



UNION OF  
BRITISH  
COLUMBIA  
MUNICIPALITIES

Administration provided  
By UBCM

Funding provided by:  
Government of Canada

**Canada**

In partnership with:



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under  
Funding Programs/  
Current Programs/  
Gas Tax Fund

## Gas Tax/Public Transit Management Services

*...delivering the federal gas tax and public transit agreement funding in British Columbia*

Dear Recipient,

### RE: OUTCOME REPORTING: GAS TAX & PUBLIC TRANSIT AGREEMENTS

By the end of December 2009, UBCM must publish an in-depth Outcomes Report on the Gas Tax and Public Transit Agreements. In order to complete this Report, we are seeking additional information on the achievements of all capital projects completed by the end of December 2008 (projects in the capacity building category are exempt from reporting at this time). This survey is separate from the regular Annual Reporting that is due in July.

In May 2009, the Partnership Committee approved an Outcomes Reporting Framework and a set of Mandatory Measures for each of the project categories (see Enclosure). This reporting framework links project level activities to the national objectives of cleaner air, cleaner water and reduced greenhouse gas emissions. It is based on causal linkages between outputs and outcomes and the use of indicators that are measurable and attributable to the activity being funded.

The deadline for reporting is **November 12, 2009**. Local governments **must** report out on the mandatory measures achieved on completed projects. The measures were selected keeping in mind what quantifiable data sources would be readily available for the projects. Generally, you can find the relevant data from feasibility and engineering studies, utility bills, energy audits, and equipment and stock specifications. Where quantification is not possible, you are asked to describe the type of project and the rationale for how it relates to one or more of the outcomes.

We are also encouraging you to report out on any additional measures that are related to your project on a voluntary basis. Some of these measures directly relate to the intended environmental outcomes and others relate to the health, social, cultural, economic or other environmental benefits of the project. For example an electrical upgrade to a wastewater treatment system can lead to decreased flooding, a more reliable and secure service, increased energy savings, and ultimately cleaner water. Or an increase in storage capacity at waste management facilities can result in fewer greenhouse gas emissions due to reduced garbage/recycling truck operations. Try to think of all the benefits to your community and local government that the project provides.

Reporting will occur using an online survey tool. The survey tool is designed for reporting on an **individual** project basis. Thus, you will need to complete the survey multiple times if you have multiple projects to report on. We apologize for any inconvenience this may cause. You are required to fill out the survey for the following project(s):

<b>Project ID</b>	<b>Project Title</b>	<b>Broad Category</b>	<b>Project Type</b>
«Project_ID»	«Project_Title»	«Broad_Category»	«Project_Type»

#### Reporting Instructions:

1. Gather the following data in order to complete the survey:
  - Name of local government
  - Contact name, phone number and email address
  - Project ID and Title (from above table)
  - Project Description including: objective (what is the service or result the project was undertaken to create) and scope (explain the characteristics of the project and deliverables and work associated with it including expected life cycle)
  - Broad Category and Project Type (from above table) - Note that we have assigned a broad project category and type to your project – you may choose an alternative category and type if you feel there is a better fit for the primary purpose of your project. This will change what mandatory measure you will need to report on.
  - Mandatory Measure (see Enclosed Outcome Reporting Framework to find the measure for your project)
  - Voluntary Measures (see Enclosed Outcome Reporting Framework for suggestions). We have picked a variety of potential additional measures that might relate to your project – we encourage you to report on all indicators for which you already have data or where it can be easily, reliably and cost-effectively obtained. Describe any additional benefits that have resulted from your project.
2. To take the survey, please go to the following website: [www.tinyurl.com/gtptoutcomes](http://www.tinyurl.com/gtptoutcomes) and enter in the password **ubcmgtpt**. The survey is also available on the UBCM website ([www.ubcm.ca](http://www.ubcm.ca)) under Funding Programs > Current Programs > Gas Tax Fund > Recipient Reporting.
3. Complete the survey as follows:
  - After the introductory page, press continue. On the second page, enter in your local government name, contact name, phone number and email address, project ID, project title and description.

- Press continue and this will take you to the next screen. Select the broad category that matches your project from the drop down menu. Press continue – this will bring you to the project type page. Select the project type from the drop down menu, and press continue.
- The next screen is the mandatory measure page – you must fill in this information before you can continue to the next page. Press continue, this will take you the voluntary measure screen. Fill in any information you are able to provide about the additional benefits of your project.
- Press continue and this will bring you to the final page. If you have multiple projects to report out on, start over at Step 2 for each project. Repeat this process for each project until you are done.

4. Please only complete the survey when you have all the information on hand as you cannot save a partially completed survey.

If you have any questions or are experiencing difficulty entering the requested survey data, please contact Liz Andersen by telephone at 250 356-2947 or e-mail at [landersen@civicnet.bc.ca](mailto:landersen@civicnet.bc.ca).

Once again, thank you for providing the required information.

Yours truly,



Saila Hull  
Program Manager  
Gas Tax / Public Transit Management Services

Enclosures