

CANADA COMMUNITY- BUILDING FUND (CCBF) - INFO SESSION



Department of Municipal Affairs and Housing
November 25th, 2024

CCBF OVERVIEW



Annual Federal transfer-based program



CCBF Renewed Administrative Agreement (April 1, 2024- Mar 31, 2034) – 10-year investment (average of \$60 M per annum-TBD)



Renewed 2024-2034 Agreement includes housing requirements for Municipalities > 30k.



Provides long-term capital funding for NS Municipalities to help build and revitalize local public infrastructure



Program is administered by the Department of Municipal Affairs and Housing (DMAH) with help from Nova Scotia Federation of Municipalities (NSFM)

ELIGIBLE PROJECT CATEGORIES

PRODUCTIVITY AND ECONOMIC GROWTH	STRONG CITIES AND COMMUNITIES	CLEANER ENVIRONMENT
Local Roads and Bridges	Capacity Building	Community Energy Systems
Public Transit	Sport	Drinking Water
Regional and Local Airports	Recreation	Wastewater
Broadband Connectivity	Culture	Solid Waste
Short Sea Shipping	Tourism	Brownfield Redevelopment
Short-Line Rail	Fire Hall/Station Infrastructure	
Highways	Resilience 	



Trestle Trail Bridge, Liverpool, Nova Scotia

ELIGIBLE EXPENDITURES

The expenditures associated with:

acquiring, planning, designing, constructing, renewing or rehabilitating a tangible capital asset and any related debt financing charges specifically identified with that asset.

INELIGIBLE EXPENDITURES

Leases

- Leasing of space, equipment or vehicles

Overhead costs

- Internal staffing, salaries and administration

Taxes eligible for a tax rebate

- HST Rebate portion (ITCs)

Land acquisition

- Purchase of lands, easements, land leases, etc.

Legal fees

Routine repair or maintenance costs



Dickey Brook Trail-Town of Amherst

CCBF ELIGIBILITY SCREENING

- NO APPLICATION PROCESS
 - Projects are screened for eligibility using pre-construction report**
 - Reporting submitted after funds are spent**
- DMAH DOES NOT APPROVE PROJECTS
 - Can help in eligibility review and escalate to federal govt for determination**
- MUST BE AN ELIGIBLE PROJECT CATEGORY, APPROVED BY COUNCIL THROUGH CAPITAL BUDGET AND HAVE OUTCOME THAT CAN BE MEASURED

Capital Infrastructure
(Tangible Capital Asset)
or Capacity Building

Meet National Objective
and Project Outcomes &
Council Approved

Eligible Project
Category

Eligible Project
Expenses

CCBF REPORTING REQUIREMENTS



Metro X Transit Buses-Halifax Regional Municipality

Pre-construction Report

- Reports on current fiscal year planned projects

Annual Expenditure Reports (AER)

- Reporting of actual CCBF expenditures in a given fiscal

Capital Investment Plans (CIP)

- 5-year plans showing municipal capital investments


PRE-CONSTRUCTION REPORT

The pre-construction report is essential for confirming project eligibility, tracking required signage, and ensuring compliance with housing reporting requirements.

Pre-construction report due Dec 18 (for 2024-25 period) and June 15 (annually).

Template changes include:

- Pre-construction report will be added to MRS online portal for fiscal 2025-26
- Location tracking by latitude and longitude
- Signage tracking
- New housing pressures schedule (encouraged for all municipalities, required for HRM and CBRM)
- New outputs and outcomes by project category and housing indicators.

	DEPARTMENT OF MUNICIPAL AFFAIRS AND HOUSING	
	<u>Canada Community-Building Fund (CCBF)</u>	
Municipal Unit:		<p>I certify that all information is accurate to the best of with the requirements of</p> <p>Certification of Pr</p>
Submission Date:		
Contact:		
Phone Number:		
Email Address:		
Title/Position:		
	<p>Note: Enter/select values into these cells</p>	<p>Please return completed</p>

PRE-CONSTRUCTION REPORT - HOUSING PRESSURES - ENCOURAGED

Are there any housing pressures that can be linked with infrastructure gaps that can be filled using CCBF?

Housing Needs Assessments

For example:

- affordability pressures,
- core housing need,
- lack of specific types of housing,
- limited serviced land for expansion,
- planning policies / zoning bylaws, etc.

