# CANADA COMMUNITY-BUILDING FUND IN BRITISH COLUMBIA

# COMMUNITY WORKS FUND PROGRAM GUIDE

Canada Community-
Building Fund BC | UBCM

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| Program Purpose | The Community Works Fund program provides local governments in British Columbia with stable, predictable and dedicated funding for local infrastructure and capacity building projects. |
| Ultimate Recipients | Funding is directly transferred to all municipalities and regional districts in British Columbia. Ultimate Recipients of funds can include local governments, non-municipal-entities such as for-profit, non-governmental and not-for-profit organizations and BC Transit. |
| Eligible Infrastructure Categories | Public Transit; Local Roads, Bridges and Active Transportation; Community Energy Systems; Drinking Water; Solid Waste; Wastewater; Local and Regional Airports; Short-Line Rail; Short-Sea Shipping; Broadband Connectivity; Brownfield Redevelopment; Disaster Mitigation; Cultural, Tourism, Sport and Recreation Infrastructure; Fire Stations. |
| Eligible Capacity Building Categories | Asset Management, Long-Term Infrastructure Planning, and Integrated Community Sustainability Planning. |
| Application Limit | There is no application process for the Community Works Fund program. Note that some local governments may have an internal application process for project selection regarding non-local government entities. |
| Available Funding and Allocations | Annual CWF allocations are determined using a formula that combines a minimum funding floor and a per capita amount for each local government in British Columbia. There is no maximum limit for CWF funding for a project.  Communities can bank funds or stack with other grants when permitted. |

# ABOUT THE PROGRAM

The Community Works Fund (CWF) is one of three funding streams delivered through the Canada Community-Building Fund (CCBF) in British Columbia, formerly known as the Gas Tax Fund. The current CCBF Agreement provides a ten-year commitment of federal funding for investments in local government infrastructure and capacity building projects through March 31, 2024. This program guide will focus on the CWF program. Information about other CCBF funding streams including the Strategic Priorities Fund and the Greater Vancouver Regional Fund can be found on our webpage.

The CWF program provides local governments with stable, predictable and dedicated funding for local infrastructure and capacity building project across 20 eligible categories. CWF program funding is provided by the federal government through Infrastructure Canada and delivered to all local governments in British Columbia.  Allocations are based on a per capita formula with a funding floor for all recipients. Funding is delivered to local governments twice per year.

For all CWF projects, local governments make local decisions about which eligible projects to fund and report annually on these projects and the ways in which they lead towards the achievement of the national objectives of the program: stronger cities and communities, productivity and economic growth and a cleaner environment.

This program guide expands on the requirements for reporting, questions about eligibility and communications guidelines found in the Administrative Agreement on the Canada Community-Building Fund in British Columbia.  These topics are covered in greater detail in the Appendixes of this document.

If you have any questions about the CWF program after reading this guide, contact Toby Simpson at 250-356-0876 or by email.

# ALLOCATIONS

CWF allocations are determined using a formula that combines a minimum funding floor and a per capita amount for each local government in British Columbia. Allocations vary depending on the location of a local government. The program is indexed every third year which sees an increase in base and per capita. Between 2014 and 2024, local governments in British Columbia. will receive the following average allocations:

| | | |
|---|---|---|
| Metro Vancouver Local Governments | $55,000 / base per local government | $3 / person |
| Local Governments outside Metro Vancouver | $55,000 / base per local government | $44 / person |

For reference, an updated 2019 – 2024 allocation table for municipalities and regional districts is found in Appendix E of this document.

Community Works Funds are generally delivered to communities twice a year in late July and early December, and can be strategically invested across 20 project categories (discussed later in this guide) to address local priorities. Half payments arrive in the spring and fall seasons and arrival dates are subject to change. Annual CWF allocations are dependent on receipt of funds from Canada.

# APPLICATION

There is no application process for the Community Works Fund program. Local governments make local decisions about what projects to fund on an annual basis.

UBCM provides advice on eligibility and local governments report annually on project expenditures and outputs to UBCM and Infrastructure Canada.

Note that some local governments may have an internal application process for project selection regarding non-local government entities.  If you are a 3rd party seeking to obtain CWF funding, contact your regional district or municipality.

# ELIGIBILITY AND PUBLIC USE & BENEFIT

To help ensure your project is eligible, it is important to answer "Yes" to four questions:

1. Is the recipient of funding for the project an "Ultimate Recipient" by definition?
2. Will the project result in a tangible capital asset in BC that is primarily for public use or public benefit
3. Does the project fall under one of the eligible investment categories?
4. Are the project costs eligible?

The following sections will help answer these questions. Further information on determining project eligibility, including public use and benefit guidelines, can be found in Appendix B of this document.

## ELIGIBLE CWF RECIPIENTS

Community Works funding is directly transferred to all municipalities and regional districts in British Columbia. Ultimate Recipients of funds can include local governments, non-municipal-entities such as for-profit, non-governmental and not-for-profit organizations and BC Transit.

There may be specific circumstances where a local government provide funds to a 3rd party to deliver a service a local government would typically provide. In this instance, the local government – through board or council resolution – deliver funds to the 3rd party. Note that in this circumstance, the local government is required to ensure that all costs related to the project are eligible, records are kept for audit purposes, and the local government is responsible for all reporting and other compliance activities as per the Community Works Fund Agreement.

## ELIGIBLE CATEGORIES

The table below provides a list of Eligible CWF Project Categories:

| Capital Infrastructure | |
|---|---|
| Drinking Water | Wastewater |
| Local Roads, Active Transportation, Bridges | Solid Waste |
| Recreation and Sport Infrastructure | Tourism and Cultural Infrastructure |
| Public Transit | Community Energy Systems |
| Disaster Mitigation | Fire Hall Infrastructure* |
| Short-sea Shipping and Short-line Rail | Broadband Connectivity |
| Regional and Local Airports | Brownfield Redevelopment |

| Capacity Building | |
|---|---|
| Asset Management | Integrated Community Sustainability Plans |
| Long-term Infrastructure Plans | |

*Costs related to this category are eligible after April 1, 2021
Appenix A and Appendix C of this guide contain examples of eligible CWF projects and category descriptions.

