

Canada Community Building Funds (Federal Gas Tax) – Community Works Fund 23-XXXX-CWF and
Baldonnel Elementary School Parent Advisory Committee

This Agreement made as of Date.

Between:

Peace River Regional District (PRRD)

PO Box 810

Dawson Creek, BC V1G 4H8

A Regional District pursuant to the provisions of the Local Government

Act of British Columbia, having its office at 1981 Alaska Avenue,

Dawson Creek, British Columbia

(the “PRRD”)

And:

Baldonnel Elementary School Parent Advisory Committee

5836 Baldonnel Road

Baldonnel, BC V0C 1C6

Society #89157 4444 RR0001

(the “Recipient”)

And:

School District 60 Peace River North

10112 105 Avenue

Fort St. John, BC V1J 4S4

(the “Third Party”)

WHEREAS:

- A. The Union of British Columbia Municipalities (UBCM) representing local governments in British Columbia has entered into an agreement with Canada and British Columbia to transfer a portion of Canada Community Building Funds BC (Federal Gas Tax) funds to local governments by establishing a Community Works Fund (CWF);
- B. The UBCM and the PRRD have entered into an Agreement (CWF Agreement, Schedule 1 to this document) to work together in partnership to fulfill the terms and conditions of the Community Works Fund and acknowledge that the success of the Community Works Fund will require the collective efforts of all participating local governments in British Columbia.
- C. The PRRD shall expend funds under the CWF Agreement only to pay Eligible Expenditures (CWFA, Schedule C) for Eligible Projects (CWFA, Schedule B) and agreed to all the terms and conditions of the eligible recipient accountability framework as set out in Schedule D.
- D. The Recipient is undertaking a Recreation Infrastructure project for the Baldonnel Elementary School, (Hereinafter called “the Project”); The Project is limited to those items detailed in in the Project Budget (Schedule 2) attached. Maximum PRRD Canada
- E. Community Building Funds BC (Federal Gas Tax) funding for this project is listed in Section 2.8

Now therefore in consideration of the mutual promises herein, the PRRD, the Recipient, and the Third Party agree as follows;

Initial each page as confirmation you have read and agree to the terms.

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1. Purpose

1.1. Use of Funds

The Recipient agrees that the Canada Community Building Funds BC (Federal Gas Tax) Funds contributed by the PRRD will be used only for the purpose outlined in the Project Budget (Schedule 2) and agrees to abide by the Terms and Conditions of the Community Works Fund Agreement (as amended from time to time) between the UBCM and the PRRD (Schedule 1).

1.2. Regulatory Bodies

The Recipient agrees to complete the Project in accordance with the requirements of all regulatory bodies, and obtain all necessary permits, including undertaking an environmental assessment process where necessary.

1.3. Reimbursement

The PRRD agrees to reimburse the Recipient for eligible expenses listed in the Project Budget (Schedule 2), net of rebates and rebate-able taxes, relating to the project up to a maximum of the amount listed in Section 2.8.

2. Terms and Conditions

2.1. Property Ownership

The Third Party shall retain ownership of, or the right to occupy, 5836 Baldonnel Road Baldonnel, BC V0C 1C6 for at least five (5) years after the 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 purchased, 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 PRRD, on demand, any revenue that is generated from the sale, lease, encumbrance or disposal of the asset up to the original amount of Canada Community Building Funds BC (Federal Gas Tax) funding. The Recipient agrees to notify the PRRD in writing as soon as practicable of any transaction triggering the above-mentioned repayment.

2.2. Insurance

The recipient shall ensure insurance sufficient to replace the asset being funded through this agreement (the asset) for at least five (5) years after project completion. If at any time within five (5) years from the date of project completion the asset is involved in an insurance claim, the recipient will inform the PRRD of said claim within 30 days. If funds received through said claim are used to replace or repair the asset, the recipient will provide the PRRD a written report including photos of the asset post-claim. If funds received through said claim are not used to replace or repair the asset, the recipient will repay the PRRD the value of the original contribution of Canada Community Building Funds BC (Federal Gas Tax) funding, up to but not exceeding 100% of value of the insurance claim. The Recipient agrees to notify the PRRD in writing as soon as practicable of any transaction triggering the above-mentioned repayment.

