



COMMUNITY WORKS FUND POLICY JULY 2025

Please note: Recommendation #1 was varied by the Committee as follows:

1. That the Board approve Policy A2.24 Community Works Fund Allocation, as amended, by deleting the final sentence of section 5.1.2, which reads "This does not preclude the Board from approving the use of CWF to the benefit of Member Municipalities." and by replacing "CWF" with "funds" in section 5.1.3.

RECOMMENDATIONS

1. That the Board approve Policy A2.24 Community Works Fund Allocation.
2. That subject to Resolution #25-259 which allocated \$100,000 of Electoral Area E Community Works Funds to Nanoose Place Nanoose Bay Activities and Recreation Society in 2025 for the replacement of the Nanoose Place septic system, the Board acknowledges that the Nanoose Place septic system project is a regional priority within a long-term capital investment plan supported by asset management planning and has not been prioritized over a local government owned priority project.

BACKGROUND

On November 19, 2025, the Board provided direction to continue status quo with no shared allocation of Community Works Funds (CWF) for the 2024-2034 CWF agreement. At that time, the Board also directed staff to prepare a CWF Policy for review by the Electoral Area Services Committee and the Board.

Further direction was provided on February 25, 2025 (Resolution 25-094) as follows:

That the following be added to the Community Works Fund Draft Policy: That any proposed allocations of Electoral Area Services Committee Community Works Funds be referred to the Electoral Area Services Committee to make recommendations to the Board for consideration.

The Community Works Fund Policy report was on the agenda for the June 5, 2025 Electoral Area Services Committee meeting. Direction provided has been incorporated into the draft Policy A2.24 Community Works Fund Allocation (Attachment 1). A red-lined version of the edits made to the draft Policy A2.24 Community Works Fund Allocation which was presented at the June 5, 2025 is also included in Attachment 2.

Although the 2024-2034 CWF agreement (Attachment 3) does not include clauses related to third party recipient projects, the 2024-2034 CWF Program Guide (Attachment 4) provides the following requirement on page 15 of the guide:

Projects relating to an asset not owned by a local government must be approved through a board or council resolution which identifies the project meets the following criteria:

1. Board or council has identified the project as a regional or municipal priority within a long-term capital investment plan,
2. Board or council has not prioritized the third party project over a local government owned priority project, and
3. The project is supported by asset management planning.

Staff have confirmed with UBCM that any resolutions adopted after the signing of the 2024 – 2034 CWF agreement for allocations of CWF to third party projects include the above three criteria to ensure eligibility for Strategic Priorities Fund Grants which are application based.

That subject to the terms of the Community Works Fund Policy when adopted, that \$100,000 of Electoral Area E Community Works Funds be allocated to the Nanoose Place Nanoose Bay Activities and Recreation Society in 2025 for the replacement of the Nanoose Place septic system by transferring \$70,000 of Electoral Area E Community Works Funds from the Jack Bagley Community Park Improvement project and adding \$30,000 of unapplied Electoral Area E Community Works Funds and that the 2025-2029 Financial Plan be amended accordingly.

Since the 2024-2034 CWF Agreement was signed in 2024, it is important that the Third Party criteria be incorporated into the resolution. Staff recommend the following resolution:

That subject to Resolution #25-259, which allocated \$100,000 of Electoral Area E Community Works Funds be allocated to the Nanoose Place Nanoose Bay Activities and Recreation Society in 2025 for the replacement of the Nanoose Place septic system, the Board acknowledges that the Nanoose Place septic system project is a regional priority within a long-term capital investment plan supported by asset management planning and has not been prioritized over a local government owned priority project.

FINANCIAL IMPLICATIONS

The adoption of a Community Works Fund Allocation policy will strengthen the Community Works Fund allocation process, ensuring that there are rules in place to guide staff in this process.

STRATEGIC PLAN ALIGNMENT

Community Works Funds Allocation supports the following Board Strategic goal:

Planning and Managing for Growth - Complete our Asset Management program to ensure physical and natural assets across the region are optimally managed.

REVIEWED BY:

- C. Crabtree, General Manager, Corporate and Transportation Services
- D. Holmes, Chief Administrative Officer

ATTACHMENTS

1. Draft Policy A2.24 Community Works Fund Allocation July 3, 2025
2. Draft Policy A2.24 Community Works Fund Allocation June 5, 2025 Red-lined for changes
3. 2024-2034 Community Works Fund Agreement
4. 2024-2034 CWF Program Guide