# ELIGIBLE COSTS (CAPITAL INFRASTRUCTURE)

Eligible costs include expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset.

Infrastructure is defined as a municipal or regional, publicly or privately owned tangible capital asset that is primarily available for public use and provides substantial public benefit.

In addition, eligible costs also include expenditures directly related to the joint communication activities and with federal project signage for CCBF projects.

# ELIGIBLE COSTS (CAPACITY BUILDING STREAM)

Eligible Expenditures of Ultimate Recipients will be limited to the following:
 a. for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:

 i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
 ii. itraining directly related to asset management planning; and,
 c. iilong-term infrastructure plans.

 b. the expenditures directly associated with joint communication activities and with federal project signage for GTF-funded projects.

Expenditures could include developing and implementing:

 • Studies, strategies, or systems related to asset management, which may include software acquisition and implementation
 • Training directly related to asset management planning
 • Long-term infrastructure plans

# INELIGIBLE COSTS

INELIGIBLE SERVICES / INFRASTRUCTURE
1. Emergency Response Services - Police, SAR and EOC's
2. Education / Daycare / Child care
3. Social Housing / Social Services
4. City halls, public works buildings and other administrative buildings
5. Seniors care facilities and housing
6. Health infrastructure (hospitals, convalescent and senior centres) are not eligible.

INELIGIBLE ACTIVITIES
1. Small equipment purchases
2. Feasibility studies and detailed design (without additional capital spending)
3. Fire equipment and emergency response supplies
4. Art and exhibit manufacturing

INELIGIBLE COSTS
1. Leasing costs
2. Overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient
3. Direct or indirect operating or administrative costs
4. Costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff
5. Purchase of land or any interest therein, and related costs
6. Legal fees
7. Routine repair and maintenance costs

Employee and equipment costs are generally not eligible.  However, local governments can seek approval for incremental own force labour if:

a. The Ultimate Recipient demonstrates that it is not economically feasible to tender a contract;
b. The employee or equipment is directly engaged in the work under the parameters of a contract, and;
c. The arrangement has received prior approval in writing by UBCM.

If the use of own force employee or equipment costs is being considered, please contact the CWF Program Officer or Administrator for approval prior to proceeding.

# INELIGIBLE PROJECTS

Final project eligibility is determined by Infrastructure Canada after submission of Annual Reporting.  Local governments with projects deemed ineligible will be asked to re-allocate funding to eligible expenditures.  Ineligible project expenditures that are not re-allocated will be subject to penalty. It is important to understand and follow the CWF guidelines. If ever unsure of project eligibility, contact CWF Program Officer prior to reporting.

# STACKING

The current SPF program is considered federal funds for the purpose of federal or provincial stacking rules. Although there are no specific rules in the SPF program for stacking with other grants, UBCM recommends the applicant consult with other grant programs to ensure stacking with SPF funding is allowable.

For example, programs under the Investing in Canada Infrastructure Program (ICIP) do not permit stacking with SPF funding.

# REPORTING

UBCM is contractually obligated to submit an Annual Report to Canada and British Columbia by September 30 of each year to ensure continued delivery of the program.

CWF reporting occurs between April and June. Local governments are required to report on project and financial outputs for the previous calendar year. Information on reporting can be found in the Annual Expenditure Report Guide (link).

# PIMS

Contract management, financial information, and all reporting requirements are completed in Canada Community-Building Fund's Program Information Management System (PIMS). Each local government has access to PIMS through their Client Access Administrator. It is up to the local government to determine which staff require access to the system to complete contractual obligations related to CCBF. Should you have any questions about PIMS or require access please email PIMS@ubcm.ca.

# PROJECT REPORTING

It is important when reporting CWF projects in PIMS that local governments adhere to the guidelines set out in this Program Guide and other program materials. By following the guidelines, and the criteria below it will ensure we have a smooth review process, and mitigate the possibility of projects being deemed ineligible.

CWF projects should adhere to the following general guidelines:

- Project should be a single location. Do not report multiple assets under the same project number
    - For local roads projects reporting multiple locations contact the CWF program officer at 250-356-00876.
- Total project cost should include all funding sources, eligible and ineligible expenses
    - Total project costs should be confirmed and updated annually to maintain accuracy
- Project descriptions should be clear, concise, no more than 100 words and include location, outputs and available outcomes of project
- Appendix C of this guide contains more information regarding Federal Guidelines for reporting CWF projects including standards for reporting metrics.
- Appendix D of this document contains a list of Standardized Assets. This document will help to identify how to report outputs for a project.
- UBCM also posts the most recent year of reported CWF projects on our website for reference.

## OUTCOMES REPORTING

Every 5-years, recipients are required to report on additional outcomes related to any project that has a CCBF contribution meeting a specific threshold. The next outcomes report covers the years 2018 – 2021 and is due to the federal government on March 31, 2023. CCBF program staff will be in contact with local governments in advance of this date to collect outcomes data.

Previous Outcomes Reports, including the most recent report are located on our website.

## UNSPENT FUNDS

The CWF program has no rules on accumulating or saving unspent funds. The flexible nature of the CWF program allows local governments in British Columbia the ability to save funds for larger projects.

- UBCM recommends that any unspent funds should be identified for expenditure through capital investment planning.
- CWF recipients are asked to report on unspent funds when completing their Annual Expenditure Reports.