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2.3. Competitive Quotes

The Recipient shall, to the satisfaction of the PRRD, ensure that all eligible expenditures are made in a manner that is transparent, competitive, and consistent with value for money principles, and will avoid all actual or perceived conflicts of interest in its procurement of goods and services required for this project.

2.4. Project Timeline

The Recipient will implement the Project in a diligent and timely manner, in accordance with the following timeline:

Project Start Date:	June 1, 2024
Project completion Date:	July 30, 2025
Final Report Due:	July 30, 2025 (30 days after completion)

2.5. Recipient Administration

The Recipient will administer all aspects of the Project by way of an identified Project Manager, or equivalent. The Recipient will ensure that all appropriate and applicable insurance coverage and premiums and taxes related to the Project (including, but not limited to, Workers Compensation Insurance, Goods and Services Tax, payroll source deductions) are in place and paid as required. This includes all contractors hired to complete work on the Project.

2.6. Communication Protocol

The Recipient shall acknowledge that the Project was completed utilizing Canada Community Building Funds BC (Federal Gas Tax) Funds, in the format detailed below:

- The PRRD must be notified and invited to attend any event scheduled in relation to the Project with a minimum of 30 days' notice.
- All communication by the Recipient referring to the Project will clearly recognize the Government of Canada's investment and must be approved by UBCM (via the PRRD) prior to publication.
- If requested by the PRRD, the Recipient will be responsible for installing signage 30 days prior to the project start to be left up until 30 days after the project's completion. The PRRD will purchase and provide the Recipient with the approved/required signage. The Recipient is responsible for costs incurred to install and remove the sign. A picture of the installed sign must be submitted to the PRRD upon installation.

2.7. Reporting Requirements

If a Project has not been completed within one year, reports will be required as to the status of the project.

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A Final Report (Schedule 3) is required within 30 days of Project completion. The PRRD has the right to use project photos submitted by the Recipient in all forms of reporting and advertising.

UBCM may periodically request reports on the use of the Canada Community Building Funds BC (Federal Gas Tax) Funds. The Recipient agrees to provide all requested information in a timely manner to the PRRD to ensure reporting requirements are met.

2.8. Funding Schedule

The PRRD will provide funding to the Recipient not to exceed \$316,317.10, limited to those eligible items detailed in Schedule 2 attached, Project Budget. These funds will be disbursed in the following manner:

- A. The PRRD is not obliged to advance any (or any further) funds until the Recipient has performed all its obligations to the date of the request for payment, including performing all due tasks and delivering all due reports to the satisfaction of the PRRD.
- B. The PRRD is not responsible for any cost over runs on the project. Any cost over runs are the sole responsibility of the Recipient. The PRRD makes no commitment to further funding towards this project beyond the agreed upon contribution as detailed in Schedule 2 attached, Project Budget.
- C. The PRRD will advance funds to the Recipient only after copies of invoices and required progress reports have been submitted. Progress Reports must be submitted with each request for payment submitted to the PRRD and must include the following information:
 - Invoice from contractor
 - Details on items completed to date
 - Total project cost
 - Estimated percentage of project completion
 - Signed statement from Project Manager or equivalent indicating the information provided is true and correct and the work included in the funding claim has been completed.

3. Indemnification

The Recipient shall indemnify and save harmless the PRRD, UBCM and Canada, their officers, servants, employees or agents from and against all claims and demands, losses, costs, damages, actions, suits or other proceedings by whomsoever brought or prosecuted in any manner based upon, or occasioned by any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights cause by or arising directly or indirectly from:

- All eligible projects.
- Performance of the Funding Agreement, by the Recipient, its officers, employees, servants or agent

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- Design, construction, operation, maintenance and repair of any part of an eligible project; and,
- Any omission, or other willful or negligent act of the Recipient or third part and their respective employees, officers, servants or agents;

Except to the extent to which such claims, demands, losses, costs, damages, expenses, actions, suites or other proceedings related to an act of negligence of an officer, employee or agent of the PRRD.

4. **Representations and Warranties**

The Recipient hereby warrants that:

- The Recipient is duly incorporated under the laws of British Columbia as a registered not-for-profit group.
- The agreement has been executed by the duly authorized signatories on behalf of the Recipient and Third Party, pursuant to a resolution by the Recipient's Board.
- In the event the project relates to the construction of infrastructure on a particular piece of land, that the Recipient or the Third Party is the sole owner of the land, or
- has been granted the authority by the owner of the land, for a term not less than give (5) years following project completion.

