



UNION OF  
BRITISH  
COLUMBIA  
MUNICIPALITIES

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By UBCM

Funding provided by:  
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**BRITISH  
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The Best Place on Earth

Gas Tax/Public Transit  
Management Services  
Secretariat

Municipal House  
525 Government St  
Victoria BC V8V 0A8

Phone: 250 356-2947  
Fax: 250 356-5119

Website:

[www.ubcm.ca](http://www.ubcm.ca)  
under  
Funding Programs

Federal Gas Tax and Public  
Transit Agreements

# Gas Tax/Public Transit Management Services

*...delivering the federal gas tax and public transit agreement funding in British Columbia*

May 3, 2010

Dear Recipient:

**RE: ANNUAL REPORTING: GAS TAX & PUBLIC TRANSIT AGREEMENTS**

The Gas Tax and Public Transit Agreements require that recipients provide to UBCM, by July 1, a written report on any activities undertaken in relation to these agreements for the previous fiscal year ending December 31. As your local government has entered into an agreement under one or both of these programs a **report on these Funds is due by July 1, 2010.**

Reporting requirements are set out in CWF Agreement sections 3.2 and Schedule C and the Public Transit Funding Agreement section 3.5.

As per the previous years, reporting will occur using the Government of Canada's electronic reporting database. As the User Guide remains substantially unchanged, rather than enclosing a copy, we have posted it on our website ([www.ubcm.ca](http://www.ubcm.ca) under Funding Programs/Gas Tax Fund/Recipient Reporting/Reporting System User Guide). Enclosed in this package is a supplement to the User Guide outlining BC specific adaptations and some tips/things to watch for when using the database. Please review the supplement prior to beginning to use the database.

**If you have received funds under the Public Transit Agreement or Public Transit Infrastructure Program, please find attached an additional instruction sheet that speaks to some specific reporting issues under these two Programs.**

The reporting website address is: <https://gtpt-tetc.infrastructure.gc.ca>

**Your username and passwords were not reset to a default this year; please continue to use the username and password that you set yourself last year.** If you need to have it reset for any reason, please e-mail us at [GT-PT@ubcm.ca](mailto:GT-PT@ubcm.ca) or call us at 250-356-2947. Please do not be concerned if the e-mail address contained within the username is out-of-date; it is only being used as a username not an active e-mail address for contacting your organization.

Some points to remember in completing your report:

- ✓ Report only on the eligible projects for which eligible costs were incurred during 2009.
- ✓ Do ensure that all projects completed under the Gas Tax or Public Transit Programs have been updated in the database system with an end date (on the Project Information screen) and status description and percentage completion (on the Project Status screen).
- ✓ Do not change any prior year's financial information in the database, i.e. interest, administration, project expenditures, etc.; if changes are required, please contact our office for instruction.
- ✓ Ensure that all Gas Tax and Public Transit funded projects are reported – including application based Innovations Funds (IF); General Strategic Priorities Funds (GSPF); and Regionally Significant Priorities Fund (RSP).
- ✓ If you have Innovations Fund or General Strategic Priorities Fund projects, only the amount that you claimed during 2009 will be shown as "Received from UBCM" on the Annual Expenditure Report; however all eligible costs incurred during 2009 should be reported even if a claim won't be made until 2010.
- ✓ Ensure that all projects being reported clearly describe how they meet the eligibility requirements listed in Schedule B of the Gas Tax Agreement – as well as the outcomes of cleaner air, cleaner water, and lower GHGs.
- ✓ Report the interest earned and any eligible administrative costs claimed.
- ✓ Ensure that the Ministry of Community Development has a copy of your audited financial statements by May 15 as per their procedures.
- ✓ Call the Gas Tax/Public Transit Management Office if there are any qualified audit opinions relative to the Gas Tax or Public Transit Funds if you have not already done so.

This year there are two significant changes to reporting Gas Tax and Public Transit Funds:

1. There is no longer a requirement to include a copy of the pages of your audited financial statements that reference Gas Tax or Public Transit Funding receipts or expenditures.
2. An audit of randomly selected Gas Tax and Public Transit recipients will be conducted annually.

**Once you have completed your data entry and have printed the Annual Expenditure Report(s), please have the Financial Officer sign the required declaration(s). Then forward the Annual Expenditure Report(s) plus the Detailed Project Report(s) if you are reporting projects this fiscal as follows:**

**By Fax: 250 356-5119**  
**By Mail: Gas Tax/Public Transit Management Services**  
**525 Government St, Victoria BC V8V 0A8**  
**By E-Mail: [GT-PT@ubcm.ca](mailto:GT-PT@ubcm.ca)**

The first half of your fiscal 2010/11 CWF allocation is expected to be distributed in July. We cannot make this payment or further payments under the Pooled Funds Agreements until we receive your report [see CWF Agreement Schedule C (1)(m) and Pooled Funds Agreement Section 3.3 (d)] and confirm that there are no qualified audit opinions in your audited financial statement filed with the Ministry of Community Development. **In order that this payment is not delayed, please send us your report as soon as possible in advance of the July 1, 2010 deadline and ensure the Ministry has a copy of your audited financial statement.**

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We would like to invite those recipients that are not currently receiving their CWF payments by electronic funds transfer to consider this option. Should you wish to take advantage of this option or change your contact information in our office, please complete the yellow Local Government Contact Information form that is enclosed in this package and return it to us separately or at the same time as you submit your report.

Once recipients have completed their reporting requirements, UBCM must prepare its own Annual Expenditure Report, which includes a consolidation of all recipient reporting. That report is due September 30 annually. Although July 1 is the deadline, filing your report earlier helps us in our report preparation and is sincerely appreciated.

If you have questions, please feel free to contact us by e-mail at [GT-PT@ubcm.ca](mailto:GT-PT@ubcm.ca) or by telephone at 250 356-2947. Once again, thank you for providing the required information.

Yours truly,

A handwritten signature in cursive script, appearing to read "Brenda Gibson", followed by a horizontal line extending to the right.

Brenda Gibson, General Manager  
Gas Tax/Public Transit Management Services

Enclosures