# COMMUNICATIONS

Each local government that receives federal Community Works Funds has signed a funding agreement that includes a Communications Protocol. To help comply with the protocol, UBCM encourages the following:

- Any project utilizing over $100,000 in CWF funding should be accompanied with project signage. If you have any questions related to signage, please contact Infrastructure Canada by email at INFC.Signs-Panneaux.INFC@Canada.ca or 613-948-7154
- Communities receiving annual CWF allocations greater than $400,000 undertake at least one formal communication highlighting the use of funds in each year.
    - Notice should be provided to Canada, BC and UBCM twenty-one days in advance of any formal communications. This requirement can be fulfilled by contacting UBCM Director of Communications: Paul Taylor by e-mail or phone at 250-356-2938.
- Please tag UBCM (@CCBFinBC) on any posts to your community's Facebook page that recognize projects funded through CCBF. Please ask staff responsible for social media in your local government to "like" our page.
- Local governments are asked to report on the previous year's communications activities when submitting their Annual Expenditure Reports.

# PHOTOS

Recipients are encouraged to attach high-resolution photos of projects and signage to individual project pages in PIMS. Please remember to:

- Submit a high resolution .jpeg or .png file, do not embed or attach PDF documents;
- Inform CCBF program staff when you upload photos to a project page, and;
- Images with people or activity in them are encouraged, because they look better when publishing.

More information on Communications and Signage can be found on our website.



Quesnel Campus Connector Trailway

# APPENDIX A - ELIGIBLE CATEGORIES

The following projects examples are ineligible uses of Community Works funding:

- Fire truck purchases as stand-alone projects*
- Emergency Operations Centres and Search and Rescue Facilities
- City halls, public works buildings and other administrative buildings
- Child care centres
- Social housing
- Seniors care facilities and housing
- Health care related infrastructure
- Small equipment purchases as stand-alone projects
- Feasibility studies and detailed design plans (without additional capital spending)

*Note: As of April 1, 2021, the eligibility criteria for fire halls and fire station infrastructure have been expanded.

| Capital Projects | | |
|---|---|---|
| Category | Description | Examples |
| Local Roads, Bridges, & Active Transportation | Roads, bridges and active transportation (active transportation refers to investments that support active methods of travel) | New construction and rehabilitation of local roads, bridges, cycling lanes, sidewalks paths, and hiking trails<br>Intelligent Transportation systems<br>Additional capacity for high occupancy/ transit lanes, grade separations, interchange structures, tunnels, intersections and roundabouts |
| Drinking Water | Infrastructure that supports drinking water conservation, collection, treatment and distribution systems | Drinking water treatment infrastructure<br>Drinking water distribution system (including metering) |
| Wastewater | Infrastructure that supports wastewater and storm water collection, treatment and management systems | Wastewater collection systems and or wastewater treatment facilities or systems<br>Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization<br>Separate storm water collection systems and or storm water treatment facilities or systems<br>Wastewater sludge treatment and management systems |

# APPENDIX A - ELIGIBLE CATEGORIES

| Community Energy Systems | Infrastructure that generates or increases efficient use of energy | Renewable electricity generators<br>Electric vehicle infrastructure/fleet vehicle conversion<br>Hydrogen infrastructure (generation, distribution, storage)<br>Wind/solar/thermal/geothermal energy systems<br>Alternative energy systems that serve local government infrastructure<br>Retrofit of local government buildings and infrastructure not captured in any other eligible category. |
|---|---|---|
| Public Transit | Infrastructure which supports a shared passenger transport system which is available for public use | Transit infrastructure such as rail and bus rapid transit systems, and related facilities<br>Buses, rail cars, ferries, Para-transit vehicles, and other rolling stock and associated infrastructure<br>Intelligent Transport Systems such as fare collection, fleet management, transit priority signaling, and real time traveler information system at stations and stops<br>Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance facilities, security enhancement, and transit passenger terminals |
| Solid Waste | Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage | Solid waste diversion projects including recycling, composting and anaerobic digestion facilities that are clearly linked to a solid waste management plan or sustainability plan.<br>Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery<br>Solid waste disposal strategies that reduce resource use that are clearly linked to a solid waste management plan or sustainability plan |

| | | |
|---|---|---|
| Sport Infrastructure | Amateur sport infrastructure (excludes facilities, including arenas, which would be used as a home of professional sports teams or major junior hockey teams | Sport infrastructure for community public use<br>Sport infrastructure in support of major amateur athletic events |
| Recreation Infrastructure | Recreational facilities or networks | Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, or other facilities that have sport and/or physical activity as a primary rationale; Community centers that offer programming to the community at large, including all segments of the population; Networks of parks, fitness trails and bike paths |
| Cultural Infrastructure | Infrastructure that supports arts, humanities, and heritage | Museums<br>The preservation of designated heritage sites<br>Local government owned libraries and archives<br>Facilities for the creation, production, and presentation of the arts<br>Infrastructure in support of the creation of a cultural precinct within an urban core |

# APPENDIX A: EXAMPLES OF ELIGIBLE PROJECTS

| | | |
|---|---|---|
| Tourism Infrastructure | Infrastructure that attracts travelers for recreation, leisure, business or other purposes | Convention centers<br>Exhibition hall-type facilities<br>Visitor centres |
| Disaster Mitigation | Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters | Construction, modification or reinforcement of structures that protect from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change<br>Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme national events and impacts or events related to climate change<br>Note: this category is related to disaster prevention (such as dykes, berms, seismic upgrades etc.) and not response (such as fire trucks, fire halls, etc.) |
| Broadband Connectivity | Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia | High-speed backbone<br>Point of presence<br>Local distribution within communities<br>Satellite capacity |

| | | |
|---|---|---|
| Brownfield Redevelopment | Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the GTF, and/or the construction of municipal use public parks and publicly-owned social housing. | New construction of public infrastructure as per the categories listed under the Federal Gas Tax Agreement New construction of municipal use public parks and affordable housing |
| Regional and Local Airports | Airport related infrastructure (excludes National Airport System) | Construction projects that enhance airports and are accessible all year-round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.)<br><br>Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities |
| Short-line Rail | Railway related infrastructure for carriage of passengers or freight | Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel Construction, development or improvement of facilities to improve interchange of goods between modes Procurement of technology and equipment used to improve the interchange of goods between modes Operators must offer year-round service |

