



qathet REGIONAL DISTRICT

SECTION 3	FINANCIAL POLICIES
POLICY	3.12
SUBJECT	COMMUNITY WORKS FUND ALLOCATION
ADOPTED	OCTOBER 24, 2013
AMENDED	JULY 30, 2020 NOVEMBER 12, 2025

POLICY STATEMENT:

Community Works Funds (CWF) are made available to eligible local governments, including the qathet Regional District (qRD), by the Government of Canada pursuant to the Agreement on the Transfer of Federal Gas Tax Revenues (Gas Tax Agreement) between the Union of British Columbia Municipalities and the governments of Canada and British Columbia. Funding under the program is intended to be directed to local infrastructure and capacity building priorities that fall within one of the eligible project categories and that are in keeping with the Agreement's intended outcomes of supporting economic sustainability, environmental protection and community well-being.

All local governments receive CWF. The formula for dispersing the funding to the qRD is based on a formula which includes a base amount and an amount per capita for the population in the Electoral Areas. The City of Powell River receives a separate share of the CWF according to their population.

PURPOSE:

The Community Works Fund Allocation policy provides direction on allocating CWF funding to qRD projects as well as considering grant applications from community agencies for CWF funding.

SCOPE:

The Board will designate the review, evaluation and funding recommendations of all proposed projects and initiatives that meet the eligible criteria and guidelines of CWF to a Committee of qRD Electoral Area Directors.

All projects that receive Community Works Funds must be recommended by the designated Committee prior to being forwarded to a Committee comprised of all qRD Board members.

POLICY/GUIDELINES:

It is the policy of the qathet Regional District that:

General objectives for use of CWF funds

1. All CWF funds shall be expended in accordance with the agreement entered into between the Government of Canada, Province of British Columbia and the Union of British Columbia Municipalities (the Funding Agreement).
2. Allocation of CWF funds will be considered first and foremost for qRD Electoral Area projects.
3. The qRD shall aspire for the following goals regarding expenditure of CWF funds:
 - a) The qRD Board will generally aim to spend CWF funds equitably among Electoral Areas consistent with the CWF funding formula (the equitable spending objective guided by target allocations based on the CWF funding formula).
 - b) The aim of the equitable spending objective is to generally balance spending over the timeframe of a Funding Agreement, and not to strictly meet the target allocations.
 - c) CWF funds shall be managed as a single funding pool (since target allocations are aspirational, not strict goals).
 - d) The qRD Board will monitor CWF spending via summaries of target and actual allocations by Electoral Area and over the entire region with a focus on the timeframe of the current Funding Agreement.
 - e) To ensure funding is equitably available in Electoral Areas, the CWF fund pool will maintain a minimum of 50% of the positive differences between target and actual allocations.
 - f) At the start of a new Funding Agreement, any remaining unallocated funds from the prior Funding Agreement will be added to the target allocations of Electoral Areas proportional to the difference between target and actual allocations over the timeframe of the prior Funding Agreement.
4. The qRD Board shall review this policy at a minimum every five years or when a new Funding Agreement is established.

Process to consider proposals to use CWF funds

5. Staff will review all proposals to ensure consistency with the current Funding Agreement.
6. Only projects qualifying under the criteria for the CWF as outlined in the Funding Agreement will be considered for funding.
7. All CWF funds shall be expended in accordance with the Funding Agreement.
8. Proposals to use CWF funds shall be considered by a committee of qRD Electoral Area Directors prior to being forwarded to a Committee comprised of all qRD Board members, that make recommendations to the qRD Board.
9. When considering individual proposals, priority shall be given according to the following project areas and considerations:
 - a) Projects that address safety, essential services and risks to residents and visitors of the qRD.
 - b) Projects that align with the strategic priorities of the qRD.
 - c) Projects to develop and implement plans that can increase community resilience, including integrated community sustainability plans, community wildfire resiliency plans, and asset management plans.
 - d) Projects regarding infrastructure that is or will be owned or leased by the qRD.
 - e) Projects that benefit a large portion of the population in at least one Electoral Area.
 - f) Project prioritization increases or decreases proportional to the difference between target and actual allocations under the current Funding Agreement for benefiting Electoral Areas.
 - g) Project prioritization increases proportional to the amount of matching funds from reserves of benefiting regional services.

Applications for CWF funds from community agencies

10. Grant requests from eligible community agencies will be considered only if, after examining qRD's short and long-term financial commitments, there is available unallocated funding.
11. To ensure fair consideration and inclusion in the financial plan, the qRD will only consider applications from community agencies received no later than the last day of October of each year. Proposals received after this date will only be presented to the Board if the project is considered an emergency.
12. All community agencies applying for CWF funding shall be responsible for completing the application form (Appendix A) and providing any necessary back-

up information.

13. At no time will consideration be given to an incomplete application or one that does not have all of the appropriate information supplied.

14. If a project is approved for a community agency, that party will be required to enter into a Community Works Fund Third Party Agreement.

15. Community agencies must:

- a) Meet the definition of Ultimate Recipient in the Funding Agreement;
- b) Expend the funds consistent with qRD policies;
- c) Provide proof of future ownership or control of the asset for a minimum of the next five years, or transfer the asset to the qRD according to the Third Party Agreement;
- d) Comply with all terms set out in the Funding Agreement and the Third Party Agreement; and
- e) Comply with all applicable regulations on the project.

