



Community Works Gas Tax Grant Policy

Department	Finance	Policy No.	0340-68
Section	Grants	Date Approved by Board	December 17, 2021
Repeals	RBAC Funding Policies	Board Resolution #	RD/21/12/08 (17)

Amended		Board Resolution #	
Amended		Board Resolution #	
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Repealed		Board Resolution #	
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1. Purpose

- 1.1 The Community Works Gas Tax Grant policy establishes clear guidelines for the Rural Budgets Administration Committee (RBAC) for the distribution of financial assistance provided through the Community Works Fund (CWF) while ensuring compliance with the eligibility criteria and terms set out in the Administrative Agreement on Federal Gas Tax Fund in BC (Gas Tax Agreement – April 1, 2014), which provides the administrative framework for the delivery of the Canada Community – Building Fund (formerly Gas Tax Fund).

2. Scope

- 2.1 This Policy applies to RBAC, PRRD and all external organizations eligible for consideration of funding via grants from the Community Works Gas Tax fund.

3. Definitions

- 3.1 *Canada Community-Building Fund*: refers to predictable, long-term and stable funding to local governments in British Columbia for investment in infrastructure and capacity building projects that support local priorities.
- 3.2 *Community Works Fund*: refers to the program stream established under the Canada Community-Building Fund for the transfer of annual federal revenues to local governments in British Columbia.
- 3.3 *Grant Contribution*: refers to non-repayable funds disbursed or given by one party, often a government or other organization, to a recipient for a particular purpose.
- 3.4 *Infrastructure*: refers to municipal or regional, publicly or privately owned tangible capital assets primarily for public use or benefit.



- 3.5 *Not-for-Profit Society*: refers to an organization which is not driven by profit, who is registered and in good standing with the Societies Act of BC.
- 3.6 *Public Use or Benefit*: refers to accessibility 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.
- 3.7 *Rural Budgets Administration Committee*: refers to a Standing Committee of the Regional Board comprised of the Electoral Director from each Electoral Area in the Peace River Regional District who has the authority, delegated to them by the Regional Board as per 'Rural Budgets Administration Bylaw No. 1166, 1998', to administer the rural budgets identified in Bylaw 1166 and approved in the current PRRD Five Year Financial Plan Bylaw.

4. Policy

- 4.1 RBAC is responsible for the investment of Community Works Fund (CWF) allocations granted to support capital and capacity building infrastructure projects that primarily support public use or benefit.
- 4.2 RBAC has the sole authority to approve or deny grant contributions to eligible organizations with funding provided through CWF federal and provincial allocations.
- 4.3 Eligibility Criteria:
RBAC is to determine eligibility in accordance with the Eligibility Framework established by the CWF agreement by use of the three-step process established provided below:
 - a) **Eligible Recipients** - Must meet the definition of an "Ultimate Recipient" set in the Gas Tax Agreement (GTA) as follows:
 - 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 the Local Government where the eligible project would be located, has indicated support for the project and the transfer of funds through a formal resolution;
 - iii. 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.
 - b) **Eligible Project Categories** - Funds must be applied towards the eligible expenditures of an eligible project as set in the GTA which 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 associated joint communications activities or federal signage. Eligible categories are

