# Submitting your Webform Municipal Annual Expenditure Report

## 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 ***Submitting your Webform Municipal Annual Expenditure Report for the Canada Community-Building Fund*** 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

# Submitting Your Webform

## Municipal Annual Expenditure Report for the Canada Community-Building Fund Program

January 2025



Saskatchewan

## Webform Municipal Annual Expenditure Report for Use by Saskatchewan Municipalities with a 2021 Census Population of 1,500 or Less

1. Click the web link received in your email. This weblink should lead you to your browser and to the Municipality selection page.

2. Select the first letter of your municipality from the drop-down list.

3. Select your municipality from the drop-down list. Ensure you choose the correct municipality type (e.g. Rural Municipality, Town, Village, etc.).

4. Enter the password that was sent to you in your Municipal Annual Expenditure Report (MAER) email. Please keep in mind that the password is case-sensitive.

5. Once these three boxes have been filled in, click Sign In.
   - If the message "Invalid Username or Password" appears next to the Sign In box, you have either selected the wrong municipality or entered the password incorrectly.
   - If entered correctly, you will be taken to the MAER data input screen.

6. Verify that the Opening Balance on the MAER data input screen is correct. It should match the Ending Balance reported on last year's MAER, as verified by the Ministry of Government Relations (the ministry).
   - If you believe your Opening Balance is incorrect, it is very important to contact the program staff at 306-787-8912, or ccbfprogram@gov.sk.ca and have it investigated.

7. Enter data in editable fields on the form. Before entering data remember the following:
   - All numbers must be entered as positive.
   - No field may be left blank. If no dollar amount is being claimed, a "0" (zero) must be entered.
   - You will not be able to submit the MAER until all fields are complete.

8. Click in the box beside Interest Earned and enter the amount if you have any interest to report. If you do not have interest to report, enter a "0" (zero). Note that if a municipality did not have to submit a MAER for one or multiple years prior to the current MAER, the municipality should report a catch-up amount of Interest Earned when it next files a MAER.

9. The Infrastructure Investment Plan (IIP) number(s) and Plan Title(s) you are required to report on will already be filled in, along with their respective Canada Community-Building Fund (CCBF) Budget, Expenditure to date, and CCBF Budget Remaining amounts. These projects have been previously approved and have not been reported as "Complete" on a prior year MAER. If an IIP is not listed on your MAER, then it has not been approved as of December 31 of the reporting year and as a result, project expenditures cannot be reported.

10. For each IIP and Plan Title listed:
    - Click in the box beneath Claim for Current MAER and enter the total actual expenditures being claimed for the year.
        - This figure may exceed the CCBF Budget Remaining for the project[1]. If your claim exceeds the CCBF Budget Remaining, you must request a revised CCBF allocation for the project. Refer to step 16 below regarding Revision of Estimated Cost. If you do not know your total CCBF Budget Remaining, please contact ccbfprogram@gov.sk.ca.
        - If there are no expenditures to claim, enter a "0" (zero). If you report "0" (zero) expenditures, you must provide a detailed explanation within the space provided under Reason for No Expenditure Claim as to why no work was completed on the project.
    - If an IIP is a regional project, report only the portion of the expenditure your municipality is responsible for and that is being funded under the CCBF, not the total cost of the whole project.
    - If expenditures were incurred in a previous year for an IIP that was approved in this reporting year, accumulate and report all those expenditures you wish to claim on this year's MAER. Expenditures incurred in years prior to which the IIP was approved can only be claimed in the reporting year that the IIP was approved.
    - Is the project complete and ready for use? If so, select "Yes." Otherwise, select "No."
    - Is this the final claim for this project? Select "Yes." Otherwise, select "No."
        - If you answered "Yes" to the above two questions, the project status will default to "Complete". Otherwise, it will default to "Incomplete".
    - Using the calendar icon, enter the Date Completed or Estimated Date to be Completed for each project.
        - If the project status defaulted to "Complete", this date cannot be greater than December 31 of the reporting year.
        - If the project status defaulted to "Incomplete", this date must be greater than December 31 of the reporting year.

11. Under Certification by Municipality, read the certification statement. If you agree that the information submitted is correct, enter your full name, your working title or position, and the full name of the municipality as shown on the top portion of the MAER and click in the red box at the right of your name. If all required fields have been filled in, the screen will refresh, a checkmark will appear in the box, and the "Submit" button on the bottom of the form will be enabled.

12. You should select "Print" at this time so that you have a copy for your records.

13. If the MAER is ready for submission, click "Submit".

14. A message will appear thanking you for your submission and asking if you would like to print the document. If you did not print the MAER in step 13, do so now by clicking the "Print" button at the end of the "Thank You" message. This is the final opportunity to print your submitted MAER.

[1] **Consider maximizing expenditures within the available CCBF allocation under one IIP and the MAER to minimize the administrative burden of submitting several IIPs and MAERs, if/where possible.**

15. Remember to complete the Revision of Estimated Cost form, which was included as an attachment within the original MAER email you received, by indicating "Yes" or "No" on the form for each IIP.

    If "Yes":
    - Select an explanation from the drop-down menu (i.e. Scope Change, Revised Cost, CCBF Allocation or Other Funding).
    - Complete the Revised Estimate fields for Cumulative CCBF Funding, Cumulative Municipal Funding and Cumulative Other Funding.
    - Indicate the project status as "complete" or "incomplete" using the drop-down menu.
    - Send a detailed explanation of the reasons for the cost revision by email, fax, or mail.

16. Your MAER is not considered complete until all information is submitted, including:
    - The MAER.
    - Revision of Estimated Cost form with a detailed explanation of the reasons for the revised costs (if applicable).
    - Invoice Listing form with copies of all invoices related to the claimed expenditures and copies of the deposit advice or official documentation to verify other funding that may have been received.

**If the MAER is incomplete, future CCBF payments may be withheld.**
The Invoice Listing and Cost Revision Sheet and copies of invoices could be attached to the Web MAER online or submitted via email or mail to:

**Canada Community Building Fund**
**Mail:** 5th Floor – 1855 Victoria Avenue
REGINA SK S4P 3T2
**Phone:** 306-787-8912
**Email:** ccbfprogram@gov.sk.ca