



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
AGENDA - ELECTRONIC MEETING -  
ZOOM  
WEDNESDAY, MAY 12, 2021 –  
7:00 P.M.**



Join Zoom Meeting

<https://us02web.zoom.us/j/87438431102?pwd=ZkdYR0FsUytwRIYvZngyTU5ObDhHUT09>

Meeting ID: 874 3843 1102

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**AGENDA**

- 1. Call to order by Chair**
- 2. Additions/Deletions/Approval of the Agenda**  
Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ That the Agenda be approved as circulated/amended. Carried.
- 3. Declaration of Pecuniary Interest or Conflict of Interest**
- 4. Approval of Draft Minutes – April 14, 2021**  
Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ the minutes of the North Dufferin Community Centre Board of Management held on April 14, 2021 be approved as circulated. Carried
- 5. Business Arising from the Minutes**
  1. Email from Darlene Munro answering items from April 14, 2021
- 6. Facility Manager's Report**

## **7. General Business**

### **1. Financial**

#### **1. Accounts Payable**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ the accounts in the amount of \_\$2,910.17\_\_\_\_\_ be received as presented. Carried.

#### **2. A/R update**

#### **3. YTD vs. Budget comparison**

#### **4. NDCC Year Ended December 31, 2020 Unaudited Financial Statements**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ that the NDCC Board of Management accept the Year Ended December 31, 2020 Unaudited Financial Statements as presented. Carried.

### **2. Report from Heather Boston, Treasurer, regarding Arena Renovations**

### **3. Other**

### **4. Unfinished Business**

#### **1. Generator Switch for Mobile Generator at front of Arena**

#### **2. Beef BBQ and Fundraising Events 2021**

#### **3. Creating a Logo**

## **8. Information**

## **9. Notice of Motion**

## **10. Confirmation Motion**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ that all actions of the Members and Officers of the NDCC Board of Management with respect to every matter addressed and/or adopted by the Board on the above noted date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried

## **11. Adjournment and Date of Next Meeting - Wednesday June 9, 2021 - 7:00 - 9:00 p.m.**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ that we adjourn the NDCC Board of Management meeting at \_\_\_\_:\_\_\_\_ p.m. to meet again Wednesday June 9, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

## Donna Funston

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**From:** Darlene Munro <dmunro@mulmur.ca>  
**Sent:** Thursday, April 29, 2021 3:35 PM  
**To:** Donna Funston  
**Cc:** Heather Boston  
**Subject:** Items from April 14th NDCC minutes

Hi Donna,

I was going through the draft minutes and noticed a number of outstanding items for discussion. As James contacted me about some items, I can assist with the issues you were to discuss with Heather.

**#6 Facility Manager's Report** – James asked about three outstanding amounts on April 15<sup>th</sup> – two were in connection with non-residential charges for Shelburne residents that were not paid and the other was a cash payment for non-prime time that was for a prime time rental. All three were correctly billed and two still owe the balances.

### **#7 General Business**

**S1 Accounts Payable** – The snow removal invoice was paid in full by NDCC and a transfer from MMFire for their portion was done in April. This was also discussed with James after the meeting.

**S2 A/R update** - there are no cash receipts on hand at the printing of the outstanding receivables received. James did drop cash after the April 6<sup>th</sup> printing of the report, but it was only two payments of \$165 each, deposited on April 14<sup>th</sup> for current receivables.

- The office/computer supplies breakdown information were requested by James on April 15<sup>th</sup>. The breakdown of the Office/Computer Supplies balance of \$1,694.34 is for USTI Keystone annual fess of \$1,498.97 and the annual Microsoft 365 fee of \$195.37. For comparison, 2020 costs were \$1,427.58 and \$158.50.

Hope that helps,

**Darlene Munro** | Financial Analyst

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Phone 705-466-3341 ext. 232 | Fax 705-466-2922 | [dmunro@mulmur.ca](mailto:dmunro@mulmur.ca)

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## REPORT TO NDCC BOARD OF MANAGEMENT

TO: Chair Tupling and Members of the Board  
FROM: James Woods, Arena Manager  
DATE: May 5 2021  
SUBJECT: Facility Manager's Report

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### PURPOSE

The purpose of this report is to update the NDCC Board of Management with any concerns/issues with the Arena. Also, to report completed projects since the last meeting and goals to be completed for the next meeting.

### BACKGROUND & DISCUSS

#### FINANCIAL IMPACT

1. Fire Dept. hosed down arena floor continue to clean the arena floor with floor scrubber.
2. Fire dept borrowed lift device.
3. New lawnmower, utility trailer and weed eater delivered to arena.
4. Bird fuel delivered gas storage unit for the lawnmower. Will install locks on gas and oil unit
5. Cleaned up fire pits and south side of arena and cut grass.
6. Tried to remove fence at cenetaph, post are cemented. Fire Dept will cut fence from post to remove the fence.
7. Base of monuement needs repaired. Will contact Selburne monuments to repair.
8. Roof leak in Norduff room, contacted Carins Roofing to inspect roof top.
9. Carmichaels year end shut down and close out of the Compressor room.
10. Cimco came to the arena to look at the prime pump to replace will send quote.
11. Government grant available to replace ice making unit for the new arena, old compressors reuseable.
12. Online First Aide course complete.
13. Shut down heating and one hot water tank at the back.
14. Changed the sign out front.
15. Looking into grants for ball diamond repairs (Canadian Tire)
16. Purchased new belts and installed on dehumidifier North East Unit.

See Quotes. Waiting for quotes.

### RECOMMENDATION

Respectfully submitted:

James Woods  
James Woods, Arena Manager

#6  
MAY 12 2021



GREEN  
MUNICIPAL  
FUND

FONDS  
MUNICIPAL  
VERT

# Community Buildings Retrofit

**APPLICATION  
GUIDE**



A program of/  
Un programme de la

**FCM**

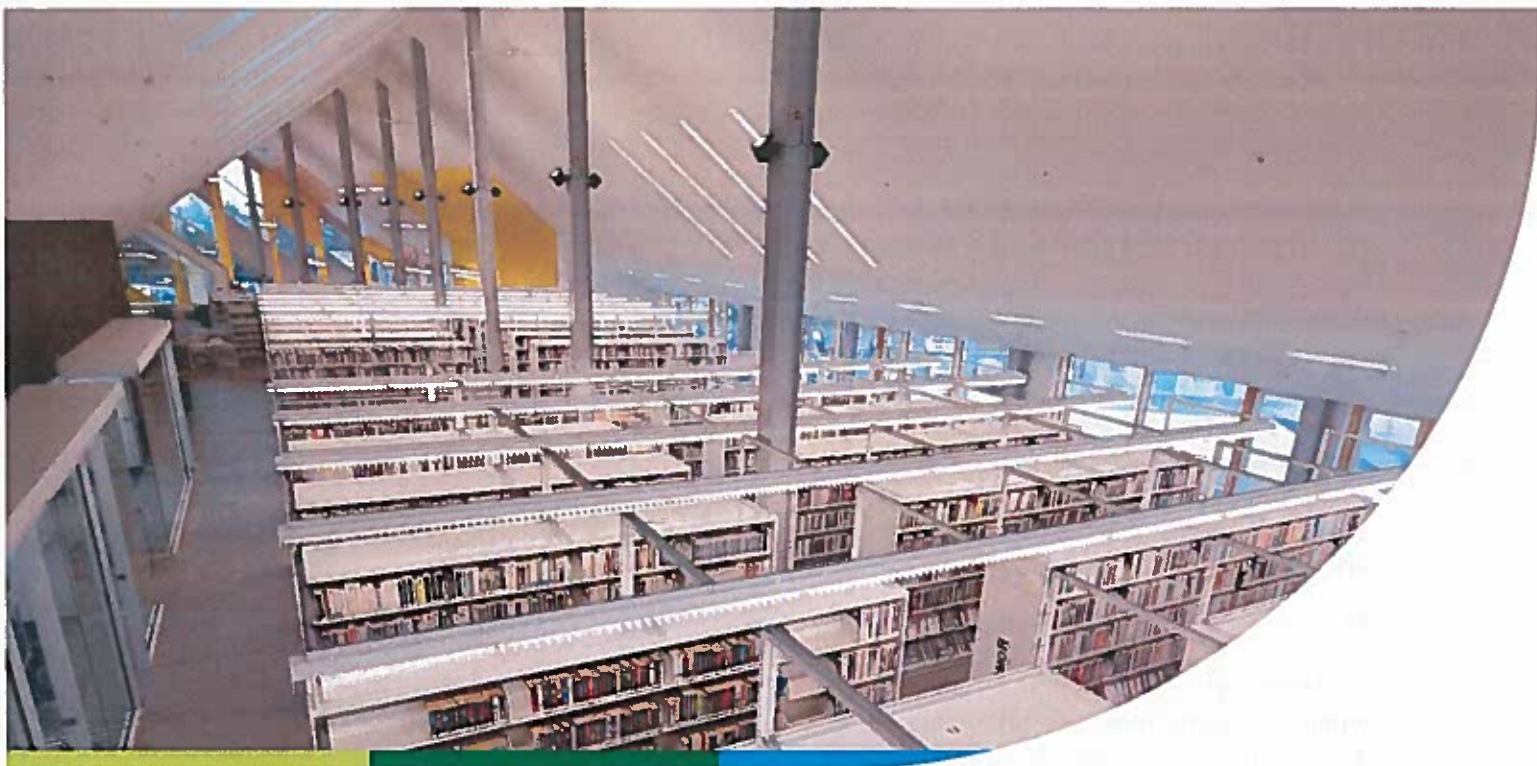
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**Canada**

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## INTRODUCTION

FCM's Community Buildings Retrofit (CBR) initiative helps to optimize the energy performance and reduce greenhouse gas (GHG) emissions of community buildings owned by municipalities and not-for-profit organizations. The CBR initiative is administered through FCM's Green Municipal Fund (GMF).

By retrofitting these buildings, municipalities and their partners can achieve significant environmental, economic and social benefits for their communities, including:

- reduced GHG emissions
- lower operating costs and new local jobs
- better building quality and greater community use

FCM's Community Buildings Retrofit initiative is a \$167 million initiative that was made possible through a federal government contribution of \$950 million

in its 2019 budget. Applicants can stack CBR funding with other funding programs, including those available through provincial and territorial governments.

### How to use this guide

This guide outlines everything you need to know about applying for CBR funding. It contains thorough instructions for how to apply, including tips for completing a great application.

More information on the CBR initiative is available at [on our website](#).

For any questions about how to apply, please [contact us](#) or call 1-877-417-0550.

## About the Community Buildings Retrofit initiative

Buildings that serve a community purpose are cornerstones of strong, vibrant communities. Community buildings also tend to consume the most energy and have the highest levels of GHG emissions and operating costs of all buildings owned by municipalities and not-for-profit organizations.

FCM's Community Buildings Retrofit initiative helps municipalities and their partners retrofit community buildings while managing their capital expenditures and minimizing ongoing operating and maintenance costs. Through this initiative, FCM aims to help municipalities and their partners reduce GHG emissions from community buildings by at least 50 percent within 10 years and by at least 80 percent (i.e., near net-zero GHG emissions) within 20 years. CBR also provides support for standalone retrofits that achieve GHG reductions of at least 30 percent in the near-term.

## GHG retrofits for community buildings

GHG retrofits — such as replacing windows and doors, improving insulation during wall or roof maintenance or replacing HVAC systems — are usually done at the same time as major capital upgrades to an existing facility. These retrofits can reduce operating costs and extend the useful life of these buildings, as well as tackle climate change. But planning a retrofit that significantly reduces GHG emissions can be complex and expensive. CBR funding can help you overcome these barriers and implement a high-impact retrofit.

Timing your retrofit with maintenance and equipment renewal cycles can also help you manage capital costs while maximizing savings. With CBR funding, you can plan and implement your retrofit in phases that will significantly reduce GHGs and costs over the remaining useful life of the retrofitted buildings.

### GMF Municipal Energy Roadmap

Want to learn more about the best ways to significantly reduce the energy use and GHG emissions of community buildings? [See our GMF Municipal Energy Roadmap.](#)





## AVAILABLE FUNDING

Whether you have a community building needing immediate repair, a major equipment replacement coming up or you've recently retrofitted a building and are thinking about your next steps, we can

help you find the right starting point to help you achieve your environmental, economic and social goals.

The following funding is available through CBR.

Table 1: Available funding

Funding	Details
Community building monitoring and analysis grant	<ul style="list-style-type: none"><li>• Grant for up to 80% of eligible costs</li><li>• Up to \$25,000</li><li>• Only one project of this type is eligible for funding within an individual municipality regardless of whether the included building or buildings are owned by the municipality or a not-for-profit organization.</li></ul>
Community building recommissioning grant	<ul style="list-style-type: none"><li>• Grant for up to 60% of eligible costs</li><li>• Up to \$55,000</li><li>• Only one project of this type is eligible for funding within an individual municipality regardless of whether the included building or buildings are owned by the municipality or a not-for-profit organization.</li></ul>

Funding	Details
GHG reduction pathway feasibility studies	<ul style="list-style-type: none"> <li>• Grant for up to 80% of eligible costs</li> <li>• Up to \$65,000 for a single building</li> <li>• Up to \$200,000 per portfolio of buildings (the average per building must not exceed \$65,000)</li> <li>• Only one feasibility study of this type is eligible for funding within an individual municipality regardless of whether the included building or buildings are owned by the municipality or a not-for-profit organization.</li> </ul>
GHG impact retrofit capital projects	<ul style="list-style-type: none"> <li>• Combined grant and loan for up to 80% of eligible costs</li> <li>• Maximum of \$5 million per project. Up to 25% as a grant and the remainder as a loan</li> <li>• See the note below on the number of capital projects eligible for CBR funding.</li> </ul>
GHG reduction pathway retrofit capital projects	<ul style="list-style-type: none"> <li>• Combined grant and loan for up to 80% of eligible costs</li> <li>• Maximum of \$5 million per project. Up to 25% as a grant and the remainder as a loan</li> <li>• See the note below on the number of capital projects eligible for CBR funding.</li> </ul>

**Note:** Applicants may receive funding for only **one** of the following types of capital projects within an individual municipality regardless of whether the included building or buildings are owned by the municipality or a not-for-profit organization. In other words, you may apply for funding for a GHG impact retrofit capital project or a GHG reduction pathway retrofit capital project, but not both.

