Infrastructure Investment Plan – Reporting Checklist

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 ***Infrastructure Investment Plan – Reporting Checklist*** 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
Infrastructure Investment Plan – Reporting Checklist

This checklist is provided to assist you in tracking the reporting requirements for each Infrastructure Investment Plan approved under your Municipal Funding Agreement. Please refer to your Municipal Funding Agreement for complete details on other terms and conditions that may be required.

For more information on the Canada Community-Building Fund (CCBF) program, visit our website at www.saskatchewan.ca.

Municipality Name _____

Eligible Project Name _____

Actual or Forecasted Project Start Date _____

Actual or Forecasted Project End Date _____

Infrastructure Investment Plan (IIP)
Required for each project to be funded through the Canada Community-Building Fund.

☐ Submitted Date: _____

☐ Approval Letter Received Date: _____ IIP No. _____

It may be beneficial to keep a separate file for each IIP so you can report on the following items.

Signage
Required if the CCBF contribution is $100,000 or more. Signage will be identified in the IIP approval letter and signage information, including a Signage Checklist, will be sent to you in an email following approval of your IIP.

Signage identified in letter, and signage information received ☐ Yes ☐ No

If Yes, signage policy reviewed ☐ Yes ☐ No

☐ Ministry notified of signage Date _____

Municipal Annual Expenditure Report (MAER)
Required annually until project is reported as complete. The MAER will be sent to you early each calendar year so you can report on previous year expenditures. Retain copies of invoices to support your submission.

☐ Final MAER submitted Date _____

Housing Needs Assessment (HNA)
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.

☐ HNA completed and posted on the municipal website ☐ Link provided to CCBF

Housing-Related Reporting (if applicable)

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.

Infrastructure-related housing pressures that this project intends to address identified ☐ Yes ☐ No

This information will become a part of a project-level housing report that the province must submit to the federal government.

Housing Outcomes (if applicable)

Expected housing outcomes identified ☐ Yes ☐ No

Once your project is reported as complete, a housing outcomes report will be sent to you to report on the specific benefits and outcomes achieved. Refer to your initial IIP to help you complete this report. This information will become part of an overall housing outcomes report that the province must submit to the federal government.

Outcomes Report

Required after project is reported as complete on the MAER. The ministry will send you an outcomes report to fill out. Refer to your initial IIP to help you complete this report.

☐ Outcomes report submitted Date _____

Congratulations! You have completed the reporting requirements for this project.