

Guide to AMO's CCBF Reporting Module

2022 Reporting Year

For Release: January 2023

Disclaimer: This guide has been developed to help municipalities meet the reporting requirements of the [Municipal Funding Agreement](#). Note that this guide does not meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA). Please contact AMO's Canada Community-Building Fund Team at ccbf@amo.on.ca if you require assistance to use this guide.

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Introduction

The Canada Community-Building Fund

The Canada Community-Building Fund (CCBF) is a permanent, predictable and stable source of funding for local infrastructure. Formerly known as the federal Gas Tax Fund, the CCBF transferred \$2.3 billion to Canadian municipalities in 2022. Ontario's share came to over \$0.8 billion.

The Association of Municipalities of Ontario (AMO) administers the CCBF to all municipalities in Ontario except the City of Toronto. Funds are allocated to municipalities on a per capita basis; investments are intended to boost productivity and economic growth, contribute to a cleaner environment, and help municipalities build stronger communities.

Eligible Investments

Funds can be invested in 17 categories of infrastructure – or used to finance capacity-building projects that support long-term growth and asset management. Eligible investment categories are listed below and described in Schedule B to the [Municipal Funding Agreement](#) (MFA).

Productivity and Economic Growth	Clean Environment	Strong Cities and Communities
Broadband Connectivity	Brownfield Redevelopment	Capacity Building
Local and Regional Airports	Community Energy Systems	Culture
Local Roads and Bridges	Drinking Water	Disaster Mitigation
Public Transit	Solid Waste	Fire Stations
Short-Line Rail	Wastewater	Recreation
Short-Sea Shipping		Sport
		Tourism

Reporting Requirements

Municipalities must report the expenditure, transfer, and investment of funds – and results achieved through the investment of those funds – to AMO each year. Annual reports must be submitted by March 31st, 2023. AMO also asks municipalities to complete questionnaires describing their asset management and risk management practices at that time.

AMO developed the Reporting Module (RM) to streamline the reporting process. The RM is available at gastax.amo.on.ca; this guide describes how to use the RM to submit annual reports.

The Reporting Module

The Structure of the Reporting Module

The RM has three sections:


- **Community** – contains guidance documents, templates, sample policies and procedures, and other information to help you complete your annual report;
- **Project Portfolio** – is where you report the use of CCBF funds, describe the scope of projects financed and the results achieved, and fill out AMO's questionnaires; and
- **Reports** – allows you to generate reports summarizing information previously reported to AMO by your municipality (e.g., CCBF expenditures and project results).

Each section consists of multiple pages. Sections and pages are described below.






The Layout of the Reporting Module

The interface of the RM has three components:

- **Administrative functions** – appear at the top of the page and allow you to log in or out, modify the appearance of the RM, contact the CCBF Team, and return to the home page;
- **Tab strips** – appear near the top of the page and allow you to access different sections of the RM (using the grey tabs) or flip between pages within a section (using the green tabs); and
- **The action area** – includes everything below the green tab strip and is where information appears and data entry occurs.



WELCOME, GAS TAX CONTACT

[LOGOUT](#) | [CONTRAST](#)  [TEXT SIZE](#)    

[Community](#) | [Project Portfolio](#) | [Reports](#)

[Eligibility](#) | [Communication](#) | [Reporting](#) | [Outcomes](#) | [Asset Management](#) | [Policies and SOPs](#)

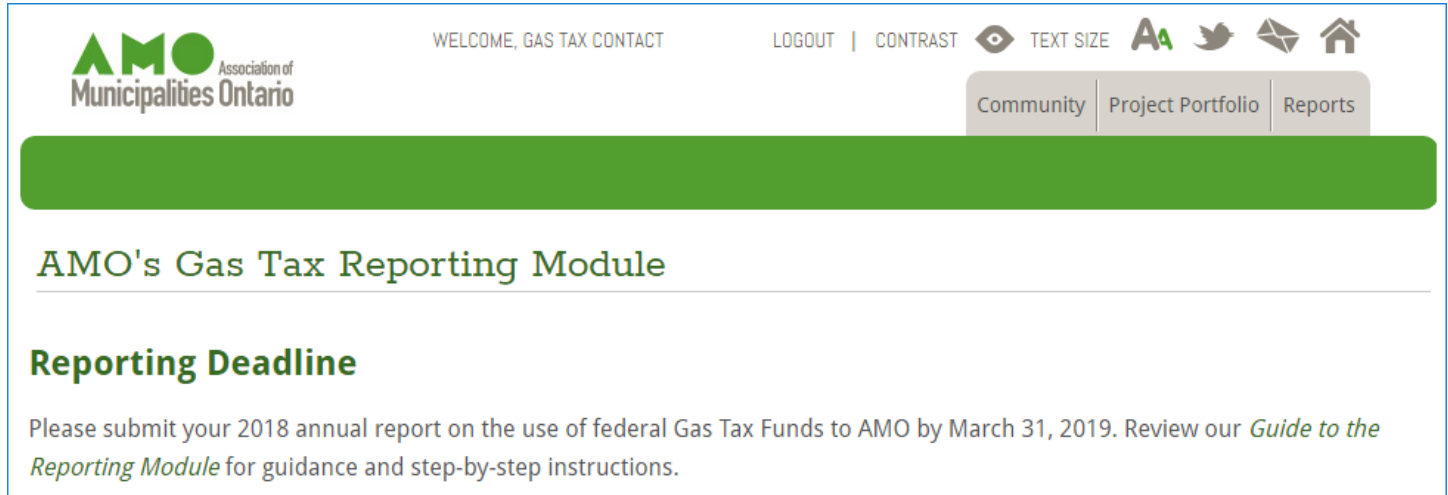
AMO Gas Tax Community

Welcome to the Gas Tax Community. This is where you will find guidance documents, templates, sample policies and procedures, and other information to help you complete your annual report. Let us know if you require any further guidance.

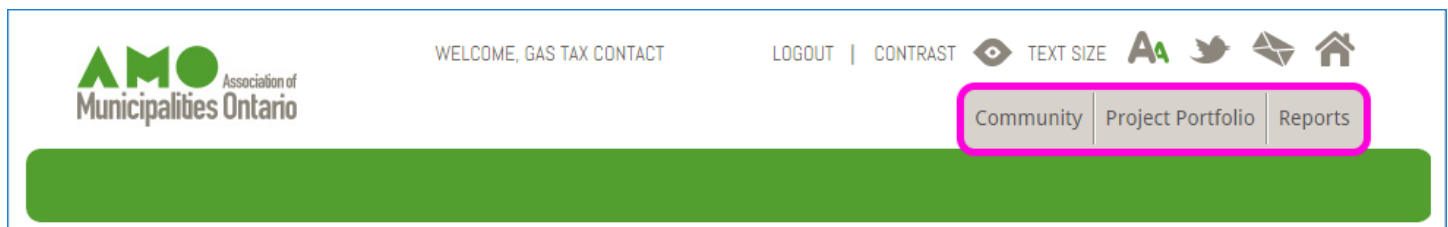
AMO's Gas Tax Team

Navigating Through the Reporting Module

You will be taken to the home page when you first log in to the RM. Announcements from AMO's CCBF Team and a description of any major changes made to the RM will appear here.



Access the three sections of the RM – the Community, the Project Portfolio, and Reports – using the grey tabs near the top right of the page.



Access pages within each section using the links that appear in the green tab strip. The links will differ from section to section; those shown below are for the Project Portfolio.



Common Icons, Buttons and Symbols

Several icons, buttons and symbols appear throughout the RM.



Help – Use this button to view instructions, examples, and other contextual information describing how to fill out a form or use a tool in the RM.



Information – Use this button to view a brief description of a report available in the RM.



Print – Use this button to generate a pdf copy of a report.



Email – Use this button to email a pdf copy of a report.



Export report – Use this button to generate an Excel file containing the data from a report, condensed and consolidated for distribution and presentation.



Export data – Use this button to generate an Excel file containing the data from a report, arrayed in rows and columns to facilitate data analysis.

References to Gas Tax

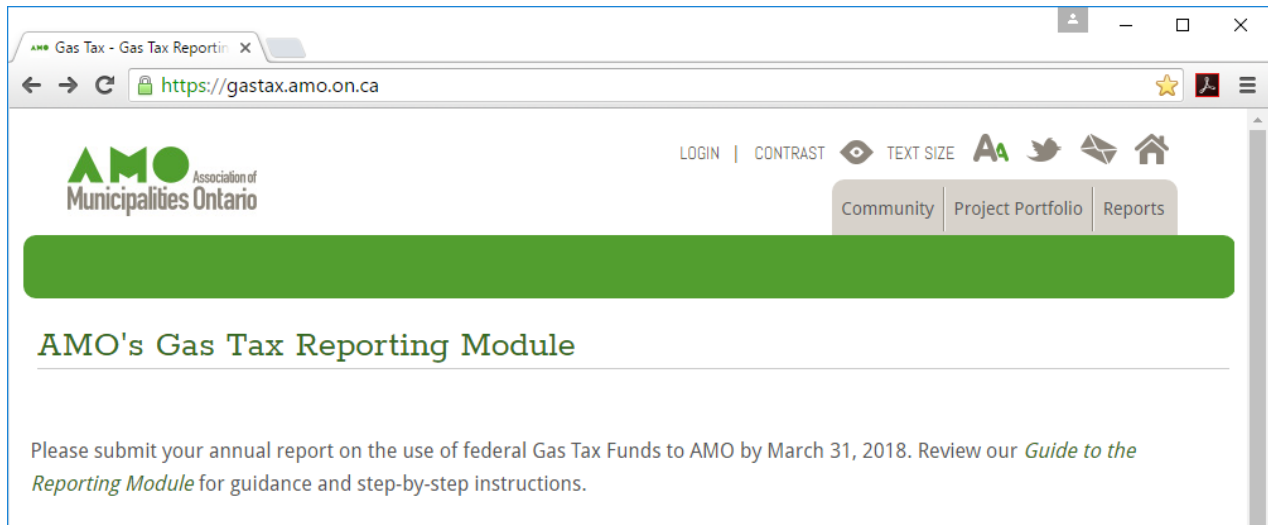
The CCBF was formerly known as the federal Gas Tax Fund. Some fields, headers, and text in the RM continue to refer to the Fund by its former name.

Accessing the Reporting Module

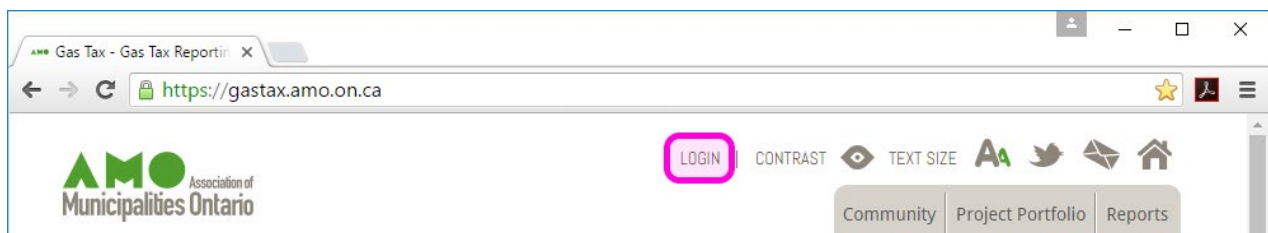
Logging In

To access the RM:

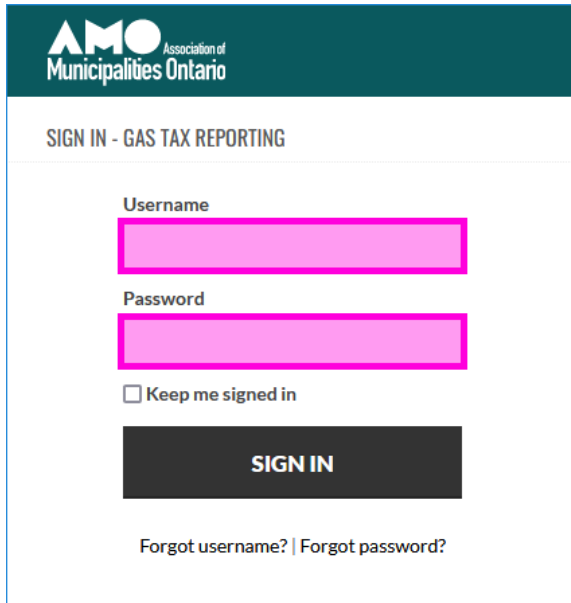
1. Navigate to gastax.amo.on.ca;



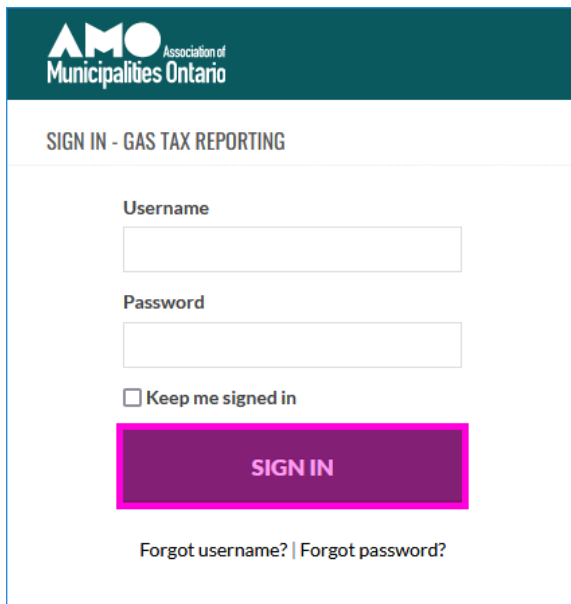
2. Select the "Login" button at the top of the page;



3. Enter your username and password; and



4. Select "Sign In" to access the RM.



Login Requirements

Note that only Internet Explorer 10 and 11, Chrome, Firefox and Opera are supported at this time.