- **GHG impact retrofit capital project:** If you apply for funding for this type of capital project, only one project is eligible for funding.
- **GHG reduction pathway retrofit capital project:** If you apply for funding for this type of capital project, there are no limits on the number of projects eligible for funding, provided all projects are part of the same GHG reduction pathway (in the Eligibility section, see GHG Reduction Pathway Feasibility Studies).

## Capital projects – budgets and financing

FCM funds capital projects through a combination of loans and grants administered through our Green Municipal Fund. We aim to provide loans at competitive market rates in combination with substantial grants to buy down your project's non-recurring costs, reduce your debt burden and make GHG reduction measures with higher capital costs accessible. This funding is designed to ensure that you don't incur additional long-term costs associated with operations or debt servicing.

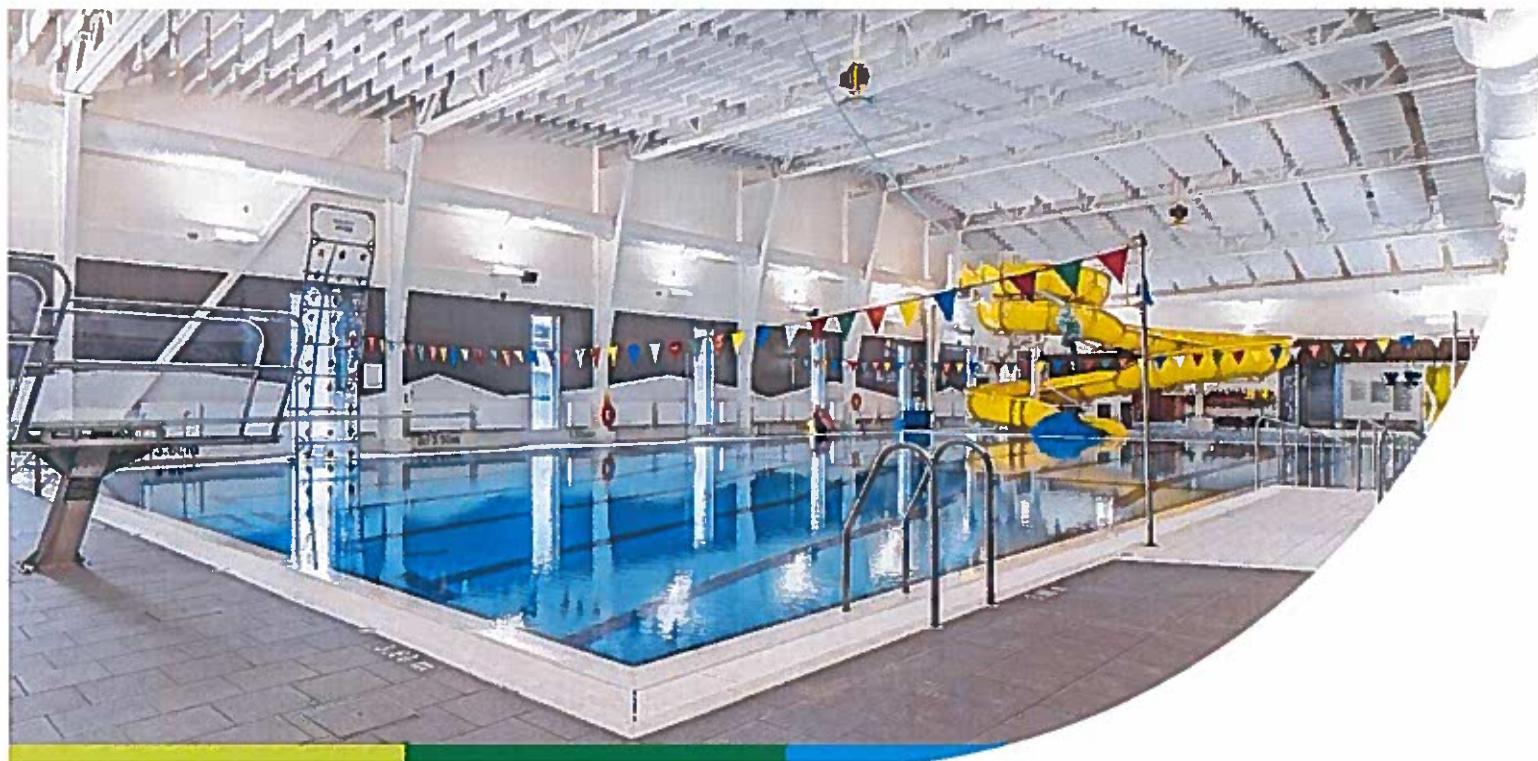
The total funding and grant amounts are calculated as a proportion of the total eligible project budget, not just the GHG reduction measures. This means that your overall capital construction costs, including project management costs, should be included as part of your project scope and budget.

## Small and rural municipalities

FCM is committed to supporting small and rural municipalities in their efforts to reduce their energy consumption and resulting GHG emissions, and we encourage you to apply through one or more of our CBR funding streams. However, we understand that participating in a funding program can be challenging for municipalities with few staff members or other resources. We plan to build on the lessons learned over the first year of the CBR initiative so that we can provide more support for small and rural municipalities interested in CBR funding.







## CAPACITY BUILDING

In addition to funding, we also provide access to relevant resources, training and expertise to help you plan, implement and monitor the results of your community building retrofit projects. These include:

- A curated online library of relevant resources, courses and training opportunities to help you build your business case and retrofit your community buildings.
- A list of complementary funding programs that can be stacked with CBR funding.
- Access to regional or national partners that can provide technical and administrative support to help you plan and implement your community building retrofits.

FCM will share the results and lessons learned through the CBR initiative with municipalities and their partners across the country through various networks. As a CBR funding recipient, you may be invited to share your experiences with other communities through online meetings, case studies or other activities.

For information on our latest resources and activities, [visit our website](#) and [sign up for our e-newsletter](#).



# ELIGIBILITY

## Eligible applicants

CBR funding is available to:

- **Canadian municipal governments**, with the exception of the Low Carbon Cities Canada (LC3) namesake municipalities: the cities of Vancouver, Edmonton, Calgary, Toronto, Ottawa and Montreal, and the Halifax Regional Municipality
- **Quebec municipalities** are currently ineligible as discussions between FCM and the government of Quebec are still underway. See Municipal applicants from Quebec section
- **Municipal partners**, which could include:
  - private-sector entities
  - Indigenous communities
  - municipally owned corporations
  - regional, provincial or territorial organizations delivering municipal services

- non-governmental organizations
- not-for-profit organizations
- research institutes (e.g., universities)

## Eligible buildings

CBR funding is available for projects that focus on community buildings. A community building is an enclosed public place or an enclosed workplace that is:

- Owned by a municipal government or not-for-profit organization.
- Primarily used to provide athletic, recreational, cultural and community programs or services to the local community.
- Widely accessible to everyone, offering services that enhance the health and well-being, skills development, and economic development of individuals and communities.



Community buildings include:

- Athletic facilities, such as indoor rinks, sports arenas, swimming pools and gyms.
- Recreational facilities, including recreation centres and clubhouses.
- Cultural facilities, including performing arts centres, art galleries, auditoriums and libraries.
- Community buildings, including community centres, seniors' centres and clubs, and halls.

Projects focused on multi-purpose buildings that house one or more of the above community services alongside other services or administrative functions are eligible for CBR funding. Projects including other standalone municipal buildings — such as city hall and administrative buildings, fire halls, emergency medical services facilities and public works buildings — are also eligible for funding if the standalone building is part of a portfolio of buildings that includes community buildings.

## Eligible projects

The following types of projects are eligible for CBR funding.

### Community building monitoring and analysis projects

Grants for community building monitoring and analysis projects are targeted to owners of community buildings that do not have a building monitoring and analysis system in place. In general, a building monitoring and analysis system enables you to:

- Monitor the energy performance of your buildings, allowing for weather normalization and year-over-year comparisons.
- Benchmark the energy performance of your buildings against similar buildings in other municipalities.
- Identify and implement simple energy conservation measures.
- Track, monitor and report energy performance after energy conservation measures are implemented.
- Translate energy savings to GHG reductions.

We expect most projects will include a portfolio of buildings to support the business case for ongoing monitoring and analysis costs.

For more detailed eligibility criteria for this grant, see the [Community Building Monitoring and Analysis Grant Application Form](#).

### Community building recommissioning projects

Grants for community building recommissioning projects help you to optimize the performance of your community buildings. This funding supports you in reducing your whole-building energy use by at least 5 to 15 percent, finding ways to extend the life of your equipment and reduce maintenance costs, and developing strategies and implementing actions to ensure your building systems and equipment are operating optimally at all times.

Two types of projects are eligible for this funding:

- **Building recommissioning projects:** Building recommissioning is a process to re-optimize existing buildings. It's used to improve how building equipment and systems are operating to meet building-use requirements and expectations. Using this process, building owners identify problems and integration issues as well as low- or no-cost operational improvements to improve comfort for building users and save energy. Building recommissioning can be done alone or with a retrofit.
- **Retro-commissioning projects:** Retro commissioning is like recommissioning, but it applies to an existing building that was not originally commissioned. Additional investigation is usually needed due to a lack of prior commissioning data.

Recommissioning and retro-commissioning projects usually include four phases: planning, investigation, implementation and hand-off. Over the course of these phases, building owners define the scope of work, find and prioritize opportunities for improvement, implement these improvements and develop a strategy to maintain the building performance over time.

We expect most projects will focus on a single building, but projects that include multiple buildings are also eligible.

For more detailed eligibility criteria for this grant, see the [Community Building Recommissioning Grant Application Form](#).

## GHG reduction pathway feasibility studies

Grants for GHG reduction pathway feasibility studies help you to integrate energy and GHG reductions into your longer-term plans for managing community buildings. This funding supports you in conducting feasibility studies for short- and long-term capital projects while mapping out a course to extend the life of these buildings and reduce operating and maintenance costs over **your buildings' remaining useful life.**

These studies will enable you to identify a sequence of GHG reduction measures — the “GHG reduction pathway” — that will help you to reduce GHG emissions for community buildings by at least 50 percent within 10 years and by at least 80 percent (i.e., near net-zero GHG emissions) within 20 years. Studies will consider your unique objectives and constraints (e.g., building use, capital budgets, equipment renewal cycles, etc.) and explore multiple optimization scenarios

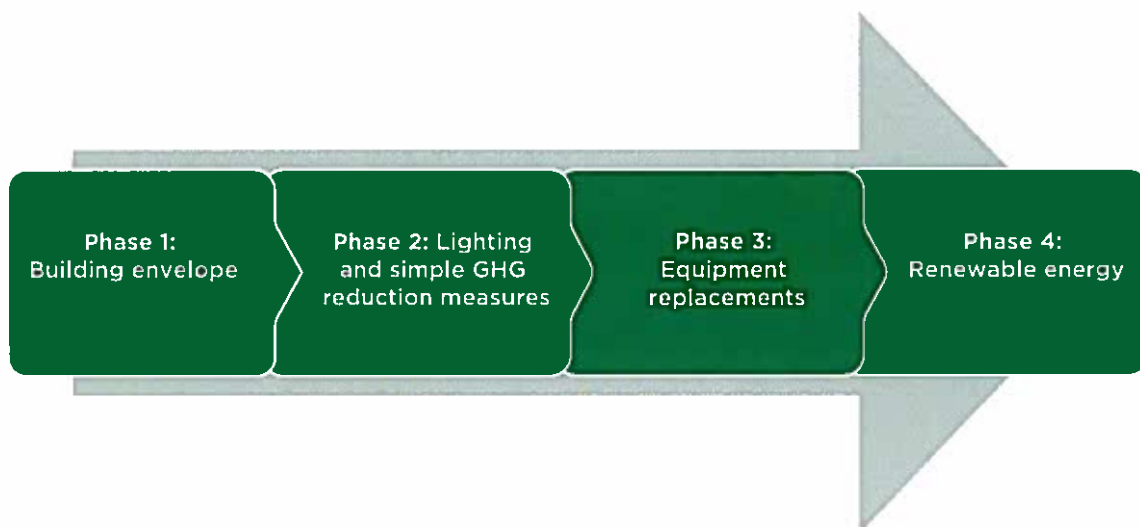


## Sample GHG reduction pathway

Figure 1 provides an example of what a GHG reduction pathway could look like.

In this example, capital projects are conducted in phases toward achieving near net-zero GHG emissions. The projects are supported by an ongoing strategy to ensure existing equipment and systems operate optimally. In Phase 1, the owner of an aging community building improves the building envelope in various ways

(e.g., adding insulation, energy-efficient windows, etc.) while addressing critical building maintenance issues. In Phase 2, the building owner implements GHG reduction measures with high rates of return. Four years later, the owner replaces the HVAC system at its end of life. Three years after that, the owner adds solar photovoltaic panels to the roof, concluding Phase 4.



*Figure 1: Sample GHG reduction pathway for a community building*

This is just one example of a GHG reduction pathway; your own pathway will reflect your unique objectives, constraints and preferred measures. Some GHG reduction pathways may include multiple phases, whereas others may include a single, more extensive retrofit.

Projects may include more than one building provided at least one of the buildings is a community building. Projects that include multiple buildings may include a portfolio of buildings within a single municipality or a group of similar buildings in multiple municipalities (e.g., indoor swimming pools located in three municipalities).

## GHG impact retrofit capital projects

Funding for GHG impact retrofit capital projects supports you in undertaking community building retrofits that reduce GHG emissions by at least 30 percent compared to baseline emissions.

Eligible projects include comprehensive retrofits of single community buildings and retrofits of a portfolio of buildings.

Retrofits of a portfolio of buildings are eligible for funding provided the portfolio meets at least **one** of the following criteria:

- The portfolio includes more than one community building within the same municipality.
- The portfolio includes at least one community building and other municipal buildings within the same municipality.
- The portfolio includes similar community buildings within multiple municipalities (subject to GMF review).

