Guide to Completing the Infrastructure Investment Plan

Build Communities Strong Fund (BCSF) Community stream

The Canada Community-Building Fund (CCBF) was rebranded as the Build Communities Strong Fund (BCSF) Community stream in the summer of 2026. The Administrative Agreement, negotiated in 2024, remains in force and its provisions still apply.

The Canada Community-Building Fund (CCBF) document called ***Guide to Completing the Infrastructure Investment Plan*** begins on the next page. This cover page will remain in the interim as we update our current CCBF documents to match the new program name.

If you have any questions, please contact:

Municipal Infrastructure and Finance Branch
Ministry of Government Relations
5th Floor, 1855 Victoria Avenue
REGINA SK S4P 3T2
Phone: 306-787-8912
Email: ccbfprogram@gov.sk.ca

Canada Community-Building Fund
Guide to Completing the Infrastructure Investment Plan

September 2025

saskatchewan.ca

Saskatchewan

Program Information

The Ministry of Government Relations administers the Canada Community-Building Fund (CCBF) program on behalf of the federal government. Funding is provided upfront to municipalities twice a year to support local infrastructure priorities. Municipalities can pool, bank, and borrow against this funding, providing significant financial flexibility.

All Saskatchewan municipalities may participate in the program. To receive funding, a municipality must:

- Enter into a Municipal Funding Agreement, including any amendments.
- Submit an Infrastructure Investment Plan (IIP) for each project.
- Adhere to Saskatchewan's Municipal Compliance Strategy.

The following guide sets out the considerations participating municipalities must take into account when completing their Infrastructure Investment Plan (IIP).

Further information on the program can be found on the government website at https://www.saskatchewan.ca/government/municipal-administration/funding-finances-and-asset- management/funding/canada-community-building-fund

Part 1 – Municipality Information

Include contact information for the person who can best speak to the details of the project.

Part 2 – Project Information

A separate Infrastructure Investment Plan (IIP) must be completed for each project.

Eligible Project Name

The project name should provide an accurate first-glance of what the project is about. A good project name will help distinguish one project from others within a municipality.

The project name should consist of a concise but meaningful reference to a distinct project scope and should provide "at-a-glance" confirmation of project eligibility, category, and objectives.

For example:

Too vague	Meaningful
Pipe at Plant 5	Upgrade of the Main Wastewater Line to Plant 5 at Wastewater Facility
Community Centre	Community Centre XYZ Energy Efficiency Lighting Upgrade
Main Street Upgrade	Repave Main Street between 1st Avenue and 3rd Avenue

Eligible Project Category

There are 19 eligible project categories. Choose only one category per IIP.

For the seven original categories, eligible expenditures include those incurred after April 1, 2005:	For the 11 new categories, eligible expenditures include those incurred since the renewed agreement came into effect on April 1, 2014:	For the one new category, eligible expenditures include those incurred after April 1, 2021:
1. Capacity Building* 2. Community Energy Systems 3. Drinking Water 4. Local Road and Bridges 5. Public Transit 6. Solid Waste 7. Wastewater	1. Broadband Connectivity 2. Brownfield Redevelopment 3. Cultural Infrastructure 4. Resilience (any project under the former category Disaster Mitigation would continue to be eligible under Resilience) 5. Highways 6. Regional and Local Airports 7. Short-Line Rail 8. Short-sea Shipping 9. Sport Infrastructure 10. Recreational Infrastructure 11. Tourism Infrastructure	1. Fire Halls

**Capacity building includes practices or activities that lead to a tangible study/plan, asset management plans, infrastructure plans and housing needs assessments as per Schedule C, Section 1.1 of the Municipal Funding Agreement.*

Eligible Project Description

An appropriate level of detail in the project description assists with the initial review of the IIP and with the project list review once it is submitted to Housing, Infrastructure and Communities Canada.

The project description should include:

- A brief outline of the project scope.
- The various components of the project.
- The main objective of the project for that asset (new construction, upgrade, rehabilitation, etc.).
- The expected outcome(s).

The project description should include quantitative values where possible and appropriate. For example:

Eligible Project Name	Eligible Project Description
Upgrade of the Main Wastewater Line to Plant 5 at Wastewater Facility	The upgrade to the main wastewater line will see the replacement of the deteriorating current line with a new 6 m diameter PVC line running the length of 500 m. The line directly services 15 households and is the ultimate collection line for 30 households.
Community Centre XYZ Energy Efficiency Lighting Upgrade	Complete upgrades on the community centre which will involve upgrading the current lighting system to LED lighting thus reducing overall energy consumption by an estimated ten per cent per month. This includes replacement of 200 lights.
Repave Main Street between 1st Avenue and 3rd Avenue	The existing pavement will be excavated, ground, and utilized as a base. The street base will be reshaped, and a new 5 mm layer of pavement placed over top for a total distance of 1,000 m.

