

# Canada Community-Building Fund (CCBF) Asset Management: Making Progress

## Fact Sheet: CCBF Agreement Requirements

As part of the Canada-Saskatchewan Administrative Agreement and the Municipal Gas Tax Fund Agreement, municipalities are required to make progress towards developing and/or implementing an Asset Management Plan and report on progress made.

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

### Tiers

It was determined that 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 an asset management plan; and
- Report on their progress.

### Measures and Targets

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 Canada Community-Building Fund program will be required to meet certain goals or targets by a set deadline to ensure progress towards their AM plan. Target dates are listed on the reverse of this factsheet.

### Reporting Requirements

Municipalities are required to report to the Ministry on progress they have made. Municipalities met the first reporting requirement by completing the baseline survey in 2016. The next reporting will be a summary questionnaire in the late fall of 2017 and a more comprehensive questionnaire to be sent in 2018. Municipalities will be notified of further reporting requirements.

## Measures and Targets

The following chart summarizes the measures and targets municipalities are required to work towards in the development of their AM plans.

By	Target		Measures
June 30, 2018	All Tiers		<p>Municipalities participating in the Canada Community-Building Fund Program are required to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Get educated</a> in AM.</li> <li>• Develop and approve <a href="#">a policy and a strategy</a> on how the municipality will approach AM.</li> <li>• Develop an <a href="#">asset register</a> for all asset classes.</li> </ul>
June 30, 2019	Tier	Number of Asset Classes to Complete	<p>Municipalities are required to:</p> <ul style="list-style-type: none"> <li>• Add the <a href="#">current condition of assets</a> to the asset register.</li> <li>• Document the desired condition of assets listed in their register.</li> </ul>
	1	1	
	2	2	
	3	3	
	4	4	
All Tiers		All municipalities are required to have a progress check in with council on the status of improving/monitoring the AM plan.	
June 30, 2020	Tier	Number of Asset Classes to Complete	<p>Municipalities are required to identify the funding gap between the current and desired asset condition for completed asset classes.</p>
	1	1	
	2	2	
	3	3	
	4	4	
June 30, 2022	All Tiers		Municipalities are required to report back to council on monitoring and improving their AM plan moving forward.

Some municipalities may have more asset classes than identified in the chart. It is anticipated that as a municipality completes their initial asset class, they 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 the June 30, 2018, measures, and targets.

## For More Information

If you have questions about your requirement under the Canada Community-Building Fund to develop, implement and report on your AM plan, contact:

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