



Build Communities Strong Fund - Community stream (BCSF-CS)

2026/27 Pre-Construction Report (PCR)
Online Instruction Guide

Administered by the Department of Municipal Affairs (DMA)

Pre-Construction Report (PCR)

- The PCR provides planned project detail, including construction phase, signage, outputs & outcome indicators, etc. for **fiscal 2026-27**
- The PCR must be submitted using the online Municipal Reporting System (MRS) no later than **July 6, 2026 (extended)**
- The PCR has been enhanced from Excel to a web-based form that is completed within the MRS <https://municipal-reporting.novascotia.ca/>
- PCRs are primarily used for eligibility screening and identifying potential projects for communications
- Once PCRs are released within MRS (ready for input/completion), you will receive an email from the MRS system

Dashboard

To view Pre-Construction Reports (PCRs), select the **fiscal year** of the report you want to view, below the dashboard.

Cape Breton Regional Municipality

Fiscal Year 2026-27

Form Name	Form Type	State	Updated Date	Updated By
Pre-Construction Report	PCR	In Process	2026-04-27 04:34 PM	Rene.Wall@novascotia.ca

Select Fiscal Year: [2026-27](#) [2025-26](#) [2024-25](#) [2023-24](#) [2022-23](#)

The dashboard for your municipality displays. Click on the **Pre-Construction Report** link in the dashboard.

PCR Form

Pre-Construction Report (PCR)

Fiscal Year 2026-27

Current Form Version	
Current State	Released
Last Updated	2026-05-08 03:04 PM
Updated By	Michelle.Dao@novascotia.ca
Download	Export this Form to Excel
Complete Form	View or Edit Pre-Construction Report
⚠ Warnings	Accessing this Form will change its Current State from Released to In Process .

[Return to the Dashboard](#)

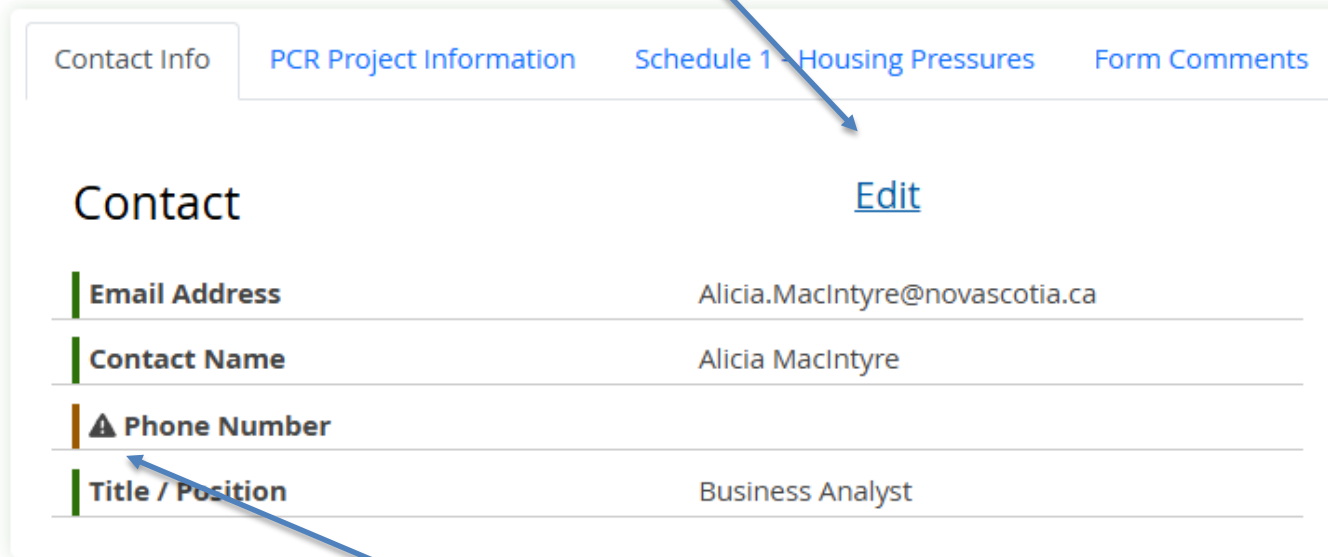
Once all fields in PCR web-form is submitted to DMA you have ability to export all form data by Excel-this is a **read-only copy (this is not the PCR template)**

Click here to return to the dashboard

Click **“View or Edit Pre-Construction Report”** to begin entering PCR form details

Contact Tab

Verify the contact info and if incorrect click “**Edit**” to fill out or make revisions (this section is auto-populated based on contacts approved within MRS). Click “**Save**” once fields are updated.