Except for capacity building projects, select the investment type that best defines this project. Selecting an investment type helps us to better understand the nature of your project.

Investments may take one of the following forms:

- **New construction**: refers to site preparation for, and building of, an entirely new structure.

- **Replacement**: is the substitution of a capital asset with a new or improved component that may lead to:

    - An increase in physical output or service capacity.
    - A reduction in operating costs.
    - An extension of the estimated useful life.
    - An improvement in the quality of output.

- **Expansion**: is an increase in volume, physical area or capacity of a capital asset that may lead to an increase in physical output or service capacity.

- **Enhancement/Renovation/Upgrade** is betterment to service potential of capital assets such as:

    - An increase in the previously assessed physical output or service capacity.
    - A reduction in associated operating costs.
    - An extension of the estimated useful life.
    - An improvement in the quality of output.

- **Acquisition**: is the purchase of a tangible capital asset such as a building, equipment, or technology that is readily available for use with little or no modification.

Will the project expenditures be capitalized?

With the exception of capacity building projects, projects completed under the Canada Community-Building Fund should be capitalized. Indicate if your project will be capitalized; if not, the municipality must provide an explanation.

Where will the project be located?

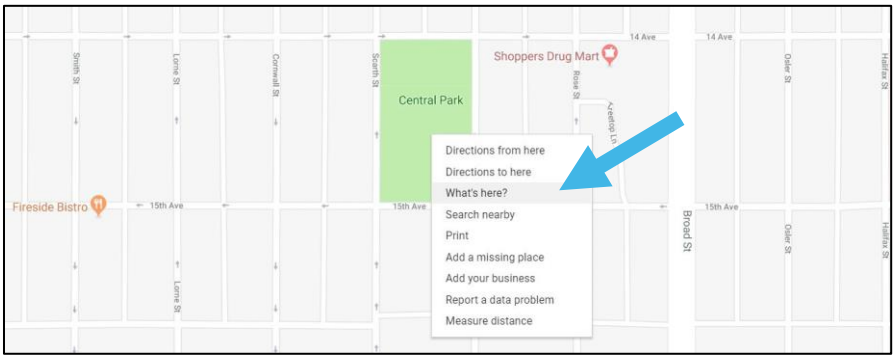
Enter the project street address or legal land description.

Enter the latitude and longitude coordinates for the project.

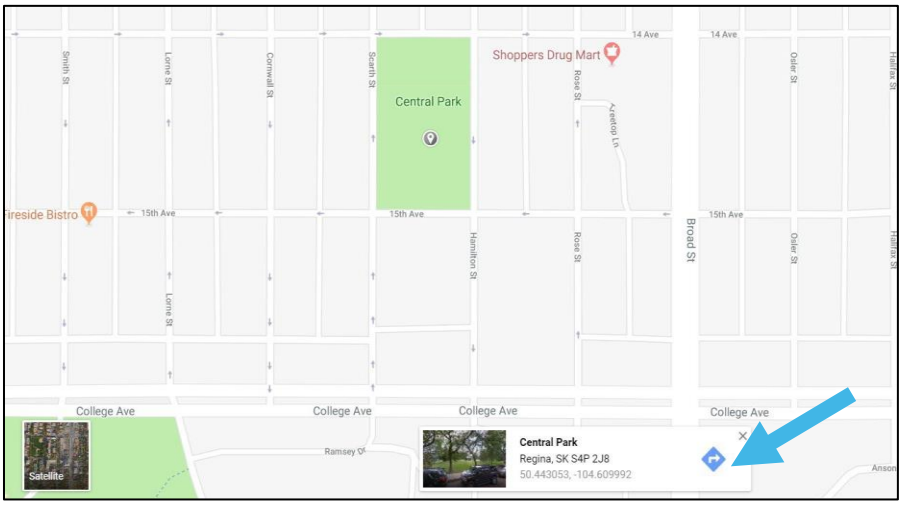
Attach a site plan or map.

