



# PIBC Peer Learning Network

## Local “Peer Learning Pods”: Framework and Criteria

The PIBC Peer Learning Network is offering funding support of **up to \$1,000** for small groups of practitioners working in or with local and regional governments (including planners who are both PIBC members and non-members), across British Columbia who are interested and willing to self-organize and host a small peer learning event in their local area. These events are intended to be hyper-local, self-directed, and peer-focused, and are intended to facilitate collaboration and practical information-sharing between practitioners and communities as they work to implement new policy changes, practices, and tools to comply with the new provincial housing legislation.

### Objectives

Groups should apply for PLN funding if they plan to organize and deliver a small, local peer learning event that is aligned with one or more of the following themes and objectives:

- **Peer Learning:** Increasing availability and accessibility of information, including locally relevant emerging and improved practices, local government processes, servicing approaches, and strategies to meet housing goals and provincial requirements (e.g., zoning bylaw updates, housing needs reports, OCP updates, development approvals, etc.).
- **Capacity building:** Creating opportunities to share locally relevant information (e.g., legal information, servicing and infrastructure recommendations, information on environmental and hazardous conditions, strategies for attracting builders and trades), particularly for communities with limited in-house capacity.
- **Communications:** Discussing promising practices and approaches for communicating with internal and external audiences (e.g., Council, the public, local interest holders, etc.) about the implications of the legislation.
- **Local & Regional coordination:** Supporting a local approach to developing and creating zoning bylaws, housing needs reports, and/or official community plans.

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## Eligibility & Minimum Requirements

PLN funding is available to locally-organized groups of three or more practitioners, including both PIBC members and non-members, from two or more different local organizations including, but not limited to:

- Local governments;
- Regional districts and electoral areas;
- Municipalities; and
- Other relevant practitioners implementing working in housing and addressing new provincial housing legislation in BC.

## Available Funding

PLN is offering **up to \$1,000** in funding to eligible groups across BC who are willing and able to self-organize and independently deliver a small peer learning event in their local area. To ensure an equitable distribution of funding across all regions of BC, PLN is making available an initial phase of funding to:

- Up to 3 Peer Learning Pods in the Central North Region
- Up to 3 Peer Learning Pods in the Okanagan- Interior Region
- Up to 3 Peer Learning Pods in the Kootenay-Rocky Mountain Region
- Up to 1 Peer Learning Pod in the Lower Mainland Region
- Up to 1 Peer Learning Pod in the Sunshine Coast Region
- Up to 1 Peer Learning Pod in the Fraser Valley Region
- Up to 1 Peer Learning Pod in the South Vancouver Island Region
- Up to 2 Peer Learning Pods in the Mid- and North Island Regions

Each local group, and any participating practitioners, is eligible to receive funding only once during the initial phase of the funding support period. PIBC reserves the right to reallocate funding as required, based on regional uptake. Additional opportunities for funding may be considered in the future based on overall PIBC Peer Learning Network activities and resources.

## Examples of Eligible Local Peer Learning Pod Events

PIBC PLN encourages participants to self-organize and deliver local peer learning events that best meet the needs of a range of local practitioners, communities and/or organizations in their local area while working within the overall objectives of the PLN as outlined above. Groups are encouraged, but not required, to provide a virtual or form of remote participation option, wherever possible.

Examples of possible Peer Learning Pod events\* could include, but are not limited to:

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- *Practitioners from multiple neighbouring local governments meet biweekly over lunch to develop a coordinated local area approach to zoning requirements that comply with the provincial housing legislation. The catering and other direct costs total \$150 per meeting and the group meets five times.*
- *Practitioners from multiple regional districts develop a regular Zoom meeting to discuss any unique challenges they are facing while implementing the housing legislation and share approaches or solutions. In each Zoom meeting, a subject matter expert is invited to speak about a specific issue (e.g., servicing, covenants, parking, etc.) and participate in a discussion with attendees about how to address specific challenges or needs. The speakers each receive an honorarium of \$100.*
- *A group of local governments and practitioners meet for a half-day, self-organized workshop-style session on a specific topic (e.g., zoning bylaw updates, housing needs reports, ACCs/CACs, etc.). Three subject matter experts are invited to present and participate in a peer-learning discussion. One of the organizations provides a boardroom and basic venue needs for the session. Catering is ordered and costs \$450 and the speakers each receive a \$100 honorarium.*

\*Note: These are provided as a few possible illustrative examples only.

### Eligible Expenses

Expenses for funding can include:

- Honoraria for relevant external volunteer speakers and/or subject matter experts specifically relating to the delivery of the project (up to a maximum of \$100 per person).
- Honoraria for volunteer external facilitators (up to a maximum of \$100 per person).
- Venue costs (e.g., room rental, equipment rental) where cost-free venue facilities are not available.
- Reasonable food and refreshments.
- Reasonable printing and materials supply costs (e.g., maps, poster boards, markers).
- Partial travel subsidies may be considered on a case-by-case basis for participation by attendees from more remote and rural areas.

### Ineligible Expenses

Expenses for funding cannot include:

- Honoraria or direct compensation of any kind to any principal organizers/attendees or their staff.
- Cost of alcoholic beverages.

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- Lobbying or political activities that directly or indirectly promote a political stance or party.
- Expenses not appropriately recorded and/or documented for reporting and accountability purposes.
- Any other expenses that PIBC may reasonably, and at its sole discretion, determine do not appropriately align with the objectives of the PLN.

### Reporting and Management

In the interests of appropriate project management, accountability, and financial responsibility, PIBC has a duty to suitably monitor, approve, document, and report on the disbursement and use of all financial and other resources associated with PLN events and activities (including Peer Learning Pod events/activities). The PIBC PLN will therefore establish and enforce appropriate documentation, reporting, and other accountability requirements for all such events.

### Submitting an Application

- All applications and proposed events are made on an entirely voluntary basis and will be accepted and considered on a first-come, first-served basis.
- All applications must have one individual, primary contact associated with them.
- All applications are subject to review and approval by PIBC at its sole discretion.
- PIBC may seek additional information from applicants and/or require modifications to any application and associated proposed event, or may otherwise establish and mandate specific expectations and requirements at its sole discretion.
- All decisions on any application and proposed event are final and entirely at the discretion of PIBC.

Applications can be submitted via PLN’s online application form until **5 pm PST on June 28, 2024**.

**Apply here:**

**<https://forms.office.com/r/fMwVFLf6xu>**

**Applications must be submitted using the PIBC PLN Peer Learning Pod application form. Applications must include all required information, including but not limited to a proposed schedule of dates for the proposed event(s).**

**All events approved for funding during this phase must held as planned and approved, and completed no later than July 31, 2024.**

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### Questions and Contact

For further information or any questions about organizing and applying for support for a local Peer Learning Pod event, please contact us at [peerlearning@pibc.bc.bca](mailto:peerlearning@pibc.bc.bca). Be sure to write “Peer Learning Pods” in the subject line of your email.