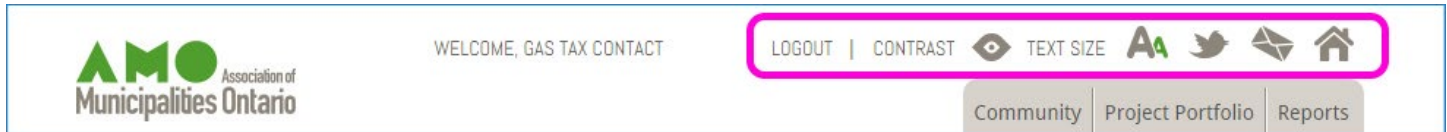
Requesting Assistance

Please contact AMO's CCBF Team at ccbf@amo.on.ca if you require assistance to access the RM.

Using Administrative Functions

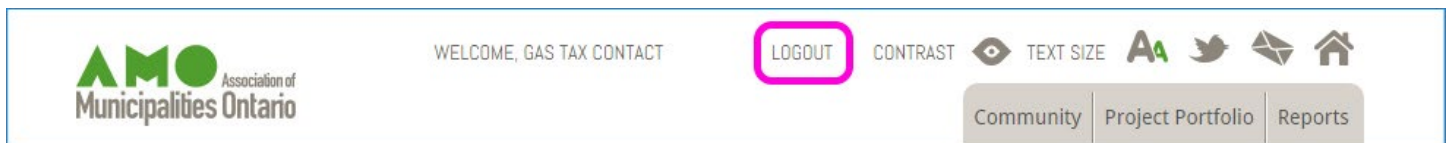
Overview

Administrative functions appear at the top of the RM and allow you to log in or out, modify the appearance of the RM, contact AMO's CCBF Team, and return to the home page.




Logging Out


Help keep your information secure by logging out of the RM when you have finished entering or reviewing your data. Use the "Logout" button to log out of the RM.



Increasing the Visibility of Text and Icons

You can increase the visibility of text and icons on the RM using the:


 **Contrast button** – to adjust the contrast of text, tabs, and icons; and

 **Font button** – to increase the size of text.

Both buttons function as toggles. Take a moment to explore each option to identify the design that works best for you.


Contacting AMO's CCBF Team

You may contact AMO's CCBF Team using the:

 **Email button** – to send an email to ccbf@amo.on.ca; and

 **Twitter button** – to view the latest updates on AMO's [Twitter feed](#).

Returning to the Home Page

 Use the **home button** to return to the home page from any section of the RM.

Completing Your Annual Report

The Ten Steps to Completion

To complete your annual report on the use of CCBF funds:


1. [Log in to the RM](#)
2. [Open your Project Portfolio](#)
3. [Add new projects to your Portfolio if necessary](#)
4. [Update project expenditures and details](#)
5. [Report results achieved by completed projects](#)
6. [Report transfers and interest earned](#)
7. [Complete and submit your Risk Management Questionnaire](#)
8. [Complete and submit your Asset Management Questionnaire](#)
9. [Submit your Certificate of Insurance to AMO](#)
10. [Close the reporting year to submit your report to AMO](#)

Select an item from the list above to view detailed instructions – or continue reading to review the steps of the reporting process in sequence.

Please contact AMO's CCBF Team at ccbf@amo.on.ca if you require additional assistance.

Accessing Your Project Portfolio

The Project Portfolio is where you report the use of Funds, describe projects financed and results achieved, and fill out AMO's questionnaires. Access your Project Portfolio from the grey tab strip.


WELCOME, GAS TAX CONTACT
LOGOUT | CONTRAST
TEXT SIZE
Aa

Community | Project Portfolio | Reports

[Projects](#) | [Create New Project](#) | [Financials](#) | [Insurance](#) | [Risk Management](#) | [AMP Outcomes](#) | [Close Year](#)

Project Portfolio > Projects

Need help? Review our frequently asked questions or contact AMO's Gas Tax Team.

Gas Tax Projects (Status as of December 31, 2018)

☒ Open (8)
 ☐ Construction In Progress (5)
 ☐ Construction Complete (3)
 ☐ Closed (29)
 ☐ All (37)

AMO ID	Project Title	Category	Outcomes	Status	Start ↓	EOC	EOF	
11188	Construction of Lakeside Trail from Forestgrove to Pinewood (18-217TR)	Recreation	Enter	Construction In Progress	2018-01-10	2018-08-01	2018-08-01	Edit



The Project Portfolio has nine pages:

- **Projects** – lists all projects in your Project Portfolio and allows you to review or edit project descriptions, report project expenditures, and report project results;
 - **Project Editing** – allows you to review or edit project details and expenditures;
 - **Project Results** – allows you to review or edit project results;
- **Create New Project** – allows you to add a project to your Project Portfolio;
- **Financials** – allows you to report the transfer of CCBF funds to or from another municipality and the interest earned on unused Funds;
- **Insurance** – allows you to submit and review your Certificate of Insurance;
- **Risk Management** – contains AMO's Risk Management Questionnaire;
- **AMP Outcomes** – contains AMO's Asset Management Questionnaire; and
- **Close Year** – allows you to submit your annual report.

Use the links on the green tab strip to flip through pages in the Project Portfolio. Note that the Project Editing and Project Results pages are accessible only from the Projects page.

Reviewing Your Project Portfolio

Review the projects in your Project Portfolio from the Projects page.


WELCOME, GAS TAX CONTACT
LOGOUT | CONTRAST
TEXT SIZE


Community
Project Portfolio
Reports

Projects
Create New Project
Financials
Insurance
Risk Management
AMP Outcomes
Close Year

Project Portfolio > Projects

Need help? Review our frequently asked questions or contact AMO's Gas Tax Team.

Gas Tax Projects (Status as of December 31, 2018)

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The Projects page describes, for each project, the:

- **AMO ID** – a unique and permanent project identifier assigned by AMO;
- **Project title** – a concise description of the project that conveys, at a glance, an understanding of what you're doing and what you hope to accomplish;
- **Category** – the investment category that best fits the project, given the scope of the project and the eligibility criteria described in the Community;
- **Status** – the current status of your project (i.e., construction in progress, construction complete, or closed) as described below;
- **Start date** – the date on which design, construction, or work (as appropriate, given the scope and category of the project) began or is scheduled to begin;
- **End of construction** – the date on which construction ended or is expected to end; and
- **End of financing** – the date on which financing ended or is expected to end.

Note that projects are classified as:

- **Closed** – if construction and financing ended before the current reporting year;
- **Construction Complete** – if construction ended before the current reporting year and financing ends in or after the current reporting year; and
- **Construction in Progress** – if construction ends in or after the current reporting year.

Projects listed can be sorted, filtered, reviewed or updated.

- **Sort the list** – in alphanumeric or chronological order by selecting a heading;
- **Filter the list** – by project status by selecting "Open", "Construction in Progress", "Construction Complete", "Closed", or "All" from the options above the list;
- **Report or review project results** – by selecting "Enter", "Edit" or "View" under the *Outcomes* column to open the Project Results page; and
- **Update or review project expenditures and details** – by selecting "Edit" or "Display" from the rightmost column to open the Project Editing page.

Adding a Project to Your Portfolio

Before adding a project to your Portfolio:

1. **Review eligibility criteria** – in the Community to ensure that your project is eligible for CCBF funding; and
2. **Contact AMO's CCBF Team if necessary** – at ccbf@amo.on.ca to resolve any questions about the eligibility of your project.

Add eligible projects to your Portfolio at the earliest opportunity. To add a project:

1. **Access the Project Creation page** – from the green tab strip in the Project Portfolio;
2. **Describe the project** – by filling in all mandatory fields in accordance with the guidance provided below and the help text provided for each field; and
3. **Save the project to your Portfolio** – using the “Save and Close” button to return to the Projects page or the “Save and Continue” button to continue inputting project expenditures and details on the [Project Editing page](#).

Note that:

- **Most fields are mandatory** – these fields are identified with an asterisk (*);
- **The page must be filled out from top to bottom** – because the options available in some fields depend on the option that you select in a previous field (subcategories, for example, vary from category to category; the list of subcategories available therefore depends on the category that you select);
- **All information may be made public** – with the exception of internal project titles, all information that you provide may be made public in AMO's Annual Reports on the CCBF or on AMO's website (www.buildingcommunities.ca);
- **Primary categories cannot be changed** – this field is locked when the project is added to your portfolio (though you may contact AMO's CCBF Team at ccbf@amo.on.ca if changes are required); and
- **All other fields can be revised until construction is complete** – as explained in the section below regarding the [update of project information and expenditures](#).

The Project Creation page is illustrated on the next page.

Create a New Project Eligible for Federal Gas Tax Funding

Use this page to describe a new infrastructure or capacity-building project that your municipality intends to finance with the federal Gas Tax Fund.

All fields are mandatory – with the exception of the Internal Project Title. Use the green help icons to view guidance describing how to complete each field. Refer to AMO's *Guide to the Reporting Module* for detailed instructions.

Please review eligibility criteria in the [Gas Tax Community](#) to ensure that your project is eligible for federal Gas Tax Funding before proceeding. Contact AMO's Gas Tax Team if you have any questions about the eligibility of your project.

Project Title * ?
Internal Project Title ?

Project Location Information * [Map the Project](#) ?

Project Locations

[Add a new location](#)

Project Start Date * ?

Primary Category * <--- Select a Category ---> ?

Eligible Project Sub Category * <--- Select a Sub Category ---> ?

Other Categories

Impacted by the

Investment

Details of Infrastructure Investment * Provide a brief outline of the project scope including various components and the main objective of the project. Please enter text in a case-sensitive manner and in proper sentences (no bullet points).

500 characters left.

Total Gas Tax Funds Budgeted * 0.00 ?

Total Project Cost * 0.00 ?

[Cancel](#) [Save and Close](#) [Save and Continue](#)

Fields on the Project Creation page include the:

- **Project title** – a concise description of the project that conveys, at a glance, an understanding of what you're doing and what you hope to accomplish;
- **Internal project title** – a reference number or code used within your municipality to identify the project (these reference numbers and codes should not appear in your project title);
- **Project location information** – the geographic coordinates and municipal addresses of all assets affected by the project, entered using the [Mapping Tool](#);
- **Project start date** – the date on which design, construction, or work (as appropriate, given the scope and category of the project) began or is scheduled to begin;
- **Primary category** – the investment category that best fits the project, given the scope of the project and the eligibility criteria described in the Community (see the note below);
- **Subcategory** – the subcategory that best fits the project, given the scope of the project and the subcategory options available;
- **Subcategory (Other)** – an alternative subcategory to be entered if the project does not fit neatly under an existing subcategory (this is hidden unless "Subcategory" is set to "Other");
- **Other categories impacted** – a list of other investment categories likely to be affected by the project (e.g., if the project involves both roadwork and the replacement of watermain);
- **Details of the investment** – a brief outline of the project that identifies the main objective, key activities or components involved, and expected outputs and outcomes;
- **Total CCBF funds budgeted** – the total amount of CCBF funds allocated to the project over the life of the project; and
- **Total project cost** – the amount to be spent on the project by all funding sources – including both eligible and ineligible expenditures – less HST rebates.