| | | |
|---|---|---|
| Short-sea Shipping | Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean | Specialized marine terminal intermodal facilities or transhipment (marine to marine) facilities<br>Capitalized equipment for loading/unloading required for expansion of short-sea shipping<br>Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS)<br>Note: The purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding |
| Fire Halls and Fire Stations | Fire hall and fire station infrastructure | New fire hall (building) for housing fire-fighting apparatus and staff (may include attached dorms, basic training facilities and administration areas)<br>Retro-fit and modernization of existing firehalls and attached building space<br>Acquisition of a fire-truck as a capital asset as part of an overall capital upgrade to an existing fire hall or construction of a new firehall<br><br>Note: the following investments are not eligible in the fire hall category:<br>Acquisition or replacement of fire trucks or other vehicles as a standalone project<br>Personal protective equipment (PPE) and gear and other fire station related equipment<br>Fire hydrants and reservoirs<br>Communications devices (Ex.: Cell phones, radios, pagers)<br>Structural Protection Units and contents |

| Capacity Building Projects | | |
|---|---|---|
| Category | Description | Examples |
| Asset Management | Increase local government capacity to undertake asset management planning practices. | Asset Management Practices Assessment<br>Current State of Assets Assessment<br>Asset Management Policy<br>Asset Management Strategy<br>Asset Management Plan<br>Long-Term Financial Plan<br>Asset Management Practices Implementation Plan<br>Asset Management Plan Annual Report |
| Integrated Community Sustainability Plans | Increase local government capacity to undertake integrated community sustainability plans | Integrated community sustainability plans<br>Regional growth strategies<br>Community development plans<br>Community plans |
| Long-term Infrastructure Plans | | Transportation plans<br>Infrastructure development plans<br>Liquid waste management plans<br>Solid waste management plans<br>Long-term cross-modal transportation plans<br>Water conservation/demand management plans<br>Drought management contingency plans<br>Air quality plans<br>GHG reduction plans<br>Energy conservation plans |

# APPENDIX B - GUIDELINES FOR IDENTIFYING ELIGIBILITY OF CWF PROJECTS (PUBLIC USE / BENEFIT)

This appendix was developed by the Union of BC Municipalities in 2016 to provide guidance for determining public use and public benefit and to support local government decision-making with regard to the expenditure of allocated Canada Community-Building Funds, delivered through the Community Works Fund (CWF) program.



City of Quesnel bike underpass

# COMMUNITY WORKS FUND

The Community Works Fund (CWF) is one of three program streams established under the Administrative Agreement on the Canada Community-Building Fund in British Columbia.

The CWF transfers over $100 million in federal revenues annually to local governments in British Columbia. In turn, local governments invest CWF allocations within a range of capital and capacity building projects and in accordance with the program's eligibility framework.

In order to receive annual CWF allocations, all local governments enter into an agreement with UBCM which sets out the terms and conditions of the program, including outlining eligible project categories, eligible costs and reporting requirements. The agreement also lays out provisions for providing funding to a third party for eligible projects.

# ELIGIBILITY FRAMEWORK FOR CWF PROJECTS

As projects are identified at a local government level and not approved by UBCM in advance, local governments must make a determination on whether a project meets the eligibility requirements set out in the CWF agreement. While Community Works Funds may be used for a broad range of eligible costs for eligible projects, not every local infrastructure will be eligible.

For projects to meet eligibility in BC, they need to be reviewed under a three-step process: the funds may only be utilized by one of the entities set out in the "Ultimate Recipient" definition within the GTA; the funds must be applied towards the eligible expenditures of an eligible project as set out within an "Eligible Project Category", and the project must meet the definition of "Infrastructure", as defined in the Agreement.

1. Is the recipient eligible?

An "Ultimate Recipient" is defined in Annex A of the Agreement as:

   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(s) where the Eligible Project would be located, if applicable, has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s).
   iii. the South Coast British Columbia Transportation Authority, the Greater Vancouver Water District and the Greater Vancouver Sewerage and Drainage District; a trust council, a local trust committee and the trust fund board, all within the meaning of the Islands Trust Act, and any other entity that delivers core local government services agreed to, in advance, by the Parties; and,
   iv. BC Transit subject to the agreement of the appropriate Local Government, through its council or board. In the case of transit Eligible Projects within the Capital Regional District, the appropriate Local Government is the Capital Regional District.

It is important to note that for all non-municipal entities, the council or board must still support the transfer of funds to that Ultimate Recipient for eligible costs of an eligible project through a formal resolution.

It is also strongly recommended that the local government and the Ultimate Recipient enter into an agreement that sets out the commitments of both parties for the use of funds, including reporting of project outcomes, public access to the infrastructure, and access to documentation for audit purposes.

2. Eligible Project Categories

The Eligible Project Categories are set out in Schedule B of the GTA. The Agreement      stipulates that eligible investments are those associated with acquiring, planning, designing, constructing or renovating a tangible capital asset; or strengthening the ability of local governments to improve local and regional planning and asset management; and joint communications activities or federal signage.

Appendix A provides a list of Eligible Project Categories with some examples of the     types of projects considered under each category.

3. Definition of Infrastructure/ Public Use or Benefit

"Infrastructure" is defined in Annex A as: "municipal or regional, publicly or privately owned tangible capital assets in British Columbia primarily for public use or benefit."

While the Agreement includes guidelines for identifying Ultimate Recipients, a definition of "Infrastructure" as well as "Eligible Project Categories", a definition for "Public Use or Benefit" is not defined.

Specifically, local government councils and boards, who are responsible for approving Community Works Fund funding allocation will need to identify whether a project is "primarily for public use" or "public benefit" when a non-municipal entity seeks funding.