Pre-construction Report-Schedule 1:

- Select housing pressures
- Identify key infrastructure-related housing pressured identified in HNA
- Provide source reference
- Identify how the municipality plans to address this housing pressure
- Specify any CCBF funding used to address this pressure (if applicable)

Schedule 1: Housing Needs Assessment-Housing Pressures and Mitigation Plan				Completion of this Schedule required only for HRM and CBRM. Optional for all other Municipalities.		
Rank Order	Project Level Reporting Criteria	Key infrastructure-related Housing Pressures (based on needs and pressures identified in HNA) Three (3) minimum required	Reference	How does the municipality plan to address this housing pressure?	Is CCBF being used to address this pressure?	Applicable CCBF Projects
EX	EXAMPLE Housing pressures identified in HNA	EXAMPLE No transit stops within 500m of X residential community that includes a high proportion of affordable housing	EXAMPLE Section 2.1 (page 40) of the Mun's HNA	EXAMPLE Municipality plans to develop a transit stop plan (including mapping locations) that identifies areas that require a transit stop within 500m of the x residential community that recently added 50 new affordable housing units.	EXAMPLE Yes	EXAMPLE CIP12345, CIP 4556, CIP 45668
1					Select	
2					Select	

PRE-CONSTRUCTION REPORT – HOUSING OUTCOMES - ENCOURAGED

Housing Outcomes								
Project links to enabling new or affordable Housing? (Y/N)	Housing Outcomes: New Housing Units (Select from dropdown)	New Housing Value	Unit Measure	Housing Outcomes: Affordable Housing Units (Select from dropdown)	Affordable Housing Outcomes Value	Unit Measure	State the source and/or method for how number of new housing and/or affordable units have been estimated	Describe how this project meets the outcome of enabling new or affordable Housing
Yes	# of new housing units enabled	120	Units					

Pre-construction Report – New housing outcome indicators:

- # of new housing units enabled
- # of existing units preserved
- # of affordable housing units enabled or preserved

ANNUAL EXPENDITURE REPORT (AER)

The AER is an auditable record of the previous year's projects and actual expenditures in the CCBF program. Documents actual CCBF-funded projects, expenditures, housing outcomes, and other reporting requirements.

AER template will be released May 2025 and due June 15 (annually) in the online Municipal Reporting System (MRS).

Template changes include:

- location tracking by latitude and longitude
 - signage tracking
- new housing pressures schedule (optional for all municipalities except HRM and CBRM)
- New outputs and outcomes by project category and housing indicators
- 23/24 AER reserve balance will carry forward. Must use same project number for multi-year projects.

AER and CIP Forms

These are the Forms to be filled out and submitted by each Municipality.

Form Type: AER | Fiscal Year: 2023-24 | Location (multi-select): Municipalities, Cape Breton Regional Municipality, Halifax Regional Municipality, Region of Queens Municipality, Region of Windsor and West Hants Municipality | State: Pre-Population, Released, In Process, Submitted, Under Review, For Revision, Review Completed, Finalized | Apply

Form Type	Fiscal Year	Location	Posted Date	Posted By	Last Updated	Updated By	State
AER	2023-24	Municipality of the County of Annapolis	Apr 16 2024 11:50:14	bspearns	1 month 3 days ago	rfrigault	Review Completed View
AER	2023-24	Cape Breton Regional Municipality	Apr 16 2024 11:49:43	bspearns	2 months 3 days ago	rfrigault	Review Completed View
AER	2023-24	Halifax Regional Municipality	Apr 16 2024 11:49:45	bspearns	3 months 1 day ago	rfrigault	Review Completed View
AER	2023-24	Region of Windsor and West Hants Municipality	Apr 16 2024 11:49:46	bspearns	3 months 1 day ago	rfrigault	Review Completed View
AER	2023-24	Municipality of the County of Kings	Apr 16 2024 11:50:29	bspearns	3 months 1 day ago	rfrigault	Review Completed View
AER	2023-24	Municipality of the County of Cumberland	Apr 16 2024 11:50:23	bspearns	3 months 1 day ago	rfrigault	Review Completed View
AER	2023-24	Town of Berwick	Apr 16 2024 11:49:50	bspearns	3 months 1 day ago	rfrigault	Review Completed View
AER	2023-24	Municipality of the County of Inverness	Apr 16 2024 11:50:27	bspearns	3 months 1 day ago	rfrigault	Review Completed View
AER	2023-24	Municipality of the County of Richmond	Apr 16 2024 11:50:35	bspearns	3 months 1 day ago	rfrigault	Review Completed View
AER	2023-24	Town of New Glasgow	Apr 16 2024 11:50:03	bspearns	3 months 3 weeks ago	rfrigault	Review Completed View

CAPITAL INVESTMENT PLAN

The CIP is a tool to assist Municipalities develop a 5 or 10-year capital plan. It documents anticipated funding sources and estimated project values.

CIP is due Dec 18 (for 2024-25 period) and Sept 1 (annually).