Review the help text for each field before entering information. Help text is updated regularly and provides additional guidance and examples.

Fire Stations were made eligible in 2021. Please contact ccbf@amo.on.ca if your community invested – or plans to invest – funds in this category.

An example of a completed Project Creation page is illustrated below. Note that relevant warnings may appear in red text as you enter information.

Project Title *

Construction of Lakeside Trail from Forestgrove to Pinewood

?

Internal Project Title

18-217TR

?

Project Location Information *

Map the Project

?

Project Locations	Description	Address	Primary
	Centre of Lakeside Trail	1 Park Street, Asgard, ON A0A 0A0	Yes

Add a new location

Project Start Date *

2018/01/10

?

Primary Category *

Recreation

?

Eligible Project Sub Category *

Recreation Networks

?

Other Categories Impacted by the Investment

☐ Regional and Local Airports
 ☐ Disaster Mitigation
 ☐ Sports

☐ Broadband Connectivity
 ☐ Recreation
 ☒ Tourism

☐ Brownfield Redevelopment
 ☐ Local Roads and Bridges
 ☐ Public Transit

☐ Capacity Building
 ☐ Short-line Rail
 ☐ Wastewater

☐ Community Energy Systems
 ☐ Short-sea Shipping
 ☐ Water

☐ Culture
 ☐ Solid Waste

Details of Infrastructure Investment *

Provide a brief outline of the project scope including various components and the main objective of the project. Please enter text in a case-sensitive manner and in proper sentences (no bullet points).

This project involves construction of a new trail along the shores of Lake Slobury to link Forestgrove Park with Pinewood Park. A 3.1 km path will be cleared and paved to create new opportunities for cycling, hiking and leisure in our community. Energy-efficient lighting will be installed to ensure that the trail is safe at night, signage will be posted to help residents navigate the trail, garbage bins will be placed to keep the trail tidy and benches will be installed to let folks rest.

?

4 characters left.

Total Gas Tax Funds Budgeted *

600,000.00

?

Please post a sign recognizing the federal contribution to this project before construction begins. See the Community Page for guides and templates.

Total Project Cost *

1,000,000.00

?

Cancel

Save and Close

Save and Continue

Locating Projects with the Mapping Tool

Projects are mapped on <http://www.buildingcommunities.ca/project-map>. Note that:

- **All projects are mapped** – including those without a clearly-defined location (e.g., capacity-building investments in asset management systems); and
- **Each project is mapped to a single location** – even if multiple locations are affected by the investment (e.g., roadwork occurring across the municipality).

Select an appropriate location when mapping your project. This is generally the location of the asset affected by the project – but could alternatively be:

- **Your Council chambers or municipal offices** – if the project does not have a clearly-defined location (e.g., capacity-building initiatives), or if the project affects assets widely scattered across your community (e.g., roadwork occurring across the municipality);
- **The approximate centre of work** – if the project affects one or more stretches along a single linear asset (e.g., sections of a road, watermain, or sewer);
- **A transit garage** – if the project involves the purchase or improvement of buses, the implementation of software to improve your transit network, or other transit-related activities that cannot be tied to a single asset; or
- **Some other central point** – if the project affects multiple assets tightly clustered around a central point (e.g., a park, if the project is for the rehabilitation of roads around a large park).

Note that the map should be centred over your municipal offices by default. Please contact AMO's CCBF Team at ccbf@amo.on.ca if this is not the case.

You can specify multiple locations for a project – but only one, the “primary location”, is mapped. Ensure that the primary location that you select is appropriate and reasonably accurate.

Project locations are entered using the Mapping Tool. To use the Mapping Tool:

1. **Open the mapping tool** – by selecting “Map the Project” from the [Project Creation page](#) or “View Locations” from the Project Editing page.

Create a New Project Eligible for Federal Gas Tax Funding

Use this page to describe a new infrastructure or capacity-building project that your municipality intends to finance with the federal Gas Tax Fund.

All fields are mandatory – with the exception of the Internal Project Title. Use the green help icons to view guidance describing how to complete each field. Refer to AMO's *Guide to the Reporting Module* for detailed instructions.

Please review eligibility criteria in the [Gas Tax Community](#) to ensure that your project is eligible for federal Gas Tax Funding before proceeding. Contact AMO's Gas Tax Team if you have any questions about the eligibility of your project.

Project Title *

?

Internal Project Title

?

Project Location Information *

Map the Project

?

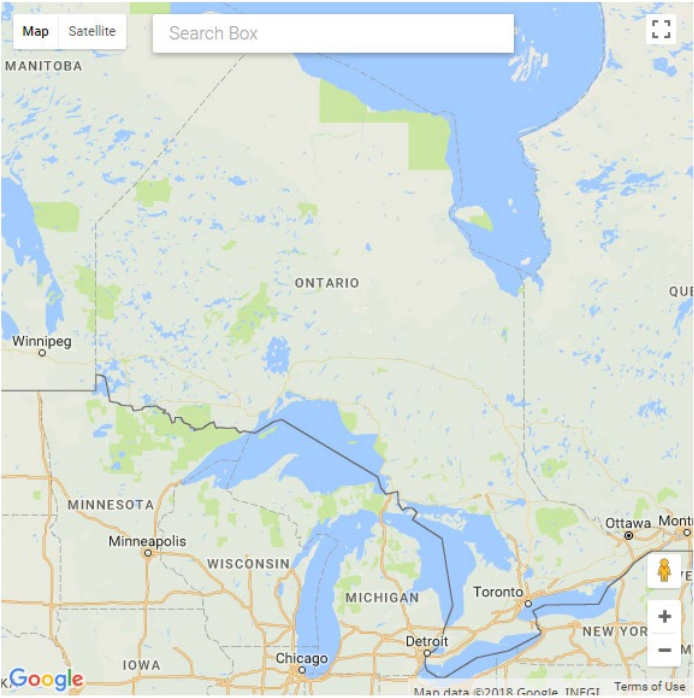
Project Locations

Add a new location

Gas Tax Project Location

Map Satellite

Search Box



Search Results

?

Add Project Location

Add Project Location

Current position:

Closest matching address:

Marker status:

Click and drag the marker.

Markers:

Display all saved markers

Cancel

Save Locations

- 2. Search for your project** – by entering an appropriate address, postal code, or place name in the “Search Box” field.

Gas Tax Project Location

Map Satellite

Association of Municipalities of Ont...

Association of Municipalities of Ca...

Association of Municipalities of Krk...

Association of Municipalities of the...

ASSOCIATION OF MUNICIPALITIES

powered by Google

Search Results

?

Add Project Location

Add Project Location

Current position:

Closest matching address:

Marker status:

Click and drag the marker.

Markers:

Display all saved markers

Cancel

Save Locations

You can alternatively use the “Add Project Location” button to drop a marker in the centre of the visible map region at any point without doing a search (see Step 4). This is helpful when your asset does not have a name or address (e.g., for roadwork). Note that the map should be centred over your municipal offices by default.

20

3. **Confirm that you're in the right spot** – by looking at the map or reviewing the addresses listed under "Search Results". Try different search terms if you are taken to the wrong part of the world.

Gas Tax Project Location

Map
Satellite

Association of municipalities

Search Results

200 University Ave, Toronto, ON M5H, Canada

Add Project Location

[Add Project Location](#)

Current position:

Closest matching address:

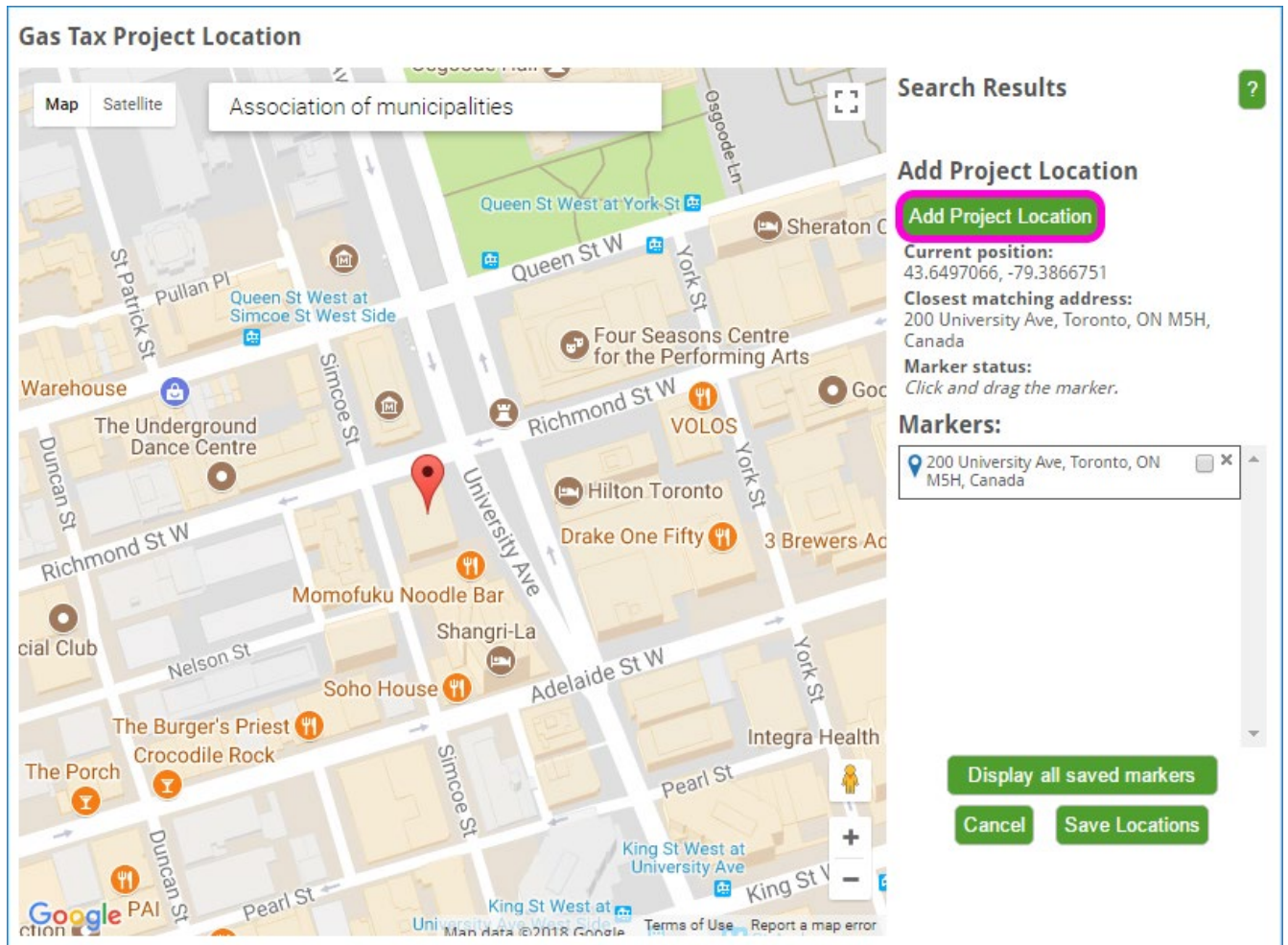
Marker status:
Click and drag the marker.

Markers:

[Display all saved markers](#)

[Cancel](#) [Save Locations](#)

4. Drop a map marker – by selecting “Add Project Location” once you’re in the right area.



Note that the map should be centred over your municipal offices by default.

- Move the marker if necessary** – by clicking the marker and dragging it to the appropriate location if it is out of place.

