

April 14, 2022

Joseph Fernandez, CAO  
Town of Lake Cowichan  
PO Box 860  
39 South Shore Road  
Lake Cowichan, BC V0R 2G0  
Via email: [jfernandez@lakecowichan.ca](mailto:jfernandez@lakecowichan.ca)

Reference: AP7222

**Re: 2022 Poverty Reduction Planning and Action – Approval Agreement – IN  
CONFIDENCE**

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Dear Mr. Fernandez,

Thank you for submitting an application under the 2022 Poverty Reduction Planning and Action program.

I am pleased to inform you, **in confidence**, that your project, *Stream 2 - Movin' On Up & Taking Action: Cowichan Lake Poverty Reduction Project*, has been approved for funding in the amount of \$50,000.

The Ministry of Social Development and Poverty Reduction 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 principle **in confidence** until May 10, 2022.
- (3) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in your approved application;
- (4) All expenditures must meet eligibility and funding requirements as defined in the Program & Application Guide (refer to Section 6);
- (5) All project activities must be completed within one year of approval and no later than April 14, 2023;

*The Poverty Reduction Planning & Action program is funded by the Province of BC*

- (6) The Final Report Form is required to be submitted to UBCM within 30 days of project end date and no later than May 14, 2023;
- (7) Any unused funds must be returned to UBCM within 30 days following the project end date;
- (8) Any in-person activities, meetings, or events must meet public health orders and/or guidance in relation to COVID-19;
- (9) Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

As outlined in the Program & Application Guide, once the signed Approval Agreement is returned to UBCM, an initial payment in the amount of \$25,000 or fifty per cent (50%) of the total approved grant will follow shortly by electronic funds transfer. 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.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to reduce poverty at the local level and support the Province's poverty reduction strategy.

If you have any questions, please contact Local Government Program Services at 250-952-9177 or [sprynn@ubcm.ca](mailto:sprynn@ubcm.ca).

Sincerely,



Sasha Prynn  
Program Officer