

Local Government Development Approvals Program

2026 Program and Application Guide

Applications will be accepted January 5, 2026 to March 13, 2026
using the [LGPS Online Application Tool](#)

1. Introduction

In 2019, the Province of BC initiated the Development Approvals Process Review (DAPR). Extensive local government and stakeholder engagement produced a comprehensive list of informed ideas for streamlining and speeding up the development approvals process, outlined in the [DAPR Report](#). The Local Government Development Approvals Program provides support to local governments to address the findings and adopt the recommendations in the DAPR Report.

To support getting the homes people need approved, built, and available effectively and efficiently, local governments, the development sector, and the Province all have a role to play in improving current development approvals processes.

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

Local Government Development Approvals Program

The development approvals process refers to all operational steps and decision making in relation to a local government's consideration of approving development, from the pre-application phase to the issuance of the building and/or occupancy permit. The local government's review process ensures that development applications conform to policies, plans, and regulations for building and development.

The intent of the Local Government Development Approvals Program is to support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives.

The 2026 intake has been expanded to include eligible activities that support:

- Alignment with [BC Building Permit Hub](#);
- Use of **modern methods of construction**, such as **offsite construction**, **prefabricated construction**, and **modular construction**;
- Implementation of **standardized designs** for housing.

Approximately \$9.0 million is available for the 2026 intake. The Local Government Development Approvals Program is administered by the Union of BC Municipalities and funded by the Ministry of Housing and Municipal Affairs.

2. Eligible Applicants

All local governments (municipalities, regional districts, and the Islands Trust) in BC are eligible to apply. Eligible applicants can submit one application per intake. This includes applying as a **sub-applicant** in a regional application.

3. Grant Maximum

The Local Government Development Approvals Program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$200,000.00. For regional projects, the funding maximum is \$800,000.00 regardless of the number of **sub-applicants** included in the application.

The Evaluation Committee may recommend that an application be approved in part, based on available funding and the merit of the proposed project.

To ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the Local Government Development Approvals Program.

4. Eligible Projects

To qualify for funding, proposed activities must meet the intent of the program and be:

- A new or subsequent phase of a project (retroactive funding is not available);
- Capable of completion by the applicant within two years of the date of grant approval;
- For projects that are dependent on external partnerships, provide evidence that external partners (e.g., development community, provincial Ministry, First Nations, other local governments, BC Hydro) are willing to participate.

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

For the purpose of the Local Government Development Approvals Program, regional projects may include applicants that are not located in the same region but instead that are collaborating on, and will all benefit from, an eligible project. For all regional projects, the project must result in new or updated development approval processes or outcomes for all applicants included in the **approved project**.

The **primary applicant** submitting the application for a regional project is required to submit a resolution as outlined in [Section 7](#) of this guide. Each **sub-applicant** is required to submit a resolution that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf.

For regional projects, the funding maximum is \$800,000.00 regardless of the number of **sub-applicants** included in the application.

5. Requirements for Funding

As part of both the development of the application package and the delivery of the **approved project**, local governments are encouraged to proactively engage local First Nations and Indigenous organizations, such as Friendship Centres and Métis Chartered Communities. Engagement by local governments both locally and regionally can help build relationships with First Nations, support harmonization of land use planning, and enhance reconciliation. More information on engagement best practices is available [here](#).

As part of the Approval Agreement, **approved projects** must meet the following requirements for funding:

- 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.
- Where applicable, to qualify for funding, for any professional activities required to obtain authorizations or permits, be developed and signed by a qualified professional as per the *Professional Governance Act*.

6. Eligible and Ineligible Costs and Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Table 1 identifies examples of activities that are eligible for funding. Please note that an internal review of current development approvals may be valuable before undertaking specific projects, but is not a pre-requisite for funding. However, evidence of readiness and/or rationale to undertake proposed activities is required in the application form and may contribute to higher application scores.

It is expected that proposed activities may involve internal or external partnerships. Please refer to [Section 4](#) for funding requirements for working with external partners. Eligible activities must be cost-effective.

Table 1: Activities Eligible for Funding

- A. Developing, reviewing, and/or updating internal development approvals processes to improve efficiency and effectiveness. For example:
- Planning, training, and facilitating to improve collaboration between departments to improve development approvals process.
 - Planning and making recommendations for triaging development applications at the submission stage to identify incomplete, straight forward, complex, or high priority (e.g., aligned with council priorities on affordable and rental housing) applications and have a different process for acting on each kind.
 - Reviewing and updating building permit application forms to align with the [Province's standardized permit checklist](#).
 - Reviewing and updating internal approvals processes, including guidelines and bylaws, to support the efficient approval of projects using **standardized designs** from a variety of sources, including the [B.C. Standardized Housing Designs Catalogue](#), Canadian Mortgage and Housing Corporation's [Housing Design Catalogue](#), or others.
 - Identifying opportunities to support the adoption of **modern methods of construction** such as **offsite construction** methodologies including volumetric **modular** or panelized construction, including review of bylaws or permit processes relating to standards such as CSA A277, especially in connection with standardization of permitting and approvals.