Gas Tax Project Location

Map
Satellite

Search Results

Add Project Location

Current position:
43.64979199, -79.3866751

Closest matching address:
Dragging...

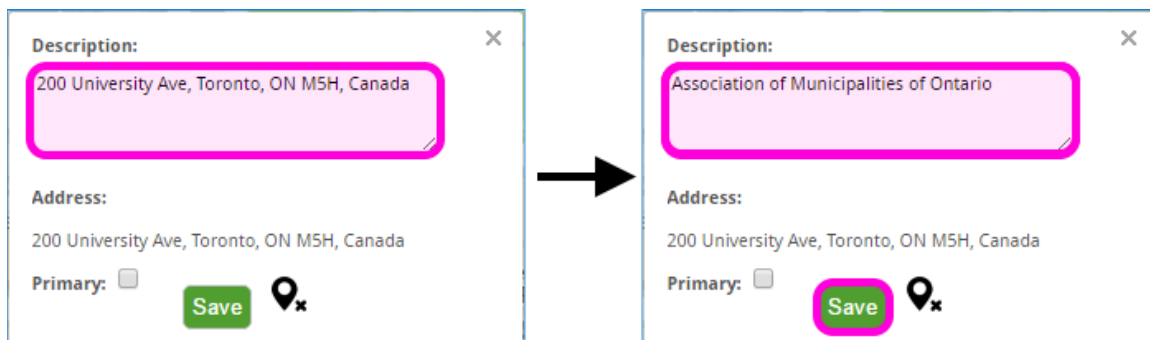
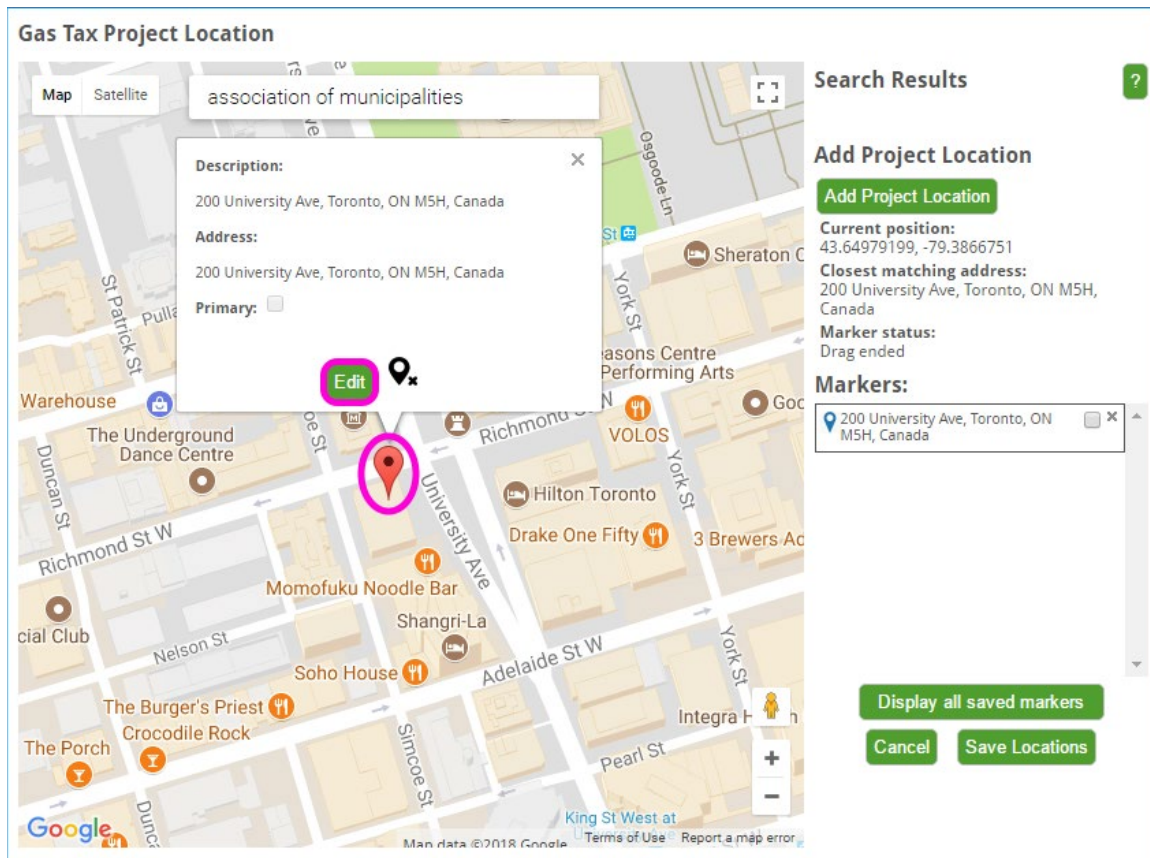
Marker status:
Dragging...

Markers:

Display all saved markers

Cancel
Save Locations

- Optionally: describe the location marked** – by clicking the marker, selecting “Edit”, entering a meaningful description, selecting “Save”, and selecting “x” to close the editing box.

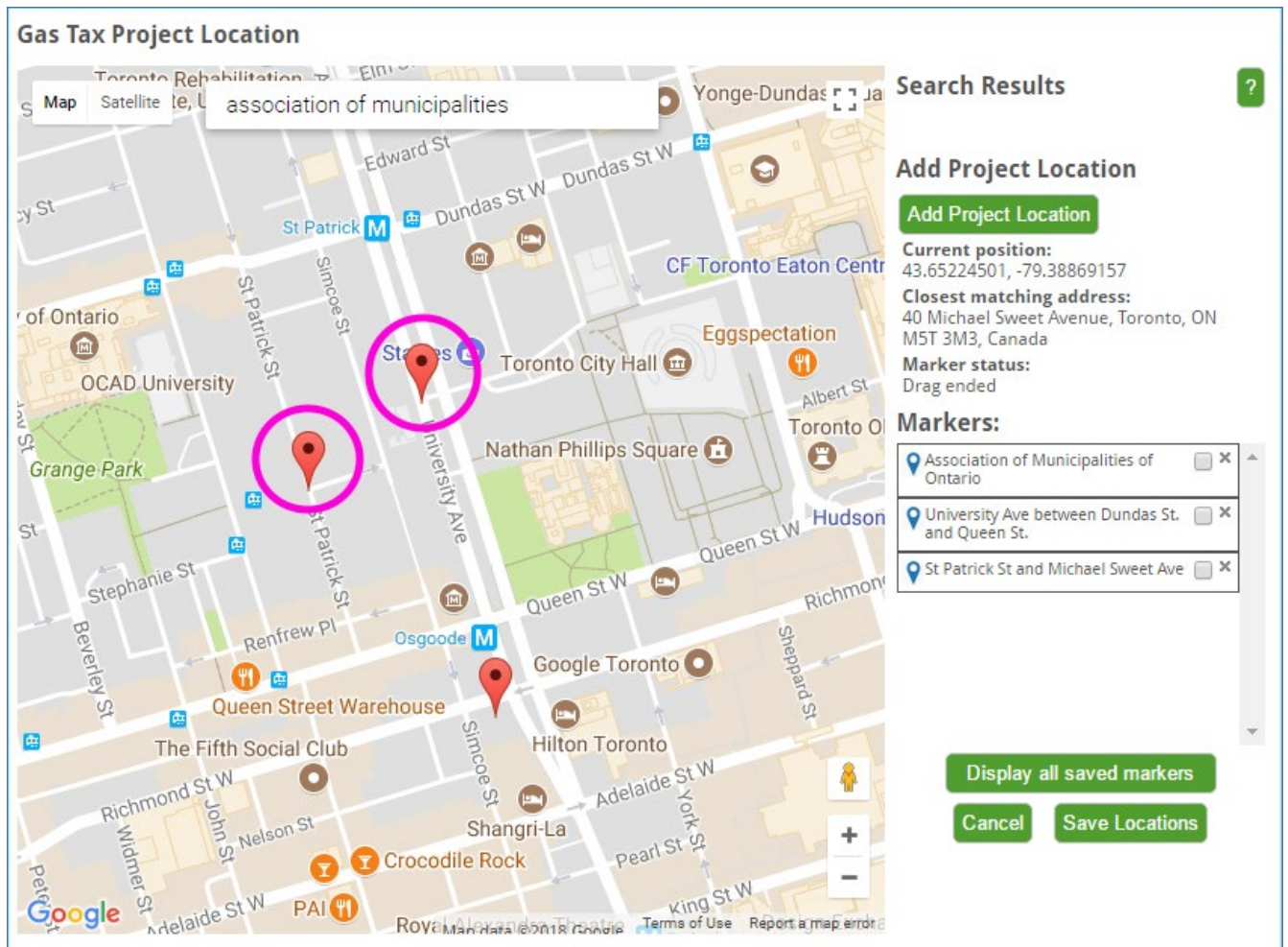


Descriptions are useful to identify locations that you’ve added – but are not used outside of the Reporting Module. This step is therefore optional.

Note that the description is, by default, the address nearest to the marker’s original location. The description is not automatically updated when you move the marker.

A meaningful description is an address, name or phrase that appropriately describes the location – e.g., “Alexandra Sloman Arena”, or “Kirby St. between Charles St. and Xavier Ave”.

7. **Optionally: map any other assets affected by your project** – by repeating steps one to six for each remaining asset.



Only one location – that identified in Step 8 – will be mapped on <http://www.buildingcommunities.ca/project-map>. You may optionally identify other locations for record-keeping purposes, to share this information with AMO, or for your own reference.

- Identify the primary location of your project if you created multiple markers – by checking the box next to the most representative marker listed under “Markers”.

Gas Tax Project Location

Search Results

Add Project Location

Add Project Location

Current position:
43.65224501, -79.38869157

Closest matching address:
40 Michael Sweet Avenue, Toronto, ON M5T 3M3, Canada

Marker status:
Drag ended

Markers:

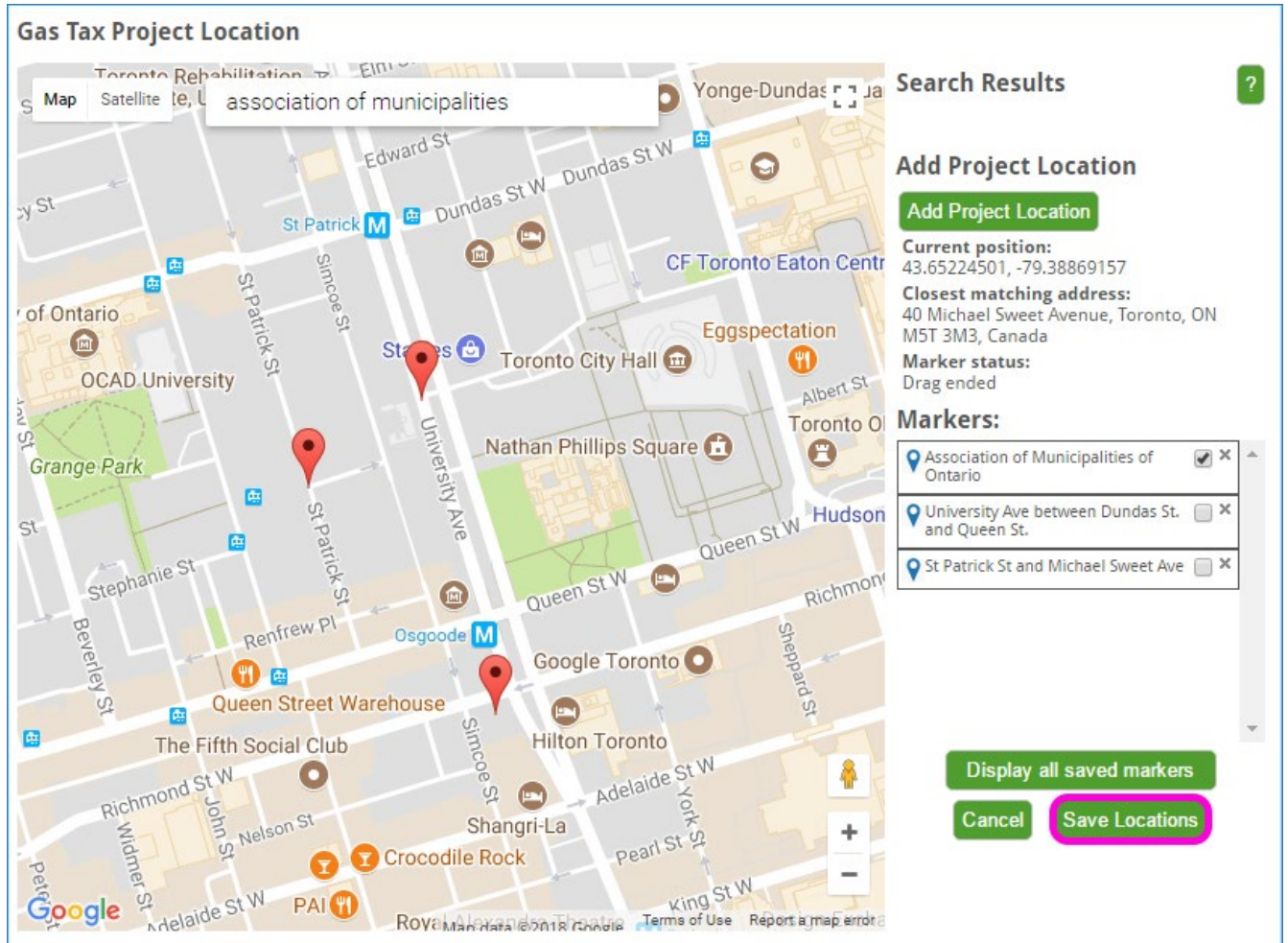
Association of Municipalities of Ontario	<input checked="" type="checkbox"/>
University Ave between Dundas St. and Queen St.	<input type="checkbox"/>
St Patrick St and Michael Sweet Ave	<input type="checkbox"/>

Display all saved markers

Cancel **Save Locations**

The primary location is mapped on www.buildingcommunities.ca.