## GHG reduction pathway retrofit capital projects

Funding for GHG reduction pathway retrofit capital projects supports you in implementing one or more phases of a GHG reduction pathway as defined in a GHG reduction pathway feasibility study or equivalent. Eligible projects

may focus on a pathway for a single building or a portfolio of buildings.

GHG reduction pathway retrofits for a portfolio of buildings are eligible for funding provided the portfolio meets at least **one** of the following criteria:

- The portfolio includes more than one community building within the same municipality.
- The portfolio includes at least one community building and other municipal buildings within the same municipality.
- The portfolio includes similar community buildings within multiple municipalities (subject to GMF review).

Your funding application must include at least one retrofit phase identified in the pathway or a combination of GHG reduction measures identified in the pathway that are appropriately sequenced to achieve near net-zero GHG emissions within 20 years. If your funding application is approved, you can apply for funding support for subsequent phases in the future, subject to funding availability.

## GHG reduction criteria

Eligible projects must meet the following GHG reduction requirements.

Table 2: GHG reduction criteria by type of project

Project	GHG reduction criteria
Community building monitoring and analysis projects	N/A

Project	GHG reduction criteria
<b>Community building recommissioning projects</b>	N/A
<b>GHG reduction pathway feasibility studies</b>	<p>The feasibility study must aim to reduce GHG emissions by at least 50 percent compared to the current or baseline performance of the building within 10 years and by at least 80 percent compared to the current or baseline performance of the building (i.e., near net-zero GHG emissions) within 20 years.</p> <p>Studies may focus on a single building or a portfolio of buildings. If the study focuses on a portfolio of buildings, it must aim to meet the reduction targets stated above for each building.</p>
<b>GHG impact retrofit capital projects</b>	<p>The capital project must aim to reduce GHG emissions by at least 30 percent compared to the current or baseline performance of the building. Baseline performance may be estimated where the retrofit changes the size or function of the building. GMF staff will validate the project baseline calculations provided in the feasibility study.</p> <p>Eligible projects may focus on a single building or a portfolio of buildings. If the project focuses on a portfolio of buildings, each building must meet the 30 percent reduction target.</p> <p>Up to one-third of the total GHG reductions achieved compared to the building's current or baseline performance can come from renewable energy generated onsite.</p>
<b>GHG reduction pathway capital projects</b>	<p>The capital project must be supported by a GHG reduction pathway feasibility study or an equivalent feasibility study.</p> <p>The capital project must include at least one retrofit phase identified in the GHG reduction pathway or a combination of GHG reduction measures sequenced in alignment with the GHG reduction pathway. The capital project must support the timelines included within the GHG reduction pathway.</p>





## EVALUATION OF APPLICATIONS

We will evaluate your funding application using the following three criteria:

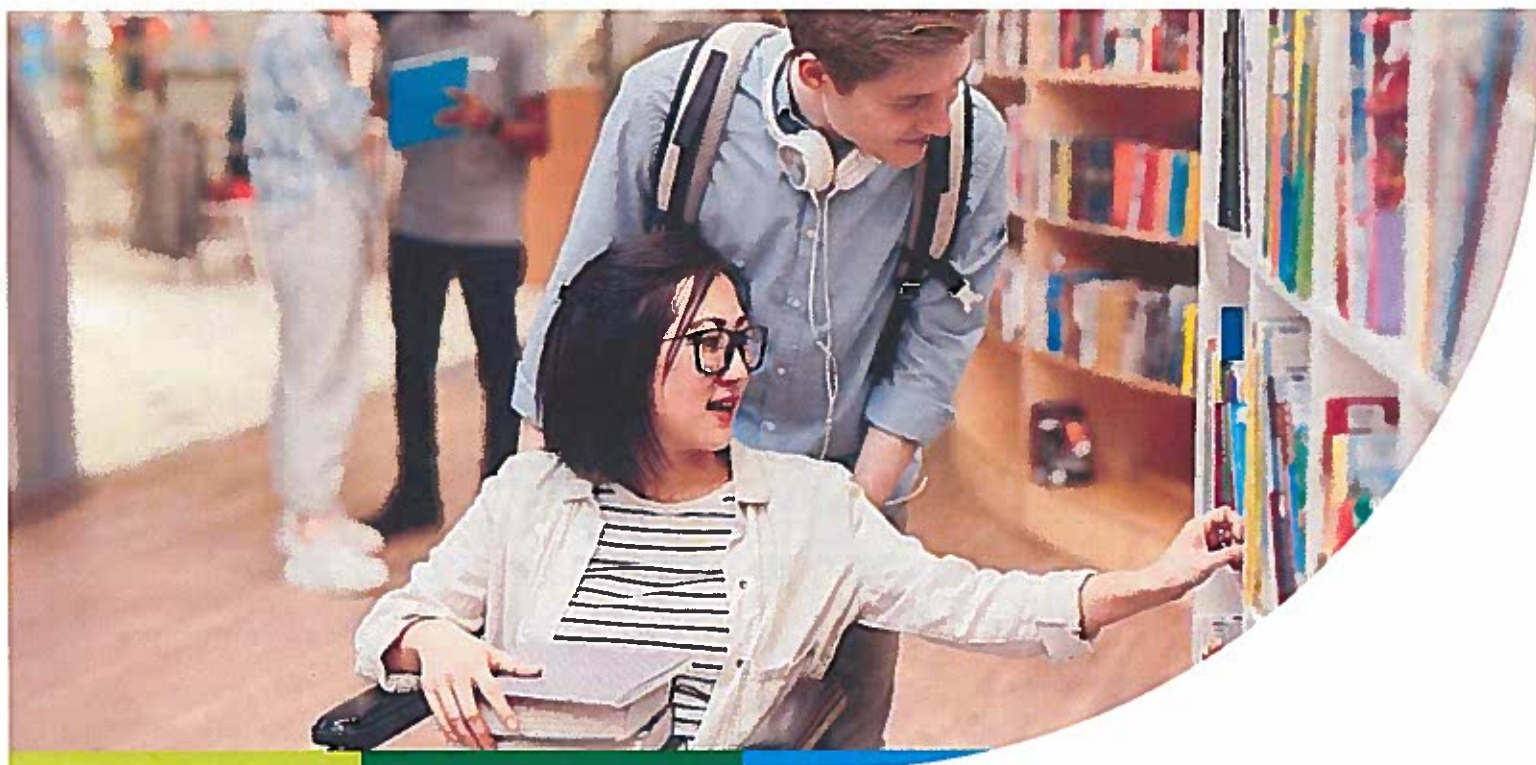
- **Impact:** The project has the potential to generate measurable environmental benefits, including GHG emissions reductions, as well as other improvements or sustainable practices; decrease energy costs; and support community benefits.
- **Implementation:** The project is designed holistically with a strong project management approach that includes planning, risk management, stakeholder engagement and appropriate resourcing.

- **Transformative potential:** The project exemplifies transformative potential by demonstrating or adopting new and better solutions, with a high likelihood of encouraging replication.

The following table outlines the elements of these criteria.

Table 3: Evaluation criteria

Impact	Implementation	Transformative potential
<ul style="list-style-type: none"> <li>• Quantitative environmental benefits</li> <li>• Qualitative environmental benefits</li> <li>• Financial benefits</li> <li>• Community benefits</li> <li>• Relative impact</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholder engagement</li> <li>• Team and partners</li> <li>• Workplan and budget</li> <li>• Risk management</li> <li>• Financing</li> <li>• Measurement and monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity building</li> <li>• Replication potential</li> <li>• Innovation</li> <li>• Audacity</li> </ul>



## APPLICATION PROCESS

If you're applying for funding for a feasibility study or a capital project, you will need to submit a pre-application form to confirm your eligibility (steps 1 and 2). If you're applying for funding for a community building monitoring and analysis project or a community building recommissioning project, you don't need to submit a pre-application form.

All applicants must submit a complete Word application form, an Excel project workbook and required supporting documentation. A GMF project officer will be your point of contact through the process and will review your file and provide feedback. They may invite you

to revisit some steps to help you submit a complete and high-quality application.

### When to apply

Applications are accepted year-round until all annual funds are allocated. New applications are then deferred to April 1 of the following fiscal year. If this happens, we will let you know. This process is generally the same for all types of applications.

## Funding and review process



### Step 1: Pre-application submission

If you're applying for funding for a feasibility study or a capital project, you will need to fill out a simple online pre-application form. This step gives us an overview of your organization and project.

### Step 2: Eligibility determination

If you're applying for funding for a feasibility study or a capital project, a GMF project officer will review your pre-application form to determine whether your organization and project are eligible for funding before you submit a full application. You will receive a response within 15 business days of the date we receive your pre-application form.

### Step 3: Full application

If you're applying for funding for a feasibility study or a capital project and we have confirmed your eligibility, your assigned GMF project officer will send you a full application form, pre-populated with answers from your pre-application form, as well as an Excel project workbook. The project workbook contains tabs that summarize important details of your project.

The full application forms for community building monitoring and analysis projects and community building re-commissioning projects are available [on our website](#).

### Step 4: Verification and submission

As you complete the application form, don't hesitate to reach out to your assigned GMF project officer with any questions you might have. Once you've verified the information on your form, submit it to the GMF inbox [on the Box.com website](#).

### Step 5: GMF project officer review

A GMF project officer will review your application for accuracy and completeness and will work with you to resolve any remaining questions.

### Step 6: Peer review and internal review

An external expert peer review panel evaluates all funding applications. An internal analysis is also completed to provide a funding recommendation to GMF's managing director, the GMF Council and FCM's Board of Directors.



## Step 7: FCM funding decision

For capital projects, FCM's Board of Directors approves the funding recommendation made by the GMF Council.

For all other types of projects, funding decisions are made directly by the GMF managing director.

If you're applying for funding for a project other than a capital project, you will receive a funding decision within about three to four months from the date you submitted your full application. If you're applying for funding for a capital project, you will receive a funding decision within about four to six months.

## Application forms

You'll be required to submit the following forms to apply for CBR funding:

Community building monitoring and analysis projects	<ul style="list-style-type: none"><li>• <a href="#">Full application form</a></li><li>• <a href="#">Project workbook</a></li></ul>
Community building recommissioning projects	<ul style="list-style-type: none"><li>• <a href="#">Full application form</a></li><li>• <a href="#">Project workbook</a></li></ul>
GHG reduction pathway feasibility studies GHG impact retrofit capital projects GHG reduction pathway retrofit capital projects	<ul style="list-style-type: none"><li>• <a href="#">Pre-application form</a></li><li>• Full application form: We will send you this form directly if your organization and project are determined to be eligible for funding.</li><li>• Project workbook: We will send you this form directly if your organization and project are determined to be eligible for funding.</li></ul>

## Required supporting documents

In various places on the application form, we ask you to attach supporting documents. These documents provide important information about your organization and the details of your project. Items included in the supporting document list are mandatory. You are welcome to provide further evidence as needed and available.

The supporting documents you're asked to provide are determined based on whether your organization is a municipal government or a partner of a municipal government. The following table outlines these requirements, as well as the requirements and conditions that your organization must fulfill before you submit your application. Please note that additional documentation may be requested.

Table 4: Required supporting documents by type of application

Application	Required supporting documents
All applications	<ul style="list-style-type: none"><li>• Completed application form</li><li>• Project workbook</li><li>• Letters from confirmed sources of funding</li><li>• Letter of confirmation of consultation with your <a href="#">provincial or territorial government</a></li><li>• Project team organizational chart and resumés</li><li>• Evidence of municipal support (i.e., council resolution or <a href="#">letter of support</a>). The resolution or letter of support should acknowledge eligibility limitations for feasibility studies and capital projects as specified in the Eligibility section.</li></ul> <p><small>**Consultation with the provincial or territorial government is a requirement of FCM's funding agreement with the federal government.</small></p>



Application	Required supporting documents
Additional information required for all capital projects	<ul style="list-style-type: none"> <li>• Completed feasibility study</li> <li>• Recent building condition assessment</li> <li>• Energy model or relevant calculations</li> <li>• Engineering cost estimate</li> <li>• Your organization's audited financial statements for the past three years or, if a guarantor is providing a financial guarantee, the audited financial statements of the guarantor</li> <li>• Executive summary of the environmental assessment of your project, if required under federal, provincial or territorial laws</li> <li>• New Brunswick municipalities (other than the City of Saint John): Evidence that you have obtained the New Brunswick Municipal Capital Borrowing Board's authorization to borrow funds</li> <li>• Nova Scotia municipalities: Evidence that you have obtained authorization from the Minister of Service Nova Scotia and Municipal Relations to borrow funds</li> </ul>
Additional information required for capital projects undertaken by municipal partner applicants	<ul style="list-style-type: none"> <li>• Project financial model (i.e., pro forma)</li> <li>• Confirmation of equity contribution (if applicable)</li> <li>• Confirmation of any ongoing subsidies (if applicable)</li> <li>• Recent property appraisal and needs assessment (if conducted)</li> <li>• Copy of fixed priced contract entered into with contractor references (if obtained)</li> <li>• Constatting documents (founding articles of incorporation of the lead applicant, to ensure eligibility)</li> </ul>



# APPLICATION INSTRUCTIONS: FEASIBILITY STUDIES AND CAPITAL PROJECTS

Follow the directions below as you complete your [pre-application form](#) and full application for a feasibility study or capital project. Answer each question with enough detail so that someone who has never heard of your project or community would fully understand your application.

All our funding application forms include the following three sections:

- Part A: Applicant information
- Part B: Information about your project
  - **Note:** In the pre-application form, you only need to complete sections B1 and B2. The full application form also includes the project workbook.
- Part C: Declaration and signature

## Part A: Applicant information

Tell us who you are, where you're from, and a bit about your organization.

### A1. Applicant organization type and contact information

The "lead applicant" is the organization that signs the contract with FCM, oversees the project (even if a third party completes the work), incurs the costs of the project and submits the required reports to FCM. Please provide the contact information for the individual authorized to act on behalf of the lead applicant.

