



## Growing Communities Fund Annual Reporting Template for Local Governments

The Growing Communities Fund (GCF) provided a one-time total of \$1 billion in grants distributed among all local government in British Columbia.

GCF funds support local government to deliver infrastructure projects necessary to enable community growth and address infrastructure and amenities demands – such as recreation facilities, parks and water-treatment plants, as well as other community infrastructure.

Eligible costs and answers to frequently asked questions are available on the [GCF webpage](#). Questions can be directed to Ministry of Municipal Affairs (Ministry) [financial analysts](#).

Local governments are required to annually report about how GCF grants were spent to ensure transparency regarding the use of those funds.

Under section 377 of the *Local Government Act*, and section 167 of the *Community Charter*, each local government is required to provide a note or schedule to their annual audited financial statements that includes the amount of GCF funding it received, how those funds were used during the year, and the year-end balance of unused funds, if any. Local governments must continue to report annually about the use of the GCF grant monies until those funds are fully drawn down. It is expected that GCF allocations would be expended within five years. Audited financial statements must be submitted to the Inspector of Municipalities by May 15<sup>th</sup> each year.

The note or schedule to the audited financial statements must also identify any use of GCF for work related to [Housing Needs Reports](#) and [proactive zoning requirements](#). All information is to be provided in the note or schedule attached to the audited financial statements. For more information on providing information about work related to Housing Needs Reports and proactive zoning requirements, please contact the Ministry of Housing's Planning and Land Use Branch by email at: [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca).

Projects funded under the GCF must display a suitable acknowledgment sign at the project location. Complete information about the sign process, content details, ordering, and printing can be found in the [Growing Communities Fund Sign Guidelines \(PDF, 183KB\)](#). Requests for a GCF project sign can be submitted through [this online form](#). For answers to questions about the online order form or the GCF Sign Program generally please email: [GCFcommunications@gov.bc.ca](mailto:GCFcommunications@gov.bc.ca).

The first report of GCF expenditures is required as part of the local government audited financial statements for the 2023 calendar year. The report may be tabular, narrative or a combination of both. The example for the fictional local government of Rockridge, provided below, illustrates reporting in the audited financial statements for 2024, demonstrating year-over-year reporting.

### Example – Growing Communities Fund: Reserve Funds

Information about the Growing Communities Fund (GCF), when deposited in a reserve fund established by bylaw:



The Province of British Columbia distributed conditional GCF grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

The Town of Rockridge received \$3,538,000 of GCF funding in March 2023.

Growing Communities Fund	2024	2023
Balance, beginning of year	1,923,000	3,538,000
Eligible costs		
Water system expansion	500,000	250,000
Local roads improvements	-	1,365,000
Sidewalks	200,000	-
Balance, end of year	\$ 1,223,000	\$ 1,923,000

Work related to Housing Needs Reports and pre-zoning requirements:

**Table option:**

2024 GCF Investments	Project Highlights
Water system expansion	Housing Needs Report – servicing of new lots in the Ferndale neighborhood and of existing lots at a higher density.
Sidewalks	Improvement of the <i>All Ages and Abilities Network</i> of walking and cycling infrastructure.

**Narrative option:**

In 2024, the expansion of the water system continued. This will permit servicing of new lots in the Ferndale neighborhood and of existing lots at a higher density. This corresponds with the need for housing recognized in the Housing Needs Report dated July 1, 2023. Sidewalk expansion started in 2024 and the expansion will improve the All Ages and Abilities Network of walking and cycling infrastructure. The sidewalks are being built with xx and yy components for safety and accessibility.