9. Save your updates – by selecting “Save Locations”.



Project locations will be updated on the Project Creation or Project Editing page.

Project Location Information ★ Map the Project ?			
Project Locations	Description	Address	Primary
	Association of Municipalities of Ontario	200 University Avenue, Toronto, ON M5H	Yes
	University Ave between Dundas St. and Queen St.	360 University Avenue, Toronto, ON M5G 1S4	
	St Patrick St and Michael Sweet Ave	40 Michael Sweet Avenue, Toronto, ON M5T 3M3	
	Add a new location		

Review the help text for the project location field for more guidance. Help text is updated regularly and provides additional guidance and examples.

Reporting Project Expenditures and Updating Project Details

To report project expenditures and update project details:

1. **Access the Projects page** – from the green tab strip in the Project Portfolio;
2. **Identify the project to update** – from the list of projects in your Portfolio;
3. **Access the Project Editing page** – using the “Edit” link in the rightmost column;
4. **Enter expenditures and project information** – by filling in all applicable fields in accordance with the guidance provided below and the help text provided for each field; and
5. **Save your changes** – using the “Save” button at the bottom of the page to save your updates.

Your ability to edit information and report expenditures depends on the status of the project.

- **Projects that are under construction** – information and expenditures in the current reporting year can be updated;
- **Projects that have completed construction** – expenditures in the current reporting year can be reported, but information cannot be edited; and
- **Closed projects** – information and expenditures can be reviewed, but cannot be edited.

Note that:


- **Some fields are mandatory** – these fields are identified with an asterisk (*);
- **The page should be filled out from top to bottom** – because the options available in some fields depend on the option that you select in a previous field (subcategories, for example, vary from category to category; the list of subcategories available therefore depends on the category that you select);
- **All information may be made public** – with the exception of internal project titles and your additional comments, all information that you provide may be made public in AMO's Annual Reports on the CCBF or on AMO's website (www.buildingcommunities.ca); and
- **Primary categories cannot be changed** – this field is locked when the project is added to your portfolio.

Contact AMO's CCBF Team at ccbf@amo.on.ca if you need to revise expenditures in a previous reporting year, the details of a project that has closed or completed construction, or primary categories.

You will be asked about signage when you update project information. Signage is used to recognize the contributions of all parties financing a project. Note that:

- **Municipalities are encouraged to use signage** – by installing a sign at project sites and/or using digital signage;
- **Physical signage is not necessarily appropriate** – particularly where projects occur in a remote area that is not visible to the public, are of short duration (i.e., under seven days), or are small (i.e., have a total project cost of less than \$100,000);
- **The use and size of physical signs should be based on project scope, size, duration and cost** – in lieu of installing a physical exterior sign, municipalities may wish to install an interior sign (e.g., in a lobby or a community gathering place for a project affecting a building), use digital signage (e.g., on a project web site or on a social media platform), or install a single sign for a cluster of similar projects (i.e., within the same investment category) located in close proximity to one another; and
- **Signage templates are available** – on Infrastructure Canada's [signage page](#);

The Project Editing page is illustrated on the next two pages.


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Community
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Reports

Projects
Create New Project
Financials
Insurance
Risk Management
AMP Outcomes
Close Year


Project Portfolio > Projects




Need help? Review our frequently asked questions or contact AMO's Gas Tax Team.

Gas Tax Projects (Status as of December 31, 2018)

☒ Open (8)
 ☐ Construction In Progress (5)
 ☐ Construction Complete (3)
 ☐ Closed (29)
 ☐ All (37)

AMO ID	Project Title	Category	Outcomes	Status	Start ↓	EOC	EOF	
11188	Construction of Lakeside Trail from Forestgrove to Pinewood (18-217TR)	Recreation	Enter	Construction In Progress	2018-01-10	2018-08-01	2018-08-01	Edit



WELCOME, GAS TAX CONTACT
LOGOUT | CONTRAST
TEXT SIZE




Community
Project Portfolio
Reports

Projects | Create New Project | Financials | Insurance | Risk Management | AMP Outcomes | Close Year

Project Portfolio

Edit an Existing Project

Use this page to report project expenditures and update project information.

Fields marked with an asterisk (*) are mandatory. Use the green help icons to view guidance describing how to complete each field. Refer to AMO's *Guide to the Reporting Module* for detailed instructions.

Note that you cannot edit the Project Title and Primary Project Category. Contact AMO's Gas Tax Team if you need to update a field that you cannot edit.

Please review and update the information on this page annually until the project is closed.

AMO ID: 11188

Project Title *

Construction of Lakeside Trail from Forestgrove to Pinewood

?

Internal Project Title

18-217TR

?

Project Location Information *

Map the Project

?

Project Locations	Description	Address	Primary
	Centre of Lakeside Trail	1 Park Street, Asgard, ON A0A 0A0	Yes
Add a new location			

Project Photo

Choose File

No file chosen

Upload Photo

?

Optional - photo during construction or after completion. Format must be .jpg

Primary Category *

Recreation

?

Eligible Project Sub Category *

Recreation Networks

?

Other Categories Impacted by the Investment

☐ Regional and Local Airports
☐ Disaster Mitigation
☐ Sports

☐ Broadband Connectivity
☐ Recreation
☒ Tourism

☐ Brownfield Redevelopment
☐ Local Roads and Bridges
☐ Public Transit

☐ Capacity Building
☐ Short-line Rail
☐ Wastewater

☐ Community Energy Systems
☐ Short-sea Shipping
☐ Water

☐ Culture
☐ Solid Waste

Continued on next page...

...Continued from last page

Federal Gas Tax Funds Applied to Date

Gas Tax Actual ?

Expenditures (2018) *

Other Federal Funding ?

Provincial Funding ?

Total Project Cost * ?

Total Gas Tax Funds ?

Budgeted *

HST ?

Construction Signage ?

Posted *

Please post a sign recognizing the federal contribution to this project before construction begins. See the Community Page for guides and templates.

Project Start Date * ?

End of Construction * ?

End of Project Financing * ?

Details of Infrastructure Investment * Provide a brief outline of the project scope including various components and the main objective of the project. Please enter text in a case-sensitive manner and in proper sentences. No bullet points

This project involves construction of a new trail along the shores of Lake Slobury to link Forestgrove Park with Pinewood Park. A 3.1 km path will be cleared and paved to create new opportunities for cycling, hiking and leisure in our community. Energy-efficient lighting will be installed to ensure that the trail is safe at night, signage will be posted to help residents navigate the trail, garbage bins will be placed to keep the trail tidy and benches will be installed to let folks rest.

4 characters left.

Joint Project ☐ ?

Additional Comments Please enter text in a case-sensitive manner and in proper sentences, i.e. correct use of upper and lower case, no bullet points.

4500 characters left

Nature of Investment * ?

Published ☐

Save

Print

Fields on the Project Editing page include the:

- **AMO ID** – a unique and permanent project identifier assigned by AMO;
- **Project title** – a concise description of the project that conveys, at a glance, an understanding of what you're doing and what you hope to accomplish;
- **Internal project title** – a reference number or code used within your municipality to identify the project;
- **Project location information** – the geographic coordinates and municipal addresses of all assets affected by the project, entered using the [Mapping Tool](#);
- **Project photo** – a photo uploaded during construction to demonstrate the scope of work or after construction to demonstrate the impact of the investment;
- **Primary category** – the investment category that best fits the project, as entered during project creation (contact AMO's CCBF Team at ccbf@amo.on.ca if you need to change the investment category);
- **Subcategory** – the subcategory that best fits the project, given the scope of the project and the subcategory options available;
- **Subcategory (Other)** – an alternative subcategory to be entered if the project does not fit neatly under an existing subcategory;
- **Other categories impacted** – a list of other investment categories likely to be affected by the project (e.g., if the project involves both roadwork and the replacement of watermain);
- **Expected outcomes** – the strategic objective under which you will be prompted to report project results;
- **CCBF funds applied to date** – an expandable/collapsible drawer summarizing all CCBF expenditures on the project by reporting year;
- **CCBF actual expenditures (2022)** – the total amount of CCBF funds expended on the project in the current reporting year;
- **Other federal funding** – the total amount of other federal funds expended on the project over the life of the project;

- **Provincial funding** – the total amount of provincial funds expended on the project over the life of the project;
- **Total project cost** – the amount to be spent on the project by all funding sources – including both eligible and ineligible expenditures – less HST rebates.
- **Total CCBF funds budgeted** – the total amount of CCBF funds allocated to the project over the life of the project;
- **Unrebated HST** – the total amount of unrebated HST paid for the project (do not include the rebated portion);
- **Construction signage installed** – a yes-or-no field indicating if signage has been installed;
- **Project start date** – the date on which design, construction, or work (as appropriate, given the scope and category of the project) began or is scheduled to begin;
- **End of construction** – the date on which construction ended or is expected to end;
- **End of project financing** – the date on which financing ended or is expected to end;
- **Details of the investment** – a brief outline of the project that identifies the main objective, key activities or components involved, and expected outputs and outcomes;
- **Joint project** – a checkbox indicating whether the project is being undertaken in partnership with another municipality that is also investing CCBF funds in the project;
- **Additional comments** – any additional comments that you may wish to share with AMO regarding your project;
- **Nature of Investment** – the objective of your project (i.e., the creation of a new asset, the expansion or upgrade of an existing asset, or the renewal of an existing asset); and
- **Published** – a checkbox used by the CCBF Team to indicate whether your project is published on AMO's [project map](#) (this is unchecked by default, and checked once your project has been reviewed by the Team and approved for publication on the map).

Update the additional comments field regularly. Use this field to keep AMO up-to-date on the status and budget of your project (e.g., to describe delays when pushing end dates back, or cost overruns when increasing the total project cost).

Review the help text for each field before entering information. Help text is updated regularly and provides additional guidance and examples.

An example of a completed Project Editing page is illustrated on the next two pages.

Edit an Existing Project

Use this page to report project expenditures and update project information.

Fields marked with an asterisk (*) are mandatory. Use the green help icons to view guidance describing how to complete each field. Refer to AMO's *Guide to the Reporting Module* for detailed instructions.

Note that you cannot edit the Project Title and Primary Project Category. Contact **AMO's Gas Tax Team** if you need to update a field that you cannot edit.

Please review and update the information on this page annually until the project is closed.

AMO ID: 11188

Project Title * ?

Internal Project Title ?

Project Location Information * [Map the Project](#) ?