5. **Non-Compliance**

If at any time the Recipient fails to observe, perform, or comply with any provision of this Agreement, or if any of the representations or warranties in this agreement are or become untrue, the PRRD may at its sole option:

- Extend the time for the Recipient to perform the work detailed in the Project.
- Perform the unperformed tasks that the Recipient has agreed to do, in which case the Recipient shall pay and indemnify the PRRD for and from all costs of so doing.
- Stop further funding under this agreement.
- Sue the Recipient for damages for breach of contract.
- Terminate this agreement, in which case the Recipient will forthwith repay to the PRRD all funding provided to the Recipient pursuant to this Agreement without limiting the PRRD's right to sue for further damages for breach of contract.

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6. **Waiver**

The failure of the PRRD, at any time, to require the Recipient to perform any obligation under this agreement shall not be considered acceptance of the Recipient's performance and shall not affect the PRRD's right to require performance of that obligation in the future.

Any waiver by the PRRD of any such breach, or any such provision within this agreement, shall not be construed as a waiver or modification of any other right under this agreement.

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Canada Community Building Funds (Federal Gas Tax) – Community Works Fund 23-XXXX-CWF and
Baldonnel Elementary School Parent Advisory Committee

Signing this agreement acknowledges that you have read this agreement, understand it, and agree to be bound by its terms and conditions.

**Signed on behalf of the Peace River
Regional District**

**Signed on behalf of the Baldonnel Elementary
School Parent Advisory Committee**

Chair, Brad Sperling

Date

President, Ashton Bellamy

Date

CAO, Shawn Dahlen

Date

Treasurer, Dayna Gilbert

Date

**Signed on behalf of School District 60
Peace River North**

Superintendent,
Stephen Petrucci

Date

Secretary Treasurer,
Angela Telford

Date

Schedule 1 - Community Works Fund Agreement (CWFA)

- A. CWFA Schedule A - Definitions
- B. CWFA Schedule B - Eligible Project Categories
- C. CWFA Schedule C - Eligible and Ineligible Expenditures
- D. CWFA Schedule D - Reporting and Audits
- E. CWFA Schedule E - Communications Protocol

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SCHEDULE A - DEFINITIONS

“Agreement” means this Administrative Agreement on the Federal Gas Tax Fund in British Columbia.

“Annual Report” means the duly completed annual report to be prepared and delivered by the UBCM to Canada and British Columbia, as described in Schedule D (Reporting).

“Asset Management” (AM) includes planning processes, approaches or plans that support integrated, lifecycle approaches to effective stewardship of infrastructure assets in order to maximize benefits and manage risk. AM is further described in Schedule F (Asset Management), and can include:

- an inventory of assets;
- the condition of assets;
- level of service;
- risk assessment;
- a cost analysis;
- community priority setting;
- long-term financial planning.

“Base Amount” means an amount established over a time-period, reflecting non-federal investments in Infrastructure and against which GTF investments will be measured to ensure that GTF investments are incremental.

“Contract” means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Eligible Expenditures” means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

“Eligible Projects” means projects as described in Schedule B (Eligible Project Categories).

“First Agreement” means the agreement for the transfer of federal gas tax revenues entered into on September 19, 2005 by the Government of Canada, British Columbia and UBCM, with an expiry date of March 31, 2019, as amended.

“Funding Agreement” means an agreement between UBCM and an Ultimate Recipient setting out the terms and conditions of the GTF funding to be provided to the Ultimate Recipient, containing, at a minimum, the elements in Schedule A (Ultimate Recipient Requirements).

“GTF” means the Gas Tax Fund, a program established by the Government of Canada setting out the terms and conditions for the administration of funding that may be provided by Canada to recipients under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, or any other source of funding as determined by Canada.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

“Infrastructure” means municipal or regional, publicly or privately owned tangible capital assets in British Columbia primarily for public use or benefit.

“Local Government” means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

“Outcomes Report” means the report to be delivered by March 31, 2018 and again by March 31, 2023 by UBCM to Canada and British Columbia which reports on how GTF investments are supporting progress towards achieving the program benefits, more specifically described in Schedule D (Reporting).