To determine the latitude and longitude coordinates for your project:

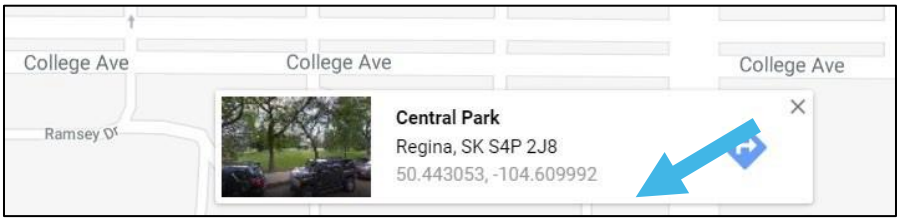
- Find the location on a mapping website, such as Google Maps. Right-click, and choose “What’s here?”



- A box will appear near the bottom of your computer screen showing two numbers. These numbers are the latitude and longitude coordinates for your project.



- Enter these numbers on the IIP form.



If your project:

- Has several locations (such as a multiple road or bridge project); attach a separate sheet with all locations (including latitude and longitude) listed and a site plan or map if available.

- Is rolling stock (such as a bus), use the location of the bus terminal or garage.

- Is a capacity building project, use the location of the municipal office.

Has the project started?

Enter the actual or forecasted start and end date for the project.

Note that you will have the opportunity to update the estimated end date when you submit your Municipal Annual Expenditure Report, which is required annually if the project is active.

Does this project relate to infrastructure owned by your municipality?

Indicate whether the infrastructure is owned by your municipality.

If it is not owned by your municipality, a Resolution of Council must be submitted stating the infrastructure provides direct benefit to the residents of your municipality.

You must also identify who is the owner.

Estimated Project Costs

Provide information on estimated project costs and funding required.

- **Total Estimated Project Cost** is the estimate of the total eligible and ineligible project costs. If other municipalities are involved in this project, indicate only the portion of the total project costs that relate to your municipality.

- **Canada Community-Building Funding** is the amount of your municipality's CCBF allocation that the municipality requests to be provided for this project and cannot exceed the amount of eligible project costs. Consider maximizing the available CCBF allocation under one project to minimize the administrative burden of submitting several IIPs, if/where possible.

- **Municipal Funding** is the amount of funding, if any, that your municipality expects to contribute to the project.

- **Other Funding** is the amount of funding that you may be receiving from other programs. If the project has been approved or is under consideration, indicate the name of the program(s), project no., amount of funding, and whether it is approved or still being considered. Note that if other federal funding is being provided for the project, you may not be able to use CCBF funding, and the municipality may want to consider submitting a different project under the CCBF.

At minimum, Municipal Funding and Other Funding must cover any ineligible costs.

Add the CCBF Funding, Municipal Funding, and Other Funding to show the Total Funding for the project. Total Funding should equal Total Estimated Project Cost.

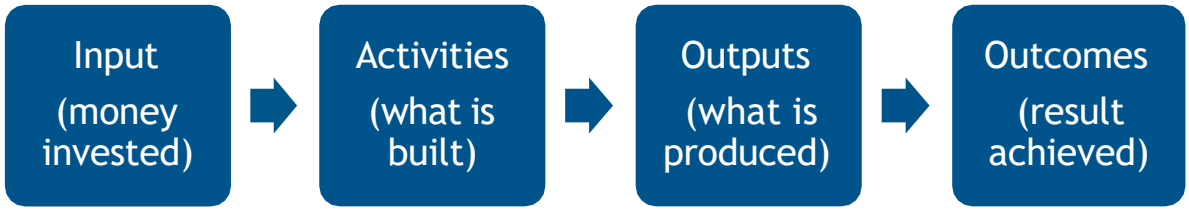
Are other municipalities contributing to this project?

If there are other municipalities contributing to this project, attach a list of those municipalities and the amount of their contribution.

Part 3 – Outcomes and Outputs

The Canada Community-Building Fund is an outcomes-based program.

When an IIP is completed by a municipality and submitted for approval, the information submitted is expected to outline the investment and activities required to complete the project, the expected direct product or service of the project (*the output,* and the related benefit a community will receive because of completing the project (*the outcome*. This logical flow of a project funded by the CCBF is depicted in the following diagram:



The output and outcome measures identified by a municipality at the start of a project will be useful in completing the outcome report when that project is completed.

The 19 eligible project categories each support one of three national objectives:

1. Productivity and Economic Growth
2. Clean Environment
3. Strong Cities and Communities

With reference to the table beginning on page 3 of the IIP form, report on potential benefits and outcomes for your project by:

Step 1. From the second column, selecting the "Eligible Project Category" that you identified on page 1. (On the fillable IIP form, this is automatically selected.)