Project Locations	Description	Address	Primary
	Centre of Lakeside Trail	1 Park Street, Asgard, ON A0A 0A0	Yes
Add a new location			

Project Photo No file chosen [Upload Photo](#) [Delete Photo](#) ?

Optional - photo during construction or after completion. Format must be .jpg

Primary Category * ?

Eligible Project Sub Category * ?

Other Categories Impacted by the Investment

<input type="checkbox"/> Regional and Local Airports	<input type="checkbox"/> Disaster Mitigation	<input type="checkbox"/> Sports
<input type="checkbox"/> Broadband Connectivity	<input type="checkbox"/> Recreation	<input checked="" type="checkbox"/> Tourism
<input type="checkbox"/> Brownfield Redevelopment	<input type="checkbox"/> Local Roads and Bridges	<input type="checkbox"/> Public Transit
<input type="checkbox"/> Capacity Building	<input type="checkbox"/> Short-line Rail	<input type="checkbox"/> Wastewater
<input type="checkbox"/> Community Energy Systems	<input type="checkbox"/> Short-sea Shipping	<input type="checkbox"/> Water
<input type="checkbox"/> Culture	<input type="checkbox"/> Solid Waste	

Continued on next page...

...Continued from last page

Federal Gas Tax Funds Applied to Date

Gas Tax Actual ?

Expenditures (2018) *

Other Federal Funding ?

Provincial Funding ?

Total Project Cost * ?

Total Gas Tax Funds ?

Budgeted *

HST ?

Construction Signage ?

Posted *

Project Start Date * ?

End of Construction * ?

End of Project Financing * ?

Details of Infrastructure Investment * Provide a brief outline of the project scope including various components and the main objective of the project. Please enter text in a case-sensitive manner and in proper sentences. No bullet points

This project involves construction of a new trail along the shores of Lake Slobury to link Forestgrove Park with Pinewood Park. A 3.1 km path will be cleared and paved to create new opportunities for cycling, hiking and leisure in our community. Energy-efficient lighting will be installed to ensure that the trail is safe at night, signage will be posted to help residents navigate the trail, garbage bins will be placed to keep the trail tidy and benches will be installed to let folks rest.

4 characters left.

Joint Project ☐ ?

Additional Comments Please enter text in a case-sensitive manner and in proper sentences, i.e. correct use of upper and lower case, no bullet points.

This project was identified as an urgent need, based on community consultation and internal analysis, in our Active Living Master Plan. The project was therefore incorporated into our asset management plan and was slated for construction this year.

4252 characters left.

Nature of Investment * ?

Published ☐

Save

Print

Reporting Results Achieved by Completed Projects

You must report the results achieved by all projects that completed construction in the current reporting year to submit your annual report to AMO. Results include:

- **Outputs** – i.e., what was produced by the project (e.g., length of roads resurfaced); and
- **Outcomes** – i.e., what was accomplished by the project (e.g., reduced commute times).

To report results achieved by completed projects:

1. **Access the Projects page** – from the green tab strip in the Project Portfolio;
2. **Identify the relevant project** – from the list of projects in your Portfolio;
3. **Access the Project Results page** – using the “Enter” or “Edit” link in the *Outcomes* column;
4. **Report all output indicators that apply** – by entering a value (select “None of the above apply” if none of the output indicators provided apply to your project);
5. **Report all outcome indicators that apply** – by entering a value (or by entering “prior” and “after” values for calculated indicators) for relevant indicators, leaving the remainder blank;
6. **Provide any additional comments** – e.g., information describing impacts that are not captured by AMO's indicators or contextual information necessary to understand information reported for an indicator; and
7. **Save your changes** – by selecting the “Save” button at the bottom of the page.

You must report at least one output indicator (or select “None of the above apply”) and at least one outcome indicator to save your changes and submit your annual report to AMO.

Note that indicators differ from project to project. The selection of indicators available for a project is determined by the project's primary investment category.


The Project Results page presents:

- **A summary** – describing the scope of the project and the funds invested;
- **Output indicators** – developed in consultation with municipalities to capture the outputs produced by infrastructure projects; and

- **Outcome indicators** – developed in consultation with stakeholders and approved by the Oversight Committee to capture the outcomes achieved by infrastructure projects.

Contact AMO's CCBF Team at ccbf@amo.on.ca if you have any questions about the indicators available or require assistance with reporting.

A sample of a completed Project Results page is illustrated on the next three pages.


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Close Year

Project Portfolio > Projects

Need help? Review our frequently asked questions or contact AMO's Gas Tax Team.

Gas Tax Projects (Status as of December 31, 2018)

☒ Open (8)
 ☐ Construction In Progress (5)
 ☐ Construction Complete (3)
 ☐ Closed (29)
 ☐ All (37)

AMO ID	Project Title	Category	Outcomes	Status	Start ↓	EOC	EOF	
11188	Construction of Lakeside Trail from Forestgrove to Pinewood (18-217TR)	Recreation	Enter	Construction In Progress	2018-01-10	2018-08-01	2018-08-01	Edit

Enter Project Scope and Results

National Objective:	Strong Cities and Communities
Project Title:	Construction of the Municipal Sports Complex
Category:	Sports
Subcategory:	
Total Project Cost:	\$15,000,000.00
Cumulative Gas Tax Funds:	\$750,000.00
Project End of Financing:	2021-03-10
Description:	Several new subdivisions are under development in the north end. The municipality is constructing a new sports complex - with an arena, gymnasium, basketball court, and other amenities - to provide services to the 1,500 families that are expected to inhabit the area.

Municipalities are required to report results achieved through the investment of federal Gas Tax funds under the *Municipal Funding Agreement*. AMO uses the indicators listed below to capture the outputs produced and outcomes achieved by infrastructure projects supported by the federal Gas Tax Fund.

Please report all indicators that apply. Include any additional relevant information in the comment box.

Note that you must report at least one outcome to submit your annual report to AMO. Please contact [AMO's Gas Tax Team](#) if you require further assistance.

Project Scope (Outputs) ?

Please report on all applicable output indicators below to highlight project scope. For indicators that don't apply to this project, don't forget to mark them as Not Applicable (N/A).

Investments in curling facilities

Value

* Number of curling facilities constructed, expanded, upgraded or rehabilitated



* Number of curling rinks constructed, upgraded, rehabilitated or replaced



Investments in ice rinks and arenas

* Number of indoor arenas constructed, expanded, upgraded or rehabilitated



Continued on the next page...

* Number of outdoor arenas constructed, expanded, upgraded or rehabilitated	<input type="text" value="0"/>	<input data-bbox="1421 241 1445 273" type="button" value="?"/>
Continued from the last page...		
* Number of indoor skating facilities constructed, expanded, upgraded or rehabilitated	<input type="text" value="0"/>	<input data-bbox="1421 325 1445 357" type="button" value="?"/>
* Number of outdoor skating facilities constructed, expanded, upgraded or rehabilitated	<input type="text" value="0"/>	<input data-bbox="1421 409 1445 441" type="button" value="?"/>
* Number of indoor ice pads constructed, upgraded, rehabilitated or replaced	<input type="text" value="2"/>	<input data-bbox="1421 493 1445 525" type="button" value="?"/>
* Number of outdoor ice pads constructed, upgraded, rehabilitated or replaced	<input type="text" value="0"/>	<input data-bbox="1421 567 1445 598" type="button" value="?"/>
Investments in swimming facilities		
* Number of indoor swimming facilities constructed, expanded, upgraded or rehabilitated	<input type="text" value="1"/>	<input data-bbox="1421 745 1445 777" type="button" value="?"/>
* Number of outdoor swimming facilities constructed, expanded, upgraded or rehabilitated	<input type="text" value="0"/>	<input data-bbox="1421 829 1445 861" type="button" value="?"/>
* Number of indoor swimming pools constructed, upgraded, rehabilitated or replaced	<input type="text" value="1"/>	<input data-bbox="1421 913 1445 945" type="button" value="?"/>
* Number of outdoor swimming pools constructed, upgraded, rehabilitated or replaced	<input type="text" value="0"/>	<input data-bbox="1421 987 1445 1018" type="button" value="?"/>
Investments in other recreation and sport facilities		
* Number of recreation and sports centres constructed, expanded, upgraded or rehabilitated	<input type="text" value="1"/>	<input data-bbox="1421 1165 1445 1197" type="button" value="?"/>
* Number of indoor stadiums constructed, expanded, upgraded or rehabilitated	<input type="text" value="0"/>	<input data-bbox="1421 1239 1445 1270" type="button" value="?"/>
* Number of outdoor stadiums constructed, expanded, upgraded or rehabilitated	<input type="text" value="0"/>	<input data-bbox="1421 1312 1445 1344" type="button" value="?"/>
* Number of indoor sports courts and fields constructed, upgraded, rehabilitated or replaced	<input type="text" value="5"/>	<input data-bbox="1421 1396 1445 1428" type="button" value="?"/>
* Number of outdoor sports courts and fields constructed, upgraded, rehabilitated or replaced	<input type="text" value="0"/>	<input data-bbox="1421 1480 1445 1512" type="button" value="?"/>
* Number of indoor gymnasium facilities constructed, upgraded, rehabilitated or replaced	<input type="text" value="1"/>	<input data-bbox="1421 1564 1445 1596" type="button" value="?"/>
* Number of outdoor gymnasiums constructed, upgraded, rehabilitated or replaced	<input type="text" value="0"/>	<input data-bbox="1421 1648 1445 1680" type="button" value="?"/>
None of the above apply	<input type="checkbox"/>	Continued on the next page...

Project Results (Outcomes) ?

Continued from the last page...

* Please provide at least one project outcome applicable to this project.

Description

Value

Annual number of visitors to the community

Before Visitors per year
 After
 % Increase

Annual available ice/field time

Before Hours per year
 After
 % Increase

Number of registered users in a year

Before Registered users per year
 After
 % Increase

Sporting events held annually

Before Events
 After
 % Increase

Number of businesses positively affected by the investment in sport infrastructure

Businesses



Project Comments

Please provide additional info on project scope and/or project results.

Save

Reporting Transfers and Interest Earned

To report the transfer of CCBF funds and interest earned on unused Funds:

1. **Access the Financials page** – from the green tab strip in the Project Portfolio;
2. **Report transfers and interest** – by filling in the applicable fields;
3. **Review all other amounts shown** – to ensure that the allocations, transfers, and expenditures summarized match your own records (contact AMO's CCBF Team at ccbf@amo.on.ca if you find a discrepancy); and
4. **Save your changes** – using the “Save” button in the tan strip along the top of the page.

Note that:

- **The transfer of Funds must be authorized by by-law** – and a copy of this signed by-law must be submitted to AMO (by email to AMO's CCBF Team at ccbf@amo.on.ca) at the earliest opportunity;
- **Unused Funds must accrue interest** – and this interest must be accounted for using process described above and used to fund eligible projects; and
- **You must account for disposal revenues** – by informing AMO's CCBF Team of any revenues raised from the sale, lease, encumbrance, or disposal of an asset that was financed by the CCBF at any point in the past five years; these revenues must be used to fund eligible projects.

Also displayed on the Financials page are your municipality's:

- **Base Amount** – i.e., capital spending on infrastructure (less development charges collected and capital grants received) between January 1, 2000 and December 31, 2004; and
- **Average Annual Investment** – i.e., annualized Base Amount.

CCBF funds are intended to be incremental – i.e., to complement, without replacing or displacing, existing funding for municipal infrastructure. Municipalities cannot use CCBF funds to reduce municipal taxes or offset municipal infrastructure investments.

This incrementality requirement is established by section 3.2 of the [MFA](#). To demonstrate incrementality, municipalities are expected to maintain a level of investment that is equal to or greater than their Average Annual Investment over the life of the MFA.

AMO's CCBF Team will monitor compliance with the incrementality requirement in aggregate. To do your part, please ensure that your municipality's annual investment in infrastructure (averaged over the life of the MFA) is at least equal to your Average Annual Investment.

The Financials page is illustrated below.

