

Instructions and Guidelines for Completing a Capital Investment Plan

Disclaimer

The information contained in this document is intended to serve as a reference for municipalities/Inuit Community Governments to assist them in the preparation of a CIP and to clarify the acceptance process. Capital Investment Plans are a requirement under the Local Government Gas Tax Funding Agreement/Inuit Community Government Gas Tax Funding Agreement, as prescribed under the Canada – Newfoundland and Labrador Agreement on the Transfer of Federal Gas Tax Revenues 2006-2015. This document should not serve as a substitute for the actual Local Government Gas Tax Funding Agreement/Inuit Community Government Gas Tax Funding Agreement or amendments.

What is a Capital Investment Plan?

- Is a multi-year plan that details the municipal infrastructure projects that a municipality/Inuit Community Government proposes to complete.
- Has to be submitted by the municipality/Inuit Community Government to the Department of Municipal Affairs-Gas Tax Secretariat for project approval.
- Will support the municipalities/Inuit Community Government Integrated Community Sustainability Plan.

What should be included a Capital Investment Plan?

1. Capital Investment Plan Application -Part 1 and Part 2
2. Quote (details/costs supporting proposed project)

What happens to the CIP once submitted?

1. Application reviewed for accuracy and completeness.
2. May require additional information, you will be contacted by the Gas Tax Secretariat.
3. If document are complete, will apply three eligibility tests and make recommendation to the Gas Tax Committee.
4. Once accepted by the Gas Tax Committee, a letter of approval/rejection will forwarded to your council.

What tests are applied to the CIPs when submitted?

1. Project Category

- It must be demonstrated that each project fits into one of the eligible categories in Schedule A of the Agreement.

2. Environmental Outcome

- Each project must directly contribute to one of the three environmental outcomes i.e. Cleaner Air, Cleaner Water or Reduced Greenhouse Gas Emissions
- Or the project must directly contribute to the operation of a system that directly contributes to one of the three environmental outcomes.

3. Eligible Costs

- The applied must be consistent with the eligible costs as defined in Schedule B of the Agreement.
- The applied costs must be within the scope of the project as defined by the first two tests.

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