

Canada Community-Building Fund (CCBF)

Asset Management: Making Progress

Fact Sheet: Asset Management in Saskatchewan Municipalities

Asset management sounds very technical and scary, but in its simplest form, it is just a way of taking stock of your assets, determining their current condition, understanding the level of service required by your community, and mapping out the financial resources that are needed to operate, maintain and renew them.

You may think that it only applies to bigger municipalities or cities, but did you know that it can help even the smallest community in Saskatchewan to plan for their future, simplify decision-making, and provide transparency for their residents? While you may not have many assets, every community has streets, municipally owned buildings, and provides some services to their residents, such as snow removal. As the stewards of public resources, it is important to ensure that these assets will continue to be accessible to future generations.

CCBF Agreement Requirements

As part of the Canada-Saskatchewan Administrative Agreement and the Municipal Funding Agreement, municipalities are required to make progress toward developing and/or implementing Asset Management planning practices and to report on that progress.

Recognizing that Saskatchewan has a vast range of municipal sizes and capacities and that municipalities may be at different stages in the development and implementation of their asset management (AM) practices, a tiered structure to meet the requirements was developed.

Tiers

It was determined that the population would be used as the basis for tiers:

- Tier 1: Population up to 500
- Tier 2: Population from 501 to 1,500
- Tier 3: Population from 1,501 to 5,000
- Tier 4: Population over 5,000

The tier level establishes the number of asset classes your municipality will work towards initially.

All municipalities that are participating in the federal Canada Community-Building Fund program must:

- Make progress in developing and/or implementing asset management practices; and
- Report on their progress.

Goals, Measures and Targets

Goals, measures and targets were developed that reflect the need to build a foundation for AM planning before requiring more challenging tasks.

All municipalities that are participating in the federal CCBF program are required to work on meeting certain goals or targets to ensure progress towards their AM plan.

The following chart summarizes the goals, measures and targets municipalities are required to work towards in the development and implementation of AM planning practices in their communities.

Goal	Target	Measures
Education: Education of municipal staff and elected officials in AM practices and their benefits in the process of local government decision-making.	All Tiers	The number of municipalities with staff and elected officials educated in AM.
Policy and/or Strategy: Develop and approve a policy and a strategy on how the municipality will approach AM.	All Tiers	The number of municipalities with an AM policy and/or strategy in place.
Register of Assets Owned: Develop an asset register for all asset classes.	All Tiers	The number of municipalities with a comprehensive asset register.
Current and Desired Asset Condition: Maintain records of current conditions of assets in the asset register and document the desired condition of assets listed in the register.	Tier 1: for one asset class Tier 2: for two asset classes Tier 3: for three asset classes Tier 4: for four asset classes	The number of municipalities with current asset condition information documented for one or more asset classes. The number of municipalities with desired asset condition information documented for one or more asset classes.
Funding Gap: Identify the funding gap between the current and desired asset condition for completed asset classes.	Tier 1: for one asset class Tier 2: for two asset classes Tier 3: for three asset classes Tier 4: for four asset classes	The number of municipalities that have documented any funding gaps between the current and desired asset condition for one or more asset classes.

Goal	Target	Measures
<p>Asset Management Plan: Improvement and monitoring of the AM plan, which may include:</p> <ul style="list-style-type: none"> • regular progress check-ins with municipal council • reporting back to council on improving and monitoring the municipal AM plan • incorporating the AM plan and related financial planning documents (e.g. long-term financial plan) into municipal financial planning activities such as preparing the budget, capital purchase decisions, and decisions to build and maintain municipal reserves. 	All Tiers	The number of municipalities with reports to council.

Some municipalities may have more asset classes than identified in the chart. It is anticipated that as a municipality completes their initial asset class, it will gain momentum and proceed to complete all asset classes.

The *Guide to CCBF Agreement Requirements* expands on the approved recommendations for tiers, measures and targets and provides general guidance to assist municipalities as they work towards achieving AM goals.

Reporting Requirements

According to the CCBF agreement’s terms and conditions, municipalities are required to report to the Ministry of Government Relations on the progress they have made on AM.

Municipalities met the first reporting requirement by completing the baseline survey in 2016. Further reporting was conducted in 2017, 2018 and 2022. With the renewed CCBF agreement in 2024, periodic reporting on the status of your AM progress continues to be a requirement. A survey on AM progress will be requested from participating municipalities in 2026, 2030 and 2034.

For More Information

If you have questions about your requirements under the CCBF, contact:

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