

## 1. PURPOSE

- 1.1. To establish guidelines for the Regional District of Nanaimo's allocation of the Community Works Funds (CWF) and to implement a process to ensure compliance with the Community Works Fund Agreement.

## 2. DEFINITIONS

**"Agreement"** refers to the CWF agreement signed between the RDN and the Union of British Columbia (UBCM).

**"Annual Funding"** means the annual amount received from UBCM in two installments each year.

**"Board"** means the Regional District of Nanaimo Board of Directors.

**"CAO"** is the Chief Administrative Officer of the RDN,

**"Chair"** means the Chair of the Regional Board elected pursuant to the Local Government Act, or the person appointed as the Chair.

**"CFO"** is the Chief Financial Officer of the RDN,

**"Community Works Fund (CWF)"** means those funds received annually by the RDN from the Community Works Fund, overseen by UBCM. Excluded from the definition for the purposes of policy are any funds other than the Community Works Fund that may otherwise come under the Canada Community Building Fund umbrella of Funds.

**"Community Works Fund Allocation"** means the allocation of CWF to a project by resolution of the Board

**"Directors"** are the elected representatives of the RDN.

**"EASC"** is the Electoral Area Services committee of the RDN.

**"Member Municipalities"** means the incorporated local governments in the RDN including the District of Lantzville, City of Nanaimo, City of Parksville and Town of Qualicum Beach.

**"RDN"** means the Regional District of Nanaimo.

**"Staff"** means an employee or contract employee of the RDN.

**"Third Party Recipients"** means an external party to the RDN who has been awarded CWF including not-for-profits and improvement districts.

“UBCM” is the Union of British Columbia Municipalities.

### **3. SCOPE**

3.1. This policy applies to:

- a) Projects or initiatives meeting the eligibility criteria and guidelines outlined by the Agreement.

### **4. RESPONSIBILITY**

4.1. The CAO is responsible for implementing and administering this policy.

4.2. UBCM determines the eligibility criteria for projects and/or proposed expenditures.

4.3. The CFO or a designate is responsible for reviewing proposed projects and expenditures to ensure they meet UBCM eligibility criteria.

4.4. The EASC is responsible for reviewing and evaluating all proposed projects and initiatives that meet the eligible criteria and guidelines of CWF to provide recommendations to the Board.

4.5. The Board is responsible for reviewing and evaluating all proposed projects and initiatives that meet the eligible criteria and guidelines of CWF and making decisions on funding.

### **5. POLICY**

5.1. Allocation of Funds:

5.1.1. The RDN receives CWF annual funding under the terms of the Agreement. The formula used to determine the annual funding amount received combines a minimum funding floor and a per capital amount for each of our Electoral Areas inclusive of First Nations population.

5.1.2. CWF received by the RDN will be prioritized for benefit of the Electoral Areas inclusive of First Nation population within the Electoral Area since Member Municipalities receive their own share of CWF directly from UBCM. This does not preclude the Board from approving the use of CWF for the benefit of Member Municipalities.

5.1.3. Should joint projects between the RDN and member Municipalities be identified that meet the criteria for use of CWF, CWF from the RDN can be pooled with CWF from the Member Municipalities for joint projects.

- 5.1.4. The CWF annual funding received by the RDN is to be allocated to each of the Electoral Areas within the RDN (EA A, EA B, EA C, EA E, EA F, EA G and EA H) and held for projects based on the individual Census population used by UBCM in determining the allocation of CWF monies to the RDN.
- 5.1.5. Subsequent changes in population when future population census numbers are updated will affect only future allocations and will not cause unspent funds to be reallocated.
- 5.1.6. All CWF allocations to eligible projects must be done by resolution. To support the five year financial planning cycle, allocation of CWF annual funds that will be received in future years of the five year financial plan are permitted.
- 5.1.7. CWF allocations should not exceed the sum of CWF annual funds that will be received within the five year financial plan. If CWF becomes overallocated, this will be corrected by resolution as soon as practically possible.
- 5.1.8. Interest earned on unspent balances will be allocated annually to the respective balances of each Electoral Area fund.

## 5.2. Use of Funds

- 5.2.1. All CWFs must be used in accordance with eligibility criteria contained in the Agreement, and any subsequent changes or updates thereto.
- 5.2.2. Per the funding agreement with UBCM, CWF must be spent within five (5) years of being received and any unspent funds held by the RDN under the 2014-2024 CWF program are required to be spent within five (5) years of July 25, 2024, which is the date RDN entered into the 2024-2034 CWF Agreement with UBCM.

## 5.3. Approval Process

- 5.3.1. Internal RDN service projects must be reviewed by Staff against eligibility criteria of the Agreement and requests will be presented as a staff report to the EASC.
- 5.3.2. To ensure project eligibility, a CWF Third Party Project Request Form (Appendix A) will be required to be filled out by a Third Party who has received approval of the submission from the relevant Electoral Area Director. For clarification, UBCM Guidelines include that

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

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

5.3.3. Third Party Project Request Forms and staff reports will be presented to the EASC and may be included along with recommendations of eligible projects to the Board for approval.

5.3.4. Only projects approved by a resolution of the Board indicating the amounts approved shall proceed.

5.3.5. The following project areas shall be given priority:

- 5.3.5.1. Projects that align with the strategic priorities of the RDN;
- 5.3.5.2. Projects which address critical infrastructure needs;
- 5.3.5.3. In relation to capacity building, expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments and/or asset management plans for the RDN; and
- 5.3.5.4. Projects that are regionally focused or benefit a large portion of the population, including local First Nations communities.

#### 5.4. Payment of Funds to Third Parties

- 5.4.1. For projects that include a transfer of funding to third parties, agreements are required with the recipients to ensure compliance with the overarching CWF Agreement signed by the RDN with UBCM and by UBCM with British Columbia and Canada.

**5.5. Time Limits**

5.5.1. Third party recipient of funds must return any unspent funds within twenty-four (24) months following the Board approval date. This expectation will be communicated to third party recipients upon approval, within the body of the contribution agreement.

5.5.2. Extensions to the twenty-four (24) month term may be considered and approved by the CFO.

**5.6. Reporting**

5.6.1. The RDN is required to provide annual reporting to the UBCM, including measured outcomes on recent past projects.

5.6.2. Third party recipients must agree to provide necessary information to enable required reporting upon request.

5.6.3. Third party recipients who do not meet reporting requirements may be subject to a requirement to repay the CWF funding, which will be incorporated as a requirement in the agreement with the Third Party Recipient.

5.6.4. RDN staff will provide quarterly reporting to the Electoral Area Services Committee which will show the projects that the CWF have been allocated to.

<b>Department</b>	Finance	<b>Approval Date</b>	
<b>Resolution No.</b>		<b>Amendment Date(s)</b>	
		<b>Next Scheduled Review Date</b>	