Federal Gas Tax Funding – Application Information Sheet

qathet Regional District has access to a funding program called the Federal Gas Tax Fund. This funding program has been made available by the Government of Canada and can be used for infrastructure projects that support productivity and economic growth, a clean environment, and strong cities and communities (hereinafter referred to the “criteria”).

The project must be for public infrastructure which provides public use and benefit component. The applicant must demonstrate that the proposed project meets this requirement,

The Regional District Board of Directors may consider funding applications from registered Non-profit Societies or Improvement Districts operating within our Regional District boundaries for projects meeting the aforementioned criteria. In order to be considered for funding, applicants must:

- a) Be a registered Non-profit Society or Improvement District in good standing with the Province of British Columbia.
- b) Own the property in question, where the project is to take place.
- c) Comply with the qathet Regional District Purchasing Policy for purchasing goods or services in relation to this project. Basic details of the Purchasing Policy are provided with the eligibility documents.
- d) Provide documentation demonstrating the project meets the criteria. The required documentation will depend on the category that the Eligible Project falls into.
- e) Adhere to a communications protocol, including but not limited to the construction and installation of signage acknowledging the Federal Government, UBCM, and qathet Regional District funding contribution to this project.
- f) Retain title to and ownership of the assets and property in question for a minimum of five (5) years after project completion. If, at any time within the five (5) years from the date of the Project Completion, the Recipient sells, leases, encumbers or otherwise disposes of, directly or indirectly, any asset constructed, rehabilitated, or improved, in whole or in part, with funds contributed by Canada under the terms of this Agreement, the Recipient shall repay the qRD, on demand, any revenue that is generated from the sale, lease, encumbrance or disposal of the asset up to the original amount of Federal Gas Tax funding.
- g) Provide all reporting, in a timely fashion, as required by the qathet Regional District, including but not limited to: Criteria Reporting before and after the project, Final Reporting, and Annual Reporting.
- h) Review and adhere to a Federal Gas Tax Funding Contract with qathet Regional District.



Gas Tax Funding Application Process

- a. Provide the qathet Regional District Finance Department with a project description. The Finance Department will review the project and will work with the organization to determine eligibility (including status as Non-profit Society, ownership of the property, if the criteria has been met, project category and eligibility of expenditures, etc.).
- b. If the Finance Department determines the project meets all criteria requirements, the Society can submit an application to be forwarded for review and consideration at a future qathet Regional District board meeting.
- c. If approved, the applicant will be required to sign a funding contract with the qathet Regional District and submit further required documentation prior to receiving funding for the project.

This documentation is for information purposes only and does not represent a funding commitment by qathet Regional District. Further, if your application is approved for funding, this document does not limit the requirements of your organization as detailed in the Federal Gas Tax Funding Contract with the qathet Regional District.

For more information please contact:

Linda Greenan – General Manager of Financial Administration / Chief Financial Officer
lgreenan@qathet.ca
604-485-2260



Federal/Provincial Gas Tax Funding Application

The personal information you provide on this qRD document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purposes of processing qRD business. This document may become public information. If you have any questions about the collection of your personal information, please contact Michelle Jones - General Manager of Corporate Administration / Corporate Officer / Privacy Officer at 604-485-2260 or mjones@qathet.ca

Application Date:

Project Title:

Applicant Contact Information:

Name of Organization			
Address			
Phone		Fax	
Email Address			

Director(s) in Support of Project _____

Electoral Area(s) _____

Amount Required _____

Is your organization a (please check where appropriate)

<input type="checkbox"/> Not-For-Profit/Charity	<input type="checkbox"/> Society #	<input type="checkbox"/> Community Organization
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Land Ownership - Please check one of the following:

☐ The applicant is the owner of the property

☐ The property is Crown Land. Tenure/Licence #

Do you have the Landowner's written approval to complete the works on the land(s)?

☐ Yes (include copies of the permits)

☐ No

Ownership and Legal Description details are required for all parcels of land on which the proposed works will occur.

Registered Owners of Land	Legal Description of land(s)



Application Contents - must include all of the following:

1. Description of the project including management framework
2. Project Budget including project costs (e.g. employee, equipment, etc.)
3. Outline of project accountability including Final Report and Financial Statements

1. Eligible Project Description including timeline:



1.1 Beneficial impacts on communities



1.2 Project Outcomes:



1.3 Project Team and Qualifications:



2. Project Budget:

Eligible costs for this project are outlined below. These include all direct costs that are reasonably incurred and paid by the recipient under the contract for goods and services necessary for the implementation of the Eligible Project. Schedule B outlines Eligible Costs for Eligible Recipients (see attached). Attach supporting quotes and estimates.

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Additional Budget Information

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3.Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- Provision of a Final Report including copies of all invoices

Schedule of Payments

A Schedule of Payments shall be provided only after approval of the application by the Board of Directors of qathet Regional District. Completion of this application does not guarantee approval.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse emissions. This must also include financial information such as revenue and expenses.

In addition, an Annual Report (for 5 years) is to be submitted to qathet Regional District prior to October 31st of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

Signature	Name	Date