



NORTH COAST

REGIONAL DISTRICT

2021 Community Works Fund Grant Program Guide

Program Purpose and Goals

The North Coast Regional District (NCRD) has access to a funding program called the Federal Gas Tax Fund. This funding program has been made available by the Government of Canada through the Union of BC Municipalities' (UBCM) Community Works Fund (CWF) and can be used for infrastructure projects that support productivity and economic growth; a clean environment; and strong cities and communities (hereinafter referred to as the "criteria").

The project must be for public infrastructure which provides a public use and benefit component. The applicant must demonstrate that the proposed project meets this requirement and other listed criteria.

The NCRD Board will consider funding applications from registered non-profit societies operating within our Regional District boundaries for projects meeting the aforementioned criteria. Funding is provided at the discretion of the NCRD Board. There is no obligation to provide a grant.

Eligible projects

Eligible projects include investments in infrastructure for its construction, renewal, or material enhancement in each of the following project categories:

Local roads, bridges and active transportation	Roads, bridges and active transportation (active transportation refers to investments that support active methods of travel)
Drinking water	Infrastructure that supports drinking water conservation, collection, treatment, and distribution systems.
Wastewater	Infrastructure that supports wastewater and storm water collection, treatment, and management systems
Community energy systems	Infrastructure that generates or increases the efficient use of energy.
Public transit	Infrastructure which supports a shared passenger transport system, which is available for public use
Solid waste	Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials, and garbage.

Sports infrastructure	Amateur sport infrastructure (excludes facilities, including arenas, which would be used as a home for professional sports teams or major junior hockey teams)
Recreational infrastructure	Recreational facilities or networks.
Cultural Infrastructure	Infrastructure that supports arts, humanities and heritage
Tourism Infrastructure	Infrastructure that attract travelers for recreation, leisure, business or other purposes
Disaster mitigation	Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.
Broadband connectivity	Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia
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 eligible project category under the GTF, and/or the construction of municipal use public parks and publicly-owned social housing.
Regional and Local Airports	Airport related infrastructure (excludes National Airport System)
Short-line rail	Railway related infrastructure for carriage of passengers or freight
Short-sea shipping	Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean
Highways	Infrastructure.
Capacity building	Investments related to strengthening the ability of Local Governments to develop long-term planning practices.

The following projects have been deemed ineligible uses of Community Works funding:

- Fire halls, fire trucks, emergency operations centres
- 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)

Program Benefits

The project must be for public infrastructure which provides a public use and benefit component. The applicant must demonstrate that the proposed project meets this requirement.

Eligible Applicants

Eligible applicant(s) must:

- 1) Be a registered Non-profit Organization in good standing with the Province of British Columbia.
- 2) Own the property in question, where the project is to take place.
- 3) Comply with the North Coast Regional District Purchasing Policy for purchasing goods or services in relation to this project. Basic details of the purchasing policy are provided with the eligibility documents.
- 4) Provide documentation demonstrating the project meets the criteria. The required documentation will depend on the category that the Eligible Project falls into.
- 5) Adhere to a communications protocol, including but not limited to the construction and installation of signage acknowledging the Federal Government, UBCM, and the North Coast Regional District funding contribution to this project.
- 6) Retain title to and ownership of the assets and property in question for a minimum of five (5) years after project completion. If, at any time within five (5) years from the date of the project completion, the Recipient sells, leases, encumbers or otherwise disposes of, directly or indirectly, any asset constructed, rehabilitated or improved, in whole or in part, with funds contributed by Canada under the terms of this Agreement, the Recipient shall repay the North Coast Regional District, on demand, any revenue that is generated from the sale, lease, encumbrance or disposal of the asset up to the original amount of CWF.

- 7) Provide all reporting, in a timely fashion, as required by the North Coast Regional District, including, but not limited to: Criteria Reporting before and after the project, final reporting and annual reporting over a five (5) year period.
- 8) Review and adhere to a Community Works Funding Agreement with the North Coast Regional District.

The NCRD Community Works funding process includes the following steps:

- 1) Provide NCRD Staff with a project description. Staff will review the project and will work with the organization to determine eligibility (including status as a non-profit organization, ownership of the property, if the criteria has been met, project category and eligibility of expenditures, etc.).
- 2) Discuss the project with the Electoral Area Director to gauge his/her level of support for the project.
- 3) If Staff determines the project is eligible, the organization can request an application. The completed application form and all required attachments should be submitted to Staff. The application will be reviewed at a future Electoral Area Advisory Committee meeting for recommendation to the NCRD Board.
- 4) If approved, the applicant will be required to sign a funding agreement with the North Coast Regional District and submit further required documentation prior to receiving any funding for the project.
- 5) Normally the North Coast Regional District will only reimburse the organization upon receiving paid invoices from suppliers; however, the NCRD may work with the organization to determine a direct-pay to suppliers if necessary. This must be arranged in advance.

This documentation is for information purposes only and does not represent a funding commitment by the North Coast Regional District. Further, if your application is approved for funding, this document does not limit the requirements of your organization as detailed in the Community Works Funding Agreement with the North Coast Regional District.

Please also read the North Coast Regional District Community Works Fund Allocation Policy (FIN-04). Policy FIN-04 will take precedence over anything in this program guide.

Further questions or comments on the Community Works Fund Program and Guidelines can be obtained through the office of the North Coast Regional District at 250-624-2002 or via email at info@ncrdbc.com.