Although the Agreement does not include a definition for "Public Use or Benefit", the term has been defined by a number of government and academic sources. The Canada 150 Community Infrastructure Program is a federal-provincial partnership program that distributes federal funds to eligible applicants for renovation, expansion and improvement of existing community and cultural infrastructure. For this program, Infrastructure Canada defines "Public Use or Benefit" as: "The facility or asset is accessible to the public and not limited to a private membership, or confers a tangible benefit on a sufficiently large segment of the public or community."

The Canada Revenue Agency (CRA) provides guidelines for determining the characteristics of a "Public Benefit" and has developed a test for determining whether a facility or an asset will be for Public Benefit. While the test was established for charity registration purposes, the criteria used to determine Public Benefit may apply to eligible projects.

The basic requirements for the CRA's test are similar to the definition provided by infrastructure Canada: a sufficient segment of the community must benefit and the benefit must be

demonstrably tangible. The CRA provides further guidelines for defining "tangibility", "proof of benefit", as well as case law references.

4. Determining Public Use or Public Benefit

The set of questions below provides guidance for local government decision-makers to determine if a proposed project primarily provides a public use or benefit.

If the answer is "yes" to each of the following questions, than most likely the criteria for meeting public use or benefit is met. If only some of the questions can be answered in the affirmative, than consideration be given to whether the project provides sufficient public use or benefit.

Public Use:
- Does the proposed project primarily provide a service that is available or open to the public?
- Does the proposed project result in a service that is not limited by private membership?
- Does proposed project primarily result in a publicly owned asset or delivers a public service that a local government traditionally provides?

Benefit:
- Does the project provide a service that is a tangible benefit that aligns with the national outcomes of productivity and economic growth; a clean environment; or strong cities and communities?
- Does the project result in a service that benefits a sufficiently large segment of the public or community?

The following are examples of eligible and ineligible projects based on the three criteria: Ultimate Recipient, Eligible Project Categories and Public Use or Benefit.

Example: Construction of a society-operated community hall:
- Ultimate Recipient: Meets requirement (a non-municipal entity, including for- profit, non-governmental and not-for-profit organizations, on the condition that (a) the Local Government(s) where the Eligible Project would be located, if applicable, has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s).)
- Eligible Project Category: Meets requirement (Cultural infrastructure; privately owned tangible capital asset); funds are expended on eligible costs.

Public Use or Benefit:
- Does the proposed project primarily provide a service that is available or open to the public? YES
- Does the proposed project result in a service that is not limited by private membership? YES
- Does proposed project primarily result in a publicly owned asset or delivers a public service that a local government traditionally provides? NO
- Does the project provide a service that is a tangible benefit that aligns with the national outcomes of productivity and economic growth; a clean environment; or strong cities and communities? YES

- Does the project result in a service that benefits a sufficiently large segment of the public or community? YES

Conclusion: This project satisfies the test for public use and benefit.

Example: Installing energy efficient lighting system for common areas in strata housing complex:

- Ultimate Recipient: Meets requirement (a non-municipal entity, including for- profit, non-governmental and not-for-profit organizations, on the condition that (a) the Local Government(s) where the Eligible Project would be located, if applicable, has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s).)

Eligible Project Category: Meets requirement (Community energy systems; privately owned tangible capital asset); funds are expended on eligible costs.

Public Use or Benefit:
- Does the proposed project primarily provide a service that is available or open to the public? NO
- Does the proposed project result in a service that is not limited by private membership? NO
- Does proposed project primarily result in a publicly owned asset or delivers a public service that a local government traditionally provides? NO
- Does the project provide a service that is a tangible benefit that aligns with the national outcomes of productivity and economic growth; a clean environment; or strong cities and communities? YES
- Does the project result in a service that benefits a sufficiently large segment of the public or community? NO

Conclusion: This project does not satisfy the test for public use and benefit.

Example: Enhancing sprinkler system for private golf course:

- Ultimate Recipient: Meets requirement (a non-municipal entity, including for- profit, non-governmental and not-for-profit organizations, on the condition that (a) the Local Government(s) where the Eligible Project would be located, if applicable, has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s).

- Eligible Project Category: Meets requirement (Recreational infrastructure; privately owned tangible capital asset); funds are expended on eligible costs.

Public Use or Benefit:
- Does the proposed project primarily provide a service that is available or open to the public? NO
- Does the proposed project result in a service that is not limited by private membership? NO
- Does proposed project primarily result in a publicly owned asset or delivers a public service that a local government traditionally provides? NO
- Does the project provide a service that is a tangible benefit that aligns with the national outcomes of productivity and economic growth; a clean environment; or strong cities and communities? YES
- Does the project result in a service that benefits a sufficiently large segment of the public or community? NO

Conclusion: This project does not satisfy the test for public use and benefit.

REPORTING

Local governments are required under the GTA to report annually, by June 1, all transactions related to funding during the previous calendar year along with a declaration by the officer responsible for financial administration that the Ultimate Recipient has complied with all funding agreements between it and UBCM.

UBCM, the Government of Canada, and a third-party auditor reviews ultimate Recipient reporting. In the event of a question about the eligibility of any projects, UBCM or the audit team will contact the Ultimate Recipient for additional information.

Should a project not meet the eligibility criteria outlined above, local governments will be required to resolve the issue CCB fund account for future use.

Questions?

If you have questions or comments about this informational appendix, please contact: Toby Simpson by email at tsimpson@ubcm.ca or by calling (250) 356-0876.

# APPENDIX C - REPORTING GUIDELINES FOR CWF PROJECTS

UBCM has adopted renewed Federal Guidelines for reporting Community Works Fund projects. Please note that adhering to these guidelines are a mandatory requirement under the Canada Community-Building Fund reporting in order to align with national outcome requirements. Should project descriptions not meet these guidelines, projects may not be approved.

As part of this process, changes have been made to some previously reported CWF records. If you notice changes to past CWF project titles, descriptions, or categories, these have been made to comply with the federal guidelines. Should you disagree or require further information on why the change occurred, please contact our office at 250-356-0876 or email Toby Simpson at tsimpson@ubcm.ca.