“Party” means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

“Third Party” means any person or legal entity, other than Canada, British Columbia, UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

“Ultimate Recipient” means:

- (i) a Local Government or its agent (including its wholly owned corporation);
- (ii) a non-municipal entity, including for-profit, non-governmental and not-for-profit organizations, on the condition that (a) the Local Government(s) where the Eligible Project would be located, if applicable, has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s).
- (iii) the South Coast British Columbia Transportation Authority, the Greater Vancouver Water District and the Greater Vancouver Sewerage and Drainage District; a trust council, a local trust committee and the trust fund board, all within the meaning of the *Islands Trust Act*, and any other entity that delivers core local government services agreed to, in advance, by the Parties; and,
- (iv) BC Transit subject to the agreement of the appropriate Local Government, through its council or board. In the case of transit Eligible Projects within the Capital Regional District, the appropriate Local Government is the Capital Regional District.

“Unspent Funds” means Funds (as defined by the First Agreement) that have not been spent towards an Eligible Project (as defined under the First Agreement) or on administration costs in accordance with the First Agreement prior to the effective date of this Agreement.

SCHEDULE B - Eligible Project Categories

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories:

1. Local roads, bridges – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
2. Highways – highway infrastructure.
3. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
4. Short-line rail – railway related infrastructure for carriage of passengers or freight.
5. Regional and local airports – airport-related infrastructure (excludes the National Airport System).
6. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
7. Public transit – infrastructure that supports a shared passenger transport system which is available for public use.
8. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
9. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems.
10. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
11. Community energy systems – infrastructure that generates or increases the efficient usage of energy.
12. Brownfield Redevelopment – remediation or decontamination and redevelopment of a brownfield site within Local Governments boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
 - the construction of Local Government public parks and publicly-owned social housing.
13. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)).
14. Recreational infrastructure – recreational facilities or networks.

15. Cultural infrastructure – infrastructure that supports arts, humanities, and heritage.
16. Tourism infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes.
17. Disaster mitigation – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.

Eligible Projects also include:

18. Capacity building – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

SCHEDULE C - Eligible and Ineligible Expenditures

1. Eligible Expenditures

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

- a) the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset;
- b) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:
 - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
 - ii. training directly related to asset management planning; and
 - iii. long-term infrastructure plans.
- c) the expenditures directly associated with joint communication activities and with federal project signage for GTF-funded projects.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- c) the arrangement is approved in advance and in writing by UBCM.

1.3 Administration expenses of UBCM related to program delivery and implementation of this Agreement, in accordance with Section 9 (Use and Recording of Funds by UBCM) of Annex B (Terms and Conditions).

2. Ineligible Expenditures

The following are deemed Ineligible Expenditures:

- a) project expenditures incurred before April 1, 2005;
- b) project expenditures incurred before April 1, 2014 for the following investment categories:
 - i. highways;
 - ii. regional and local airports;
 - iii. short-line rail;
 - iv. short-sea shipping;
 - v. disaster mitigation;
 - vi. broadband connectivity;

- vii. brownfield redevelopment;
 - viii. cultural infrastructure;
 - ix. tourism infrastructure;
 - x. sport infrastructure; and
 - xi. recreational infrastructure.
- c) the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
- d) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- e) purchase of land or any interest therein, and related costs;
- f) legal fees; and
- g) routine repair and maintenance costs.

SCHEDULE D - Reporting

Reporting requirements under the GTF consist of an Annual Report and an Outcomes Report which will be submitted to Canada and British Columbia for review and acceptance. The reporting year is January 1st to December 31st.

1. Annual Report

By September 30th of each year, UBCM will provide to Canada and British Columbia an Annual Report in an electronic format deemed acceptable by Canada consisting of the following in relation to the previous reporting year:

1.1 Financial Report Table:

The financial report table will be submitted in accordance with the following template.

Annual Report Financial Table	Annual	Cumulative
	20xx - 20xx	2014 - 20xx
UBCM		
Opening Balance ¹	\$xxx	
Received from Canada	\$xxx	\$xxx
Interest Earned	\$xxx	\$xxx
Administrative Cost	(\$xxx)	(\$xxx)
Transferred to Ultimate Recipients	(\$xxx)	(\$xxx)
Closing Balance of unspent funds	\$xxx	
Ultimate Recipients in aggregate		
Opening Balance ²	\$xxx	
Received from UBCM	\$xxx	\$xxx
Interest Earned	\$xxx	\$xxx
Spent on Eligible Expenditures	(\$xxx)	(\$xxx)
Closing Balance of unspent funds	\$xxx	

¹ For the 2014 Annual Report this means the amount reported as unspent by UBCM in the 2013 Annual Expenditure Report (as defined under the First Agreement).

