

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
BOARD POLICY**

**POLICY:** Community Works Gas Tax Funding Policy

**AUTHORITY:** Board Resolution June 4, 2015.

**ADMINISTRATIVE REVIEW:** May 31, 2019

**REVISED:** Board Resolution June 20, 2019

**POLICY STATEMENT**

Overseeing the effective use of Community Works Gas Tax funding to ensure compliance with the Community Works Fund (CWF) Agreement and meet the needs of Regional District services is a key responsibility of the Regional District

**PURPOSE**

To outline that CWF funding will only be used for infrastructure projects meeting the eligibility requirements of the CWF agreement.

**DEFINITIONS**

**Community Works Fund Agreement** means the 2014 to 2024 Community Works Fund Agreement signed between the Regional District and the Union of BC Municipalities (UBCM ).

**RESPONSIBILITIES**

Boards of Directors shall:

1. Adopt the Community Works Gas Tax Funding Policy
2. Approve funding of CWF projects during the annual budget approval process or by reserve expenditure bylaw

Manager of Finance shall:

1. Confirm the infrastructure meets the eligibility criteria established by the UBCM
2. Bring funding requests to the Board in one of the following methods:
  - a) as part of the annual budget approval process
  - b) as a separate reserve expenditure bylaw if received after the annual budget has been approved
3. Report annually to the Board a summary of all CWF projects approved during the year
4. Ensure an annual summary of all CWF projects is posted on the RDOS website to be available to the public

**PROCEDURES**

In consultation with Electoral Area Directors, Community Works Gas Tax Funding projects are brought forward by managers during the annual budget process.

Finance will ensure the infrastructure project meets the eligibility requirements of the UBCM.

Eligible CWF projects will be incorporated into the annual budget or, if received after budget approval, brought forward to the Board for approval as individual expenditure bylaws.

Annual reporting will be made to the Board on all projects receiving Community Works Gas Tax funding.