The information below outlines the federal requirements and provides some examples of how project details are to be reported.

## PROJECT PAGE

Recipients are required to provide the following data for all CWF funded projects and ensure that this information is updated and accurately represented in the required fields of individual project pages every year.

| Information required on CWF project page in PIMS | |
|---|---|
| Project Title: (May be altered at the discretion of UBCM staff.) | Provide a meaningful, concise and descriptive title that includes the following information. 1. Name of asset (Ex. 5th St, Bolton Park, Smithville Water Treatment Plant) 2. Infrastructure Type (Ex. Road, playground, transmission pipe, watermain, HVAC) 3. Investment Type (Ex. New Construction, Renovation, Replacement, Rehabilitation, Enhancement, or Expansion) |
| Project Start Date: | Actual date of project commencement |
| Estimated Project End Date: | Projected project completion date |
| Actual Project Completion Date: | Actual date of project completion (if applicable) |
| Percentage of Project Complete: | As of December 31, of reporting year, how much of the project is complete |
| Total Spent in reporting year: | Amount of CCBF funds spent in reporting year |
| Estimated total project cost: | Total cost of the project, including CCBF and all other funding sources |
| Project Category: | See Appendix A of this report. |

# CWF PROJECT DESCRIPTION

Recipients are required to provide the following data for all CCBF funded project descriptions and ensure that this information is up-to-date and accurately presented in the project description field of individual project pages. The Project Description field must include the following data:

| Information recorded in the project description field on a project page in PIMS | |
|---|---|
| Name of Asset: | Name of water system, treatment plant, recreation center, road, community hall, etc… |
| Infrastructure Type: | Road, streetlights, trail, bridge, HVAC unit, parking lot, treatment plant filter |
| Location: | Civic Address (required if applicable), GPS coordinates (if available) |
| Investment Type: | New Construction, Renovation, Replacement, Rehabilitation, Enhancement, or Expansion (select all that apply) |
| National Outcome: | Stronger cities and communities; Cleaner environment; Productivity and Economic Growth (select all that apply) |
| Project Outputs: | Metrics such as meters, kilometers, square meters, square kilometers, watts, kilowatt hours, or numerical counts of infrastructure or equipment |
| Project Outcomes: | Metrics such as number of residents benefitting/served, ridership benefiting/served, reduction in GHG emissions, reduction in vehicle trips, increase water or wastewater treatment or storage capacity, annual users benefitting or passengers benefiting from project results; Number of home/business water or sewer connections installed or maintained, number of residents served by community energy project, increase in treatment levels, increase capacity, etc… |
| Additional Information: | Sub-category (if applicable). Any additional relevant information such as public safety and Accessibility or other community benefits |

| Project Status in PIMS | Description |
|---|---|
| Draft | Status when the project is first created. This should be updated after completing initial project details |
| In Progress | On-going project that reports funding |
| Discarded | Project created in error or a canceled project. If a project is discarded, please leave a note on the project page explaining why it was discarded |
| Complete | When a project is complete and no longer reporting spending |

# APPENDIX C - REPORTING GUIDELINES FOR CWF PROJECTS

## LOCAL ROADS, BRIDGES AND ACTIVE TRANSPORTATION

Project Title: 10th St. Bridge replacement, sidewalk construction and bike lane installation from 114th Ave and 117th Ave

Project Description: Project involved the replacement of the 10th St Bridge in downtown Smithville. Along with replacing the 50-metre bridge, 470m of road approach, 740m of sidewalk and 740m of protected bicycle lanes were installed between 114th Ave and 117th Ave. Project also involved the installation of 740m of curb and gutter, 2 storm drains and 15 streetlights.

Project benefits include increased cyclist and pedestrian safety for a neighborhood of 775 people, and improved storm water drainage.

## RECREATION AND SPORT INFRASTRUCTURE

Project Title: Smithville Aquatic Centre Expansion

Project Description: Project involves the expansion of the Smithville Aquatic Centre to add a 6-lane lap pool, leisure pool, family hot pool, and sauna. Building is expanding from 14,000 square metres to 22,000 square metres and increasing occupant capacity by 100 users. The Smithville Aquatic Centre averages over 100,000 users per year and serves a community of 10,200. As a result of the project, 2 full-time and 5 part-time jobs were created as swimming lifeguards.

## CULTURAL AND TOURISM INFRASTRUCTURE

Project Title: Smith Lake Museum and Visitor Centre – HVAC Upgrade

Project Description: Project involved the replacement of propane furnace with more efficient propane HVAC unit at the Smith Lake Museum and Visitor Centre. Project outcome reduces fuel consumption by 1600 litres per year and reduced operating costs by $14,000. Project improves tourism infrastructure that attracts over 6,000 people to the Smith Lake region every year.

## WASTEWATER

Project Title: First Ave. Water and Sewer Main Upgrade and Expansion

Project Description: This project involves the installation 290m of water main and 475m sewer main. The project will upgrade 45 residential and 5 industrial water and sewer service connections. Once underground works are completed, 480m of road will be repaved. Project outcomes include improved water supply reliability and quality to 104 residents and 10 local businesses.

## DRINKING WATER

Project Title: West Smithville Area – Drinking Water Treatment Plant and Reservoir Construction

Project Description: Project involves the construction of new 510m3 buried concrete reservoir and associated treatment plant to service the residents West Smithville. The plant and reservoir are located at 535 Mountainview Rd.

The plant has a treatment capacity of 15,000m3 of water per day and will provide 5,000 residents with clean water through 436 connections.

## PUBLIC TRANSIT

Example 1

Project Title:
Rural Island Community Shuttle Bus Service - New Vehicle Purchase

Project Description: Project involves the purchase of a new 20-passenger bus to replace rolling stock that has reached the end of its service life. Project outcomes include improved vehicle emissions and improved transit reliability for 5,500 residents and an average annual ridership of 20,000. The Rural Island Bus Service and Community Shuttle is owned and operated by the municipality of Rural Island.