## **A2. Organization Information** **(for non-municipal applicants only)**

Tell us about your organization. How long you have been operating, and how are you involved in community buildings? If your organization is a not-for-profit, provide a brief history of your organization and indicate whether you own a single community building or a portfolio of community buildings.

## **A3. Municipal support** **(for non-municipal applicants only)**

If your organization is not a municipal government, your project must be supported by one. Provide the name and contact information for the main contact at your local municipality as well as a support letter from the municipality. We will provide you [with a template for this support letter](#). (Note: Municipal corporations must complete this step.)

Your support letter should state the municipality's support of the project and acknowledge its understanding that if the project receives CBR funding, no further projects of the same type located within the municipality will be eligible for CBR funding (with the exception of GHG reduction pathway capital projects – see the Available Funding section, Table 1: Available Funding by Type of Project section). The letter must be signed by the mayor on behalf of council, or by the municipality's chief administrative officer or city manager.

**Optional:** The letter should specify any way in which the municipality has demonstrated its support, if applicable (e.g., in-kind contribution, financial contribution, etc.)

## **Part B: Information about your project**

Tell us about your project, the anticipated benefits, why this project is important, and how you intend to implement it. This section includes completion of the project workbook.

**Tip:** Please be as concise, specific and quantitative (i.e., measurable) as possible when you answer the questions in the pre-application form and full application form. You can answer each question or refer us to specific sections or pages in attached documents.

## B1. Overview

### Pre-application and full application form:

#### B1a. Details of your project

Working title	The title should: <ul style="list-style-type: none"><li>• Describe what the project is.</li><li>• Mention the name of the city or community.</li></ul>
Type of project	Are you requesting funding for a: <ul style="list-style-type: none"><li>• GHG reduction pathway feasibility study</li><li>• GHG impact retrofit capital project</li><li>• GHG reduction pathway retrofit capital project</li></ul> Refer to the descriptions of each of the eligible projects (see the Eligibility section, Eligible Projects).
Building type (select all that apply)	Is the community building included in the project an arena, indoor pool, community centre, arts centre or other building type? Or multiple buildings?
Community building ownership	<ul style="list-style-type: none"><li>• Municipality</li><li>• Not-for-profit organization</li></ul>
Number of buildings included within the project	<ul style="list-style-type: none"><li>• State the number of buildings included in your project. If your project includes more than one building, please specify the type of building for each building listed.</li></ul>

#### B1b. Funding and timeline

Start date of feasibility study or capital project	(dd-mm-yyyy)
End date of feasibility study or capital project	(dd-mm-yyyy)
Total feasibility study or capital project budget	Total
FCM funding request	What amount of funding are you requesting from FCM? Note: The amount must not be more than 80% of eligible costs.





## B1c. Executive summary

### Pre-application and full application form:

**Question:** Provide a brief summary of your project.

Please summarize your project in a couple of paragraphs.

- Highlight key aspects of your project.
- Why is this project important for your community? What problem or problems are you trying to solve?
- What are the key benefits of your project? In particular, what are the environmental benefits?

In this field, please provide any other information that you feel will help us to understand your project and intended outcomes.

## B2. Environmental benefits

This section asks you to describe the environmental measures you intend to implement and the environmental outcomes you expect to achieve. Projects will be assessed based on both the overall impact of your project and the probability of achieving the stated benefits. GHG emission reductions will be considered, along with other environmental benefits.

Environmental results and performance toward a more sustainable society is the primary mandate of FCM's Green Municipal Fund. As such, this is an important section that receives greater weight in funding decisions. Please refer to the required GHG reductions (see the Eligibility section, GHG Reduction Criteria) that you must meet to be eligible for funding.

### Pre-application and full application form:

**Question:** Describe the GHG reduction and other environmental measures associated with this project, the expected GHG reduction and other environmental outcomes.

As you complete the application form, please consider the following:

#### GHG reductions

- **GHG reduction pathway feasibility studies:** Confirm your intent to reduce GHGs by at least 50 percent compared to the current or baseline performance of the building within 10 years and by at least 80 percent compared to the current or baseline performance of the building (i.e., near net-zero GHG emissions) within 20 years. If available, include recent relevant work that quantifies baseline energy consumption or GHG emissions and identifies potential GHG reduction opportunities as part of your supporting documentation (e.g., building monitoring reports, energy audits etc.).
- **GHG reduction impact retrofit capital projects:** Describe the measures you will use to reduce GHG emissions by 30 percent, as outlined in your feasibility study. Please ensure the expected GHG reduction can be compared to a baseline or assessment of the current state.
- **GHG reduction pathway retrofit capital projects:** Describe at a high level the project phases and timing that will be required to reduce GHGs by at least 50 percent compared to the current or baseline performance of the building within 10 years and by at least 80 percent compared to the current or baseline performance of the building (i.e., near net-zero



GHG emissions) within 20 years, as outlined in your feasibility study. Note the phase (or combination of GHG reduction measures) you're requesting funding for, and describe the GHG reduction measures you'll include in this phase as well as the expected GHG reduction. Please ensure the expected GHG reduction can be compared to a baseline or assessment of the current state.

#### Other environmental benefits

- Will your project result in other environmental benefits not represented or highlighted by the energy model? Examples include improving natural assets, using sustainably sourced materials, integrating climate change adaptation and resilience into design, reducing environmental nuisances such as light and noise, conserving water and reducing waste.
- Are these other environmental benefits quantifiable? If so, please provide estimates, ensuring that the reduction can be compared to a baseline or assessment of the current state (e.g., low-flow fixtures that will save water).

If you're applying for funding for a feasibility study, simply explain how the study may discuss other environmental benefits in the analysis.

#### Project workbook:

If you're applying for funding for a capital project, please review the environmental benefits tab in the project workbook. The worksheet will be pre-populated for you based on your submitted feasibility study.

### B3. Economic and social benefits

This section asks you to describe the economic and social benefits of your project. A wide variety of benefits are acceptable. Economic benefits could include job creation, while social benefits could include improved services.

#### Project workbook:

If you're applying for funding for a capital project, please fill out the economic and social benefits tabs in the project workbook.

#### B3a. Economic benefits

##### Application form:

**Question:** Describe how economic benefits have factored into the design of your project.

Key considerations regarding economic benefits:

- How do your proposed solutions and mechanisms reduce costs, and how are they financially efficient and effective? Describe the return on investment you expect to achieve from the proposed GHG reduction measures (i.e., the financial health of the project).
- What operating cost savings do you anticipate will result from this project? What will be the benefit of these savings (e.g., operational savings will be invested in future capital projects, usage fees will be decreased, services will be expanded, etc.)?
- Do you anticipate achieving any other related benefits as a result of your project (e.g., extension of asset life, lower total cost of ownership, revenue generation, etc.)?

- As an optional consideration, consider how this project may impact local economic development.

If you're applying for funding for a feasibility study, simply explain the different economic factors that you will investigate in your study.

If you're applying for funding for a feasibility study, simply explain the different social factors that you will investigate in your study.

### B3b. Social benefits

#### Application form:

**Question:** *Tell us about the social benefits you expect your project to generate.*

Recognizing that community buildings provide an important social benefit in themselves, focus on benefits that go above and beyond the social benefits the building currently provides. Where possible, provide any quantification related to these benefits. Some examples of social benefits to consider include:

- Supporting local communities in maximizing the benefits of these projects. Examples include supporting local work opportunities, skills training and fair wages for qualified local residents and groups who are traditionally underrepresented in the skilled trades sector, such as apprentices, Indigenous workers and women.
- Improving services provided to the community, including ensuring recent immigrants, racialized groups, seniors, parents and low-income Canadians have access to safe and affordable community spaces.
- Improving building quality, the building environment (e.g., light, smell, noise, heat) and the health and safety of users.

### B4. Measuring and monitoring

This section asks you to describe your plan for measuring and monitoring the results of your project. These results yield valuable lessons that can help future applicants and improve the CBR initiative overall. Monitoring is also important for municipalities to ensure the expected benefits are realized. Monitoring and reporting are essential for FCM to report back to our funder, the federal government, on the impact of its investment.

**Note:** If your organization does not have a building monitoring and analysis system (see the Eligibility section, Eligible Projects, Building Monitoring and Analysis System Projects), we strongly recommend you apply for a grant to undertake a community building monitoring and analysis project. If you intend to apply for both a community building monitoring and analysis project and a capital project, please indicate in your response that you will do so. If you do this, you will also need to complete the application for the [community building monitoring and analysis project](#).

#### Application form:

**Question:** *Please describe how and when you will measure and monitor the impact and benefits of your project.*

We are looking for projects that have a robust measurement system to demonstrate expected benefits, particularly quantifiable environmental benefits. This question assesses how you will collect and analyze data, and how you will verify the performance of your project.

A strong measurement system will include a range of indicators, including those related to environmental or energy performance, the business case for your project and anticipated improvements to your level of service. Depending on the project, a measurement system could include a description of each parameter, how its value will be determined (e.g., direct measurement, modelling, estimation or other), any assumptions or additional technical factors pertinent to determining performance and how the information will be used or rolled up to determine the performance of the project.

If you're applying for funding for a feasibility study, describe how you plan to measure and validate performance for each of your proposed GHG reduction measures.

**Note:** Building commissioning is an eligible expense for capital projects. We strongly recommend that you include commissioning within your capital project and integrate your measurement and monitoring plan with the commissioning strategy. This integration will ensure your project and building operate optimally into the future.

## B5. Replication

This section considers the use of best practices and proven solutions to implement a project successfully. It also considers whether the GHG reduction mechanisms you intend to implement encourage adoption and replication by your own organization and by others.

### Application form:

**Question:** Describe whether and how your project uses best practices and proven solutions. Please also describe any

*mechanisms you intend to implement to encourage adoption and replication.*

A project is considered replicable when it includes:

- Models or best practices with demonstrated proven results in the design of the project.
- Clear performance benefits that address common problems across community buildings.
- Solutions for key challenges experienced by owners of community buildings.
- Clear market drivers for the adoption of a solution (e.g., cost savings over status quo, financial returns, regulation requirements and incentives).
- Commonly understood metrics and measures to show performance.
- Give specific examples of mechanisms you will use to encourage adoption and replication, such as:
- A replication mechanism that is integral to the design of the solution (e.g., a packaged solution, toolkits, best practices, plan to replicate within a portfolio, etc.).
- Partnership with one or more private sector, academic, government or non-governmental organizations with mandates for replicating solutions.
- Involvement of city staff and elected officials to ensure your value proposition for this project can be translated to other municipal buildings.

## B6. Capacity building and stakeholder engagement

- This section considers how a project is designed to increase the knowledge and capacity of municipalities and their partners to undertake GHG-related capital projects.

## B6a. Capacity building

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### Application form:

**Question:** Please describe how you will build the knowledge, skills and capacity of your organization and key stakeholders to successfully undertake the proposed project, implement and maintain the results over time, and integrate the lessons learned into future projects.

Some considerations for capacity building could include:

- What knowledge or skills gap will this project address in your organization? How will you share or maintain this expertise internally and apply it to future projects?
- Will you work with local suppliers (e.g., trades, contractors, consultants, etc.) to build knowledge and skills for energy-related projects within your community?
- How do you plan to share the results of your project within your community and with other communities?
- Do you plan on creating educational activities or materials to share knowledge and lessons learned with other communities or networks?
- How will you ensure staff responsible for operating the building and energy systems have sufficient resources and training to maintain the performance target over time?

## B6b. Stakeholder engagement

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### Application form:

**Question:** Please describe the stakeholder engagement plan for your project.

Identify all relevant stakeholders you have engaged or plan to engage to successfully plan, design and execute your

project (e.g., neighbours, neighbourhood or community associations, agencies or service providers, citizen groups, council or municipal staff). Describe the level, type of interaction and input you will seek from them.

In particular, please outline how you will engage with current and potential users of your community building and community stakeholders (e.g., recent immigrants, racialized groups, seniors, parents and low-income Canadians) to understand how you can improve the social value of your community building.

## B7. Innovation

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This section asks you to describe the innovation of your proposed project. CBR funding is intended to support entrepreneurial owners and operators of community buildings who undertake innovative and impactful solutions. We recognize, however, that innovation is a relative measure and can mean different things to different people and organizations. What is innovative for a small or rural community may not be so for a large one. When answering this question, consider how innovation relates to the specific context of your organization or community.

### B7a. Innovative aspects of the project

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#### Application form:

**Question:** Describe the innovative solution or solutions you will implement.

A project is considered to be innovative when it demonstrates at least one of the following:

- Development or application of new knowledge, policy, practice or advanced technology.



- A new or emerging application of an existing technology or practice.
- Adoption of knowledge or a practice that is new to a community or provider to suit the circumstances of that particular community or provider, or the adoption of advanced technology.
- In answering the question, also consider the following questions:
- How is each GHG reduction measure innovative? For example, does it develop or apply new, best practice knowledge, policies, practices, technologies or financial models that your organization hasn't used before? Or does it apply any of these in a new way, possibly to suit your unique circumstances?

#### **B7b. Uncertainties around Innovation (audacity)**

##### **Application form:**

**Question:** *Describe why and how you expect this project will be difficult for your organization.*

We recognize that uncertainties and challenges are an inevitable part of any new and transformative solution, and we want to support projects that take on this worthy task.

Uncertainties and challenges are different from the risks associated with implementing your project. A project is considered to be taking on uncertainties and challenges when the applicant tries something they haven't previously or pushes further to achieve greater anticipated benefits, considering best practices, particularly from an environmental perspective.

When answering this question, speak generally about some of the uncertainties or challenges you might face in trying to achieve your target outcomes, and explain how you will tackle them.

#### **B8. Project management and delivery**

Project management is an essential component in our evaluation of any funding application. A project may be a great idea, but if there is no budget or financial ground to stand on, it's difficult to evaluate whether it will be implemented successfully.

Aside from the environmental section, this section of your application will require the most time and effort. Make sure to closely follow the instructions, and if you have any trouble, please reach out to your assigned GMF project officer for help.