Table 1: Activities Eligible for Funding (continued)

- B. Developing, reviewing, and/or updating development approvals guidance for staff and/or applicants. For example:
- Creating guides, templates, webinars, and/or checklists for applicants and/or staff.
 - Creating guidelines that define what constitutes a major or minor amendment change.
 - Change management training and capacity building for staff or elected officials.
 - Process improvements to support the use of **standardized designs** or **modern methods of construction** and updates to guidelines, policies, procedures, and bylaws.
- C. Reviewing and making recommendations to improve development approval procedures bylaw. For example:
- Delegating authority to staff to make decisions where appropriate, including delegating technical development permits to staff.
- D. Reviewing zoning bylaw(s) and providing recommendations to improve development approval processes. For example:
- Reducing the need for commonly requested variances.
 - Simplifying and expediting the use of **standardized design** catalogues.
 - Supporting the use of **modern methods of construction** including **offsite construction**, **prefabricated construction**, and **modular construction**.
- E. Reviewing other land use bylaw(s) and providing recommendations to improve the development approval process. For example:
- Reviewing official community plans or regional growth strategies to identify opportunities to improve development approval process.
 - Reviewing community plans, zoning, and development processes to support the use of **modern methods of construction**, such as ensuring that **modern methods of construction** are not restricted through zoning.
- F. Facilitating collaboration or coordination with external partners (e.g., development community, provincial Ministry, First Nations, other local governments). For example:
- Developing communication materials, user guidelines, and/or training modules for development approvals.
 - Establishing a pre-application process and/or guidelines (e.g., pre-application developer meetings; pre-application public engagement).
 - Training external partners on the development approvals process.
 - Coordinating with neighbouring communities to increase consistency across jurisdictions.
- G. Improving information technology to facilitate uptake and/or alignment with Building Permit Hub. For example:
- Working with existing software provider(s) to establish/update application programming interfaces (APIs), software, and workflows to enable integration with Building Permit Hub.
 - Change management and/or staff training on Building Permit Hub adoption and associated updates to internal processes, workflows, or information technology (IT) systems.

Table 1: Activities Eligible for Funding (continued)

- Publishing of policies and bylaws into a machine-readable format that is consistent with the Province’s approach to publishing the BC Building Code in machine readable format.
- H. Other activities that enable local governments to make use of **modern methods of construction** and **standardized designs**.
- I. Other activities that support the improvement of the local government development approval process and that meet the intent of the program may be considered for funding.

Additional Eligible Costs and Activities

The following expenditures are also eligible provided they relate directly to eligible activities identified in Table 1:

- Incremental applicant staff (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- Consultant costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., event planning) consultant rates are expected to be commensurate with the type of activity being undertaken.
- Public information costs (e.g., FAQs, webinars for the public, guidance on how to participate in the public process, role of the decision-maker in the process).
- Honoraria for equity-denied populations or service organizations that support equity-denied populations.
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials.
- Reporting on **approved projects** (to Board or Council, other levels of government, etc.).

Ineligible Costs and Activities

Any activity that is not outlined in Table 1 or the ‘Additional Eligible Costs and Activities’ section, or is not directly connected to activities approved in the application, is not eligible for grant funding. This includes:

- Purchasing, developing, or implementing new or upgraded digital platforms (hardware) or software that are not directly tied to the adoption of Building Permit Hub or digitization of bylaws.
- Development or update of housing needs reports, official community plans, regional growth strategies, local area plans, master plans, zoning bylaws, etc.
- Routine or ongoing operating costs or activities (e.g., heating, cooling, and lighting; security; software or service subscriptions; or membership fees).
- Routine or ongoing planning costs or planning activities that are not incremental to the project (e.g., costs related to bylaw adoption).
- Regular salaries and/or benefits of **primary applicant** or **sub-applicant(s)** staff or partners.
- Development of architectural, engineering, or other design drawings for the construction or renovation of facilities.
- Major capital improvements or major renovations to existing facilities, and/or construction of new, permanent facilities.

