

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

**FROM:** J. Zaffino, Chief Administrative Officer

**DATE:** September 18, 2025

**RE:** **Electoral Area "C" Community Works (Gas Tax) Reserve Fund Expenditure**

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### **Administrative Recommendation:**

THAT Bylaw No. 3118, 2025, being a bylaw that authorizes the expenditure of \$20,000 from the Area "C" Community Works Program (Gas Tax) Reserve Fund for the purposes of installing a concrete pad in front of the Willowbrook Firehall be read a first, second and third time and be adopted.

That Bylaw No. 3102.05, 2025, being a bylaw to amend the 2025-2029 Five Year Financial Plan to include the expenditure of \$20,000 from the Community Works Reserve be read a first, second and third time and be adopted.

### **Purpose:**

To authorize funds required to complete safety upgrades to the Willowbrook Firehall driveway.

### **Strategic Priorities:**

5.3 Provide Infrastructure

### **Background & Analysis:**

The requested funds will be used to install a concrete pad in front of the Firehall to ensure safe and reliable access for emergency vehicles. Currently, the area consists of gravel and dirt that becomes muddy during rainfall or in the spring, causing vehicles to sink and making it difficult for them to maneuver or exit the site.

### **Financial Implications:**

No direct tax implications to Area "C" residents as project is funded from Community Works Program Reserve funds.

This project aligns with the following criteria outlined for the Community Works Gas Tax Program:

1. Fire Halls, which includes new construction, upgrading, repurposing or life extension of firehalls and attached building space.

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**Communication Strategy:**

As the total Community Works Program funds committed to the Willowbrook Firehall exceed \$100,000, signage may be required in accordance with UBCM recommendations.

**Alternatives:**

That Bylaw No. 3118, 2025 and Bylaw No. 3102.05, 2025 not proceed.

Will a PowerPoint presentation be presented at the meeting?    No

**Respectfully submitted:**

"Nathan Grant, CPA, CA"  
N. Grant, Accountant II

**Endorsed by:**

"Noelle Evans-MacEwan, CPA, CA"  
N. Evans-MacEwan, Chief Financial Officer