The screenshot shows a web interface with four tabs: "Contact Info", "PCR Project Information", "Schedule 1 - Housing Pressures", and "Form Comments". The "Contact Info" tab is active. Below the tabs, there is a "Contact" section with an "Edit" link. The form contains four fields: "Email Address" (Alicia.MacIntyre@novascotia.ca), "Contact Name" (Alicia MacIntyre), "Phone Number" (with a warning triangle icon and an orange bar), and "Title / Position" (Business Analyst). A blue arrow points from the "Edit" link to the "Phone Number" field.

Field	Value
Email Address	Alicia.MacIntyre@novascotia.ca
Contact Name	Alicia MacIntyre
Phone Number	[Warning Triangle Icon]
Title / Position	Business Analyst

If fields are missing, you will notice a **triangle icon next to an orange bar**

Project Information Tab

[Return to Form](#)

Contact Info

PCR Project Information

Schedule 1 - Housing Pressures

Form Comments

Submission Detail

PCR Project Information

! You must add at least 1 project when you indicate that you have projects to report.

Show entries

Search:

[Add a new Project](#)

Project Name	Project ID	Current Status	Actions	Project Eligible
No data available in table				

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

Do you have BCSF-CS projects planned for this current fiscal year? Yes

[Change to No](#)

Click here to add a new Project

If there are **no planned BCSF-CS project(s)** click here (it will permit you to bypass this section and go to the attestation section where you can **attest** and **submit** your form to DMA)

Project Details

Contact Info

PCR Project Information

Schedule 1 - Housing Pressures

Form Comments

[Municipal Affairs](#) » [Dashboard](#) » PCR Report

Project Information (current fiscal year)

Project ID

CIP or Unique Project ID

CIP-100-02

Project Name

Include Location, Asset Type and Nature of Investment

Water Treatment Plant Upgrade

Brief Description

Describe the scope of work and what the project aims to achieve. Include all major quantifiable components and other relevant information

Enter here

BCSF-CS Category

Drinking water

Nature of Investment

Upgrade/Renewal

Estimated Total Cost

Net HST Rebate

500000

Once you have completed the Contact Info tab, click the “PCR Project Information” tab

Complete all fields under Project Information

Project Details (continued)

Planned BCSF-CS Spend

Provide the planned BCSF-CS spend for current fiscal year

Other Federal Sources

Identify, e.g., ICIP, CHIF. If Not Applicable, please type N/A

Project Locations

Location	Geo Location	
5 Main St	3.4451 -34.533	Remove

Note: Changes to locations will not be recorded until you finish editing and click "Save" below.

DMA Comments

No Comments from DMA

Municipal Comments

Note: all fields are mandatory

Location –should be specific if feasible (i.e., Street address) and if there is more than one **Geo Location** (i.e., Lat and Long) you can click **Add Another Location**

DMA may provide **review comments/ update requests** here once reviewed

Click **"Save"** once all fields are entered or **"Cancel"** to go back to the last screen

Form Edits

Project Information

[Edit](#)

Project ID	CIP-100-02
Project Name	Water Treatment Plant Upgrade
Brief Description	Enter here
BCSF-CS Category	Drinking water
Nature of Investment	Upgrade/Renewal
Estimated Total Cost	500000
Planned BCSF-CS Spend	54000
Other Federal Sources	ICIP
Project Locations	

Once you save a section you can **edit** anytime by clicking here


If all fields are completed correctly there will be **green bars** to left

Pre-Construction Information

Pre-Construction Information


Planned Start Date

Planned Construction / Project Start Date

Planned End Date


Planned Construction / Project End Date

Current Status

Schedule C Compliance

Refer to Schedule C 

 Yes No (Please specify)

Click this icon to bring up **Schedule C**

Enter planned project **start date** and **end date** using the calendar icon

Select the **current status** of the project (Planned, Not Started, Project Underway and Completed)

Schedule C: Eligible and Ineligible Expenditures

1. Eligible Expenditures

1.1. Eligible Expenditures of the Municipality will be limited to the following

- a. 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;
- b. For capacity building category only, the expenditures related to strengthening the ability of Municipalities to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated

Pre-Construction Information (cont.)