Example 2

Project Title: Regional Transit Network Improvements – New transit shelters along Olde Rd and Younge Rd.

Project Description: Project involved the construction of bus stop infrastructure including concrete pads with sheltered waiting areas and full pull-outs for buses at 11 different stops along Olde Rd and Younge Rd between Mason Ave and Fairbank Rd.
The Smithville Regional Transit Authority has a ridership of over 50,000 users per year; these transit shelters support those riders and promote using public transit in winter months.

## COMMUNITY ENERGY SYSTEMS

Project Title: Smithville Bioenergy District Heating System Installation

Project Description: The project work includes supply and installation of biomass boiler, extraction system, and bulk storage system. Biomass boiler will provide heat to municipal office and library.
Project will replace 16,000L of annual fuel consumption and reduces annual operating costs by $25,000.

## SOLID WASTE

Project Title: Electoral Area B - Solid Waste Depot – Compost and Recycling Centre Construction

Project Description: Project involves the construction of a compost and recycling center to divert solid waste at the Electoral Area B Solid Waste Depot. Once complete, the center will improve solid waste diversion rate for the 450,000 kilograms of solid waste collected annually from 5,000 households.

## DISASTER MITIGATION

Project Title: Smithville Disaster Mitigation Project – Berm Construction along Smithville Creek

Project Description: Project involves the construction of 5 berms along a 2-kilometer portion of Smithville Creek. The berms will protect properties located along the creek between 5th Ave and 17th St.

## REGIONAL AND LOCAL AIRPORTS

Project Title: Smithville Regional Airport Runway and Terminal Expansion

Project Description: Project involves the expansion of the Smithville Regional Airport's runway and terminal infrastructure. The runway will expand from 140 square meters to 200 square meters. Expanding the runway will allow larger planes to land at the airport year-round and will increase the number of annual flights.
The terminal will expand from 10,000 square meters to 17,000 square meters. Expanding the terminal will allow the airport to increase its future service and number of carriers. As a result of the project, 5 new businesses will be added to the terminal that will provide 15 full-time jobs; the airport will also hire 5 full-time maintenance and cleaning staff as a result of the project.

## BROWNFIELD REDEVELOPMENT

Project Title: Smithville Public Works Yard Remediation

Project Description: Project involves the remediation and decontamination of underground fuel tanks at the Public Works Yard. This site is currently being decontaminated and environmental monitoring is in place, when complete the site will be converted into a 15,000 square meter public park including a playground.

## BROADBAND CONNECTIVITY

Project Title: Rural Regional District - Electoral Area A Broadband Infrastructure Installation

Project Description: Project involves installation of cellular tower on top of Triangle Mountain in Electoral Area A. Tower will provide residents 100 households with high-speed internet access.

## FIRE HALL INFRASTRUCTURE

Project Title: South Smithville Fire Hall

Project Description: Project involves the design and construction of a new 2000 m2 new fire station facility at 101010 South Smithville Road.   The station will replace the aging fire hall at its current location and will include two bays, a dormitory, kitchen, exercise area and training area to accommodate 15 firefighters.  The project will include energy efficient components, including LED lighting, doors and windows.

## CAPACITY BUILDING

- Projects categorized as a Long-Term Infrastructure Plan (LTIP) must fit into the communities broader LTIP plan
- Design projects must be identified in a communities Long-term Infrastructure Plan
- Public consultation is required
- Plans need to result in a capital service
- Official Community Plans must prove that they are part of a Integrated Community Sustainability Plan
- Feasibility studies are not permitted
- Costs for detail design cannot be claimed until construction begins

# APPENDIX D - LIST OF STANDARDIZED ELIGIBLE ASSETS AND REPORTING METRICS

The purpose of this appendix is to provide a standardized list of assets eligible for CWF investment.  This list is updated regularly and may not include all eligible assets.

Last updated: March 22, 2022

| Output Metric | Abbreviation |
|---|---|
| kilometers | km |
| meters | m |
| meter squared | m2 |
| cubic meters | m3 |

When writing CWF project descriptions, please include the following metrics when applicable.

| Local Roads and Bridges and Highways | |
|---|---|
| Type of local road, bridge, and highway asset(s) receiving investment | Output measure |
| Road - paved and unpaved | lane km |
| Sidewalk | km |
| Bicycle lanes and supporting infrastructure | km |
| Pedestrian lane | km |
| Bridges and culverts | km |
| Bicycle crossing | count |
| EV charging stations | count |
| Street lighting and traffic signals | count |
| Pedestrian crossing | count |
| Railway or LRT grade separations and crossing | count |
| Roundabouts | count |
| Salt and sand storage facilities | count |
| Runnel | km |

| Wastewater (and storm water) | |
|---|---|
| Type of wastewater asset(s) receiving investment | Output measure |
| Sewer Trunk and collection lines | m |
| Wastewater treatment plant | count |
| Wastewater storage tank | m3 |
| Sewage lagoon | count |
| Pump and lift stations | count |
| Generators | count |
| Natural Assets | count |
| SCADA system implementation | count |
| Septic tank | m3 |
| Wastewater outfalls and disposal plant | count |
| Wetland treatment | count |

| Type of storm water asset(s) receiving investment | Number |
|---|---|
| Storm sewer | m |
| Bioretention and biofiltration facilities | count |
| Culverts | count |
| Curbs and gutters | m |
| Drainage pump station and lift stations | count |
| Inlets, catch basins, and receiving drains | count |
| Manholes | count |
| Open storm ditch | m |
| Outlets and outfalls | count |
| Stormwater management ponds | count |

| Drinking Water | |
| --- | --- |
| Type of drinking water asset(s) receiving investment | Output measure |
| Water transmission pipe | m |
| Aquifers | count |
| Dams | count |
| Filtration system | count |
| Fire hydrants | count |
| Generators | count |
| Pumps | count |
| Pump station | count |
| SCADA system implementation | count |
| Source water | m3 |
| Water meters | count |
| Water reservoir | m3 |
| Water storage tank | m3 |
| Water treatment facility | count |
| Water towers | m3 |
| Water well | count |



