

**2018 Annual Expenditure Reporting  
Renewed Federal Guidelines on Reporting  
Project Data Requirements**

For the 2018 Annual Expenditure Report, UBCM is adopting renewed Federal Guidelines on Reporting. Please note that adhering to ***these guidelines are now a mandatory requirement under the Federal Gas Tax Fund reporting in order to align with national outcome requirements. Should project descriptions not meet these guidelines, projects may not be approved.***

As part of this process, changes have been made to some previously reported CWF records. If you notice changes to some of your 2017 CWF project titles, descriptions, or categories, these have been made to comply with the federal guidelines. Should you disagree or require further information on why the change occurred, please contact our office at 250-356-0876 or email Toby Simpson at [tsimpson@ubcm.ca](mailto:tsimpson@ubcm.ca).

The information below outlines the federal requirements and provides some examples of how project details are to be reported for 2018.

**Recipients are required to provide the following data for all Gas Tax funded projects and ensure that this information is updated and accurately represented in the required fields of individual project pages.**

| Information recorded in required fields on project page in PIMS |   |
|---|---|
| <b>Project Title: *</b>   | Provide a meaningful, concise and descriptive title that includes the following information.<br><b>1. Name of asset</b> (Ex. 5 <sup>th</sup> St, Bolton Park, Smithville Water Treatment Plant)<br><b>2. Infrastructure Type</b> (Ex. Road, playground, transmission pipe, watermain, HVAC)<br><b>3. Investment Type</b> (Ex. New Construction, Renovation, Replacement, Rehabilitation, Enhancement, or Expansion) |
| <b>Project Start Date:</b>                                      | Actual date of project commencement   |
| <b>Estimated Project End Date:</b>                              | Projected project completion date   |
| <b>Actual Project Completion Date:</b>                          | Actual date of project completion (if applicable)   |
| <b>Percentage of Project Complete:</b>                          | As of December 31, 2018, how much of the project is complete  |
| <b>Total spent in reporting year:</b>                           | Amount of GTF funds spent on project in 2018  |
| <b>Estimated Total Project Cost:</b>                            | Total cost of the project, including GTF and all other funding sources  |
| <b>GTF Project Category:</b>                                    | Local Roads, Bridges, and Active Transportation, Drinking Water, Wastewater, Recreational / Sport / Cultural / Tourism Infrastructure, Public Transit, Community Energy Systems, Solid Waste, Broadband Connectivity, Disaster Mitigation, Regional and Local Airports, Capacity Building - Long-Term Infrastructure Planning, Integrated Community Sustainability Planning, or Asset Management                    |

\*Project Titles may be altered at the discretion of UBCM staff

Recipients are required to provide the following data for all Gas Tax funded project descriptions and ensure that this information is up-to-date and accurately presented in the project description field of individual project pages. The Project Description field must include the following data:

| Information recorded in the project description field on project page in PIMS |  |
|---|--|
| <b>Name of Asset:</b>   | Name of water system, treatment plant, recreation centre, road, community hall, etc...   |
| <b>Infrastructure Type:</b>   | Road, streetlights, trail, bridge, HVAC unit, parking lot, treatment plant filter,   |
| <b>Location:</b>  | Civic Address (required if applicable), GPS coordinates (if available)   |
| <b>Investment Type:</b>   | New Construction, Renovation, Replacement, Rehabilitation, Enhancement, or Expansion<br><b>(select all that apply)</b>   |
| <b>National Outcome:</b>  | Stronger cities and communities; Cleaner environment; Productivity and Economic Growth<br><b>(select all that apply)</b>   |
| <b>Project Outputs:</b>   | Metrics such as meters, kilometers, square meters, square kilometers, watts, kilowatt hours, or numerical counts of infrastructure or equipment  |
| <b>Project Outcomes:</b>  | Metrics such as number of residents benefitting/served, ridership benefitting/served, reduction in GHG emissions, reduction in vehicle trips, increase water or wastewater treatment or storage capacity, annual users benefitting or passengers benefitting from project results; Number of home/business water or sewer connections installed or maintained, number of residents served by community energy project, increase in treatment levels, increase capacity, etc... |
| <b>Additional Information:</b>  | Sub-category (if applicable). Any additional relevant information such as public safety and Accessibility or other community benefits.   |

### Project Description Examples

Below are examples of project and title descriptions by investment category type:

#### **Local Roads, Bridges and Active Transportation**

**Project Title:**

10<sup>th</sup> St. Bridge replacement, sidewalk construction and bike lane installation from 114<sup>th</sup> Ave and 117<sup>th</sup> Ave

**Project Description:**

Project involved the replacement of the 10th St Bridge in downtown Smithville. Along with replacing the 50-metre bridge, 470m of road approach, 740m of sidewalk and 740m of protected bicycle lanes were installed between 114<sup>th</sup> Ave and 117<sup>th</sup> Ave.

Project also involved the installation of 740m of curb and gutter, 2 storm drains and 15 streetlights.

Project benefits include increased cyclist and pedestrian safety for a neighborhood of 775 people, and improved storm water drainage.

*National Outcome:* Stronger cities and communities or Productivity and Economic Growth

## **Recreation / Sport Infrastructure**

### **Project Title:**

Smithville Aquatic Centre Expansion

### **Project Description:**

Project involves the expansion of the Smithville Aquatic Centre to add a 6-lane lap pool, leisure pool, family hot pool, and sauna.

Building is expanding from 14,000 square metres to 22,000 square metres and increasing occupant capacity by 100 users.

The Smithville Aquatic Centre averages over 100,000 users per year and serves a community of 10,200. As a result of the project, 2 full-time and 5 part-time jobs were created as swimming lifeguards.