Funding non-municipal entity

Refer to Schedule A, section 2.8 of MFA

- No
- Yes (Agreement Pending)
- Yes (Agreement Signed)



If funding a non-municipal entity, please refer to **Schedule A of MFA** (Council approval and signed Agreement is required)

Approved by Council

- Yes
- No



All funded BCSF-CS projects require **council approval**

Sign / Plaque installed

Yes

Sign Installation Date

2026-05-14



Signage installation status (if applicable) must be entered for all projects

DMA Comments

No Comments from DMA

Municipal Comments

Click **Save** once this section is completed (information can be edited at anytime prior to submission)

Save

[Cancel](#)



Project Outputs and Outcomes

[Municipal Affairs](#) » [Dashboard](#) » PCR Report

Project Outputs and Outcomes

Required. Refer to [Appendix A - Outputs and Outcome Indicators](#)

BCSF-CS Category

Wastewater

Planned Output Indicator

Complete BCSF-CS project category first

Output Value

To your best estimate

Length (m)

Planned Outcome Indicator

Number of households experiencing increased or improved wastewater service

Outcome Value

To your best estimate

Count (# households)

Click here to see **Appendix A**

Appendix A: Outputs and Outcome Indicators

Eligible Project Categories	BCSF-CS Output Indicators	Output Measure	BCSF-CS Outcome Indicators	Outcome Measure
Broadband connectivity	Size of increased or improved service area	Area (km ²)	Number of households experiencing increased or improved service	Count (# households)
Brownfield redevelopment	Area of land remediated	Area (m ² remediated)	Estimated land value of redeveloped site	Value (\$ per m ²)
Capacity building	Number of new or improved asset evaluations, assessments and reports	Count (# reports)	N/A	N/A

Select appropriate output indicator from drop down based on category and provide both an **output and outcome value**

Housing Outcomes

Housing Outcomes

Mandatory for HRM/CBRM but encouraged for all other municipalities. Refer to [Appendix B - Housing Definitions](#)

New Housing Units Enabled

Yes

No

of New Housing Units

4,500

Existing Housing Units Preserved

Yes

No

New Affordable Housing Units Enabled

Yes

No

Existing Affordable Housing Units Preserved

Yes

No

of Existing Affordable Housing Units

454

Click here to see the list of **housing definitions**

Provide housing units enabled and preserved for both new/existing and affordable housing (if applicable)

Note: Housing Outcomes are mandatory for **HRM and CBRM** and optional for all other municipalities

Housing Outcomes (continued)

Source or Method for Estimates

State the source and/or method for how number of new/existing housing and affordable units have been estimated

Housing Outcome Description

Describe how this project meets the outcome of preserving existing and/or enabling new housing and affordable housing

Provide the **methodology** for how housing indicators were estimated and describe how the project qualitatively meets the housing outcomes

DMA Comments

No Comments from DMA

Municipal Comments

Note: This section is mandatory for **HRM and CBRM** and optional for all other municipalities

Save

[Cancel](#)

Click **Save** once this section is completed or **Cancel** to go back to the last screen

Housing Pressures

[Return to Form](#)

[Contact Info](#) [PCR Project Information](#) [Schedule 1 - Housing Pressures](#) [Form Comments](#) [Attestation](#) [Submit](#)

Schedule 1 - Housing Pressures

! A minimum of 3 housing pressures is required.

! [Municipal Steps Taken](#) [Edit](#)

Not provided

[Add a new Housing Pressure](#)

Show entries

Search:

Rank Order	Housing Pressure	Reference	Actions
No data available in table			

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

Click here to add a new housing pressure

Note: This section is mandatory for **HRM and CBRM** and optional for all other municipalities

Housing Pressures (continued)

PCR Reports

Mandatory for HRM/CBRM but encouraged for all other municipalities

Rank Order ⓘ

Key Infrastructure-related Housing Pressure ⓘ

Based on needs and pressures identified in HNA. Three (3) minimum required.

Project Level Reporting Criteria ⓘ

Reference ⓘ

Please include the section number, page number, and a link to the relevant HNA

Housing Pressure Plan ⓘ

How does the municipality plan to address this key infrastructure-related Housing Pressure?

BCSF-CS used ⓘ

Is BCSF-CS being used to address this pressure?

 Yes No

Municipals Steps Taken to Address Housing Pressures

Municipal Steps Taken ⓘ

What steps has your municipality taken to enable/preserve and/or increase the supply and mix of new and/or affordable housing?

Save

[Cancel](#)

Describe the municipal steps taken to address these housing pressures and click **Save**

Once a **housing pressure** is added, enter all fields and click **Save** (minimum of 3 housing pressures are required). This section is mandatory only for HRM and CBRM.

Comment Summary

Contact Info

PCR Project Information

Schedule 1 - Housing Pressures

Form Comments

Attestation

Submit

Project Comments

Housing Pressure Comments

Housing Pressure #1



[View Housing Pressure Details](#)

Municipal Comments

DMA Comments

Housing Pressure

Test

[Edit](#)

Throughout the form there are sections that allow DMA and municipalities to add **Comments**. Once the form is submitted, DMA may send the form back for review and it will include any comments they entered, that need to be addressed by the municipality within the form. DMA comments can be **edited** by only DMA staff, and municipal comments can be edited by municipal users.