Fraser Lake Park Drive Water Main Extension

| Cultural, Tourism, Recreational and Sport Infrastructure | |
| --- | --- |
| Type of cultural, tourism, recreational or sport asset(s) receiving investment | Output measure |
| Arenas and ice rinks | count |
| Art gallery | count |
| Auditorium | count |
| Campgrounds | count |
| Community centre | count |
| Convention or trade centres, exhibition buildings | count |
| Gymnasium | count |
| Golf course | count |
| Heritage and historic site | count |
| Ice rink | count |
| Library | count |
| Marina or dock, boat launches | count |
| Museums and archives | count |
| Parks and playgrounds | count |
| Recreation centre | count |
| Sport courts and fields | count |
| Stadium | count |
| Theatres and halls and Performing arts centres | count |
| Tourist facilities | count |
| Recreational paths and trails | km |
| Spectator seating | count |
| Swimming pools and splash pads | count |
| Exhibitions, and Fair Grounds | count |

| Brownfield Redevelopment | |
| --- | --- |
| Type of brownfield redevelopment asset(s) receiving investment | Output measure |
| Construction of public infrastructure (please specify project category for the eligible asset) | count |
| Public parks and playgrounds | count |
| Publicly-owned social housing | count |
| Land remediated | m2 |
| Contaminants removed | m3 |

| Regional and Local Airports | |
| --- | --- |
| Type of regional and local airport asset(s) receiving investment | Output measure |
| Air passenger terminal | m2 |
| Apron | m2 |
| Development areas, access roads, fencing and drainage | km |
| Hangars and maintenance sheds | m2 |
| Navigational aid and ground saftey | count |
| Runways and runway lighting | m2 |
| Technology and Equipment | count |

| Solid Waste | |
| --- | --- |
| Type of solid waste asset(s) receiving investment | Output measure |
| Composting facility | count |
| Dump site | count |
| Incinerator | count |
| Leachate collection system | count |
| Landfill: to include loaders and compactors, leachate/gas collection systems, and site studies to be a part of the landfill itself | count |
| Landfill gas management | count |
| Landfill remediation / reclamation / decommissioning | count |
| Organics management systems | count |
| Recycling facility | count |
| Regional buildings (waste management facility) | count |
| Roads | km |
| Waste collection assets | count |
| Waste-to-energy facility | count |
| Transfer station assets | count |
| Waste containers | count |
| Land farm | count |
| Administrative offices | count |
| Fencing | m |

| Public Transit | |
|---|---|
| Type of public transit asset(s) receiving investment | Output measure |
| Administration and operations facilities | count |
| "Rolling Stock", Bus type (LNG, CNG, Hybrid, Electric, Diesel, Hydrogen Fuel Cell, Biofuel) | count |
| Commuter railcar | count |
| Energy Systems that support public transit | count |
| Ferry | count |
| Light railcar | count |
| Maintenance and storage facilities | m2 |
| Park and ride parking lot | m2 |
| Passenger stations and terminals | count |
| Railways and tracks | km |
| Roadway | km |
| Sidewalk | km |
| Support vehicles (security and maintenance) | count |
| Transit right of ways | km |
| Transit shelters and stops | count |
| Tunnel | km |

| Capacity Building | |
| --- | --- |
| Type of capacity building investment | Performance measure |
| Asset management plan | count |
| Capital investment plan | count |
| Community engagement practices | count |
| Community Plan: includes Regional | count |
| Integrated community sustainability plan | count |
| Long-term infrastructure plans, please specify | count |
| Life-cycle cost assessment | count |
| Municipal plan | count |
| Planning session | count |
| Software Systems (supporting AM) | count |
| Transportation and/or Modal Transportation Plan | count |
| Liquid Waste Management Plan | count |
| Solid Waste Management Plan | count |
| Water Conservation / Demand Management Plan | count |
| Drought Management Contingency Plan | count |
| Air Quality Plan | count |
| GHG Reduction Plan | count |
| Energy Conservation Plan | count |

| Broadband Connectivity | |
| --- | --- |
| Type of broadband connectivity project(s) receiving investment | Output measure |
| Internet backbone connecting broadband to a community | m |
| Last mile connecting the broadband backbone to individual households | m |
| Satellite capacity infrastructure | count |
| Fibre optic cables | m |
| Towers and repeaters | count |

# APPENDIX D - LIST OF STANDARDIZED ELIGIBLE ASSETS AND REPORTING METRICS CONTINUED

| Disaster Mitigation | |
| --- | --- |
| Type of hazard being mitigated | Output measure |
| Drought | count |
| Earthquake | count |
| Erosion | count |
| Extreme weather | count |
| Flooding | count |
| Landslide | count |
| Other (please specify) | count |

| Fire Halls and related infrastructure | |
| --- | --- |
| Type of fire hall infrastructure project(s) receiving investment | Output measure |
| Fire Hall or Station | count |
| Firefighting Apparatus (as a component of a fire station project) | count |

# APPENDIX E - ANNUAL CWF ALLOCATIONS: 2021-2023/24

- Population adjustments, boundary changes, and incorporations of new local governments may also vary the available funding in subsequent years.
- Year 8 One-Time Payment (paid in 2020/21) is based on 2016 census data and 2016 federal funding allocations.
- Year 8 CWF Payment information is based on 2016 census data and 2016 federal funding allocations
- Funds are subject to federal transfer of Canada Community-Building Funds.
- Year 5 additional one-time payment, was approved for disbursement by the federal Government in the 2020 Budget to supplement the fiscal 2019/20 allocation.

# UNION OF BRITISH COLUMBIA MUNICIPALITIES

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|---|---|
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