

CANADA COMMUNITY-BUILDING FUND

2024-2034

COMMUNITY WORKS FUND - PROGRAM GUIDE

LAST UPDATED – 2025/09/02

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PROGRAM OVERVIEW

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 recently renewed CCBF Agreement provides a ten-year commitment of federal funding for investments in local government infrastructure and capacity building projects through March 31, 2034.

Between 2024 and 2029, local governments in British Columbia are confirmed to receive approximately \$1.6 billion of CCBF funding through various program delivery models, \$650 million of which will be delivered through the Community Works Fund program.

Local governments can invest their annual CWF allocations in 23 unique capital and capacity building project categories, see *Table 1* on the following page.

Eligible categories have been expanded from the previous Agreement to include the purchase of fire trucks as a stand-alone project and the addition of a Resilience category to replace Disaster Mitigation.

Feasibility studies and detail design projects are now eligible under all infrastructure categories, as stand-alone projects.

ELIGIBLE INVESTMENT CATEGORIES

Table 1

Productivity and Economic Growth	
Local Roads and Bridges Active Transportation Regional and Local Airports Broadband Connectivity	Public Transit Short-sea Shipping Short-line Rail
Clean Environment	
Drinking Water Wastewater Solid Waste	Community Energy System Brownfield Redevelopment
Strong Cities and Communities	
Sport Infrastructure Recreation Infrastructure Cultural Infrastructure	Fire Halls & Fire Trucks Tourism Infrastructure Resilience
Capacity Building	
Asset Management Long-term Infrastructure Planning Integrated Community Sustainability Planning Housing Needs Reports	

PROGRAM ADMINISTRATION GUIDELINES

Part 1 of this Program Guide covers general rules for all local governments receiving Community Works Funding. The CWF program now has distinct reporting requirements for different areas and population throughout the province. Additional reporting requirements and program criteria for the following local government types can be found in Appendices B1-B3.

APPENDIX A – GUIDELINES FOR CWF PROGRAM ADMINISTRATION FOR ALL LOCAL GOVERNMENTS

APPENDIX B – ADDITIONAL PROGRAM GUIDELINES FOR COMMUNITIES WITHIN METRO VANCOUVER AND A POPULATION OF 30,000 OR GREATER

APPENDIX C - ADDITIONAL PROGRAM GUIDELINES FOR COMMUNITIES OUTSIDE METRO VANCOUVER WITH AND A POPULATION OF 30,000 OR GREATER

KEY DATES

Activity	Timeline
CWF Allocation Payments	August and December*
Project submission to PIMS	Anytime through PIMS system on-line
Submission of Annual Expenditure Report and Audited Financial Statements*	April 15 th – June 1 st
Asset Management Reporting	Annually, through Provincial LGDE collection system
Signage Installation	On-going, for all projects receiving >\$100k of CWF funds invested
Annual Communications Activity	Each year, for all local governments receiving <\$400k of CWF funds annually

*All required reporting must be submitted to UBCM, prior to receiving payments

ALLOCATIONS AND PAYMENTS

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 2024 and 2029, local governments in British Columbia will receive the following allocations:

Years 1 -3, 2024/25 – 2026/27

Local Government Type	Base Funding Amount	Per Capita Amount
Metro Vancouver	\$63,411	\$3.23 / person
Outside Metro Vancouver	\$63,411	\$45.50 / person

Years 3-5, 2027/28 – 2028/29

Local Government Type	Base Funding Amount	Per Capita Amount
Metro Vancouver	\$65,948	\$3.36 / person
Outside Metro Vancouver	\$65,948	\$47.36 / per person

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

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. If you have questions about project eligibility, contact the CWF Program Officer at tsimpson@ubcm.ca or 250-356-0876

STACKING

The current CWF program is considered federal funds for the purpose of federal stacking rules. Although there are no specific rules in the CWF program for stacking with other grants, UBCM recommends the applicant consult with other grant officers to determine eligibility of stacking.