This section is to be completed in the project workbook, which includes the following sections:

- **Financials:** Provide the budget and sources of funding for your project.
- **Milestones:** Include your project plan with descriptions and deliverables for up to five key milestones.
- **Team:** List up to five key team members, including their roles, qualifications and experience.
- **Implementation risks:** Describe the most significant risks you anticipate to implementation and how you will mitigate these risks.

You will find detailed instructions for completing this section in the project workbook.



## Part C: Declaration and signature

Simply fill in the name and title of the person with signing authority from the lead applicant organization (see Part A) who will sign the application. Note that this person may differ from the primary contact of the lead applicant organization.

Once the application is complete, please verify that you have gathered all supporting documents listed in the Required Supporting Documents section. Follow the instructions below to submit your application and supporting documents.

## How to submit your application

### Organize your supporting documents

Before you submit your application, please check the list of required supporting documents for your project type in the Required Supporting Documents section. These documents validate the information you provide in your application. Make sure that your documents have filenames and titles that properly reflect their contents.

**TIP:** If possible, add the application section (e.g., B2, B6, etc.) that the document supports to each document's filename and title. This will help staff and peer reviewers find the appropriate files more quickly.

### Ready to submit your application?

Before you submit your application:

- Make sure you answered all the questions in the application and project workbook.

- Double-check that you have included all of the required supporting documents you need.

Ensuring your submission is complete, including all supporting documents, will reduce the time it takes for us to process your application.

Now you're ready to upload your files! To do this:

1. Go to the GMF inbox [on the Box.com website](#).
2. Follow the on-screen instructions.

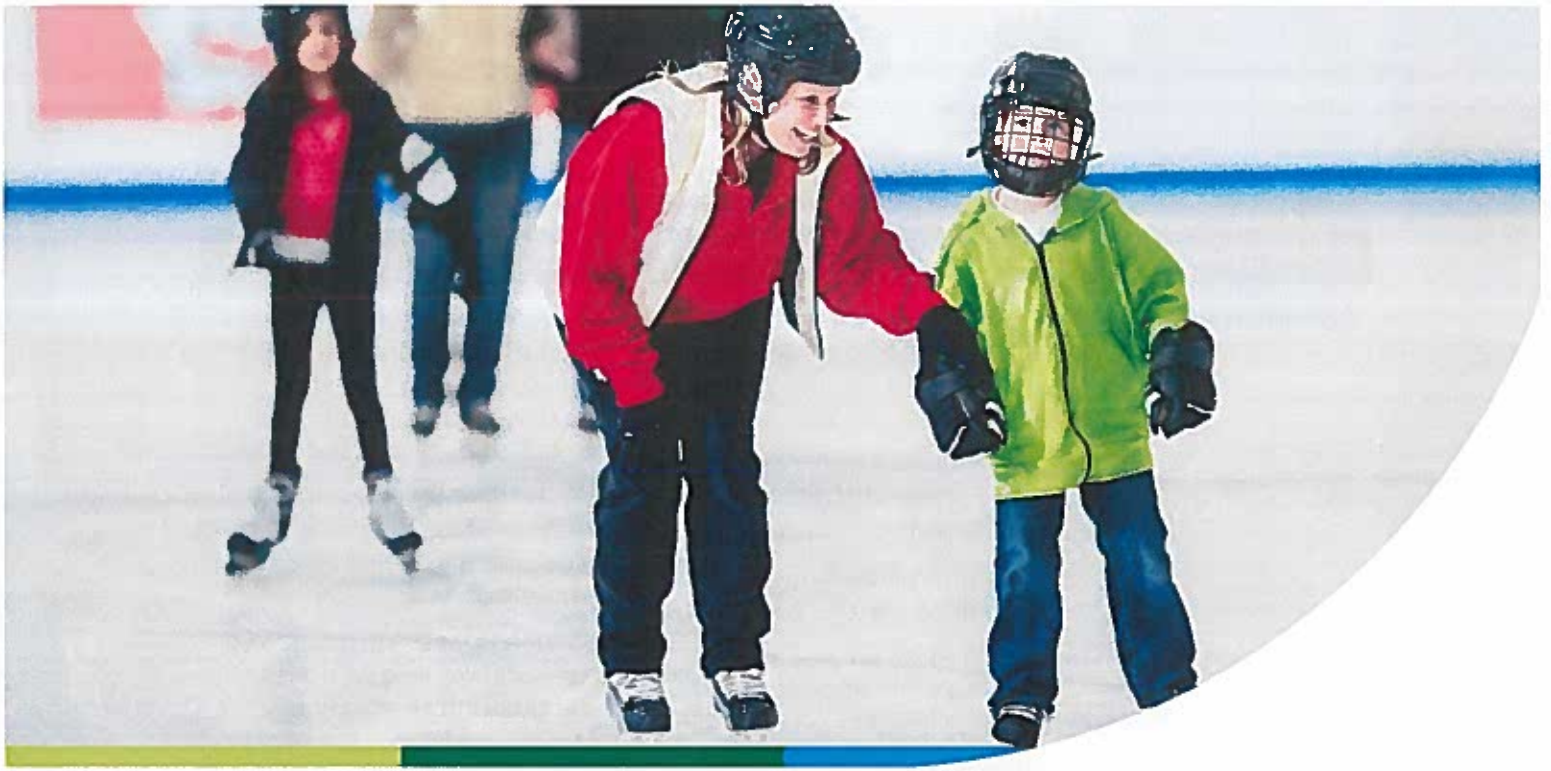
### Municipal applicants from Quebec

FCM is currently in discussions with the government of Quebec to confirm an agreement that allows FCM to fund municipal infrastructure projects in Quebec through the Community Buildings Retrofit (CBR) initiative. Once an agreement is reached, FCM will invite Quebec municipal applicants to apply for CBR funding.

Municipally-owned corporations are not included in the agreement with the ministry. They must obtain authorization from the Quebec government to secure an agreement with FCM, in accordance with the Ministère du Conseil exécutif. Private non-profit organizations can submit their applications to FCM directly.

### Need help or have suggestions to improve this guide?

If you're having trouble completing your application or uploading your files, or simply have some questions, please contact us at [gmfinfo@fcm.ca](mailto:gmfinfo@fcm.ca) or 1-877-417-0550.



## APPENDIX: ELIGIBLE COSTS

This table outlines the costs that can be reimbursed by FCM. Please pay particular attention to any costs that may be ineligible for reimbursement.

Table 5: Eligible costs

### Section A: Costs incurred before the date FCM receives your application

Cost category	Eligible costs	Ineligible costs
Pre-application	Consulting costs to write the application, including inserting information into the project workbook, incurred up to 90 days before the date FCM receives your application.	All other costs incurred before the date FCM receives your application, including any stakeholder engagement or research that took place to complete the full application or project workbook.

## Section B: Costs incurred after the date FCM receives your application

Cost category	Eligible costs	Ineligible costs
<b>Administrative</b>	<p>Administrative costs that are directly linked to and have been incurred for the project, including:</p> <ul style="list-style-type: none"> <li>• Communication costs (e.g., long-distance calls or faxes).</li> <li>• Permits or certifications required for the project.</li> <li>• Printing or photocopying by outside suppliers.</li> <li>• Acquisition of documents used exclusively for the project.</li> <li>• Document translation.</li> </ul>	<ul style="list-style-type: none"> <li>• General overhead costs, including operating costs related to the general maintenance, repair and overhead costs associated with the project.</li> <li>• Administrative costs not specifically listed as eligible costs.</li> <li>• Office space, supplies and general overhead costs incurred in the ordinary course of business.</li> </ul>
<b>Advertising</b>	<p>Advertising costs essential to communicating the project to the public and evaluating the project, such as:</p> <ul style="list-style-type: none"> <li>• Fees for advertising development.</li> <li>• Fees for media distribution.</li> <li>• Website development.</li> <li>• Public surveys.</li> </ul>	<ul style="list-style-type: none"> <li>• Advertising costs for general education or publicity associated with ongoing or other business activity and not a specific requirement of the project.</li> <li>• promotional items.</li> </ul>
<b>Audit (capital projects only)</b>	<p>The cost of a financial audit conducted by a third-party accredited professional for the capital project, which is required by FCM.</p>	N/A



Cost category	Eligible costs	Ineligible costs
<b>Capital expenditures (capital projects only)</b>	<p>Capital costs as defined and determined in accordance with generally accepted accounting principles (GAAP), including:</p> <ul style="list-style-type: none"> <li>• Costs for acquiring, developing, constructing, modernizing or leasing systems (equipment, hardware, software, etc.).</li> <li>• Costs of construction, renovation or modernization of facilities and structures, such as material and installation costs.</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase or lease of real property.</li> </ul>
<b>Equipment rental (capital projects only)</b>	Rental of tools and equipment related to the capital project.	Rental of tools or equipment related to ongoing or other business activities
<b>Meetings and public gatherings</b>	<p>Costs related to meetings and public gatherings that communicate the project to the public and that collect feedback, such as:</p> <ul style="list-style-type: none"> <li>• Facility rental.</li> <li>• Audiovisual equipment rental.</li> </ul>	<p>Any hospitality expenses, such as:</p> <ul style="list-style-type: none"> <li>• food and drink</li> <li>• alcohol</li> <li>• door prizes</li> <li>• entertainment</li> <li>• music</li> <li>• decorations</li> <li>• flowers or centerpieces</li> </ul>



Cost category	Eligible costs	Ineligible costs
Services	<p>Fees for professional or technical services, including:</p> <ul style="list-style-type: none"> <li>• Consultant and contractor fees for work related to building monitoring and analysis, existing building commissioning (EBX), low-carbon pathway studies and capital projects.</li> <li>• Fees incurred by a third-party qualified commissioning agent or existing building commissioning agent for a comprehensive review of building systems.</li> <li>• Fees incurred by a certified professional to conduct project measurement and verification.</li> <li>• The cost of an environmental audit, which is required by FCM, undertaken by a third-party verification specialist (capital projects only).</li> </ul>	<p><b>All: Costs for engineering studies, audit studies or studies for which grants or contributions are provided by or committed to be provided by any program of the Government of Canada.</b></p>

Cost category	Eligible costs	Ineligible costs
Staff remuneration	<p>Daily rates actually paid by the eligible recipient to its employees (including permanent and contract employees) in Canada for time actually worked on the implementation of the project (including staff time to participate in capacity-building activities led by or on behalf of FCM). The daily rate per employee shall include the following costs:</p> <p><b>Direct salaries:</b></p> <ul style="list-style-type: none"> <li>Actual and justifiable sums paid by the eligible recipient to employees in accordance with the eligible recipient's pay scales as regular salary, excluding overtime pay and bonuses.</li> </ul> <p><b>Fringe Benefits:</b></p> <ul style="list-style-type: none"> <li>Fringe benefit, in accordance with the eligible recipient's policies, as follows: <ul style="list-style-type: none"> <li>Time-off benefits (prorated to the annual percentage of time actually worked on the implementation of the project): Allowable number of days to be paid by the eligible recipient for the payable absences of statutory holidays and annual vacation.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Overtime pay.</li> <li>Bonuses or performance pay.</li> <li>Fringe benefits, such as sick days, maternity leave, parental leave, pension plan and any other fringe benefits not listed as eligible.</li> <li>Costs related to ongoing or other regular business activities and not specifically required for the project.</li> <li>Staff wages while receiving training or attending learning events.</li> <li>Professional membership fees or dues.</li> </ul>

Cost category	Eligible costs	Ineligible costs
Staff remuneration	<ul style="list-style-type: none"> <li>• Paid benefits: Actual sums paid by the eligible recipient for paid benefits (prorated to the annual percentage of time actually worked on the implementation of the project); this includes the eligible recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits.</li> </ul> <p><b>Note: For private-sector entities only, as determined by FCM, the value of total staff remuneration cannot exceed 10% of eligible costs for the project.</b></p>	<ul style="list-style-type: none"> <li>• Staff remuneration for which a grant or contribution is provided by or committed to be provided by FCM. This includes funding provided or committed through Climate Change Staff grants from FCM's Municipalities for Climate Innovation Program.</li> </ul>
Supplies and materials	Supplies and materials that are specifically needed for the project.	Costs related to ongoing or other business activities that are not specifically required for the project.
Transportation, shipping and other courier charges	Transportation costs for delivery of materials and services essential for the project.	Any transportation expense related to ongoing or other business activities.



