



Number: 300-09-06
REGIONAL DISTRICT OF CENTRAL KOOTENAY
Policy Manual

Chapter: Finance

Section: Transfers to Organizations

Subject: Community Works Fund

Board Resolution:	323/06, 324/06, 792/06, 919/07, 275/08, 893/09, 588/14, 589/14, 332/18, 333/18, 942/19	Established Date:	25 MAR 2006, 23 SEPT 2006, 24 NOV 2007, 26 APR 2008, 10 OCT 2009, 17 MAY 2018, 12 DEC 2019	Revised Date:	December 12, 2019
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PURPOSE

The purpose of this policy is to guide staff and elected officials on how to prioritize and disseminate Community Works Fund (CWF) monies provided by Federal Gas Tax funding to eligible projects and recipients. Any modifications to this policy must be approved by the RDCK Board.

SCOPE

This policy outlines applicant and project eligibility requirements for any initiative being formally considered for Community Works funding. It also offers a framework for the required CWF application requirements, including the supporting documentation that must accompany any submitted application, and the final and annual project reporting requirements that must be met by any successful applicant.

DEFINITIONS

UBCM means Union of BC Municipalities

Asset Management includes planning processes, approaches or plans that support integrated, lifecycle approaches to effective stewardship of infrastructure assets in order to maximize benefits and manage risk. Asset Management can include: an inventory of assets; the condition of assets; level of service; risk assessment; a cost analysis; community priority setting; and long-term financial planning.

Eligible Project(s) means projects as described in the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Found in Schedule B (Eligible Project Categories), these include investments in infrastructure for its construction, renewal or material enhancement in each of the following categories: Local roads, bridges; Highways; Short-line rail; Regional and local airports; Broadband connectivity; Public transit; Drinking water; Wastewater; Solid waste; Community energy systems; Brownfield redevelopment; Sports infrastructure; Recreational infrastructure; Cultural infrastructure; Tourism infrastructure; Disaster mitigation; and Capacity building.

GTA means Gas Tax Agreement



CWF means Community Works Fund

Public Ownership refers to government provisions of goods and services; the commercial or business activities of the state. Generally refers to enterprises, wholly or partially government owned, which sell goods and services at a price according to use.

Ultimate Recipient means:

- i. a Local Government or its agent (including its wholly owned corporation);
- ii. a non-municipal entity, including for-profit, non-governmental and not-for-profit organizations, on the condition that (a) the Local Government where the Eligible Project(s) would be located, if applicable, has indicated support for the project through a formal resolution of its board.

Tangible Capital Assets are non-financial assets having physical substance that: are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets; have useful economic lives extending beyond an accounting period; are to be used on a continuing basis; and are not for sale in the ordinary course of operations.

POLICY

Administrative Costs

324/06

Administrative costs associated with the Community Works Fund be recovered from interest derived from the funds with shortfalls charged to Rural Administration.

919/07

To mitigate costs associated with administration of the Community Works Fund Program and to reduce potential corporate liabilities, the initial focus for the RDCK's Community Works Funds be RDCK-owned or supported assets or assets having a long history of public ownership.

Application Process

792/06

The process for approving projects and authorizing expenditures from the Community Works Fund be as follows:

- Funds shall be allotted to each rural area based on population;
- Applications or proposals will be brought forward by Electoral Area Directors individually or jointly if the project covers more than one electoral area;
- Staff may bring forward specific priorities identified by working directly with the Electoral Area Director(s) for submission;
- Staff as designated by the CAO will review all proposals (applications) to ensure consistency with the "New Deal for Cities and Communities" agreement;



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- Proposals will be reviewed by the Electoral Area Directors Select Committee for recommendation to the Board for approval.

588/14

Section 792/06, bullet point four, it be amended to read *“Directors will be responsible for reviewing the initial application, providing guidance to the applicant and work with staff to ensure that the application meets the criteria of the UBCM Community Works Fund Agreement”*;

AND FURTHER in section 792/06, bullet point five, it be amended to read *“Directors will confirm their support for the review of the draft application prior to staff undertaking a final review to ensure consistency with the UBCM Community Works Fund Agreement”*.

The process for approving projects and authorizing expenditures from the Community Works Fund be as follows:

- Funds shall be allotted to each rural area based on population;
- Applications or proposals will be brought forward by Electoral Area Directors individually or jointly if the project covers more than one electoral area;
- Staff may bring forward specific priorities identified by working directly with the Electoral Area Director(s) for submission;
- Directors will be responsible for reviewing the initial application, providing guidance to the applicant and work with staff to ensure that the application meets the criteria of the UBCM Community Works Fund Agreement;
- Directors will confirm their support for the review of the draft application prior to staff undertaking a final review to ensure consistency with the UBCM Community Works Fund Agreement.

Election Period

332/18

In the event of an election for the position of Director being scheduled in an Electoral Area, the Board neither consider a request, nor approve the release of money, from such Electoral Area Director for disbursement of Community Works Funds during the period of 45 days prior to the election up to the Inaugural Meeting; AND FURTHER, that the following exemptions apply:

- (1) Community Works Funds disbursements from an Electoral Area Director who has been declared by the Chief Elections Officer to be elected by acclamation;
- (2) Community Works Funds disbursements deemed to be emergency allocations having received an affirmative vote of at least 2/3 of the votes cast.

Funding Agreement

275/08

The revised format for the Community Works Fund Agreement, as attached to the April 10, 2008 General Affairs Committee minutes, be endorsed.



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Fund Allocation

323/06

Distribution of Community Works Funds be allocated to the individual Regional District of Central Kootenay Electoral Areas on the basis of population.

Minimum Grant Amount

333/18

That RDCK Policy 300-09-06 Community Works Funds be amended to establish a minimum grant amount of \$10,000 for Community Works Fund program projects.

Policy Approval

589/14

That the Board approve the revised Community Works Policy No. 300-09-06

Reporting

942/19

That Policy Number 300-09-06 Community Works Fund be amended to indicate a five (5) year reporting period instead of ten (10) years.