- Audit fees, legal fees, interest fees, or fees to incorporate a society.
- Fundraising, lobbying, or sponsorship campaigns.
- Project-related fees payable to the **primary applicant** or **sub-applicant(s)** (e.g., permit fees).
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members.

7. Application Requirements and Process

The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 2](#) for full information.

Application Deadline

The application deadline is **March 13, 2026**. Applicants will be advised of the status of their applications within 90 days of the application deadline.

Required Application Contents

All applicants are required to complete the LGPS Online Application Form and submit an electronic copy of the following:

- Completed Application Worksheet with all required attachments.
- Council, Board, or Local Trust Committee resolution **OR** a letter of support from the CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- Detailed budget that indicates the proposed expenditures from the Local Government Development Approvals Program grant and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or **in-kind contributions** expenditures must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#);
- For projects with external partners: written confirmation from the external partner confirming their role and willingness to participate.
- For regional projects only:
 - Council, Board, or Local Trust Committee resolution from the **primary applicant**, indicating support for the current proposed activities and willingness to provide overall grant management; and,
 - Council, Board, or Local Trust Committee resolution from each **sub-applicant** that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf. Resolutions from **sub-applicants** must include this language.

Submission of Applications

Applications are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 2](#) for more information on the new process and the information that will be required to be submitted during each step.

Worksheets and required attachments should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB. All materials should be submitted to Local Government Program Services, Union of BC Municipalities by email: lgps@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of all applications to ensure the required application contents have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

As required, the Evaluation Committee will assess and score all eligible applications. Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Higher application review scores will be given to projects that:

- Demonstrate alignment with intent of the Local Government Development Approvals program.
- Are outcome-based and include performance measures.
- Provide evidence of readiness to undertake proposed activities.
- Where applicable, demonstrate transferability to other local governments in BC.
- Include internal local government cross-departmental collaboration and/or collaboration with one or more external partners (e.g., development community, provincial Ministry, First Nations, other local governments, BC Hydro etc.).
- Where applicable, are in alignment with other local governments' digitization efforts.
- Are cost-effective.

As required, the Evaluation Committee may consider the provincial, regional, and urban/rural distribution of proposed projects, and previous funding. Recommendations will be made on a priority basis.

All application materials will be shared with the Province of BC.

8. Grant Management and Applicant Responsibilities

Grants are awarded to approved applicants only. The approved applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Approved applicants are responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision and Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants are awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM and the remainder when the project is complete and UBCM has received and approved the required final report and a financial summary.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

To request a progress payment, approved applicants are required to submit the [Interim Report Form](#). The form will require the following information:

- Description of activities completed to date;
- Description of funds expended to date (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)); and
- Written rationale for receiving a progress payment.

Changes to Approved Projects (Amendment Requests)

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from UBCM will be required for any significant variation from the approved project. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the **approved project**. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

To propose changes to an **approved project**, applicants are required to submit the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- Amended application package, including updated Application Worksheet, detailed budget (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)), and an updated Council, Board, or Local Trust Committee resolution;
- For regional projects only, evidence of support from **sub-applicant(s)** for proposed amendments will be required; and
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The [Interim Report Form](#) will be required to be submitted for all extensions request over six months. Extensions will not exceed one year from the date of the original final report deadline.

Recognition of Funding and Funders

When recognizing funding, please state that the Local Government Development Approvals Program is administered by the Union of BC Municipalities and funded by the Province of BC. UBCM is active on X, Bluesky, LinkedIn, and Facebook. When possible, please mention or tag UBCM on social media posts that are related to projects that are funded by programs that UBCM administers.

Guidelines on using Province of BC logos, including downloadable files, are available [here](#).

9. Final Report Requirements and Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

Final Reports

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments;
- Detailed financial summary that indicates the actual expenditures from the Local Government Development Approvals Program grant and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#);
- Copies of any materials that were produced with grant funding (e.g., guidance material, reports on results of performance measurement);
- Photos of funded activities and/or completed projects; and,
- Links to media directly related to the funded project.

Submission of Final Reports

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

All final reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: lgps@ubcm.ca.

Review of Final Reports

UBCM will review all final reports to ensure the required report elements have been submitted.

All final report materials will be shared with the Province of BC.
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10. Additional Information

Union of BC Municipalities

Email: lgps@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions

Approved Project: Activities included in the approved application and costs included in the approved budget.

Cash Expenditures: Direct costs properly and reasonably incurred and paid for with money by the approved **primary applicant** or **sub-applicant(s)** as part of **the approved project**. For example, catering and consultant fees can be cash expenditures.

