarding development approvals (Section 2 of the approved Application Worksheet). |
| * + - 1. **Alignment with intent of the program.** Refer to Sections 1 and 6 of the *Program and Application Guide* for funding requirements and eligibility and provide the following information:  1. Describe the extent to which the completed activities improved the development approval process in your community. Where possible, refer to the outcomes and performance measures that were identified in Section 7 of the approved Application Worksheet.      1. Describe the extent to which the completed activities supported local government policy objectives, including improved effectiveness and efficiency of development approval processes. |
| * + - 1. **Internal and External Partnerships.** Please indicate which of the following were involved in the completed activities, the specific role that each played, and the extent to which their involvement supported improvements in the development approvals process:  1. Internal partners (i.e., local government departments):      1. External partners (i.e., development community, provincial Ministry, First Nations, BC Hydro, other local governments):      1. Other: |
| * + - 1. **Lessons Learned.** Please describe any lessons that were learned from this project that may help other local governments wishing to improve their own development approval processes. |
| * + - 1. **Additional Information.** Please share any other information regarding your completed project**.** |

|  |
| --- |
| **SECTION 4: Required Attachments** |
| Please submit the following with the completed Final Report Form:  Detailed financial summary that indicates the total actual project expenditures and actual grant expenditures from the Local Government Development Approvals program funding, and other sources (if applicable). The financial summary must align with the actual activities outlined in the Final Report Form.  Copies of any materials that were produced with grant funding (e.g., guidance material, reports on results of performance measurement).  Optional: any photos or media related to the funded project.  Submit the completed Final Report Form and all required attachments as an email attachment to [lgps@ubcm.ca](mailto:lgps@ubcm.ca) and note “2024 LGDAP” in the subject line. |

|  |  |
| --- | --- |
| **SECTION 5: Signature and Certification of Costs.** Please note all report materials will be shared with the Province of BC. | |
| To be signed by the local government’s Chief Financial Officer or designate.  I certify that the costs identified in the attached financial summary: (1) have been incurred and paid; (2) are attributable to the project; (3) are eligible; and (4) are net of tax and any other rebates.  In addition, for final claims, I certify that: (1) the project is complete; (2) all revenues generated from the project have been declared; and (3) all eligible portions of all other grant contributions for the project have been declared. | |
| Name: | Title: |
| Signature\*:  *\*A certified digital or original signature is required.* | Date: |

**Documents should be submitted as Word, Excel, or PDF files.   
Total file size for email attachments cannot exceed 20 MB.**

**All documents should be submitted to Local Government Program Services,   
Union of BC Municipalities by email:** [**lgps@ubcm.ca**](mailto:lgps@ubcm.ca)