² For the 2014 Annual Report this means the amount reported as unspent by Eligible Recipients (as defined under the First Agreement) in the 2013 Annual Expenditure Report (as defined under the First Agreement).

1.2 Independent Audit or Audit Based Attestation:

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by British Columbia and UBCM, as to:

- a) the accuracy of the information submitted in the Financial Report Table; and
- b) that GTF funding and Unspent Funds, and any interest earned thereon, were expended for the purposes intended.

1.3 Project List:

UBCM will maintain, and provide to Canada and British Columbia a project list submitted in accordance with the following template.

Annual Report - GTF Project List Template

Project ID	Ultimate Recipient	Project Title	Project Description	Investment category	Total Project Cost	Funds (GTF) Spent	Completed

2. Outcomes Report

By March 31, 2018 and March 31, 2023, UBCM will provide to Canada and British Columbia and make publicly available, an Outcomes Report that will report in aggregate on the degree to which investments are supporting the progress in British Columbia towards achieving the following program benefits:

- a) beneficial impacts on communities of completed Eligible Projects;
- b) enhanced impact of GTF as a predictable source of funding including incremental spending; and
- c) progress made on improving Local Government Asset Management.

The Outcomes Report will present performance data and a narrative on program benefits. The partnership committee will develop and approve a methodology for reporting on performance in respect of each of the program benefits.

SCHEDULE E- Communications Protocol

1 Purpose

- 1.1. The provisions of this Communications Protocol apply to all communications activities related to any GTF funding which may be delivered by Canada, including allocations, and Eligible Projects funded under this Agreement. Communications activities may include, but are not limited to, public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.
- 1.2. Through collaboration, the Parties agree to work to ensure clarity and consistency in the communications activities meant for the public.

2 Joint communications approach

- 2.1. The Parties agree to work in collaboration to develop a joint communications approach that identifies guiding principles, including those related to the provision of upfront project information, project signage, and planned communications activities throughout the year. This joint communications approach will have the objective of ensuring that communications activities undertaken each calendar year communicate a mix of Eligible Project types from both large and small communities, span the full calendar year and use a wide range of communications mediums.
- 2.2. The Parties agree that the initial annual joint communications approach will be finalized and approved by the partnership committee within 60 working days following the inaugural meeting of the partnership committee.
- 2.3. The Parties agree that achievements under the joint communications approach will be reported to the partnership committee once a year, or more frequently as requested by the partnership committee.
- 2.4. The Parties agree to assess the effectiveness of the joint communications approach on an annual basis and, as required, update and propose modifications to the joint communications approach. Any modifications will be brought to the partnership committee for approval.

3 Inform Canada on allocation and intended use of GTF funding for communications planning purposes

- 3.1. UBCM agrees to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. The Parties will agree, in the joint communications approach, on the date this information will be provided. The information will include, at a minimum:

Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; amount of Funds being used toward the Eligible Project; and anticipated start date.

3.2 The Parties agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada. This information will only be used for communications planning purposes and not for program reporting purposes.

3.3 The Parties agree that the joint communications approach will define a mechanism to ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements for Eligible Projects.

4 Project signage

4.1 The Parties and Ultimate Recipients may each have a sign recognizing their contribution to Eligible Projects.

4.2 At Canada's request, Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.

4.3 Where British Columbia, UBCM or an Ultimate Recipient decides to install a permanent plaque or other suitable marker with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.

4.4 The Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.

4.5 British Columbia or UBCM agree to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approach.

5 Media events and announcements for Eligible Projects

5.1 The Parties agree to have regular announcements of Eligible Projects that are benefiting from GTF funding that may be provided by Canada. Key milestones may be marked by public events, news releases and/or other mechanisms.

5.2 Media events include, but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases.

5.3 A Party or an Ultimate Recipient may request a media event.

5.4 Media events related to Eligible Projects will not occur without the prior knowledge and agreement of the Parties and the Ultimate Recipient.

5.5 The Party or Ultimate Recipient requesting a media event will provide at least 15 working days' notice to the other Parties or Ultimate Recipient of their intention to undertake such an event. The event will take place at a mutually agreed date and location. The Parties and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. The Parties will each designate their own representative.