In-Kind Contribution: The use of resources of the approved **primary applicant** or **sub-applicant(s)** for the development or implementation of the approved project. For example, the use of meeting rooms owned by the approved **primary applicant** or **sub-applicant(s)** can be an in-kind expenditure.

Modern methods of construction: Use of newer construction methodologies including **modular construction**, **offsite construction**, or other forms of **prefabricated construction** that moves construction activities into industrialized settings instead of the development site, allowing for more rapid and efficient construction.

Modular construction: Design and construction methodologies that construct building designs in large, volumetric modules, including elements of walls, floors, and fittings, that move construction into factory settings with modules delivered onto building sites and assembled into the final building form.

Offsite construction: Design and construction methodologies that move some construction methodologies off of the eventual development site and into factories or industrialized settings to maximize on efficiencies.

Prefabricated construction: Use of design and construction methodologies that maximize the use of components that are prefabricated (such as trusses, wall assemblies, floor cassettes, mechanical modules, etc.) and not “stick built” on the development site.

Primary Applicant: Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management, and all reporting requirements.

Standardized Designs: pre-approved, customizable residential building plans or designs for housing that can help streamline the permitting process, including the [B.C. Standardized Housing Designs Catalogue](#), Canadian Mortgage and Housing Corporation’s [Housing Design Catalogue](#), or others.

Sub-Applicant(s): In the case of regional projects, the sub-applicants are eligible applicants that are included in an approved application.

Appendix 2: LGPS Online Application Tool

As outlined in [Section 7](#), Applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).
2. Name of the Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact information: full name, position, email, phone.
4. Primary applicant mailing address.
5. For regional projects only: name of sub-applicant(s) and rationale for regional project.
6. Project title. Project titles should be brief but include key project activities, the area where the work will be undertaken, and the intended outcome/deliverable.
7. Proposed start and end date.
8. Estimated total project budget.
9. Estimated total grant request.
10. Other funding amount and source.
11. Project summary (provide a brief summary, no more than 500 characters).
12. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.
13. Certification that the information is complete and accurate.
14. Name and email of person submitting application.

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

STEP TWO: Application Worksheet and Required Attachments

Application Worksheet

The following questions will be required to be answered on the Application Worksheet:

1. Name of Primary Applicant (local government).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).

3. Type of Project: identify the type of project that best describes what the funding will be used for. Check all that apply:
 - Digitization (i.e., alignment with BC Building Hub)
 - Modern methods of construction
 - Standardized design
 - Streamlining of development approval processes)
4. Local Development Context:
 - a) Description of the development trends in your community in last 5 years. This could include scale and typical type of developments, number and type of applications and permits, and/or type of applicants (large developers, builders or contractors, property owners).
 - b) General community awareness or engagement regarding development processes.
5. Rationale for Proposed Activities: based on the local development context identified in Question 4, identify the current challenges facing your local government regarding development approvals.
6. Evidence and Readiness: based on the challenges identified above provide an overview of any additional evidence for making changes to the development approval processes. This may be derived from existing internal development approval process review, strategic plan, other relevant staff report, increase in development applications, projected increase in housing need based on recent housing needs assessment.
7. Proposed Activities:
 - a) Description of the proposed specific activities that will be undertaken.
 - b) Description of how the proposed activities meet the intent of the funding program (support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives), and the challenges identified in Question 5.
8. Outcomes and Performance Measures: describe the proposed outcomes and performance measures
 - a) What outcomes will indicate project success (addressing challenges identified in Q5)?
 - b) What performance measures will be used to assess these outcomes?
9. Internal and External Partnerships: indicate how you intend to consult, engage, or collaborate with the following and what specific role they will play in the proposed activities. If possible, identify the specific agencies or organizations you intend to work with.
 - a) Internal partners (i.e., local government departments).
 - b) External partners (i.e., development community, provincial Ministry, First Nations, other local governments).
 - c) Other.
10. Additional Information: Any other information you think may help support your submission.

Required Attachments

The following attachments will be required to be submitted with the completed Application Worksheet:

- Council, Board, or Local Trust Committee resolution **OR** a letter of support from the CAO or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant

management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

- Detailed budget that indicates the proposed expenditures from the Local Government Development Approvals Program grant and that aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified. Applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#).
- For projects that include collaboration with external partners: written confirmation from the external partner confirming their role and willingness to participate.
- For regional projects only:
 - Council, Board, or Local Trust Committee resolution from the **primary applicant**, indicating support for the current proposed activities and willingness to provide overall grant management; and,
 - Council, Board, or Local Trust Committee resolution from each **sub-applicant** that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf. Resolutions from **sub-applicants** must include this language.

**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**

Please note “2026 LGDAP” in the subject line.