ELIGIBLE EXPENDITURES

Eligible Expenditures of Ultimate Recipients are limited to the following activities, within the 23 eligible infrastructure and capacity building project categories:

a) expenditures associated with acquiring, planning, designing, constructing or renewal and rehabilitation of a tangible capital asset, or natural asset, and any related debt financing charges specifically identified with that asset;

b) for the capacity building categories 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, integrated regional plans, housing needs assessments, and/or 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. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
- iii. training directly related to asset management planning; and
- iv. long-term infrastructure plans.

c) the expenditures directly associated with joint federal communication activities and with federal project signage.

INELIGIBLE EXPENDITURES

Ineligible Infrastructure / Services

1. Education / Daycare / Child care Centers
2. Social Housing / Social Services – except in Brownfield Remediation
3. City Halls, public works buildings and other administrative buildings
4. Seniors care facilities and housing
5. Health infrastructure (hospitals, convalescent and senior centres) are not eligible.

Ineligible Investments

1. Small equipment purchases
2. Art and exhibit manufacturing
3. Non-fixed assets

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

Own-force Labour

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

1. The Ultimate Recipient demonstrates that it is not economically feasible to tender a contract;
2. The employee or equipment is directly engaged in the work under the parameters of a contract, and;
3. 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.

REPORTING

UBCM is contractually obligated to submit an Annual Report to Canada and British Columbia by September 30th and an Outcomes Report on March 31st of each reporting year to ensure continued delivery of the program.

Annual Expenditure Reporting occurs between April and June. Local governments are required to report on project and financial outputs for the previous calendar year. Information for the following reports will be collected and confirmed every Annual Expenditure Reporting cycle:

Report	Task	Timeline
Annual Expenditure Reporting	Project Report Project identifier, name, description, start/end date, geolocation, output and outcome indicator, percentage completed, housing indicator (if applicable)	April 1 – June 1
	Financial Report FOC Certification Form Opening/Closing Balance Confirmation Total Annual Spending Statement of Interest Earned Adjustments to previously reported interest or project spending Statement of 5-year Intended Spending Audited Financial Statements	
	Communications Report Statement of signage installed Statement of communications activity	

Information on reporting can be found in the [Annual Expenditure Report Guide](#).

COMMUNICATIONS AND SIGNAGE

Each local government that receives Canada Community-Building Funds has signed a funding agreement that includes a Communications Protocol. UBCM recommends that any project utilizing over \$100,000 from the CCBF should be accompanied with project signage. Communities receiving annual CCBF allocations greater than \$400,000 should undertake at least one formal communication highlighting the use of funds in each year.

Local governments are required to report on their communications activity annually through the Communications Report, as part of the Annual Expenditure Reporting, each spring.

AUDIT, EVALUATION AND GOVERNANCE

UBCM and/or Canada, may select local governments for an audit of CCBF related transactions and project eligibility. Local governments selected for audit will be notified in the spring of each year.

ASSET MANAGEMENT REQUIREMENTS

Asset management requirements are in development and will be identified in individual Community Works Fund Agreements.

DEFINITIONS

Infrastructure - means municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia and UBCM primarily for public use or benefit.

Tangible capital assets are non-financial assets having physical substance that are acquired, constructed or developed and: (i) are held for use in the production or supply of goods and services; (ii) have useful lives extending beyond an accounting period and are intended to be used on a continuing basis; and (iii) are not intended for sale in the ordinary course of operations.

Fixed equipment means any piece of property which, when installed in a facility for continuing use in connection with the facility, is considered a permanent part of the facility and cannot be reasonably removed without affecting the structural integrity of the facility, including its utility or ventilation systems. To be considered as fixed equipment, the item must be capitalized in the grantee's records as part of the facility to which it is attached. Further, if the facility were to be sold or otherwise disposed of, such equipment would be sold or otherwise disposed of as part of the facility. Examples include, but are not limited to, elevators, boilers, and furnaces; plumbing, electrical, heating-ventilating-air conditioning (HVAC), and refrigeration systems; and specialized items such as cage washers, laboratory casework, and some growth chambers.

