**Active Transportation Planning**

**2024/25 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.

For detailed instructions regarding Final Report requirements, please refer to the *2024/25* *Active Transportation Planning Program and Application Guide.*

If you have any questions, contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or 604-270-8226 extension 220.

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

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

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| **SECTION 2: Detailed Project Information** |
| 1. **Project Title:** |
| 1. **Project Information.**    1. Project start and end dates: Start:       End:    2. Total final project expenditure:       \* Total ATP grant expenditure:       \*    3. Did you receive other funding for this project from other sources? If yes, please indicate the source and the amount of funding received from other sources:     *\* The total final project expenditure and total ATP grant expenditure must match  the actual costs in your financial summary (not the original budget).* |
| 1. **Summary of Activities.** Please describe the specific activities that were undertaken as part of the funded project.    1. Research (data collection, mapping, walkability and bikeability and/or community audits and assessments)      * 1. Engagement (public and/or stakeholder engagement, surveys, open houses)      * 1. Policy Development |
| 1. **Alignment with funding stream.** Please outline how the completed activities align with the intent of the funding stream to incorporate or enhance active transportation components of formal planning documents, such as Official Community Plans, Sustainability Plans, Neighbourhood Plans, or Transportation Plans.     In addition, please describe how the completed activities supported the following:   1. Connections to community amenities, affordable housing, seniors’ housing, schools, and other key community institutions: 2. Reduction of greenhouse gas emissions through active transportation options (in alignment with *Local Government Act* (Part 14, Sec 473 sub 3) GHG emission targets): 3. Consideration of equity, accessibility, and people of all ages and abilities in active transportation planning: |
| 1. **Engagement with First Nations and/or Indigenous Organizations.** Which specific bands, Treaty First Nations, and/or Indigenous organizations (please include the specific traditional territory, reserve, or other First Nation’s land) participated in the project activities, and what specific roles did they play? |
| 1. **Engagement with Neighbouring Jurisdictions and Affected Parties.** Identify any neighbouring jurisdictions and/or partners (e.g., school districts, community organizations, and other local governments) that participated in the project, and the specific role they played. |
| 1. **Comprehensive, cooperative, regional approach and benefits.** Describe how the project contributed to a comprehensive, cooperative, and regional approach to active transportation. What regional benefits resulted from this project? |
| 1. **Additional Comments.** Please share any additional comments you would like to provide. |

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| **SECTION 3: Required Final Report Materials** | |
| The following separate attachments are required to be submitted as part of the final report:  Financial summary that indicates the actual expenditures from the Active Transportation fund and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. *GL reports and vendor receipts may be included but will not be accepted as financial summaries.* Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](https://www.ubcm.ca/sites/default/files/2023-09/LGPS-2023-Budget-Financial%20Summary%20Form-%202023.09.xlsx).  Copy of completed plan or assessment.  Photos of funded activities and/or completed project.  Links to media directly related to the funded project. |

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| **SECTION 4: Certification of Costs** (to be signed by 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:  *(CFO or designate)* |
| Signature:  *A digital or original signature is required* | Date: |

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)