Cost category	Eligible costs	Ineligible costs
Travel and accommodation	Travel and associated expenses for your staff and consultants to the extent that the travel and accommodation rates comply with Treasury Board of Canada guidelines and to the extent that such travel is necessary to complete the project, including travel and accommodation costs to attend CBR capacity-building activities organized by or on behalf of FCM.	<ul style="list-style-type: none"> <li>Travel and associated expenses of a partner in the project.</li> <li>Travel, accommodation and fees to attend conferences, missions or trade shows.</li> </ul>
Taxes	The portion of taxes for which your organization is not otherwise eligible for rebate.	The portion of provincial, territorial or federal taxes for which your organization is eligible for rebate.
In-kind contributions	<p>N/A</p> <p><b>Note: Lead applicants can include costs for staff time for time actually worked on the implementation of the project and list this as “staff remuneration.” See the Staff Remuneration category above.</b></p>	<ul style="list-style-type: none"> <li>Any goods and services that are received through donation or in-kind contribution.</li> </ul>
Other	Other costs considered by FCM’s Board of Directors or FCM staff to be necessary direct costs incurred properly and reasonably to implement your project.	N/A



2021.02.18 8.0 9759

North Dufferin Community Centr

2021-05-05

10 23AM

**Accounts Payable**

April AP Listing

Vendor 000000 Through 999999

Invoice Entry Date 2021-01-01 to 2021-05-05 Paid Invoices Cheque Date 2021-04-07 to 2021-05-05

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000001 HURONIA/MED-E-OX LTD	191026	ARENA FURNACE PROPANE	000487	2021-01-07	2021-04-01	31.02
		01-2000-7210 ARENA FURNACE PROPANE				31.02
000001 HURONIA/MED-E-OX LTD	194319	ARENA FURNACE PROPANE	000491	2021-03-27	2021-04-21	186.04
		01-2000-7210 ARENA FURNACE PROPANE				186.04
Vendor Total						217.06
000005 DELMAR ELECTRIC	14069	FLOODLIGHT, RINK BUZZER	000485	2021-03-23	2021-04-01	563.79
		01-2000-7220 FLOODLIGHT, RINK BUZZER				563.79
000013 WAYNE BIRD FUELS	639827	ARENA FURNACE OIL	000489	2021-03-24	2021-04-01	633.07
		01-2000-7210 ARENA FURNACE OIL				633.07
000013 WAYNE BIRD FUELS	643189	ARENA FURNACE OIL	000493	2021-04-14	2021-04-21	523.66
		01-2000-7210 ARENA FURNACE OIL				523.66
Vendor Total						1,156.73
000019 SGS CANADA INC	11410535	ARENA WATER TESTING	000492	2021-04-09	2021-04-21	97.18
		01-2000-7130 ARENA WATER TESTING				97.18
000051 HIGHLAND SUPPLY	294623	INDUSTRIAL BELT	000490	2021-04-09	2021-04-21	8.90
		01-2000-7240 INDUSTRIAL BELT				8.90
000062 GFL ENVIRONMENTAL INC.	SD0000320472	MARCH - 1 Lift	000486	2021-03-31	2021-04-07	63.43
		01-2000-7220 MARCH - 1 Lift				63.43
Unpaid Invoices						0.00
Paid Invoices						2,910.17
Invoices Total						2,910.17
Selected G/L Account Total						2,910.17

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31, 2021 - From Period 1 To Period 4 Ending APR 30, 2021

Account	Description	Previous Year Total Actual	Total Budget	Current Year To Date Actual	Budget	Budget Remaining	Total Budget
Fund: 01 OPERATING FUND							
Category: 27???							
2000 INCOME STATEMENT							
Revenue							
01-2000-4000	MULMUR GRANT	54,410.44	54,410.66	27,880.40	17,782.88	25,468.16	53,348.56
01-2000-4010	MELANCTHON GRANT	54,410.44	54,410.66	27,880.40	17,782.88	25,468.16	53,348.56
01-2000-4015	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4020	DONATION REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4030	FUNDRAISING REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	46,708.48	54,000.00	14,885.12	10,200.00	15,714.88	30,600.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	41,956.38	51,000.00	19,274.64	9,860.00	10,305.36	29,580.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	1,736.28	500.00	1,929.20	170.00	(1,419.20)	510.00
01-2000-4120	NON-RESIDENT USER FEES	4,215.30	3,250.00	739.72	0.00	(739.72)	0.00
01-2000-4200	BOOTH RENTAL REVENUE	1,173.52	2,100.00	0.00	666.64	2,000.00	2,000.00
01-2000-4210	HALL RENTAL REVENUE	0.00	4,000.00	0.00	333.36	1,000.00	1,000.00
01-2000-4220	FLOOR RENTAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4230	SIGN RENTAL REVENUE	4,250.00	3,800.00	3,580.00	1,193.36	0.00	3,580.00
01-2000-4240	VENDING MACHINE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4300	PENALTIES & INTEREST	901.70	850.00	246.08	283.36	603.92	850.00
01-2000-4500	PR YR SURPLUS/DEFICIT	(5,860.31)	(5,860.31)	0.00	11,315.84	33,947.44	33,947.44
Total Revenue		203,902.23	222,461.01	96,415.56	69,588.32	112,349.00	208,764.56
Expense							
01-2000-7000	WAGES	58,971.93	70,000.00	20,726.51	24,000.00	51,273.49	72,000.00
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,181.65	5,600.00	1,885.24	1,866.64	3,714.76	5,600.00
01-2000-7010	BENEFITS-OMERS	4,569.22	4,950.00	1,811.43	1,751.36	3,442.57	5,254.00
01-2000-7012	MILEAGE	303.91	300.00	43.57	100.00	256.43	300.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SL	185.44	1,000.00	165.00	333.36	835.00	1,000.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,888.59	2,000.00	1,694.34	666.64	305.66	2,000.00
01-2000-7110	COMMUNICATION	876.54	2,000.00	782.87	666.64	1,217.13	2,000.00
01-2000-7115	INSURANCE	15,418.69	13,300.00	8,782.16	5,333.36	7,217.84	16,000.00
01-2000-7120	HEALTH & SAFETY	2,540.84	2,000.00	0.00	833.36	2,500.00	2,500.00
01-2000-7125	PROF FEES - AUDIT	600.00	611.01	0.00	203.52	610.56	610.56
01-2000-7130	PROF FEES - WATER TESTING	258.50	400.00	86.00	133.36	314.00	400.00
01-2000-7150	BANK CHARGES	1,370.47	500.00	300.60	400.00	899.40	1,200.00
01-2000-7200	HYDRO	28,532.14	50,000.00	8,373.03	13,333.36	31,526.97	40,000.00
01-2000-7210	FURNACE FUEL/ PROPANE	9,750.40	15,000.00	6,213.26	3,333.36	3,786.74	10,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCE	27,462.60	18,500.00	3,940.28	6,666.64	16,059.72	20,000.00
01-2000-7230	BOOTH MAINTENANCE	371.80	3,300.00	262.21	133.36	137.79	400.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	11,147.41	18,000.00	2,348.62	4,000.00	9,651.38	12,000.00
01-2000-7300	FUNDRAISING EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-7400	BAD DEBT	524.66	0.00	0.00	0.00	0.00	0.00
01-2000-7450	TSFR TO CAPITAL RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-7500	CAPITAL PURCHASES	0.00	15,000.00	0.00	5,833.36	17,500.00	17,500.00
01-2000-7800	AMORTIZATION	1,560.40	0.00	0.00	0.00	0.00	0.00
Total Expense		171,515.19	222,461.01	57,415.12	69,588.32	151,349.44	208,764.56
Dept Excess Revenue Over (Under) Expenditures		32,387.04	0.00	39,000.44	0.00	(39,000.44)	0.00

**General Ledger****Annual Department Budget vs. Actual Comparison Report**

Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 4 Ending APR 30,2021

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
Category Excess Revenue Over (Under) Expenditures		32,387.04	0.00	39,000.44	0.00	(39,000.44)	0.00



Financial Statements of

**NORTH DUFFERIN  
COMMUNITY CENTRE**

Year ended December 31, 2020  
(Unaudited)

DRAFT

GB #7.1.4  
MAY 12 2021

# NORTH DUFFERIN COMMUNITY CENTRE

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December 31, 2020

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KPMG LLP  
115 King Street South  
2nd Floor  
Waterloo ON N2J 5A3  
Canada  
Tel 519-747-8800  
Fax 519-747-8830

## **NOTICE TO READER**

On the basis of information provided by management, we have compiled the statement of financial position of North Dufferin Community Centre as at December 31, 2020 and the statements of operations and accumulated surplus for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these financial statements may not be appropriate for their purposes.

The comparative information was compiled by another firm of chartered accountants.

**KPMG LLP**

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada

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# **NORTH DUFFERIN COMMUNITY CENTRE**

## **Statement of Financial Position**

December 31, 2020, with comparative information for 2019  
(Unaudited - See Notice to Reader)

	2020	2019
<b>Financial Assets</b>		
Cash and cash equivalents	\$ 69,397	\$ 33,075
Accounts receivable	31,565	31,698
	100,962	64,773
<b>Financial Liabilities</b>		
Accounts payable and accrued liabilities	31,308	32,965
Net financial assets	69,654	31,808
<b>Non-Financial Assets</b>		
Prepaid expenses	8,947	6,837
Tangible capital assets	12,483	14,098
	21,430	20,935
Accumulated surplus	\$ 91,084	\$ 52,743

See accompanying notes to financial statements.

# NORTH DUFFERIN COMMUNITY CENTRE

## Statement of Operations

December 31, 2020, with comparative information for 2019  
(Unaudited - See Notice to Reader)

	2020	2019
<b>Revenue:</b>		
Ice rentals	\$ 90,401	\$ 106,476
Grant- Township of Mulmur	54,410	55,024
Grant- Township of Melancthon	54,410	55,024
Fundraising	—	19,046
Miscellaneous	5,152	4,916
Hall rental	—	4,012
Non-resident user fees	4,215	3,696
Donations	—	3,239
Booth rentals	1,174	2,170
	<b>209,762</b>	<b>253,603</b>
<b>Expenses:</b>		
Staffing costs	69,027	74,215
Hydro	28,532	50,085
Repairs and maintenance	38,610	36,447
Fuel	9,751	14,712
Insurance	15,419	12,518
Fundraising expenses	—	10,993
Capital purchases	—	3,768
Office	1,794	2,428
Telephone	876	1,968
Booth Supplies	372	1,918
Health and safety	2,541	1,903
Amortization	1,560	1,506
Licences and fees	185	1,149
Interest and bank charges	1,370	772
Professional fees	600	610
Bad debts	525	398
Water testing	259	393
	<b>171,421</b>	<b>215,783</b>
<b>Annual surplus</b>	<b>38,341</b>	<b>37,820</b>
<b>Accumulated surplus, beginning of year</b>	<b>52,743</b>	<b>14,923</b>
<b>Accumulated surplus, end of year</b>	<b>\$ 91,084</b>	<b>\$ 52,743</b>

See accompanying notes to financial statements.



## NORTH DUFFERIN COMMUNITY CENTRE

### Statement of Accumulated Surplus

December 31, 2020, with comparative information for 2019  
(Unaudited - See Notice to Reader)

	2020	2019
Surplus (deficit):		
Surplus (deficit) from general fund operations	\$	\$ 7,818
Reserves:		
Operating reserve		40,000
Facility development reserve		4,925
		44,925
Accumulated surplus		\$ 52,743

See accompanying notes to financial statements.

# **NORTH DUFFERIN COMMUNITY CENTRE**

## **Note to Financial Statements**

**Year ended December 31, 2020**

**(Unaudited - See Notice to Reader)**

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On September 7, 2017 the Townships of Mulmur and Melancthon signed an agreement to officially form a joint municipal service board. The service board is managed by an eight member board known as the North Dufferin Community Centre Joint Board of Management. Four members have been appointed from each participating municipality to the joint municipal service board.

### **1. Basis of presentation:**

The recognition, measurement, presentation and disclosure principles in these financial statements may not be in accordance with the requirements of any of the financial reporting frameworks in the CPA Canada Handbook – Public Sector Accounting.

DRAFT



## REPORT TO NDCC BOARD OF MANAGEMENT

**TO:** Chair Tupling and Members of the Board  
**FROM:** Heather Boston, Treasurer  
**DATE:** May 12, 2021  
**SUBJECT:** Arena Renovations

---

### PURPOSE

The purpose of this report is to inform the Arena Board of the resolutions from Mulmur and Melancthon Townships regarding the NDCC Efficiency Study recommendations.

### BACKGROUND & DISCUSSION

In 2020, the NDCC Efficiency Review was completed. They provided four options:

- Option A –Maintain Existing Facility
- Option B –Change Room Expansion
- Option C –New Build Facility
- Option D –Upgrade Existing Facility Plus Expansion

A recreation subcommittee was formed to determine the best option to recommend to each Township Council.

On Wednesday, May 5, 2021 Mulmur Township Council passed the following resolutions.

*THAT Council supports the Joint Recreation Subcommittee's recommendation to move forward with Option D subject to grant availability and funding of at least 66%, and to move forward with an RFP to engage architectural/engineering for design.*

*THAT Council endorses the application to the Ministry of Infrastructure, Green and Inclusive Community Buildings Program and authorizes staff to execute an agreement for grant funding.*

On Thursday, May 6, 2021 Melancthon Township Council passed the following resolution.

*THAT Council supports the Joint Recreation Subcommittee's recommendation to move forward with Option D subject to grant availability, funding, and to move forward with an RFP to engage architectural/engineering for design.*

The Townships will therefore move forward with Option D – Upgrade Existing Facility Plus Expansion and will send out an RFP for the design of the renovation. We have begun the process of applying for the Green and Inclusive Community Buildings (GICB) grant to cover up to 80% of the cost of the renovations.

EB #7.2  
MAY 12 2021

**FINANCIAL IMPACT**

The Township's agreed to moved forward with Option D with the support of funding. Given the recent GICB funding we hope to secure we could have up to 80% of the costs covered minimizing the financial impact on the Township's.

**RECOMMENDATION**

THAT the Board receive the report of Heather Boston, Treasurer, arena renovations.

Respectfully submitted:

Heather Boston  
Heather Boston, CPA, CA, CGA, BComm  
Treasurer



# NDCC EFFICIENCY STUDY

Financial Analysis of Options



# Motion from Joint Subcommittee Meeting

**Moved by White and Seconded by Hawkins**

THAT the Joint Recreation Subcommittee recommend to their respective Councils to move forward with Option D subject to grant availability, funding, and to move forward with an RFP to engage architectural/engineering for design.

**CARRIED.**

# Summary of Options Presented in Efficiency Study

## OPTIONS

A - Maintain Existing Facility

B - New Dressing Room (includes option A repairs plus \$850K for 6 dressing rooms and 1 accessible washroom)

C - New Facility (NHL ice with 200 seats, 6 change rooms, 240 community space)

D - Existing Facility plus Community Hub Expansion

## 5.1 Option A – Maintain Existing Facility (Cont'd)

### Capital Costs

Option A is to maintain the existing facility. This is the least expensive option in the short term, but it is not without significant cost. To maintain the facility at its current level will require up to \$1.7 million in investment with design contingency.

This includes \$500,000 for a new ice slab, \$125,000 for new dasher boards, and \$100,000 each for a new elevator, accessible viewing, and washroom renovations.

These investments would improve the accessibility of the facility and allow for continued use in the short and medium term.

