



Title **Canada Community-Building Fund (CCBF) Policy**

Approved by Council

Date: June 26, 2023

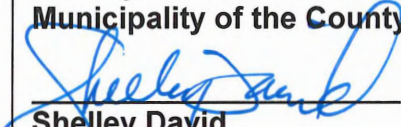
Policy Review Notification

Date: June 06, 2023

Policy Review

Date: February 27, 2023

I certify this to be a true copy of the CCBF Policy as adopted by the Council of the Municipality of the County of Richmond at a Public Meeting held June 26th, 2023.



Shelley David
Municipal Clerk

1. Policy Statement

It is the policy of the Municipality of the County of Richmond, to provide Canada Community-Building Fund (CCBF) funds to the Village of St. Peter's to support their infrastructure and capital projects on an ongoing basis.

2. Objective(s)

- a) To have a fair, clear, and consistent approach when it comes to the allocation and use of CCBF Funds by the Village of St. Peter's.
- b) To ensure the financial reporting is completed in a manner that is required by the Province of Nova Scotia and the Government of Canada when funds are awarded to the Village of St. Peter's.

3. Definition(s)

- a) **AER – Annual Expenditure Report** – A report required annually by the Province of Nova Scotia and the Government of Canada. A summary of actual CCBF expenditures for each eligible project undertaken in the year and the year end balances.
- b) **Audited Financial Information** – Information provided to the Province of Nova Scotia and the Government of Canada as audits are conducted.

- c) **CCBF Signage Reports** – A report required bi-annually by the Province of Nova Scotia and the Government of Canada. A list of signage posted with timelines broken down per project as per the requirements.
- d) **CIP – Capital Investment Plan** – A report required annually by the Province of Nova Scotia and the Government of Canada. A list of upcoming projects and estimated timelines when they will be constructed.
- e) **EPC – Eligible Project Categories** – Eligible projects include investments in infrastructure for its construction, renewal or material enhancement in each of the categories outlined in the Municipal Funding Agreement (MFA).
- f) **PCR – Pre-Construction Report** – A report required annually by the Province of Nova Scotia and the Government of Canada. A list of upcoming projects and estimated timelines of when they will be constructed.

4. Procedure(s) And Requirement(s):

- a) The Municipality will set aside a 10% allocation of the annual CCBF funds collected from the Province of Nova Scotia and Government of Canada tagged to the Village of St. Peter's for projects meeting CCBF eligibility criteria.
- b) Funds will accrue from year to year if not spent in the current year.
- c) A detailed submission will be sent to the Municipality on or before the last day of February each year containing the capital project list and applications for potential awarding of CCBF funds for Council consideration. The submission will contain a detailed description of the project including which CCBF category the project would be eligible, the need for the project, confirmation of other sources of funding including potential internal sources available, and a detailed project budget containing estimates for the project.
- d) All procurements by the Village of St. Peter's will be in accordance with the Municipality of the County of Richmond "Purchasing and Tendering Policy".
- e) The total CCBF eligible project costs must exceed \$50,000. (net of HST Rebate)
- f) The Municipality will contribute to a maximum of 50% of total CCBF eligible project costs net of any other external funding, from the allocated account. for water and sewer projects and with no percentage limits on other projects.

- g) Project work will not begin until written approval is received in writing from the Municipality. Expenses incurred prior to date of written approval are ineligible.
- h) In general eligible projects must be associated to infrastructure as a capital asset. Smaller, routine repair and maintenance expenditures are considered ineligible unless the change is so significant as to enhance the service potential of the asset. Service potential is enhanced when the output capacity is significantly increased, the useful life of the asset is extended or the quality of the output is significantly improved.
- i) Every effort will be made to take into consideration the balance of user pay water and wastewater systems in order to avoid as much as possible the excessive subsidization of those utilities.
- j) Projects are screened for eligibility by the Province of Nova Scotia; however, if an audit by the Province of Nova Scotia or Government of Canada determines that the project is ineligible, the Village of St. Peter's will be responsible to repay the funds expended from CCBF back to the Municipality within 30 days of notification that the project is determined to be ineligible.

5. Responsibilities:

- a) Municipal Council will be responsible to:
 - review, amend and adopt the CCBF policy;
 - support the C.A.O. and staff, in implementation of policy
 - review and approve annually project submissions from the Village of St. Peter's to be included on our five year capital investment plan;
 - ensure that funds approved to the Village of St. Peter's align with current municipal practices and procedures when awarding CCBF funds;
- b) The C.A.O. will be responsible to:
 - implement the CCBF policy;
 - work with Municipal Council to consider and review submissions from the Village of St. Peter's for awarding of CCBF funds;
- c) The Department Heads will be responsible to:
 - provide important information and advice to the C.A.O and Council regarding the review of submissions by the Village of St. Peter's for use of CCBF funds;

- d) The Village of St. Peter's will be responsible to:
- make every effort possible to secure outside sources of funding on any capital projects before submissions to the Municipality for eligibility screening.
 - provide, in writing to the Department of Municipal Affairs & Housing (DMAH), its intent to abide by the Municipality's obligations outlined in the Municipal Funding Agreement. (MFA).
 - provide timely reporting as required by the Municipality, the Province of Nova Scotia, and the Government of Canada.
 - maintain adequate record keeping satisfactory to the Municipality, the Province of Nova Scotia, and the Government of Canada.

6. Timing

- a) The Village of St. Peter's will make every effort to submit all capital projects for CCBF consideration for the year to the Municipality on or before the last day of February to be vetted by staff and included on the draft five year capital investment plan to be presented to Council during budget deliberations. Projects may also be accepted on a case by case basis throughout the year as they arise.

Policy Review/Amendment Schedule

This Policy was last reviewed :

Date of Review	Formally advertised and amended by Council
Adopted	June 26, 2023

Next Scheduled Review is Fall of 2025.