Ultimate Recipient

(i) a Local Government or its agent (including its wholly owned corporation);

- (ii) a non-local government entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that the Local Government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s) and that the entity receiving funds delivers a service typical of local government
- (iii) TransLink, BC Transit, and Islands Trust

APPENDIX A – GUIDELINES FOR CWF PROGRAM ADMINISTRATION FOR ALL LOCAL GOVERNMENTS

UBCM encourages local governments to prioritize projects that relate to local government assets which have been identified for renewal, enhancement or construction through a local long-term infrastructure or asset management plan.

While housing is not a standalone eligible category, communities are encouraged to invest CCBF funding in ways that strategically advance housing initiatives within their communities, when it makes sense to do so.

UBCM requires recipients to spend CWF funding within 5-years of receipt unless longer timelines are identified in a long-term capital plan / long-term financial plan, which has been submitted to UBCM in advance. Note for the 2024/25 funding year, local governments will have five years to spend both the 2024/25 allocation and any unspent CWF funds from the 2014-2024 CWF program held in their distinct CWF account.

Local governments should consider projects that have been identified as local or regional in scope, including how they benefit local First Nation communities.¹

Projects relating to an asset not owned by a local government must be approved through a board or council resolution which identifies the project meets the following criteria:

1. Board or council has identified the project as a regional or municipal priority within a long-term capital investment plan;

¹ For regional districts, CWF is distributed based on populations of First Nations and Electoral Areas in unincorporated areas.

2. Board or council has not prioritized the 3rd party project over a local government owned priority project;
3. The project is supported by asset management planning;
4. The project meets the minimum outcomes reporting criteria as identified below.

Any project that receives more than \$25,000 of CWF funding must complete annual outcomes reporting which will include the following information:

- Population directly served by the project
- Output and outcome metric
- Housing Outcome indicators

Projects delivering CWF funding to non-local government owned assets are required to complete the following steps prior to project approval by UBCM and provide any required documentation to UBCM-CCBF staff prior to project start or delivery of any funds.

1. Provide to UBCM-CCBF staff a meaningful project title, description, estimated cost, total CWF allocated to project, project start date and estimated project completion date.
2. Provide to UBCM-CCBF staff a copy of a Board or Council resolution directly addressing the above criteria, # 1 to # 4.
3. Provide to UBCM-CCBF staff a copy of the Contract, Funding Agreement or MOU that outlines the terms and conditions on eligible use of funds for an eligible project including ownership of asset, maintaining audit and records, providing output and outcomes reporting and how the asset will be maintained in accordance to the CCBF Agreement.
4. Provide to UBCM-CCBF staff a copy of the Asset Management Plan supporting the project.

5. Once all documentation has been received, CCBF program staff will determine project eligibility and provide a response within 30-days.
6. Once reported, the eligible projects will be required to provide individual invoices for eligible project costs to auditors, upon request.
7. Note: The local government transferring CWF funds to a 3rd party are responsible for any non-compliance with program guidelines.

APPENDIX B – ADDITIONAL PROGRAM GUIDELINES FOR COMMUNITIES WITHIN METRO VANCOUVER AND A POPULATION OF 30,000 OR GREATER

In addition to the guidelines found in Appendix B1, local governments within the Metro Vancouver Regional District with populations greater than 30,000 have the following additional administrative guidance.

- Housing needs report updated by March 2025 or in accordance with provincial requirements
- Provide UBCM with web link to Housing Needs Report

APPENDIX C - ADDITIONAL PROGRAM GUIDELINES FOR COMMUNITIES OUTSIDE METRO VANCOUVER WITH AND A POPULATION OF 30,000 OR GREATER

In addition to the guidelines found in Appendix B1, Appendix B3 provides additional program administration guidance for the following local governments.