Step 2. Reviewing the "National Objective" associated with that category, as shown in the first column.

Step 3. Selecting at least one "Expected Outcome" from the list provided in column 3.

Step 4. Selecting at least one "Expected Output" from the list provided in column 4 and providing "Output Indicator and Measurement (estimated)" in column 5. (Please note that the measurement depends on the unit type, e.g. Count for number of assets, Length in kilometres (km) or metres (m), Area in km2 or m2.

Your project must be able to support at least one outcome, and your IIP will be assessed based on this.

Once your project is reported as complete, an outcomes report will be sent to you to report on the specific benefits and outcomes achieved. This information will be provided to Canada and will report on the degree to which investments are supporting the progress in Saskatchewan towards achieving program benefits.

Further information on outcomes and outputs, including the reports submitted to Canada, can be found on our website at https://www.saskatchewan.ca/government/municipal-administration/funding-finances-and- asset-management/funding/canada-community-building-fund/outcomes-reporting

Part 4 – Asset Management

Is the project aligned with the long-term plans of your organization?

As part of your Municipal Funding Agreement, you are required to make progress towards developing and/or implementing an Asset Management Plan and to report on progress made. This question is included to assist the municipality in understanding the benefits of asset management in managing their infrastructure needs.

Further information on asset management can be found on our website at https://www.saskatchewan.ca/government/municipal-administration/funding-finances-and-asset- management/funding/canada-community-building-fund/asset-management-making-progress

Part 5 – Housing (if applicable)

The most substantive change to the 2024-2034 Municipal Funding Agreement relates to the Government of Canada tying infrastructure funding to actions by provinces and municipalities to increase housing supply and affordability.

Municipalities with a 2021 census population of 30,000 or over, as well as those mutually identified by both Canada and Saskatchewan, must complete a Housing Needs Assessment (HNA) according to guidelines provided by Canada.

Municipalities that identify infrastructure-related housing gaps in their HNA will be required to invest CCBF funding in projects that would improve housing outcomes. Canada provided that the examples of housing pressures that may be addressed through closing infrastructure gaps or building capacity could include but are not limited to:

- Affordability pressures such as elevated rents
- Identified core housing need
- Lack of workforce housing or low vacancy of family-sized units
- Limited serviced land for expansion
- Outdated planning policies or zoning by-laws

If your municipality is required to complete HNA when submitting IIP, identify what infrastructure-related housing pressure(s) the project intends to address and what housing outcomes are expected.

1. Examples of key infrastructure-related housing pressures provided by Canada are:
   - *No transit stops within 500m of X residential community that includes a high proportion of affordable housing.*
   - *The wastewater system is currently at capacity in X neighbourhood, limiting potential for new housing development in an area otherwise well served by transit and community amenities, and zoned for greater density in the local Zoning By-Law.*
   - *Affordable housing waitlists have increased by X% over the past 5 years. Land*

available for affordable housing development is very limited.

2. Examples of eligible CCBF projects that lead to housing outcomes provided by Canada, are listed in the table below.

Project Title	Project Description	Investment Category	Housing Outcomes
Housing Needs Assessment	Preparation of HNA	Capacity Building	Municipality Y completed an HNA which is informing a new 10-year city housing plan.
Wastewater Capacity	Upgraded wastewater pump station #X	Wastewater	400 additional new apartment units were approved by the municipality as a result of increased capacity in the wastewater system. The permit approved development is a purpose-built rental complex that will include a mix of bachelor, 1, 2 and 3-bedroom units developed in two 12-story apartment buildings with street-oriented townhouses at grade. 25 percent of the units will be affordable at 80% of median household income for the municipality, and 10 units will be leased to a community supportive housing organization to administer and provided at a deeply subsidized rent to eligible tenants.
Transit Station Repair	Upgrade transit station at Point A to ensure state of good repair and permit development above station.	Transit	Transit Station at Point A was upgraded to maintain a state of good repair and to allow for six additional stories to be built on top of the station, targeting enabling 40 to 60 new housing units. Housing development above a transit station at Point A is prioritized in the Transportation Master Plan

			and the Affordable Housing plans for the next 5 year planning horizon. The housing development is in the early stages of development, and the unit mix has not yet been finalized. It is intended that the development will include 30 per cent of units at or below a rent affordable to residents making an income of 80 percent or below the median average income of Municipality Z.