Template changes include:

- Simplified the form and avoid duplication (Removal of Sched 2)
 - Updated funding codes
- Growth vs. Renewal tracking

PROVINCE OF NOVA SCOTIA CANADA COMMUNITY-BUILDING FUND CAPITAL INVESTMENT PLAN 5 Year Capital Investment Plan for the Fiscal Years 2024-25 to 2028-29		<small>Form Version: 2024.0 Form Revision: 20241118130149</small>	
Municipal Unit:	Municipality of the County of Antigonish	CERTIFICATION BY MUNICIPALITY	
Reporting Fiscal Year:	2024-25	In my/our opinion, this Capital Investment Plan is accurate, complete, and is consistent with the budget approved by council.	
Years Submitted:	5		
Submission Date:		Year 1 Approved Total Capital Budget	
Contact:			
Phone Number:			
Email Address:			
Title / Position:		(Duly Authorized Municipal Representative)	Date
<input type="button" value="Submit Form"/>			

NS ASSET MANAGEMENT PROGRAM

Mission:

- To work with our municipalities towards the advancement of asset management planning in Nova Scotia, by supporting the creation of standardized tools and resources.
- Voluntary (i.e. currently not regulated)

Update:

- IRMA Beta (Infrastructure Registry for Municipal Assets)
- Status of Asset Management Planning in Municipalities - Survey

AM.info@novascotia.ca

Table 2: Generic Condition Rating Scale

Rating	Condition	Description
1	Very Good	<ul style="list-style-type: none"> - Asset is physically sound and is performing its function as originally intended. - Required maintenance costs are well within standards and norms. - Typically, asset is new or recently rehabilitated.
2	Good	<ul style="list-style-type: none"> - Asset is physically sound and is performing its function as originally intended. - Required maintenance costs are within acceptable standards and norms but are increasing. - Typically, asset has been used for some time but is still within early to mid-stage of its expected life.
3	Fair	<ul style="list-style-type: none"> - Asset is showing signs of deterioration and is performing at a lower level than originally intended. - Some components of the asset are becoming physically deficient, and component replacement may be necessary. - Maintenance requirements and costs are continuing to increase. - Typically, asset has been used for a long time and is within the mid- to later stage of its expected life.
4	Poor	<ul style="list-style-type: none"> - Asset is showing significant signs of deterioration and is performing to a much lower than originally intended. - A major portion of the asset is physically deficient. - Required maintenance costs exceed acceptable standards and norms. - Typically, asset is approaching the end of its expected life.
5	Very Poor	<ul style="list-style-type: none"> - Asset is physically unsound and/or not performing as originally intended. - Asset has higher probability of failure or failure is imminent. - Maintenance costs are unacceptable, and rehabilitation is not cost effective. - Replacement / major refurbishment is required.

Source: International Infrastructure Management Manual (IIMM)

NOVA SCOTIA
DEPARTMENT OF MUNICIPAL AFFAIRS AND HOUSING

CONDITION ASSESSMENT GUIDE
DATA COLLECTION STANDARD OPERATING PROCEDURE

DRAFT Version 1.2: 2024

NOVA SCOTIA
DEPARTMENT OF MUNICIPAL AFFAIRS AND HOUSING

ASSET MANAGEMENT DATA COLLECTION
STANDARD OPERATING PROCEDURE

DRAFT Version 1.8: 2024

KEY REPORTING DEADLINES

Funding Cycle	2024-25			2025-26 (Typical Reporting Year)		
Reporting Item	Pre-Construction Report	Capital Investment Plan	Annual Expenditure Report	Pre-Construction Report	Capital Investment Plan	Annual Expenditure Report
Submission	Dec 18, 2024	June 15, 2025		June 15, 2025	Sept 1, 2025	June 15, 2026

COMMUNICATIONS



North East Point Boardwalk, District of Barrington, NS

Signage Questions: signs-panneaux@infc.gc.ca

- Communications Protocol – Schedule E of MFA
- Signage tracking is now incorporated into pre-construction report and AER
- Federal signage templates are listed on H.I.C.C website
<http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.
- Require 15 days notice for any planned municipal event or announcement and must be approved by federal government

CCBF DISBURSEMENTS



Avondale Boardwalk-Region of Windsor and West Hants Municipality

First 50% CCBF installment released November annually subject to reporting compliance, including:

- AER, Pre-construction Report, CIP & Municipal Finance Reporting
- Final 50% Installment released by March 31 annually subject to completion of compliance audit, review of project list and reporting compliance.
- 2024-25 municipal allocations are available on CCBF website and first installment (50%) will be released in November subject to submitting signed MFA and meeting reporting compliance.

CONTACT INFORMATION

DEPARTMENT OF MUNICIPAL AFFAIRS AND HOUSING

RENE FRIGAULT,
PROGRAM LEAD

PROGRAM EMAIL: CCBF@NOVASCOTIA.CA

JEFFREY LITTLE,
PROJECT MANAGER – ASSET MANAGEMENT

NSAMP EMAIL: AM.INFO@NOVASCOTIA

For more information on CCBF please visit our website

<https://beta.novascotia.ca/canada-community-building-fund-municipalities>



THANK YOU