

Community Infrastructure and Municipal Services	Policy	F3
	Effective Date	April 2002
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What is the policy?

The department policy is to fund community infrastructure and municipal services that meet the specified funding criteria, definitions and guidelines.

1. Buildings and infrastructure used for purposes other than a defined municipal service (see Appendix F3-A Definition of Municipal Services) will not be funded, unless previously approved by the department.
2. Where a service fee has been set by the community to provide a service, fees should cover the actual costs as much as possible. Where a shortfall exists, the community is responsible to cover the shortfall and identify the source of funds for this purpose.
3. **No funding will be provided to support infrastructure that has been replaced and the original infrastructure remains and is:**
 - **not used for a municipal service**
 - **converted to another municipal service that is not identified in this policy**
 - **providing a duplication in a municipal service**
4. Where a portion of a municipal building is used for a non-municipal service (such as a day care, community development corporation offices, etc.) the cost for that space must be recovered as rent from the group or agency using it. These costs may be calculated using the funding formula and the rental revenues defined as locally generated revenue.
5. Where council provides rental space or a building to other agencies, the costs for the facility must be deducted from the department funding. The agency is responsible for its share of the operating costs and the department can provide the calculations.
6. Funds for building infrastructure, upgrading, renovating and replacement may be provided according to the capital principles and relevant capital five-year plans. The department has established guidelines on the type and size of community infrastructure for fire halls, community halls and administrative buildings (see Appendix F3-B Guidelines for Community Infrastructure). These guidelines are intended as a recommendation to the communities for consideration when planning the size and floor plan for these buildings. The community is ultimately responsible for the final design, size and submission of a proposal as part of the five-year capital plan included in the community management plan to the department and therefore

must be able to justify to the department any increase in size or different design requests.

7. Funds to replace equipment and vehicle infrastructure are based on the replacement guidelines (see Appendix F10-A Vehicle Replacement Guideline). Reserve funds are held in the community for this purpose.

Other information

- Appendix F3-A Definition of Municipal Services
- Appendix F3-B Guidelines for Community Infrastructure