If your municipality is required to invest CCBF funding in projects that would improve housing outcomes, the municipality will need to provide a project-level housing report and report on housing outcomes according to Schedule G – HOUSING REPORTING of the Municipal Funding Agreement.

This flexible funding program will enable municipalities to achieve their local infrastructure priorities and help to address housing challenges.

Part 6 – Program Requirements

Tenders and Contracts

As set out in your Municipal Funding Agreement, the municipality agrees to award and manage all contracts in accordance with its relevant policies and procedures and if applicable, in accordance international and domestic trade agreements. These trade agreements include, but are not limited to, the *Canadian Free Trade Agreement*, the *New West Partnership Trade Agreement*, and the *Canada-European Union Comprehensive Economic and Trade Agreement*.

For information on procurement and trade obligations, please contact:

- Procurement Advisor with the Saskatchewan Urban Municipalities Association at 306-525-4395 or procurement@centralsource.ca
- Director of Finance with the Saskatchewan Association of Rural Municipalities at 306-761-3720 or finance@sarm.ca
- Priority Saskatchewan at 306-798-1229 or www.saskbuilds.ca (refer to Priority Saskatchewan tab at top of page)
- Trade and Export Development at 306-787-8910 or nwptradeted@gov.sk.ca

For the IIP to be approved, Council must acknowledge that any tenders and contracts have been, or will be, awarded in accordance with the Municipal Funding Agreement. If you are an administrator filling out the form, ensure this information is reviewed and acknowledged by Council, then check the box accordingly.

Municipal records, including evidence of tender and contract award, may be requested in support of audit as outlined in Schedule A of the Municipal Funding Agreement.

Permits, Licenses and Approvals

Indicate if you have contacted, or will be contacting, the appropriate authorities to confirm and begin the process of obtaining any permits, licenses, and approvals required for the project. If you answer no, explain.

Note that municipalities are responsible for obtaining all permits, licenses and approvals required to construct and operate their projects. These may include, but are not limited to:

- Approval to Construct and/or Permit to Operate for water, wastewater, and solid waste projects (Water Security Agency (WSA) and/or Ministry of Environment (MoE));
- Water Allocation and Water Draining (WSA);
- Aquatic Habitat Protection Permit and Shoreline Alteration Permit (MoE);
- Harmful Alteration, Disruption or Destruction of Fish Habitat Authorization (Department of Fisheries and Oceans);
- Environmental Assessment (MoE) or for Oil and Gas (Ministry of Energy and Resources);
- Inspections for public recreation facilities and washrooms (Ministry of Health);
- Heritage Clearence (Ministry of Parks Culture and Sports);
- Approval from adjacent landowners for temporary or permanent use of land during road construction;
- Roadside Development Permits and for road projects connecting public roads or for closure of a road (Ministry of Highways), and/or
- Building permits and inspections (local municipal governments).

Part 7 – Communications

Signage

Housing, Infrastructure and Communities Canada has created guidelines for sign design, content and installation for projects funded by the CCBF. Signage helps people recognize Canada Community-Building Fund investments in your community. In general, a physical sign is required:

- When the CCBF contribution is over $100,000.
- Where there is visible construction.
- Where an installed sign is visible to the public.

In some instances, digital signage (either on the project's website or on social media) is acceptable.

You can read these guidelines at: https://housing-infrastructure.canada.ca/pub/signage-panneaux/intro-eng.html

Information can also be found on the Government of Saskatchewan's website at: https://www.saskatchewan.ca/government/municipal-administration/funding-finances-and-asset-management/funding/canada-community-building-fund/ccbf-signage-requirements including a checklist to assist you in tracking your signage details.

Other events

Key milestones may be marked by public events, news releases, etc. If your municipality plans an event or announcement, advise the Ministry of Government Relations so Saskatchewan or Canada may have the opportunity to participate in such an event.

Part 8 – Declaration

The IIP is being submitted on behalf of your municipal Council, so Council or its designate must declare that the information being submitted is true to the best of their knowledge.

The form must be signed before being submitted. If there is no signature, the form will be returned.

When submitting your IIP, ensure all supporting documentation is included. This will assist in processing your IIP.

A copy of the completed IIP form should be retained for your records. It will be useful when you are completing reporting requirements such as the Municipal Annual Expenditure Report, which is required annually if the project is active, the Outcomes Report, which is required once the project is reported as complete, and housing-related reporting, if applicable to your municipality.

If you require assistance in completing your IIP, please contact the program staff at 306-787-8912, or ccbfprogram@gov.sk.ca.