Replacement and Repair Order of Magnitude Budget	
New ice slab	\$ 500,000
New dasher boards	\$ 125,000
New ice maker overhead door	\$ 20,000
Accessible washrooms (1 @ 250 sf x \$450 psf)	\$ 87,500
New elevator	\$ 100,000
Accessible entrances	\$ 25,000
Accessible viewing	\$ 100,000
Ice plant upgrades	\$ 50,000
Washroom renovations	\$ 100,000
Ceiling tile repairs	\$ 20,000
Kitchen vent	\$ 20,000
New vinyl / skate flooring	\$ 45,000
<b>Total</b>	<b>\$1,192,500</b>
Soft Costs, excludes FF&E at this time (20%)	\$238,500
Design Contingency (20%)	\$286,200
<b>Total Class D Cost Estimate</b>	<b>\$1,717,200</b>

## 5.2 Option B – New Dressing Rooms

Concept Plan



NEW DRESSING ROOMS

## 5.2 Option B – New Dressing Rooms (Cont'd)

### Capital Costs

Option B includes all the repair and replacement items in Option A, plus additional changerooms at an additional cost of \$850,000. This totals \$2.9 million with contingencies.

This option modestly increases the usability of the arena, making for a more comfortable experience for users and can help to accommodate more visitors at a time.

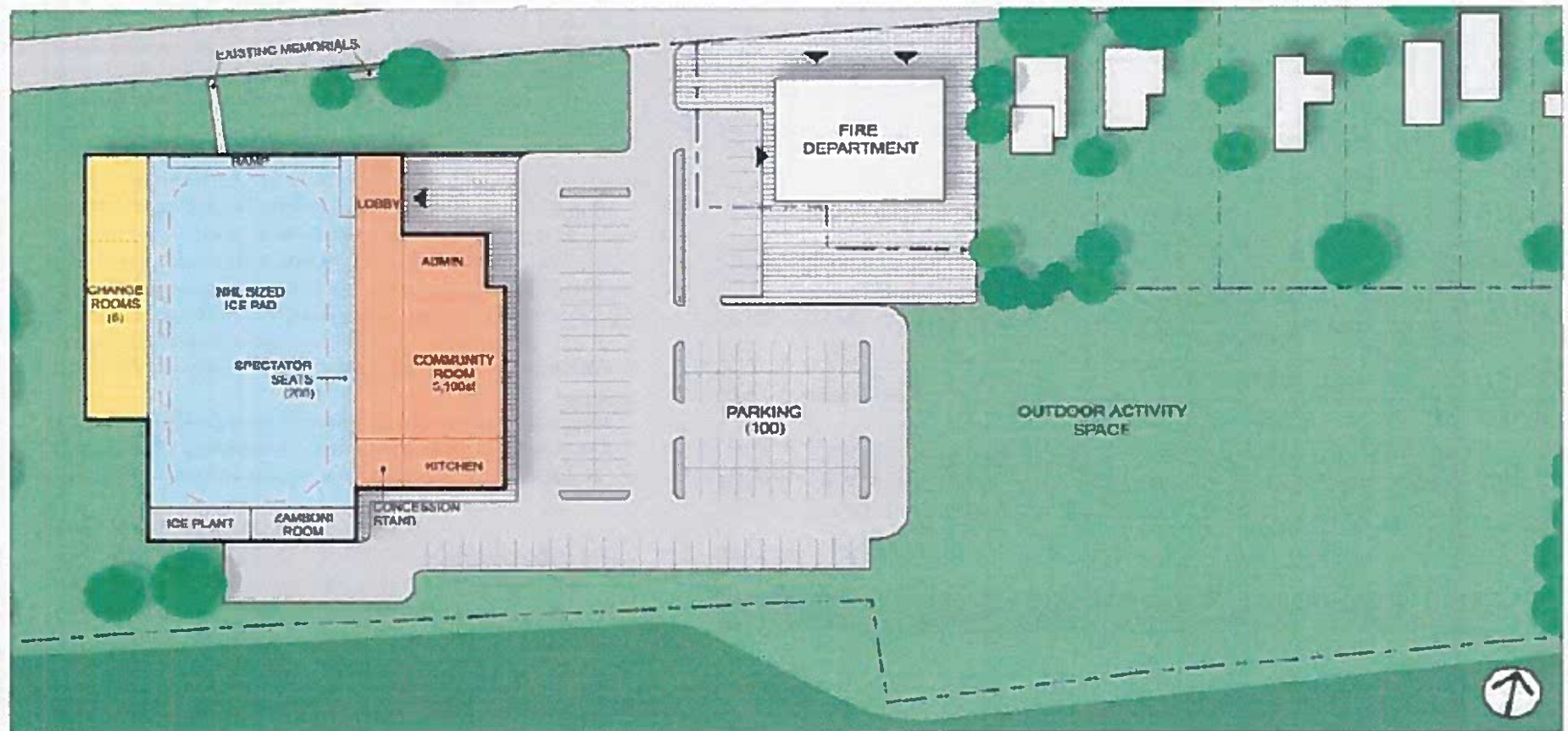
As all of other items will be required to maintain functionality, the incremental cost is relatively modest to gain some improvement for the community.

Replacement and Repair Order of Magnitude Budget	
New ice slab	\$ 500,000
New dasher boards	\$ 125,000
New ice maker overhead door	\$ 20,000
New dressing rooms (6 @ 550 sf each x \$250 psf)	\$ 850,000
Accessible washrooms (1 @ 250 sf x \$350 psf)	\$ 87,500
New elevator	\$ 100,000
Accessible entrances	\$ 25,000
Accessible viewing	\$ 100,000
Ice plant upgrades	\$ 50,000
Washroom renovations	\$ 100,000
Ceiling tile repairs	\$ 20,000
Kitchen vent	\$ 20,000
New vinyl / skate flooring	\$ 45,000
<b>Total</b>	<b>\$2,017,500</b>
Soft Costs, excludes FF&E at this time (20%)	\$403,500
Design Contingency (20%)	\$484,200
<b>Total Class D Cost Estimate</b>	<b>\$2,905,200</b>



## 5.3 Option C – New Build Facility

### Concept Plan



NEW BUILD FACILITY - 45,185sf

### 5.3 Option C – New Build Facility (Cont'd)

#### Capital Costs

Option C is a new build that would include a NHL size ice pad with spectator seating for 200, six team rooms, a concession area, and community space with kitchen that can accommodate up to 240 visitors.

This option has the highest capital, but also the highest quality of facility as a new modern build. The cost range with contingencies is between \$17.8 and \$19.2 million.

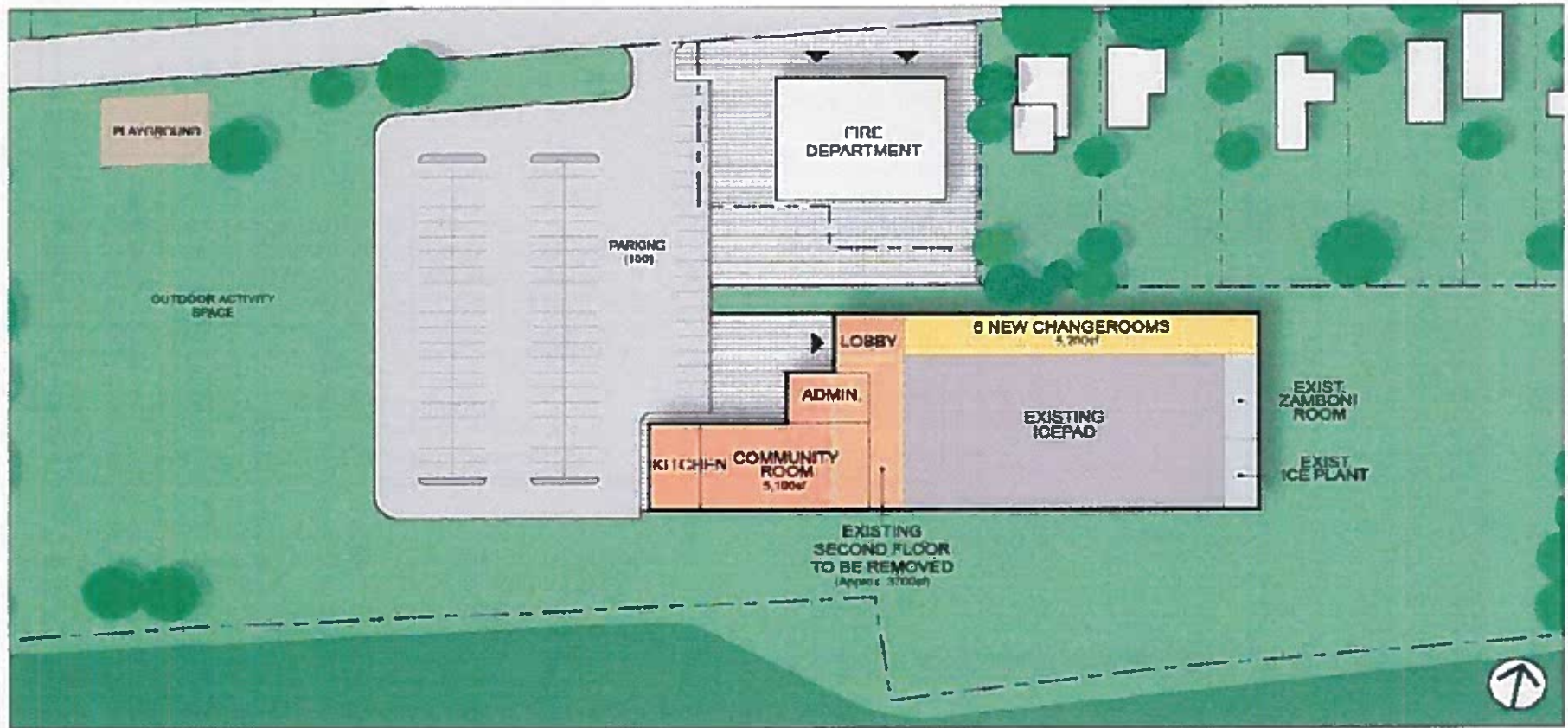
However, the costs to the Townships for a new a facility could be significantly lower, as there are funding opportunities available from other orders of government. In 2016, the Canadian government launched the Investing in Canada Infrastructure Program (ICIP), a cost-shared infrastructure funding program between the federal government, provincial governments, and municipalities. New recreation facilities are eligible for funding through the Community, Culture, and Recreation Stream.

Through this program, municipalities are required contribute only 26.7% with the federal and provincial governments funding the remainder. With Mulmur and Melancthon sharing the municipal contribution, that could reduce each Township's contribution to \$2.1 to \$2.3 million before contingencies, or 13.35% of the total cost.

Option 4 - New Facility		
Cost Per ft <sup>2</sup> Range*	Low	\$325
	High	\$350
Total Cost Range	Low	\$14,846,650
	High	\$15,988,700
Class D Contingency	Low	\$2,969,330
	High	\$3,197,740
Total Cost (incl. Contingency)	Low (Rounded)	\$17,800,000
	High (Rounded)	\$19,200,000
Facility GFA (ft <sup>2</sup> )		45,682

## 5.4 Option D – Existing Facility Plus Expansion

Concept Plan



EXISTING FACILITY PLUS EXPANSION - 16,400sf



## 5.4 Option D – Existing Facility Plus Expansion (Cont'd)

### Capital Costs

Option D consists of maintaining the existing arena, a new community room and kitchen, updated administration offices and new changerooms. The new renovation would be a single story addition and would require the demolition of the existing 2-storey entrance.

The estimated total capital cost with contingencies range from \$7.2 million to \$7.6 million, which includes the expansion (\$5.7 million to \$6.1) and the necessary arena maintenance and repair items (\$1.5 million).

The community space provided in this option would be a significant improvement over the current Norduff Room. It would be larger and more accessible on the first floor with a kitchen and a more spacious lobby and administrative office. The new changerooms would also provide the same arena experience improvement as in Option B.

Replacement and Repair Order of Magnitude Budget	
New ice slab	\$500,000
New dasher boards	\$125,000
New ice maker overhead door	\$20,000
Accessible washrooms (1 @ 250 sf x \$350 psf)	\$87,500
Accessible entrances	\$25,000
Accessible viewing	\$100,000
Ice plant upgrades	\$50,000
Washroom renovations	\$100,000
New vinyl / skate flooring	\$45,000
<b>Total</b>	<b>\$1,052,500</b>
Soft Costs, excludes H&E at this time (20%)	\$210,500
Design Contingency (20%)	\$252,600
<b>Total Class D Cost Estimate</b>	<b>\$1,515,600</b>

Capital Budget for New Community Hub Building attached		
Cost Per ft <sup>2</sup> Range*	Low	\$290
	High	\$310
Total Cost Range	Low	\$4,756,000
	High	\$5,084,000
Class D Contingency	Low	\$951,200
	High	\$1,016,800
Total Cost (incl. Contingency)	Low (Rounded)	\$5,700,000
	High (Rounded)	\$6,100,000
Facility GFA (ft <sup>2</sup> )		16,400

# Summary Chart of Costs Associated with Options

OPTION	ANNUAL MUNICIPAL OPERATING LEVIES (10- year escalating)	Annual Loan Payments Per Municipality	Tax Levy Increase Mulmur	Tax Levy Increase Melancthon
A - Maintain Existing Facility	\$39,998 - \$47,785	47,035	1.13%	1.68%
B - New Dressing Room (includes option A repairs plus \$850K for 6 dressing rooms and 1 accessible washroom)	\$44,868 - \$53,621	525,896	1.78%	2.83%
C - New Facility (NHL ice with 200 seats, 6 change rooms, 240 community space)	\$94,436 - \$112,859	73,728	12.67%	18.73%
D - Existing Facility plus Community Hub Expansion	\$44,605 - \$53,307	167,082	4.03%	5.95%



# Worksheet without Grant Contributions

Option: D							
Mulmur				Melancthon			
		2021 Tax	Tax Levy			2021 Tax	Tax Levy
	PMT	Levy	Increase			Levy	Increase
Annual Pymts	(\$334,163)	(4,150,316)	4.03%	Annual Pymts	(\$334,163)	(2,807,725)	5.95%
Interest	3.56%			Interest	3.56%		
Years	30			Years	30		
Present Value	\$6,100,000			Present Value	\$6,100,000		
Less DC's or Grants				Less DC's or Grants			
Future Value	\$0			Future Value	\$0		