Enter/Update Financial Information

Year : 2018
Select Year to Review 2018
Save

	Current Year	Cumulative
Base Amount ?		\$ 500,000.00
Average Annual Investment ?		\$ 100,000.00
Opening Balance	\$ 455,913.00	
Revenues		
Received from AMO (Including Receivables)	\$ 100,000.00	\$ 100,000.00
Proceeds from the Disposal of Assets	\$ 0.00	\$ 0.00
Interest Earned	\$ 0.00 ?	\$ 22,200.00
	Please report all interest earned on unused funds.	
LESS: Administration Costs (Previous Agreement) ?		\$ 1,000.00
Net	\$ 100,000.00	\$ 121,200.00
Transfers		
PLUS: Amounts Received	\$ 0.00 ?	\$ 6,115,250.00
LESS: Amounts Transferred	\$ 0.00 ?	\$ 3,050.00
Net	\$ 0.00	\$ 6,112,200.00
Expenditures ?		
Broadband Connectivity	\$ 0.00	\$ 500.00
Brownfield Redevelopment	\$ 0.00	\$ 0.00
Capacity Building	\$ 0.00	\$ 0.00
Community Energy Systems	\$ 0.00	\$ 15,000.00
Culture	\$ 0.00	\$ 100,000.00
Disaster Mitigation	\$ 0.00	\$ 0.00
Local Roads and Bridges	\$ 0.00	\$ 350,000.00
Public Transit	\$ 0.00	\$ 2,055.00
Recreation	\$ 250,000.00	\$ 333,787.00
Regional and Local Airports	\$ 0.00	\$ 0.00
Short-line Rail	\$ 0.00	\$ 0.00
Short-sea Shipping	\$ 0.00	\$ 0.00
Solid Waste	\$ 0.00	\$ 0.00
Sports	\$ 0.00	\$ 0.00
Tourism	\$ 0.00	\$ 200,000.00
Wastewater	\$ 0.00	\$ 0.00
Water	\$ 0.00	\$ 0.00
Net	\$ 250,000.00	\$ 1,001,342.00
Closing Balance	\$ 305,913.00	

Completing Your Risk Management Questionnaire

To complete your Risk Management Questionnaire:

1. **Access the Risk Management page** – from the green tab strip in the Project Portfolio;
2. **Fill out the questionnaire** – by providing an appropriate response to each question; and
3. **Submit your questionnaire** – using the buttons at the bottom of the page.

Review the help text for each question before selecting your response. Help text is updated regularly and provides additional guidance and examples.

A copy of the Risk Management Questionnaire – along with guidance and examples – is attached as Appendix A to this report.

Completing Your Asset Management Questionnaire

To complete your Asset Management Questionnaire:

1. **Access the Asset Management page** – from the green tab strip in the Project Portfolio;
2. **Upload your asset management plan** – using the “Choose File” button to select a pdf file from your system and the “Upload” button to submit the selected file to AMO;
3. **Fill out the questionnaire** – by providing any additional information that you would like to share; and
4. **Submit your questionnaire** – using the buttons at the bottom of the page.

Review the help text for each question before entering your response. Help text is updated regularly and provides additional guidance and examples.

Note that asset management plans must be submitted in pdf format. Please contact AMO's CCBF Team at ccbf@amo.on.ca if you require assistance or do not have a Council-approved asset management plan.

A copy of the Asset Management Questionnaire – along with guidance and examples – is attached as Appendix B to this report.

Submitting Your Certificate of Insurance to AMO

To submit your Certificate of Insurance:

1. **Access the Insurance page** – from the green tab strip in the Project Portfolio;
2. **Edit your insurance information** – using the “Edit” link in the rightmost column;
3. **Report your coverage period** – using the fields available;
4. **Provide any additional comments that you wish to share** – e.g., expected changes to your insurance coverage;
5. **Upload your Certificate of Insurance** – using the “Choose File” button to select a pdf file from your system and the “Upload Document” button to submit the selected file to AMO; and
6. **Finalize your submission** – using the “Submit Insurance Documents” button.


AMO's CCBF Team will review your submission at the earliest opportunity.




- **If everything appears to be in order** – no further action will be required; but
- **If you have provided insufficient information** – AMO's CCBF Team will contact you with further instructions.

Information is deemed to be insufficient if the names of the certificate holder, additional insured parties (i.e., Canada and AMO), or coverage period are incorrect or missing.

Note that you must have blanket insurance that includes errors and omissions insurance with coverage of at least \$5 million. The insurance requirement is more generally set out in section 10.2 of the [MFA](#).

The Insurance Page is illustrated on the following pages.



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Insurance Reporting

Under section 10.1 of the Municipal Funding Agreement, municipalities are required to carry insurance as deemed appropriate by a prudent municipality. This requirement specifically means:

- blanket insurance
- at least \$5 million
- names Canada and AMO as additional insurers
- includes errors and omissions insurance that is in alignment with the blanket insurance

To meet this requirement, please provide a copy of your Certificate of Insurance covering the current reporting year up to and including December 31st.

According to AMO records, the following documents are presently on file.

Insurance Documents have been submitted

Year	Received	Coverage Start	Coverage End	Status	Notes
2018					Edit
2017	2018-01-05	2017-01-01	2017-12-31	Approved	View
2016				Approved	View
2015				Approved	View
2014				Approved	View

Summary of Insurance

Reporting Year: 2018 (Coverage must incorporate part of this year)

Received by AMO:

Coverage Starts:

Coverage Ends:

Notes:

3000 characters left.

Documents

No file chosen

Summary of Insurance

Reporting Year: 2018 (Coverage must incorporate part of this year)

Received by AMO:

Coverage Starts:

Coverage Ends:


Notes:

3000 characters left.





Documents

COI.pdf ✖

No file chosen



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Community
Project Portfolio
Reports

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Project Portfolio

Insurance Reporting

Under section 10.1 of the Municipal Funding Agreement, municipalities are required to carry insurance as deemed appropriate by a prudent municipality. This requirement specifically means:

- blanket insurance
- at least \$5 million
- names Canada and AMO as additional insurers
- includes errors and omissions insurance that is in alignment with the blanket insurance

To meet this requirement, please provide a copy of your Certificate of Insurance covering the current reporting year up to and including December 31st.

According to AMO records, the following documents are presently on file.

Insurance Documents have been submitted

Year	Received	Coverage Start	Coverage End	Status	Notes	
2018	2019-01-05	2018-01-01	2018-12-31	Submitted		Edit
2017	2018-01-05	2017-01-01	2017-12-31	Approved		View
2016				Approved		View
2015				Approved		View
2014				Approved		View

Submitting Your Completed Annual Report to AMO

To submit your annual report to AMO:

1. **Complete all prior steps of the submission process** – to ensure that your annual report is accurate;
2. **Access the Close Year page** – from the green tab strip in the Project Portfolio;
3. **Review all outstanding reporting requirements** – outstanding reporting requirements will be identified under the “Prerequisites for Closing” heading and you will be unable to complete your submission until you meet these requirements (this heading will not appear if you have met all reporting requirements);
4. **Address any outstanding reporting requirements** – by selecting the project title to visit the appropriate page and complete reporting;
5. **Review warnings and reminders** – to ensure that all information has been reported properly, all project expenditures have been properly reported, and all total project costs have been updated with your most recent estimates or amounts; and
6. **Complete your submission** – by entering your name, title, and municipality and using the “Submit” button.

Prerequisites to close the year include:

- Submission of your Risk Management Questionnaire;
- Submission of your Asset Management Questionnaire; and
- Reporting of results for all projects completing construction in the reporting year.

Warnings and reminders include:


- Reminders to report interest earned on unused funds; and
- A list of all projects that closed in the reporting year or that are ongoing.

Please review the list of projects to ensure that all project expenditures have been properly reported and all total project costs have been updated with your most recent estimates or amounts.

In the example below, the municipality has financed two projects with the CCBF and has completed nearly all reporting requirements – but has yet to:

- Complete its Asset Management Questionnaire;
- Report results for a project; and
- Report interest earned on unused funds.

Related warnings are identified with a magenta star.


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Project Portfolio > Close Year

Close Year

We're sorry. Your current reporting year can not be closed as some prerequisites have not been completed. Once you have completed all prerequisites, you will be able to close the reporting year and submit your annual report to AMO.

Prerequisites for Closing

Municipal Reporting Requirements	Issue
★ Asset Management Outcomes	Not Submitted

Project Outcomes	Issue	National Objective
★ Construction of Lakeside Trail from Forestgrove to Pinewood	No Outcomes provided.	Strong Cities and Communities


Warnings and Reminders

★ Financials: Interest Earned Warning: Please report all interest earned on unused funds.






The following projects have been marked as completed or ongoing for this year's reporting cycle. Please confirm that amounts shown below are accurate before closing the year.

Project	End Of Financing	Cumulative Gas Tax Funds	Total Project Cost
Construction of Lakeside Trail from Forestgrove to Pinewood	2018-08-01	\$250,000.00	\$1,000,000.00

Selecting these warnings allows the municipality to complete the related reporting requirements. On revising the Close Year page, the municipality will therefore see the page illustrated below.



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[Projects](#) | [Create New Project](#) | [Financials](#) | [Insurance](#) | [Risk Management](#) | [AMP Outcomes](#) | [Close Year](#)

Project Portfolio > Close Year

Close Year

Please note after completing the close year process, all the current year data becomes read-only.

I certify that the information provided is a true and accurate representation of the municipality's financial position with respect to the federal Gas Tax Funds. I acknowledge and understand that any contravention to the terms and conditions of the Municipal Funding Agreement for the Transfer of Federal Gas Tax Funds may result in an event of default as per section 12.1 which may result in the termination of funding to the municipality.

I also acknowledge that the Risk Management questionnaire and the Asset Management Outcomes questionnaire will be reviewed to ensure accuracy as part of the federal Gas Tax municipal compliance audit.

I, for the

certify that I have reviewed and approved everything in this year's submission and understand the consequences of material misstatements.

Submit

Warnings and Reminders

The following projects have been marked as completed or ongoing for this year's reporting cycle. Please confirm that amounts shown below are accurate before closing the year.

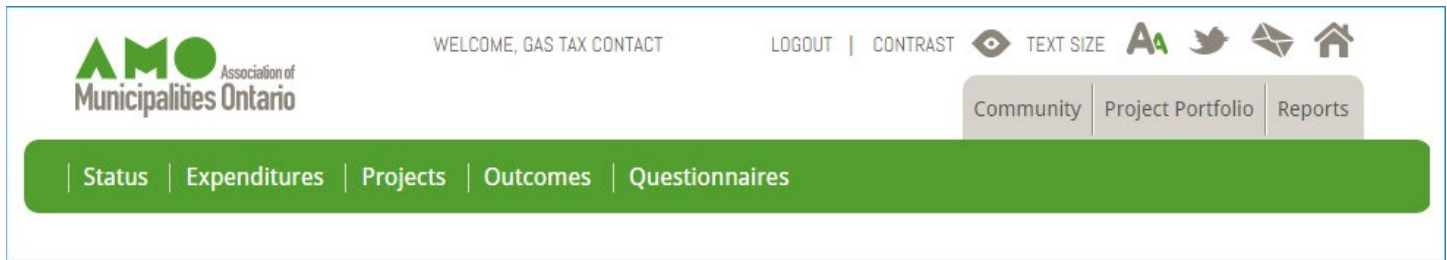
Project	End Of Financing	Cumulative Gas Tax Funds	Total Project Cost
Construction of Lakeside Trail from Forestgrove to Pinewood	2018-08-01	\$250,000.00	\$1,000,000.00

The appearance of the attestation on this page indicates that the annual report is ready for submission.

Generating and Reviewing Reports

Accessing Your Reports

Generate and review reports from the Reports section. Access the section from the grey tab strip.



Reports are organized into five pages:

- **The Status Page** – describes your municipality's compliance status for the current reporting year, summarizes the status of your projects, and displays news and updates;
- **The Expenditures Page** – generates reports summarizing the expenditure, transfer, and investment of CCBF funds reported by your municipality;
- **The Projects Page** – generates reports summarizing the expenditure of CCBF funds on each project reported by your municipality;
- **The Outcomes Page** – generates reports describing the results achieved by each CCBF-supported project reported by your municipality; and
- **The Questionnaires Page** – contains pdf copies of each Asset Management Questionnaire and Risk Management Questionnaire submitted by your municipality.

