



REGIONAL DISTRICT
of Fraser-Fort George

CORPORATE POLICY

No.: RD-08-14

Date Approved: September 18, 2014

Date Amended: August 21, 2025

Name: Community Works Fund Expenditure Policy

Purpose:	To define a process to allocate the funding received from the Community Works fund, consistent with the terms and conditions of the Community Works Fund Agreement signed with the Union of BC Municipalities (UBCM).
Authority:	The current Community Works Fund Agreement.
Scope:	This policy shall apply to all Community Works Funds.

Definitions:		
“Asset Management”	means	an integrated process, bringing together skills, expertise, and activities of people; with information about a community’s physical and natural assets; and finances; so that informed decisions can be made, supporting Sustainable Service Delivery.
“Canada Community Building Fund” (CCBF)	means	the program established under section 161 of the <i>Keeping Canada’s Economy and Jobs Growing Act</i> , S.C. 2011, c. 24 as amended by section 233 of the <i>Economic Action Plan 2013 Act, No. 1</i> , S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community Building Fund in section 199 of <i>Budget Implementation Act, 2021, No. 1</i> .
“Community Works Fund”	means	the funds provided from the CCBF to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Community Works Fund Agreement.
“Community Works Fund Agreement”	means	the Community Works Fund Agreement between UBCM and the Regional District of Fraser-Fort George in effect at the time this policy is applied.
“Fixed equipment”	means	any piece of property which, when installed in a facility for continuing use in connection with the facility, is considered a permanent part of the facility and cannot be reasonably removed without affecting the structural integrity of the facility, including its utility or ventilation systems. To be considered as fixed equipment, the item must be capitalized in the grantee's records as part of the facility to which it is attached. Further, if the facility were to be sold or otherwise disposed of, such equipment would be sold or otherwise disposed of as part of the facility.

Expiry Date:

Review Date: As Needed

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“Infrastructure”	means	municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia primarily for public use or benefit.
“Sustainable Service Delivery”	means	ensuring that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible manner), do not compromise the ability of future generations to meet their own needs. Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.
“Tangible capital assets”	means	non-financial assets having physical substance that are acquired, constructed or developed and: <ul style="list-style-type: none"> (i) are held for use in the production or supply of goods and services; (ii) have useful lives extending beyond an accounting period and are intended to be used on a continuing basis; and (iii) are not intended for sale in the ordinary course of operations.
“Ultimate Recipient”	means	<ul style="list-style-type: none"> (i) a Local Government or its agent (including its wholly owned corporation); (ii) a non-local government entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that the Local Government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s) and that the entity receiving funds delivers a service typical of local government. (iii) TransLink, BC Transit, and Islands Trust

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<p>Policy:</p>	<p>To ensure compliance with the Community Works Fund Agreement all projects must be evaluated, approved, and accounted for.</p>
<p>General:</p>	<ol style="list-style-type: none"> 1. Projects or activities must comply with eligible expenditures as outlined in the current Community Works Fund Program Guide. 2. Expenditures proposed for funding from the Community Works Fund may come from staff, Directors, or members of the public to the appropriate General Manager or Manager. 3. Projects that appear eligible will require submission of an internal CWF application form to outline the detailed project plan and other relevant information regarding the project, such as anticipated outcomes, budget or other metrics required for reporting purposes. 4. Project eligibility will be determined by the General Manager of Financial Services and the General Manager responsible for the project area. 5. Community Works Funds can be applied to all of a project or only the portion that meets the requirements. 6. Projects that are deemed to be eligible shall be approved by Board resolution approving the expenditure of monies from the Regional District's Community Works Fund. Consideration will be given to projects based on: <ul style="list-style-type: none"> • Support Sustainable Service Delivery; • Alignment with the RDFFG Strategic Priorities; • Project priority as identified by the service area; • Requirements of statutory regulations; • Having no or minimal other potential funding sources; • Geographical location or service area; • Building capacity to improve local and regional planning related to Asset Management; or • Funding the asset management infrastructure gap. 7. CWF funds received in a given year will be required to be fully expended on eligible projects within five years.

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Communication:	<ol style="list-style-type: none">1. Fund recipients will be required to ensure that any project utilizing over \$100,000 from the CWF is accompanied with project signage as per the current Community Works Fund Program Guide.2. Where the RDEFG receives annual CWF allocations greater than \$400,000, they will undertake at least one formal communication highlighting the use of funds in each year.
Reporting:	<ol style="list-style-type: none">1. Fund recipients will be required to submit project updates, including percentage completion, to financial administration to be used for reporting purposes upon request.2. Finance Administration will be responsible for submitting the required Annual Expenditure Reporting to UBCM by the deadline identified in the current Community Works Fund Program Guide.

Reference: [Community Works Fund Program Guide](#)