

**From:** Canada Community-Building Fund <ma.ccbfgrants@gov.ab.ca>

**Sent:** August 29, 2024 11:42 AM

**To:** Kevin Nagoya <KNagoya@coldlake.com>

**Subject:** CCBF Memorandum of Agreement and Program Guidelines

Dear Chief Administrative Officer/Administrator:

Further to the July 23, 2024, correspondence from Honourable Ric McIver, the Minister of Municipal Affairs, to your Chief Elected Official on your allocation under the Canada Community-Building Fund (CCBF), I am pleased to provide you with a Memorandum of Agreement (MOA) for your signature (attached).

Given that there have been some program changes, I strongly encourage you and your staff to review the revised CCBF program guidelines (attached) and other resources available on the program website ([Canada Community-Building Fund | Alberta.ca](https://www.alberta.ca/canada-community-building-fund)).

As Minister McIver indicated, Alberta and Canada have agreed to a renewed administrative agreement for the CCBF program. The program had been governed by a 10-year administrative agreement that covered the 2014-15 to 2023-24 period and expired in March 2024. The renewed CCBF administrative agreement, signed in July 2024, covers the 2024-25 to 2033-34 period.

The CCBF continues to provide predictable, long-term, stable funding for local governments to help build and revitalize public infrastructure to support job creation and long-term prosperity. Local governments continue to be able to determine local priority projects, provided they align with the eligibility criteria in the program guidelines.

### **CCBF Program Changes**

A few changes have been made to the CCBF program that are important to highlight. First, the allocation formula that determines how CCBF funds are distributed among eligible local governments has been updated. Starting in 2024, all eligible local governments receive a base funding amount (\$50,000 for most communities; \$5,000 for summer villages), with the remaining federal funding distributed on a per capita basis. In the past, funding was distributed on a per capita basis with each community guaranteed a minimum of \$50,000 (although summer villages received a base funding amount). This change ensures local governments benefit from any increases to federal CCBF funding over the course of the administrative agreement.

Also in the 2024 administrative agreement is a joint commitment between Alberta and Canada to address housing challenges in the province. For communities with a 2021 federal census population of 30,000 or more, the agreement requires the completion of a Housing Needs Assessment (HNA) and an annual Housing Outcomes Report. Information on the housing requirements and links to the HNA template can be found in Section 11.d of the program guidelines.

Other program changes include annual reporting requirements on project outcomes in addition to expenditure and project status, a revised payment condition that requires financial reporting to be certified prior to payment of CCBF funding, a federal requirement for local governments to maintain a distinct bank account for CCBF funding, and the introduction of CCBF spending restrictions for local governments with infrastructure management challenges, in alignment with the restrictions under the Local Government Fiscal Framework program.

These new elements are described in greater detail in the program guidelines on the program website. Local government allocations are also available on the website and will be updated annually after Alberta receives notification from Canada regarding the province's funding allocation.

### **Memorandum of Agreement**

The MOA governs the relationship under the CCBF between the province and the local government, including the funding relationship. Minister McIver has signed the agreement, and we request that you have the document signed and dated, in accordance with your internal signing policy, and return it to the department as soon as possible. The agreement can be signed and dated by up to two individuals duly authorized by council to sign agreements under Section 213(4) of the *Municipal Government Act*. Payment of your CCBF allocation cannot be released until the MOA is signed and returned, and other payment conditions are met. Please return the signed agreements to [ma.ccbfgrants@gov.ab.ca](mailto:ma.ccbfgrants@gov.ab.ca).

A seal in lieu of signature will not be accepted.

As always, Municipal Affairs grant advisors are available to support you in this process and answer any questions you may have about the CCBF. You may contact an advisor toll-free by dialing 310-0000, then 780-422-7125. Alternatively, grant advisors can be contacted at the email address listed above.

I look forward to continued work between your community and the Government of Alberta on infrastructure projects that benefit Albertans throughout the province.

Sincerely,

Brandy Cox

Deputy Minister

Attachments:

1. CCBF Local Government Memorandum of Agreement Template
2. CCBF Program Guidelines