



CANADA COMMUNITY-BUILDING FUND IN BRITISH COLUMBIA

COMMUNITY WORKS FUND PROGRAM GUIDE

Canada Community-
Building Fund BC



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Program Overview

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

Appendix 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. training directly related to asset management planning; and,
 - iii. long-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:

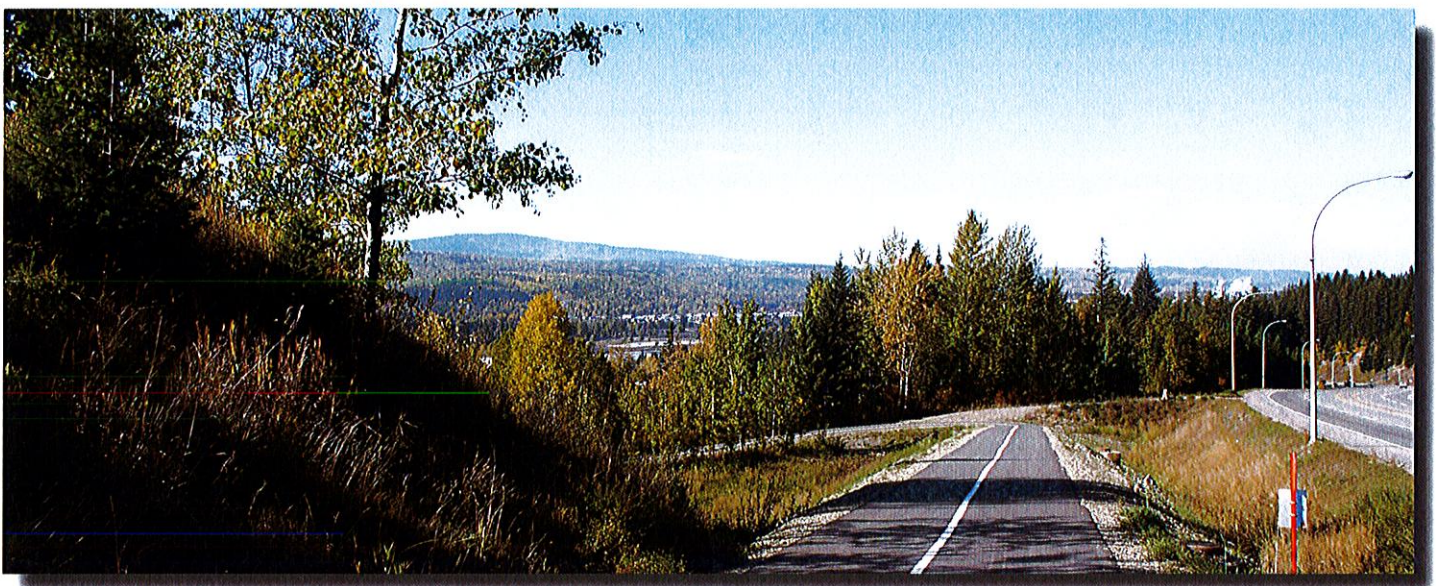
- Any project utilizing over \$100,000 in CWF funding should be accompanied with project signage. If you have any questions related to signage, please contact Infrastructure Canada by email at INFC.Signs-Panneaux.INFC@Canada.ca or 613-948-7154
- Communities receiving annual CWF allocations greater than \$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 Intelligent Transportation systems 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 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 Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization Separate storm water collection systems and or storm water treatment facilities or systems Wastewater sludge treatment and management systems

APPENDIX A - ELIGIBLE CATEGORIES

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

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 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 The preservation of designated heritage sites Local government owned libraries and archives Facilities for the creation, production, and presentation of the arts Infrastructure in support of the creation of a cultural precinct within an urban core

APPENDIX A: EXAMPLES OF ELIGIBLE PROJECTS

<p>Tourism Infrastructure</p>	<p>Infrastructure that attracts travelers for recreation, leisure, business or other purposes</p>	<p>Convention centers Exhibition hall-type facilities Visitor centres</p>
<p>Disaster Mitigation</p>	<p>Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters</p>	<p>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 Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme natural events and impacts or events related to climate change 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.)</p>
<p>Broadband Connectivity</p>	<p>Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia</p>	<p>High-speed backbone Point of presence Local distribution within communities Satellite capacity</p>

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.) 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

APPENDIX A: EXAMPLES OF ELIGIBLE PROJECTS

<p>Short-sea Shipping</p>	<p>Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean</p>	<p>Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities Capitalized equipment for loading/unloading required for expansion of short-sea shipping 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) 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</p>
<p>Fire Halls and Fire Stations</p>	<p>Fire hall and fire station infrastructure</p>	<p>New fire hall (building) for housing fire-fighting apparatus and staff (may include attached dorms, basic training facilities and administration areas) Retro-fit and modernization of existing firehalls and attached building space 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 Note: the following investments are not eligible in the fire hall category: Acquisition or replacement of fire trucks or other vehicles as a standalone project Personal protective equipment (PPE) and gear and other fire station related equipment Fire hydrants and reservoirs Communications devices (Ex.: Cell phones, radios, pagers) Structural Protection Units and contents</p>

Capacity Building Projects

Category	Description	Examples
Asset Management	Increase local government capacity to undertake asset management planning practices.	<ul style="list-style-type: none"> Asset Management Practices Assessment Current State of Assets Assessment Asset Management Policy Asset Management Strategy Asset Management Plan Long-Term Financial Plan Asset Management Practices Implementation Plan Asset Management Plan Annual Report
Integrated Community Sustainability Plans	Increase local government capacity to undertake integrated community sustainability plans	<ul style="list-style-type: none"> Integrated community sustainability plans Regional growth strategies Community development plans Community plans
Long-term Infrastructure Plans		<ul style="list-style-type: none"> Transportation plans Infrastructure development plans Liquid waste management plans Solid waste management plans Long-term cross-modal transportation plans Water conservation/demand management plans Drought management contingency plans Air quality plans GHG reduction plans Energy conservation plans