*National Outcome:* Stronger cities and communities

## **Cultural / Tourism Infrastructure**

### **Project Title:**

Smith Lake Museum and Visitor Centre – HVAC Upgrade

### **Project Description:**

Project involved the replacement of propane furnace with more efficient propane HVAC unit at the Smith Lake Museum and Visitor Centre.

Project outcome reduces fuel consumption by 1600 litres per year and reduced operating costs by \$14,000.

Project improves tourism infrastructure that attracts over 6,000 people to the Smith Lake region every year.

*National Outcome:* *Cleaner Environment* **or** Productivity and Economic Growth

## **Drinking Water / Wastewater**

### *Example 1*

### **Project Title:**

First Ave. Water and Sewer Main Upgrade and Expansion

### **Project Description:**

This project involves the installation 290m of water main and 475m sewer main. The project will upgrade 45 residential and 5 industrial water and sewer service connections. Once underground works are completed, 480m of road will be repaved.

Project outcomes include improved water supply reliability and quality to 104 residents and 10 local businesses.

*National Outcome:* Stronger cities and communities

### *Example 2*

**Project Title:**

West Smithville Area – Drinking Water Treatment Plant and Reservoir Construction

**Project Description:**

Project involves the construction of new 510m<sup>3</sup> buried concrete reservoir and associated treatment plant to service the residents West Smithville. The plant and reservoir are located at 535 Mountainview Rd.

The plant has a treatment capacity of 15,000m<sup>3</sup> of water per day and will provide 5,000 residents with clean water through 436 connections.

*National Outcome:* Stronger Cities and Communities or Cleaner Environment

**Public Transit**

*Example 1*

**Project Title:**

Rural Island Community Shuttle Bus Service - New Vehicle Purchase

**Project Description:**

Project involves the purchase of a new 20-passenger bus to replace rolling stock that has reached the end of its service life.

Project outcomes include improved vehicle emissions and improved transit reliability for 5,500 residents and an average annual ridership of 20,000.

The Rural Island Bus Service and Community Shuttle is owned and operated by the municipality of Rural Island.

*National Outcome:* Stronger Cities and Communities or Cleaner Environment

*Example 2*

**Project Title:**

Regional Transit Network Improvements - New transit shelters along Olde Rd and Younge Rd.

**Project Description:**

Project involved the construction of bus stop infrastructure including concrete pads with sheltered waiting areas and full pull-outs for buses at 11 different stops along Olde Rd and Younge Rd between Mason Ave and Fairbank Rd.

The Smithville Regional Transit Authority has a ridership of over 50,000 users per year; these transit shelters support those riders and promote using public transit in winter months.

*National Outcome:* Cleaner Environment

## **Community Energy Systems**

### **Project Title:**

Smithville Bioenergy District Heating System Installation

### **Project Description:**

The project work includes supply and installation of biomass boiler, extraction system, and bulk storage system. Biomass boiler will provide heat to municipal office and library.

Project will replace 16,000L of annual fuel consumption and reduces annual operating costs by \$25,000.

*National Outcome:* Cleaner Environment

## **Solid Waste**

### **Project Title:**

Regional District Electoral Area B - Solid Waste Depot – Compost and Recycling Centre Construction

### **Project Description:**

Project involves the construction of a compost and recycling centre to divert solid waste at the Electoral Area B Solid Waste Depot.

Once complete, the centre will improve solid waste diversion rate for the 450,000 kilograms of solid waste collected annually from 5,000 households.

*National Outcome:* Cleaner Environment

## **Disaster Mitigation**

### **Project Title:**

Smithville Disaster Mitigation Project – Berm Construction along Smithville Creek

### **Project Description:**

Project involves the construction of 5 berms along a 2-kilometer portion of Smithville Creek. The berms will protect properties located along the creek between 5<sup>th</sup> Ave and 17<sup>th</sup> St.

*National Outcome:* Stronger Cities and Communities

## **Regional and Local Airports**

### **Project Title:**

Smithville Regional Airport Runway and Terminal Expansion

### **Project Description:**

Project involves the expansion of the Smithville Regional Airport's runway and terminal infrastructure. The runway will expand from 140 square meters to 200 square metres. Expanding the runway will allow larger planes to land at the airport year round and will increase the number of annual flights.

The terminal will expand from 10,000 square metres to 17,000 square metres. Expanding the terminal will allow the airport to increase its future service and number of carriers. As a result of the project, 5 new businesses will be added to the terminal that will provide 15 full-time jobs; the airport will also hire 5 full-time maintenance and cleaning staff as a result of the project.

*National Outcome:* Productivity and Economic Growth

### **Brownfield Redevelopment**

**Project Title:**

Smithville Public Works Yard Remediation

**Project Description:**

Project involves the remediation and decontamination of underground fuel tanks at the Public Works Yard. This site is currently being decontaminated and environmental monitoring is in place, when complete the site will be converted into a 15,000 square meter public park including a playground.

*National Outcome:* Cleaner Environment

### **Broadband Connectivity**

**Project Title:**

Rural Regional District - Electoral Area A Broadband Infrastructure Installation

**Project Description:**

Project involves installation of cellular tower on top of Triangle Mountain in Electoral Area A. Tower will provide residents 100 households with high-speed internet access.

*National Outcome:* Stronger Cities and Communities **or** Productivity and Economic Growth

### **Capacity Building**

- Projects categorized as a Long-Term Infrastructure Plan (LTIP) must fit into the communities broader LTIP plan
- Design projects must be identified in a communities Long-term Infrastructure Plan
- Public consultation is required
- Plans need to result in a capital service
- Official Community Plans must prove that they are part of a Integrated Community Sustainability Plan
- Feasibility studies are not permitted
- Costs for detail design cannot be claimed until construction begins