- | | | |
|------------------|------------------|-----------------|
| - Abbotsford | - Langford | - Prince George |
| - Campbell River | - Mission | - Saanich |
| - Chilliwack | - Nanaimo | - Vernon |
| - Kamloops | - North Cowichan | - Victoria |
| - Kelowna | - Penticton | - West Kelowna |

- Housing Needs Report (HNR) updated by March 2025 or in accordance with provincial requirements
- Provide UBCM with web link to Housing Needs Report
- Where housing pressures have been identified within the HNR that can be addressed through closing infrastructure gaps or building capacity, prioritize these projects where it makes sense to do so, and;
- Meet the project-based housing reporting requirements in Schedule G, Section 2.2

APPENDIX D - FREQUENTLY ASKED QUESTIONS

Below are some frequently asked questions regarding the renewed CWF program.

Why is my Community Works Fund allocation less than last year?

The Canada Community-Building Fund is a national transfer currently set at \$2.3 billion nationally and based primarily on a per-capita allocation. Every five years, the allocation is updated to the most recent Canada census numbers. Changes in your allocation is therefore tied to the per capita amount Canada transfers to BC and the population change of your local government relative to all other local governments.

Therefore, local governments with a negative population change or a relatively low increase in population will be receiving less CWF.

However, there is an indexing formula built in to the program which will see incremental increases to the fund over time.

What is required in order to receive my first CWF transfer?

For local governments to receive their first CWF transfer in 2024, they must meet the following requirements:

- Submit their 2023 CCBF Annual Expenditure Report to UBCM (deadline was June 1, 2024)
- Submit their Audited Financial Statement to the Province
- Be in compliance with the 2014-2024 Community Works Fund Agreement
- Enter in to a 2024-2034 Community Works Fund Agreement with UBCM

When will I expect to receive my first CWF transfer?

Provided you have met the above conditions and have executed a 2024-34 Community Works Fund Agreement with UBCM, the first CWF transfer is expected to occur in August 2024 – or within 30 days of UBCM receiving its first payment from Canada.

What are the changes to the Community Works Fund Program?

Eligible Investment Categories:

- All existing eligible project categories are maintained.
- The ‘Disaster Mitigation’ category has been expanded and renamed ‘Resilience’ and eligible expenditures expanded to also include: New construction of public infrastructure and/or modification or reinforcement of existing public infrastructure including natural infrastructure that prevent, mitigate or protect against the impacts of climate change, disasters triggered by natural hazards, and extreme weather.
- The ‘Fire Hall’ category has been expanded to now include Fire Truck purchases as stand-alone projects.
- Feasibility Studies and Detailed Design projects are now eligible.
- Housing planning is now an eligible under Capacity Building.

Changes to Reporting:

For all local governments, the timeline for annual reporting will continue to be June 1 of each year. New requirements for reporting will include:

- Geolocation for each project (details to follow)
- A requirement to provide a standardized metric (output) for each project (such as meters of road, meters of pipe, number of facilities)
- A requirement to provide a standardized outcome for each project completed in a given year (such as increase of residents served, increase in storage capacity)

Reporting specific to municipalities with a population over 30,000:

- A Housing Needs Report updated by March 2025 in accordance with provincial requirements;
- Provide UBCM with web link to the Housing Needs Report;

Additionally for non-Metro municipalities over 30,000:

- Where housing pressures have been identified within the Housing Needs Report that can be addressed through closing infrastructure gaps or building capacity, prioritization of CWF funding for these projects, where it makes sense to do so, and;
- Meet the project-based housing requirements set out in the CWF Agreement.

Spending timelines:

CWF funds received by UBCM in a given year will be required to be fully expended on eligible projects within five years. Exceptions will be considered on a case-by-case basis and identified through a long-term capital and/or asset management plan.

Note that any unspent CWF funds held by the local government under the 2014-2024 CWF program will be required to be spent within five years of entering into the 2024-2034 CWF Agreement with UBCM.

For any additional questions, please contact our CCBF staff at ccbf@ubcm.ca or 250-356-5134.

2024 – 2029 CWF ALLOCATIONS