Use the links on the green tab strip to flip through pages in the Reports section.

Reviewing Your Compliance and Project Status

Review your compliance and project status from the Status page. Information on the Status page is stored in three drawers:

- **The Compliance Drawer** – indicates whether your municipality is in compliance with key sections of the [MFA](#), states the date and amount of your municipality's next scheduled distribution of CCBF funds, and identifies your municipality's Base Amount;
- **The Projects Drawer** – summarizes the status of projects in your Project Portfolio; and
- **The News & Updates Drawer** – describes recent modifications to the RM.

Select a drawer to open it and view the information that it contains.

Understanding Your Compliance Status

The Compliance drawer will open when you first flip to the Status page.

Status

Compliance

Program Compliance Status for 2020 Reporting Year

	Due Date	Submitted
✗ Annual Expenditure Report Filed	2021-03-31	
✗ Certificate of Insurance Submitted	2021-03-31	
ⓘ Five year Banking Limit Status		
Closing Balance December 31, 2015	\$1,000,000.00	
Expenditures since January 1, 2016	\$852,504.54	
Outgoing Transfers since January 1, 2016	\$3.77	
Funds remaining to be spent no later than December 31, 2020	\$147,491.69	

Next Scheduled Payment

Next Scheduled Amount

Note: Payments subject to program compliance.

Base Amount

Average Annual Investment

\$5,000,000

\$1,000,000

This is the level of municipal capital spending that must be maintained annually to meet the incrementality requirement of section 3.2 of the Municipal Funding Agreement.

Projects

Information stored in the Compliance drawer describes your municipality's compliance with the:

1. **Annual reporting requirement** established by section 7.1 of the [MFA](#) – you are in compliance if your annual report has been submitted to AMO;
2. **Insurance requirement** established by section 10.2 of the [MFA](#) – you are in compliance if your Certificate of Insurance for the 2022 reporting year has been submitted to AMO;
3. **Five-year banking limit** established by section 6.7 of the [MFA](#) – you are in compliance if your closing balance five years ago is less than or equal to your expenditures and outgoing transfers since then.
4. **Incrementality requirement** established by section 3.2 of the [MFA](#) – you are in compliance if your annual investment in municipal infrastructure is at least equal to your annualized Base Amount.

The incrementality requirement is described in the section on [reporting transfers and interest earned](#) above.

Program Compliance Status for 2020 Reporting Year			
		Due Date	Submitted
1.	✗	Annual Expenditure Report Filed	2021-03-31
2.	✗	Certificate of Insurance Submitted	2021-03-31
3.	⚠	Five year Banking Limit Status	
		<i>Closing Balance December 31, 2015</i>	<i>\$1,000,000.00</i>
		<i>Expenditures since January 1, 2016</i>	<i>\$852,504.54</i>
		<i>Outgoing Transfers since January 1, 2016</i>	<i>\$3.77</i>
		<i>Funds remaining to be spent no later than December 31, 2020</i>	<i>\$147,491.69</i>
Next Scheduled Payment			
Next Scheduled Amount			
<i>Note: Payments subject to program compliance.</i>			
4.		Base Amount	\$5,000,000
		Average Annual Investment	\$1,000,000
<i>This is the level of municipal capital spending that must be maintained annually to meet the incrementality requirement of section 3.2 of the Municipal Funding Agreement.</i>			

Understanding Your Project Status

Select the Projects drawer to open it and review the information stored within.

Status

Compliance

Projects

Gas Tax Projects Status as of December 31, 2018

Active	5
Construction Completed	3
Closed	29

News & Updates

Projects are classified as:

- **Closed** – if construction and financing ended before the current reporting year;
- **Construction Completed** – if construction ended before the current reporting year and financing ends in or after the current reporting year; and
- **Active** – if construction ends in or after the current reporting year.

Summarizing the Transfer, Expenditure and Investment of CCBF funds

Review your municipality's use of CCBF funds from the Expenditures page.

Expenditures

From: 2017 To: 2017

Go View Graph

Select a period of time to summarize and select:

- **Go** – to view a tabulated annual expenditure report; or
- **View Graph** – to view a pie chart illustrating the distribution of your project expenditures across the eligible investment categories.

Note that you can generate or email pdf copies of your report once it is ready using the [appropriate buttons](#).

Summarizing Project Expenditures

Review your municipality's project expenditures from the Projects page.

Projects

From: 2017 ▼ To: 2017 ▼ All Categories ▼ All ▼ Go i

You may filter your project expenditure report by:

- **Reporting year** – by selecting a period of time from the two boxes on the left;
- **Investment category** – to view expenditures within a specific investment category; and
- **Project status** – to view expenditures pertaining only to projects that are active, are closed, or have completed construction.

Select **Go** to generate your project expenditure report.

Note that you can generate or email pdf copies of your report once it is ready using the [appropriate buttons](#). You may also download the data in Excel format for inclusion in a report or for subsequent data analysis.

Summarizing Project Results

Review the results reported for a project from the Outcomes page.

Project Results

All Categories ▼ Installation of Memorial Plaques and Sculptures at Serenity Valle ▼ Go i

Select the project that you wish to review from the list of projects; use the categories box to filter the list of projects. Select **Go** to generate your results report.

Note that you can generate or email pdf copies of your report once it is ready using the [appropriate buttons](#).

Reviewing Submitted Questionnaires

Review responses to questionnaires submitted by your municipality from the Questionnaires page.

Questionnaires

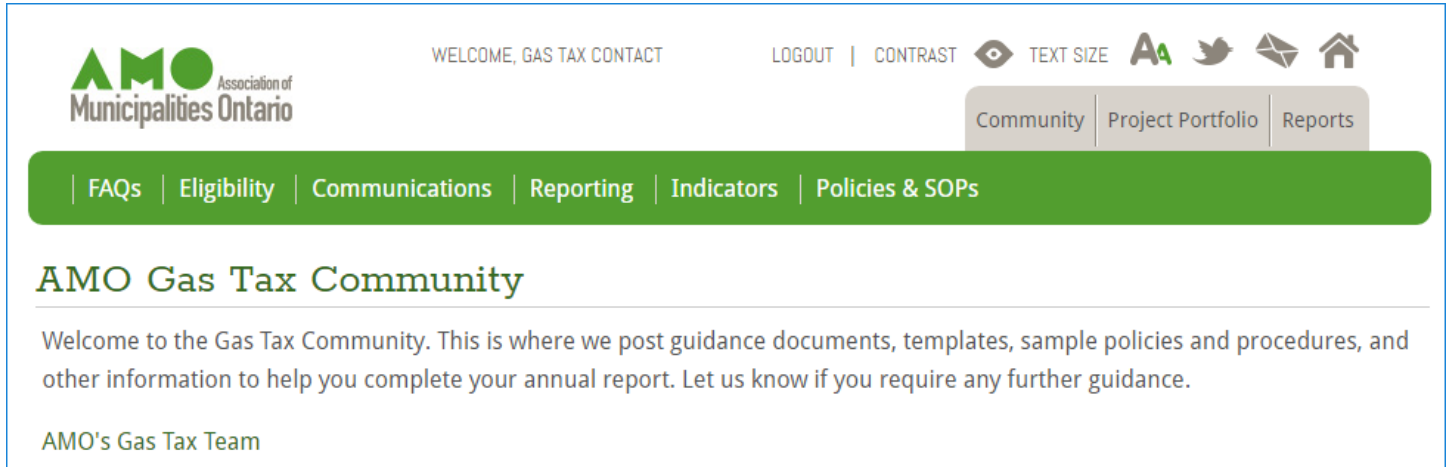
Select a report filed by your municipality

Select the questionnaire that you wish to review from the drop-down menu. A link to the questionnaire in pdf format – if you have submitted one – will appear on the page for download.

Getting Help from the Community

Accessing the Community

The Community contains guidance documents, templates, sample policies and procedures, and other information to help you complete your annual report. Access the Community from the grey tab strip.



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Community | Project Portfolio | Reports

FAQs | Eligibility | Communications | Reporting | Indicators | Policies & SOPs

AMO Gas Tax Community

Welcome to the Gas Tax Community. This is where we post guidance documents, templates, sample policies and procedures, and other information to help you complete your annual report. Let us know if you require any further guidance.

AMO's Gas Tax Team

Reference materials are organized into seven pages:

- **The FAQs Page** – provides answers to common questions;
- **The Eligibility Page** – contains documents describing eligibility criteria and providing examples of eligible projects for each project category;
- **The Communications Page** – contains documents describing communications requirements under the CCBF and templates for signs and social media postings;
- **The Reporting Page** – contains AMO policies and procedures clarifying compliance and reporting requirements under the CCBF – and a copy of this guide;
- **The Outcomes Page** – contains documents describing indicators for infrastructure projects;
- **The Policies and SOPs Page** – contains sample policies and procedures provided by your peers to help you develop or refine your municipality's risk management practices.

Use the links on the green tab strip to flip through pages in the Community.

Viewing Materials in the Community











Each page in the Community contains a list of relevant reference materials.

AMO Gas Tax Community

Welcome to the Gas Tax Community. This is where you will find guidance documents, templates, sample policies and procedures, and other information to help you complete your annual report. Let us know if you require any further guidance.

AMO's Gas Tax Team

| < 1 2 > |

Document Name
 Eligible Project Category – Broadband Connectivity
 Eligible Project Category – Brownfield Redevelopment
 Eligible Project Category – Capacity Building
 Eligible Project Category – Community Energy Systems
 Eligible Project Category – Cultural Infrastructure
 Eligible Project Category – Disaster Mitigation
 Eligible Project Category – Drinking Water
 Eligible Project Category – Local Roads and Bridges
 Eligible Project Category – Public Transit
 Eligible Project Category – Recreation Infrastructure

Items in the list link to the appropriate document, template, or file. Select an item from the list to view or download a copy.

Note that documents are posted in pdf format. Communications templates are distributed as zip files and are made available in pdf and InDesign format.



Pages list a maximum of ten items at a time. Use the arrows above the list to skip through the page.

AMO Gas Tax Community

Welcome to the Gas Tax Community. This is where you will find guidance documents, templates, sample policies and procedures, and other information to help you complete your annual report. Let us know if you require any further guidance.

AMO's Gas Tax Team

| < 1 2 > |

Document Name
 Eligible Project Category – Broadband Connectivity
 Eligible Project Category – Brownfield Redevelopment

Appendix A: The 2022 Risk Management Questionnaire

Introduction

We're putting the risk management questionnaire on pause this year.

In recent years, we asked how we could better help you and your colleagues meet terms and conditions set out in the [Municipal Funding Agreement](#). We greatly appreciate the feedback that you provided; it is currently being used to fine-tune the development of our new reporting site.

In the meanwhile, please feel free to [connect with us](#) if you have any questions about the Fund, compliance, communications requirements, or eligibility. We also encourage you to review [this one-pager](#) if you need a quick refresher, and to explore our [FAQs](#) for more detailed guidance.

1. Are there any comments that you wish to share?

Please provide your comments below – or [get in touch directly](#) if you would prefer to do so.

Appendix B: The 2022 Asset Management Questionnaire

Overview

As indicated in [s. 8.2](#) of your *Municipal Funding Agreement*, municipalities are required to demonstrate whether asset management plans (AMPs) are guiding infrastructure planning and investment decisions, and that the Fund is used to address priority projects identified in the AMPs.

Municipalities are expected to continuously improve and implement their plans according to the requirements of the [Asset Management Planning Regulation](#).

1. Is your most recent asset management plan posted on your municipality's website?*

[O. Reg. 588/17](#) requires each municipality to post its current strategic asset management policy and asset management plan on a website that is available to the public.

- ☐ Yes
- ☐ No

2. If your answer to question 1 was "Yes" – please provide the URL.*

3. Are there any comments that you wish to share regarding the asset management plan?

4. Do you expect to have an asset management plan that covers all non-core assets and includes current service levels for these assets by July 2024?

- ☐ Yes
- ☐ No
- ☐ Not sure

5. How are you preparing to update your asset management plan to include all municipal assets, including current levels of service and costs to maintain those levels?

Please write "NA" if already in compliance.

6. Are there any comments you would like to share to guide future asset management capacity-building initiatives?