



37, 3RD AVE, PO Box 820  
BURNS LAKE, BC  
VOJ 1E0

REGIONAL DISTRICT  
OF BULKLEY-NECHAKO  
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

## Regional District of Bulkley-Nechako Federal Gas Tax Funding Information Sheet

The Regional District of Bulkley-Nechako has access to a funding program called Federal Gas Tax Fund. This funding program has been made available by the Government of Canada 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.

The Regional District Board of Directors will consider funding applications from registered non-profit societies operating within our Regional District boundaries for projects meeting the aforementioned criteria. In order to be considered for funding, applicants must:

- A) Be a registered Non-profit Society in good standing with the Province of British Columbia.
- B) Own the property in question, where the project is to take place.
- C) Comply with the Regional District of Bulkley-Nechako Purchasing Policy for purchasing goods or services in relation to this project. Basic details of the purchasing policy are attached.
- D) Provide documentation demonstrating the project meets the criteria. The required documentation will depend on the category that the Eligible Project falls into.
- E) Adhere to a communications protocol, including but not limited to the construction and installation of signage acknowledging the Federal Government, UBCM, and the Regional District of Bulkley-Nechako funding contribution to this project.
- F) 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 RDBN, on demand, any revenue that is generated from the sale, lease, encumbrance or disposal of the asset up to the original amount of Federal Gas Tax funding.
- G) Provide all reporting, in a timely fashion, as required by the Regional District of Bulkley-Nechako, including, but not limited to: Criteria Reporting before and after the project, Final Reporting, and Annual Reporting.
- H) Review and adhere to a Federal Gas Tax Funding Contract with the Regional District of Bulkley-Nechako.

**The RDBN Gas Tax Program funding process includes the following steps:**

- 1) Provide the Finance/Administration Coordinator with a project description. The Coordinator will review the project and will work with the organization to determine eligibility (including status as a non-profit society, 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 the Coordinator determines the project is eligible, the Society can request an application. Submit the completed application form and all required attachments to the Coordinator. The application will be reviewed and considered at a future Regional District of Bulkley-Nechako Board meeting.
- 4) If approved, the applicant will be required to sign a funding contract with the Regional District of Bulkley-Nechako and submit further required documentation prior to receiving funding for the project.

This documentation is for information purposes only and does not represent a funding commitment by the Regional District of Bulkley-Nechako. Further, if your application is approved for funding, this document does not limit the requirements of your Society as detailed in the Federal Gas Tax Funding Contract with the Regional District of Bulkley-Nechako.

If you have any further questions regarding the Federal Gas Tax Fund please contact the Finance/Administration Coordinator, Kristi Rensby at (250) 692-3195 or email: [kristi.rensby@rdbn.bc.ca](mailto:kristi.rensby@rdbn.bc.ca)