



Alberni-Clayoquot Regional District

## COMMUNITY WORKS FUND POLICY

Policy Issued by: Board of Directors  
Date Adopted: May 8, 2019  
Date(s) Amended:

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### Preamble:

Community Works Funds are provided to the Alberni-Clayoquot Regional District (ACRD) from the Government of Canada through the Gas Tax Fund. The Administrative Agreement on the Federal Gas Tax Fund in British Columbia is a tripartite agreement between Canada-British Columbia-UBCM that provides the framework for the Community Works Funding. Funding under the program is intended to be directed to local priorities that fall within one of the eligible project categories and that are in keeping with the Agreement's intended outcomes of a clean environment, strong cities and communities, and productivity and economic growth. The projects related to these priorities can be achieved by either ACRD services or outside non-profit organizations.

### Purpose of the Policy:

The purpose of this policy is to oversee the effective use of Community Works Gas Tax Funding and to implement a process to ensure compliance with the Community Works Fund (CWF) Agreement.

### Eligibility:

The Electoral Area (EA) Directors Committee will consider eligible project proposals, as outlined in the Administrative Agreement, that are associated with any of the ACRD services as well as projects presented from local non-profit organizations.

### Approval Considerations:

The CWF is provided to the ACRD on the basis of population of the electoral areas. While this allocation is an important consideration when determining the distribution of the funding to projects, other factors including the following should also be considered. Preference is to be given to projects that:

- Align with the strategic priorities of the ACRD
- Are more regionally focused and benefit a larger portion of the population
- Assist in funding the asset management infrastructure gap

### **Responsibilities & Procedures:**

The responsibilities and procedures related to this policy are as follows:

- ACRD staff will:
  - Develop eligible proposals to present the EA Directors Committee
  - Review non-profit proposals to confirm eligibility
  - Complete all reporting requirements
- The EA Directors shall review and evaluate all proposed projects and initiatives that meet the eligible criteria and guidelines of CWF and recommend to the Board of Directors approval of chosen projects
- The Board of Directors shall:
  - Adopt the Community Works Fund Policy and consider updates from time to time
  - Approve funding of CWF projects during the annual financial plan process and any required financial plan amendments
  - Approve contribution agreements with non-project organizations received CWF monies

### **Timelines:**

In order to be included in the current year financial plan, proposals from ACRD services and non-profit organizations must be received by January 15<sup>th</sup>. Proposals received after this date will only be presented to the EA Directors if the project is considered an emergency. This deadline is provided to reduce the occurrence of financial plan amending bylaws.

### **Non-Profit Project Proposals:**

Project proposals from outside non-profit organizations must include the following components:

- Proof of non-profit status
- Identify the eligible project category applicable to the proposed project
- Description of how the project is aligned to the ACRD's strategic priorities
- Description of the long-term asset management plans of the non-profit
- Description of how a project is regionally focused
- Confirmation of land ownership and/or long-term lease exceeding 10 years
- Funding amount requested
- Description of the project including management framework, project impact, project outcomes
- Anticipated timeline
- Detailed project budget outlining all eligible and ineligible costs as well as supporting quotes or estimates

### **Non-Profit Funding Conditions**

Where non-profit projects are approved for a project to be undertaken by a non-profit organization a contribution agreement must be signed between the ACRD and the non-profit organization. The agreement will include the following commitments from the non-profit organization:

- To expend funds consistent with the ACRD purchasing policy
- To comply with all applicable regulations including building permits
- To be responsible for raising the balance of any funds required to complete the project
- 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 an unaudited Balance Sheet and Statement of Income and Expenses for the year the funds were dispersed to finance the project
- To maintain all records associated with the project and retain these records for 10 years following the completion of the project