



Policies & Procedures Manual

Policy No. 26-2021

Canada Community-Building Fund Community Works Funds

Policy Statement

The Federal Canada Community-Building Fund (CCBF) Community Works Fund (CWF) is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement of the Canada Community-Building Fund in British Columbia (the Administrative Agreement) and the subsequent 2024-2034 Community Works Fund Agreement (CWF Agreement) between the Union of British Columbia Municipalities (UBCM) and the governments of British Columbia, including the Squamish-Lillooet Regional District (SLRD).

The CWF provides funding directly to eligible local governments, without the need to apply for funding, and is intended to be directed to eligible projects that fall within one of the eligible project categories within the CWF Agreement and that are in keeping with the Administrative Agreement's intended outcomes of a clean environment, strong cities and communities, productivity and economic growth.

CWF projects are meant to be for SLRD services but can be owned by a third-party organization (with some additional requirements) which can be a local government, a non-profit organization, BC Transit or a First Nation community and in some limited circumstances may even be considered for a for-profit entity (where the Eligible Project doesn't offer a competitive advantage to the for-profit entity and is for public services that don't require private membership).

Purpose

- To establish a policy regarding the usage of CWF monies received.
- To ensure compliance with the CWF Agreement and other related considerations.
- To clarify and document current internal allocation practices based on past SLRD Board direction.

Application

This policy applies to all CCBF CWF monies.

Definitions

"Community Works Fund (CWF)" means the funds received annually from the Canada Community-Building Fund (CCBF) Community Works Fund, overseen by UBCM. Excluded, for purposes of this policy, are any funds other than the CWF that may otherwise come under the CCBF umbrella of funds.

Background

The New Administrative Agreement on the CCBF in British Columbia, effective April 1, 2024, expanded the eligible project categories to which CWF funds could be applied in order to help Local Governments build and revitalize public infrastructure, support regional productivity and economic growth, and promote and maintain a clean environment.

Eligible categories under the new agreement include:

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- Local roads and bridges (includes active transportation)
- Short-sea shipping
- Short-line rail
- Regional and local airports
- Broadband connectivity
- Public transit
- Wastewater
- Drinking water
- Solid waste
- Community energy systems
- Brownfield redevelopment
- Sport infrastructure
- Recreational infrastructure
- Cultural infrastructure
- Tourism infrastructure
- Resilience
- Fire halls (including Fire trucks as stand-alone projects)
- Capacity building

Allocation of CWF to the Electoral Areas

- The allocation of the CWF between the individual Electoral Areas was approved by the Board at the January 25, 2010 meeting and is the percentage based on the combined average of the following figures for each Electoral Area: number of folios, improvement assessment values, land & improvement assessment values, population (including First Nations population), land area and population density, as described within the most recent and available Statistics Canada Census (the Census Program provides a statistical portrait of the country every five years) and in the most recent and available BC Assessment Completed Roll values (received in March annually).
- Funds are allocated to individual electoral areas when received on a prospective basis. Subsequent changes in the figures used for allocation (I.E. population changes) will not cause unspent funds to be re-allocated, unless directly requested and approved by Board resolution.
- Interest earned on unspent balances will be allocated annually to the respective balances of each electoral area.
- Despite this allocation process, CWF belong to the Electoral Areas of the SLRD as a whole. As such, Electoral Area Directors are free to recommend and support the re-distribution of funds allocated to the area they represent or to any other area of the SLRD as they desire.
- CWF are not allocated to member municipalities as they receive their own share of CWF under separate agreement with UBCM.

Responsibilities

1. SLRD staff will:
 - a. Develop eligible CWF project proposals to present to the Electoral Area Directors Committee that are compliant with the terms of the CWF agreement and this policy.
 - b. Review proposals for CWF projects requested by third-party organizations.

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- c. Complete, or assist in the completion of, CWF Project Application Forms to be submitted to the Director of Finance for approval, attached as Schedule "A" to this policy.
2. The Electoral Area Directors shall review and evaluate the proposed CWF projects and initiatives that meet the eligible criteria and guidelines of CWF and recommend to the Board of Directors approval, rejection or requests for further information for each project.
3. The Board of Directors shall approve, reject or request further information for each project with respect to funding of eligible CWF projects and the creation of CWF agreements as needed via Board resolution.

Guidelines

1. The minimum CWF Request will be set at \$10,000 per project.
2. Third-Party organizations may request funding from the CWF for eligible projects that result in tangible capital assets typical of a local government for use and benefit by the electoral area residents and must be included in the SLRD's Financial Plan and ideally as a service of the SLRD. All third-party funding requests must be reviewed by the Director of Finance or Deputy Director of Finance to confirm eligibility for CWF.
 - a. CWF Project Proposals from a third-party must include the following components (as required within the CWF Project Application Forms):
 - For non-profit organizations, proof of non-profit status.
 - Description of the long-term asset management plan of the requested asset.
 - Confirmation of land ownership; long-term leases must have 6 full years remaining at estimated project end date.
 - Description of the project including: project management, project impact, project outcomes and anticipated timeline.
 - Detailed project budget outlining all CWF eligible and ineligible costs as well as supporting quotes or estimates.
 - Most recent annual financial statements of the third-party.

b. Third-Party Organizations Funding Conditions

Where CWF projects are approved for a project to be owned by a third-party organization a CWF contribution agreement must be signed between the SLRD and the third-party organization prior to undertaking any of the works. In accordance with the 'assistance to business' provisions of the Local Government Act, a for-profit entity may not qualify for CWF.

The CWF contribution agreement will include the following commitments from the third-party organization:

- To comply with all applicable regulations including building permits.
- To be responsible for raising the balance of any funds required to complete the project.

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- To provide invoice backup including proof of payment to all suppliers and/or contractors for the project.
- The responsibility to be aware of eligible and ineligible expenditures, as invoices submitted for costs that do not meet eligibility criteria will not be paid. This will be the case regardless of what the initial project eligibility review had indicated.
- To submit an annual report for each year in which the project is being funded.
- To submit of a final report including the outcomes achieved from the project.
- To provide a copy of a Statement of Revenue and Expenses for the full project.
- To maintain and retain all records associated with the project for 10 years following the completion of the project.

3. Principles and Items of Consideration

- Community Works Fund disbursements should result in incremental value-added capital spending for services primarily for public use or for capacity building to strengthen the ability of the SLRD to develop long-term planning practices.
- Feasibility studies and detail design projects are now eligible under all infrastructure categories, as stand-alone projects
- Capacity building projects eligible for CWF can include:
 - Capital investment plans.
 - Integrated community sustainability plans.
 - Integrated regional plans.
 - Housing needs assessments
 - Housing planning
 - Asset management plans.
 - Studies, strategies, or systems related to asset management (e.g.: software acquisition and implementation).
 - Training directly related to asset management planning.
 - Long-term infrastructure plans.
- Community Works Funds should support the achievement of local priorities, while recognizing the associated benefits of supporting the SLRD's regional strategic priorities.

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