5.6 The conduct of all joint media events and products will follow the *Table of Precedence for Canada* as outlined at <http://www.pch.gc.ca/pgm/ceem-cced/prtcl/precedence-eng.cfm>.

5.7 All joint communications material related to media events must be approved by Canada and recognize the funding of the Parties.

5.8 All joint communications material must reflect Canada's policy on official languages and the federal identity program.

6 Program communications

6.1 The Parties and Ultimate Recipients may include messaging in their own communications products and activities with regard to the GTF.

6.2 The Party or Ultimate Recipient undertaking these activities will provide the opportunity for the other Parties and Ultimate Recipient to participate, where appropriate, and will recognize the funding of all contributors.

6.3 The Parties agree that they will not unreasonably restrict the other Parties or Ultimate Recipient from using, for their own purposes, public communications products related to the GTF prepared by a Party or Ultimate Recipients, or, if web-based, from linking to it.

6.4 Notwithstanding Section 5 (Communications Protocol), Canada retains the right to meet its obligations to communicate information to Canadians about the GTF and the use of funding through communications products and activities.

7 Operational communications

7.1 The Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.

7.2 Canada, British Columbia, UBCM or the Ultimate Recipient will share information promptly with the Parties should significant emerging media or stakeholder issues relating to an Eligible Project arise. The Parties will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

8 Communicating success stories

British Columbia and UBCM agree to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including but not limited to Eligible Project success stories, Eligible Project vignettes, and Eligible Project start-to-finish features.

9 Advertising campaigns

Recognizing that advertising can be an effective means of communicating with the public, a Party or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the GTF or Eligible Projects. However, such a campaign must respect the provisions of this Agreement. In the event of such a campaign, the sponsoring Party or Ultimate Recipient agrees to inform the other Parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

SCHEDULE 2

Baldonnel Elementary School Parent Advisory Committee (PAC) Intermediate Playground Replacement							
Costs				Funding Agencies			
Activity	Cost Less Taxes	Tx	Quote		List of Funding Agencies		Status of Applications
Supply Play Equipment	167,405.00				PRRD	\$ 316,317.10	
Install Playground	64,417.00						
Supply & Install Rubber Surfacing	49,830.00						
Ground Preparation, Concrete curbing	18,650.00						
Signage + communications	1,000.00						
Project Subtotal	301,302.00						
Eligible % of GST	15,015.10						
PST							
Total Cost of Project	\$316,317.10				Total Pending Funding	\$316,317.10	
SHORTFALL						\$0.00	

Date Created

**Peace River Regional District
Federal Gas Tax Funds Final Report**

SCHEDULE 3

Date: Click or tap here to enter text.

Name of Society: Click or tap here to enter text.

Person Completing Report: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Actual Project Start Date: Click or tap here to enter text.

Project Completion Date: Click or tap here to enter text.

1. Details of Federal Gas Tax Funds Project:

Click or tap here to enter text.

2. Was the Federal Gas Tax Funds project part of a larger project? Explain.

Click or tap here to enter text.

3. What was the budget for the entire project – including Federal Gas Tax Funds?

Click or tap here to enter text.

4. Tell us about the success of your project? Anything unexpected?

Click or tap here to enter text.

5. How has the project benefited your Society? The community?

Click or tap here to enter text.

6. Was the project completed on time? Explain.

Click or tap here to enter text.

7. Where there any issues that came up while completing the project? Explain.

Click or tap here to enter text.

8. Is there anything else you want us to know regarding this project?

Click or tap here to enter text.

Information to complete the report

Thank you for taking the time to fill out this report.

The PRRD understands that the Federal Gas Tax Funds may have contributed to a larger project. Please include the entire project when answering the questions, unless otherwise stated.

Pictures

Please Email some pictures of your project – before, during and after! Always great to see people enjoying the facility!

All pictures submitted become the property of the Peace River Regional District and may be used for advertising purposes, on PRRD websites, and for public articles and reports.

Please initial here to show you have read these terms and agree with the PRRD using the pictures for the items listed above. _____

Submitting the Report

Submit pictures and completed report to Matthew Bascom, Grants Coordinator

Email: matthew.bascom@prrd.bc.ca

Mail: Peace River Regional District

PO Box 810

Dawson Creek, BC V1G 4H8

In person: Peace River Regional District Office

1981 Alaska Avenue, Dawson Creek BC