Attest Form

Attestation

Duly Authorized Municipal Representative

Jane Smith

Title / Position

Manager of Finance



I certify that all information provided in this Pre-Construction Report is accurate to the best of my knowledge and funded projects comply with the requirements of the BCSF-CS Municipal Funding Agreement.

Submit

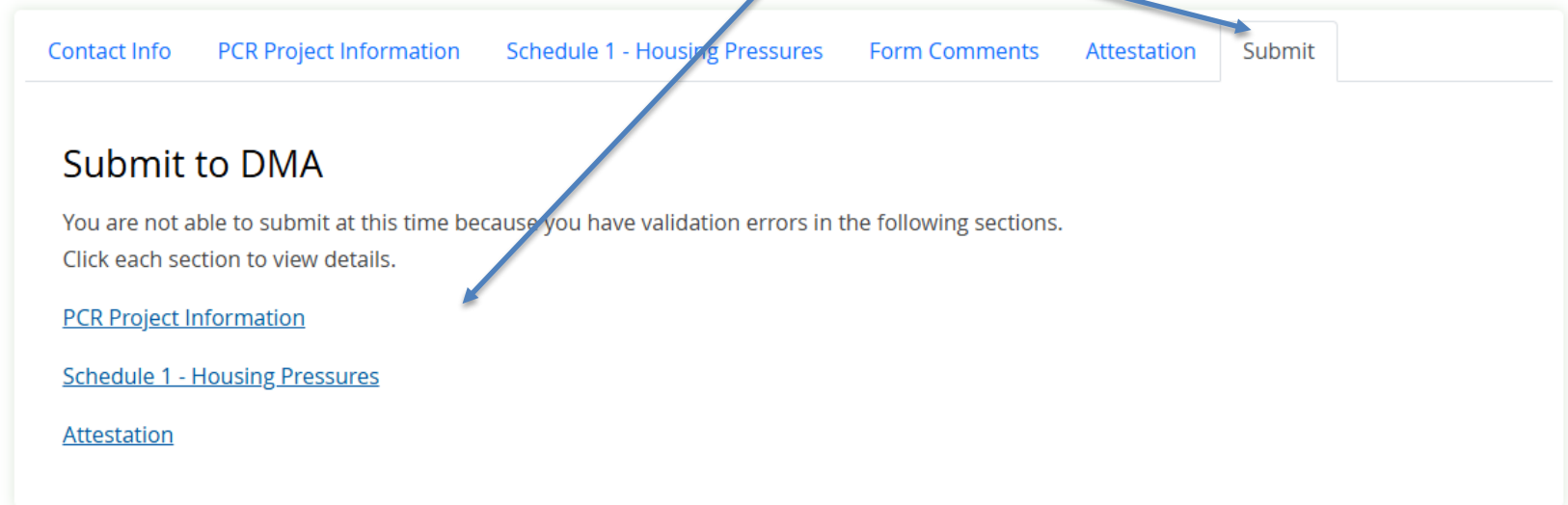
[Cancel](#)

Select the **Attestation tab** and enter the name and title of the person attesting the form and click the checkbox to attest and click the **Submit** button

Submit Form

When all mandatory form fields are entered and the form has been attested, you are ready to submit your PCR form to DMA for review. If there are sections that still need to be completed, they will be listed here.

In that case, click on each section listed to complete it.



Contact Info PCR Project Information Schedule 1 - Housing Pressures Form Comments Attestation Submit

Submit to DMA

You are not able to submit at this time because you have validation errors in the following sections.
Click each section to view details.

- [PCR Project Information](#)
- [Schedule 1 - Housing Pressures](#)
- [Attestation](#)

Submit Form (continued)

[Return to Form](#)

Contact Info

PCR Project Information

Schedule 1 - Housing Pressures

Form Comments

Attestation

Submit

Submit to DMA



I confirm that the information provided in this Pre-Construction Report is complete and accurate and that I am ready to submit to DMA for review.

Submit Completed Pre-Construction Report

Once all form validation has been addressed, you must check the **check box** and select the green **Submit Completed Pre-Construction Report** button to submit to DMA.

Note: Once DMA opens the PCR form, the status of the form will change to **Under Review** and edits can no longer be made. If there are revisions to the PCR, it will be sent back to the municipality, by DMA and will be now be in the **For Revision** status.

Contact Information

Program Email: BCSF-CS@novascotia.ca

For more information on the Build Communities Strong Fund - Community stream, please visit our website: [Canada Community-Building Fund for municipalities - Government of Nova Scotia](#) (branding updates pending)