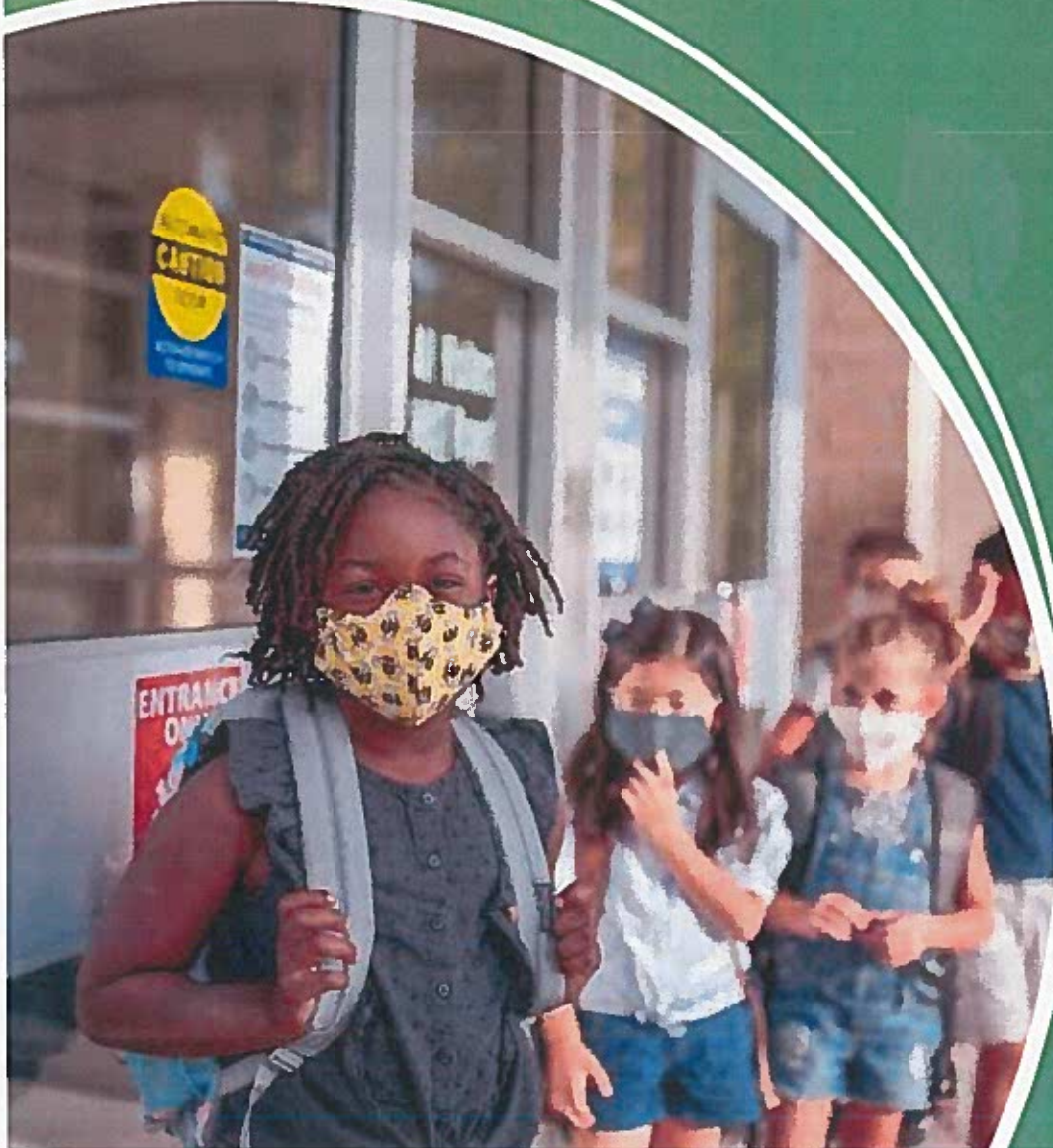
# Worksheet with Grant Contributions

Option: D

Mulmur				Melancthon			
		2021 Tax	Tax Levy			2021 Tax	Tax Levy
	PMT	Levy	Increase			Levy	Increase
Annual Pymts	(\$111,388)	(4,150,316)	1.34%	Annual Pymts	(\$111,388)	(2,807,725)	1.98%
Interest	3.56%			Interest	3.56%		
Years	30			Years	30		
Present Value	\$2,033,333			Present Value	\$2,033,333		
Less DC's or Grants	\$4,066,667			Less DC's or Grants	\$4,066,667		
Future Value	\$0			Future Value	\$0		

# Green and Inclusive Community Buildings

## Applicant Guide



Infrastructure  
Canada

Canada

## What is the objective of the Green and Inclusive Community Buildings Program?

The Green and Inclusive Community Buildings (GICB) program is a national merit-based program with the objective of improving the availability and condition of community buildings in Canadian communities experiencing higher needs and who are currently underserved. At the same time, the program will stimulate the economy, create good job opportunities, and align to the goals of Canada's strengthened climate plan. The program will advance the Government's climate priorities by improving energy efficiency, reducing GHG emissions, and enhancing the climate resilience of community buildings.

## How does the program work?

The Government of Canada announced up to \$1.5 billion in federal funding over five years to establish the GICB program. The GICB program support retrofits, repairs or upgrades of existing publicly-accessible community buildings and the construction of new publicly-accessible community buildings that serve underserved and high-needs communities across Canada. Community buildings are non-commercial community-oriented structures and spaces that provide open, available, and accessible community services to the public. With this program, the Government of Canada is making investments to improve the availability and condition of community buildings – in particular in areas with populations experiencing higher needs – while also making the buildings more energy efficient, lower carbon, resilient, and high performing.

The program focuses on publicly accessible community buildings with a recognition that these structures and spaces are at the heart of community vitality: they are the places where Canadians gather, access essential services, and learn and play. The quality, availability and location of these spaces – along with the services that they sustain – plays a meaningful role in fostering inclusion in society and combating systemic inequities.

## How does this program fit in with Canada's fight against climate change?

The GICB program is part of Canada's strengthened climate plan, which was introduced in December 2020 as the *Healthy Environment and a Healthy Economy*. The program will support the first pillar of the plan by improving the places where Canadians live and gather – which will cut pollution, make life more affordable and create thousands of good jobs in construction.

Funding through this program will build and adapt community buildings to reduce carbon emissions, advance best practices in reduce greenhouse gas (GHG) mitigation measures, foster awareness and alignment to green building standards nationally and internationally, and encourage best practices in building design for climate change resilience. Investments in the repair and construction of community



buildings will generate employment and community development opportunities, helping communities to recover from the economic impacts of COVID-19.

## Who can apply to the GICB Program?

Funding under the GICB program will be provided directly by Infrastructure Canada to recipients at the local community level. Eligible applicants include:

- A municipal or regional government established by or under provincial or territorial statute;
- A provincial or territorial government;
- A public sector body that is established by or under provincial or territorial statute or by regulation or is wholly-owned by a province, territory, municipal or regional government, including, but not limited to:
  - Municipally-owned corporations (e.g. autonomous organizations owned by municipalities, used to produce or deliver local public services outside the local bureaucracy, such as water management, economic development or tourism agencies);
  - A provincial or territorial organization that delivers municipal services (e.g. public utilities, community health services, economic development bodies); and
  - Any other form of local governance that exists outside of the municipality description (e.g. local service districts);
- Federally or provincially incorporated not-for-profit organizations and registered charities;
- Indigenous recipients:
  - Indigenous Governing Body, including the following:
    - A band council within the meaning of section 2 of the Indian Act;
    - A First Nation, Inuit or Métis government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between Her Majesty the Queen in right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation;
    - A First Nation, Inuit or Métis government that are established by or under legislation whether federal or provincial that incorporates a governance structure;
  - A federally or provincially incorporated not-for-profit organization whose primary mandate is to serve Indigenous peoples (e.g. Friendship centres, aboriginal women's associations); and
  - Not-for-profit Indigenous development corporations.

Ineligible applicants include but are not limited to:

- Commercial and for-profit organizations, including cooperatives
- Individuals and private citizens
- Federal entities, including federal Crown corporations



To be considered eligible for funding, applicants must demonstrate that they have the required authority to undertake the project on the building/asset or land.

## What kinds of projects are eligible for funding?

The GICB program will fund two types of projects:

- **Retrofits, repairs and upgrades to existing community buildings.** Retrofits are changes to an existing building/asset that seek to renovate, upgrade, or repair aspects of the building/asset in a manner that improves environmental outcomes. Retrofits must be to a facility that is accessible to the public and that will provide non-commercial services to the community. For a detailed description of retrofit projects and their conditions for eligibility, please see the section entitled “Retrofits - Applying for funding for retrofits, repairs and upgrades to existing buildings” on page 7.
- **The construction of new community buildings.** New builds must be of a building/asset that is open and accessible to the public and that will provide non-commercial services to the community. For a detailed description of new build projects and their conditions for eligibility, please see the section entitled “New builds - Applying for funding for the construction of new community buildings” on page 12.

To be eligible for funding, retrofitted and new buildings must be in areas with underserved populations experiencing higher needs and be the site of programming and/or activities that demonstrably serve these populations.

## How much funding is available?

Up to \$860 million is available for retrofit projects across Canada.

- **Small retrofit projects** are those that range in size from \$100,000 to \$249,999 in total eligible costs.
- **Medium retrofit projects** are those that range in size from \$250,000 to \$2,999,999 in total eligible costs.
- **Large retrofit projects** are those that range in size from \$3,000,000 to \$25,000,000\* in total eligible costs.

More than \$430 million is available for the construction of new buildings across Canada.

- **New build projects** are those that range in size from \$3,000,000 to \$25,000,000 in total eligible costs.

\$150 million (just over 10% of the total funding available) has been set aside and will be made available only to Indigenous applicants undertaking projects that will serve **Indigenous populations and communities**. Indigenous applicants are invited to apply for projects of all types and sizes.

## How do I apply?

The process is divided into two main types: a **continuous, non-competitive intake**, and **scheduled, competitive intakes**.

Indigenous applicants are invited to apply to all intakes.

Applications will be accepted online on an ongoing basis through Infrastructure Canada's online and accessible application portal. Applicants who are unable to apply through the portal are asked to reach out to the GICB program team at [infrc.gicbp-pbcvi.infrc@canada.ca](mailto:infrc.gicbp-pbcvi.infrc@canada.ca).

There are no limits to the number of applications that can be submitted by an eligible applicant.

There is no ceiling to the amount of funding available to an eligible applicant.

Eligible applicants may submit a separate application for each project they wish to have considered for funding. In the case of multiple applications from a single applicant, applicants are asked to provide ranking information regarding the priority of each project. Please note that Infrastructure Canada reserves the right to direct large funding requests and/or multiple applications from a single applicant to alternative funding sources and opportunities, for consideration. In these cases, applicants will be contacted and informed of these actions.

## Continuous intake stream

Applicants with **small and medium retrofit projects** to existing community buildings ranging in total eligible cost from \$100,000 to \$2,999,999 will be accepted on a continuous basis. Applications for the continuous intake stream will be accepted until total funding for this stream has been fully allocated.

Selection of projects for funding will be based on eligibility criteria and the achievement of a minimum merit threshold. For more details on eligibility and merit criteria for the continuous intake stream, please see the section entitled "How will my application for retrofit funding be evaluated?" on page 10.

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### ***How is the size of my project determined?***

*The size of a project is based on total eligible costs. This figure is lower than total project costs because certain expenses will not be reimbursed by Infrastructure Canada (e.g., land, lease of building, staff salaries, maintenance and operations, etc.).*

*Please refer to the sections entitled **What costs are eligible?** and **What costs are ineligible?** on page 17 to determine the federal contribution for your project and the balance of funds your organization will need to secure for your project.*

*The maximum federal contribution amount approved is described in the section entitled **How much of my costs will this program cover?** on page 15. Any cost increases or overruns for the project will be the responsibility of funding recipients.*

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## Scheduled intake stream

Applicants with **large retrofit projects** to existing community buildings or **new community building projects** with total eligible costs ranging from \$3 million to \$25 million will be accepted through a scheduled, competitive intake process.

Selection of projects for funding will be based on eligibility criteria and the competitive evaluation of applications using merit criteria. For more details on eligibility and merit criteria for the scheduled intake streams, please see the sections entitled “How will my application for retrofit funding be evaluated?” on page 11 and “How will my application for funding for a new building project be evaluated?” on page 15.

## What are the minimum requirements?

The following are required for projects of all types, sizes and streams:

- The building/asset must be a non-commercial community-oriented structure or space that provides open, available, and publicly-accessible community services
- The building/asset must be located in an area with underserved populations experiencing higher needs and be the site of the publicly-accessible programming and/or activities that demonstrably serve these populations
- The building/asset must be an eligible asset type
- The applicant must have authority over the building/asset either as the owner or have secured an agreement with the asset owner to carry out the project
- The project must be implemented no earlier than April 1<sup>st</sup>, 2021, and no later than March 31<sup>st</sup>, 2026
- The applicant must submit their buildings structural information, energy profile, and GHG emissions using the RETScreen® Expert software
- The project must not lead to an increase in the building’s operational GHG emissions (retrofits only)
- Impacts of climate change have been assessed and considered for the project
- The applicant must commit to securing the necessary capital to proceed if approved for federal funding
- The applicant must provide all necessary data and supporting documents
- The applicant must attest to the manner in which the project will meet relevant building and construction laws and regulations, including completion (or planned completion) of environmental assessment and consultation as may be required by federal and provincial/territorial governments.
- The applicant must attest to the manner in which the project will align to the building standards and codes that apply to the jurisdiction of the existing building and, as applicable, those set out in the section entitled “What are the required construction standards for new buildings?” on page 14.
- Retrofit projects that intend to improve accessibility, as well as all new builds, must meet or exceed the highest published accessibility standard as defined by the requirements in the [Canadian Standards Association's Technical Standard Accessible Design for the Built Environment \(CAN/CSA B651-18\)](#) or the most recent standard, in addition to provincial or territorial building codes, and relevant municipal by-laws.

## What are the specific application requirements?

### Retrofits - Applying for funding for retrofits, repairs and upgrades to existing buildings

#### What kinds of buildings can be retrofitted?

The GICB program will provide funding towards retrofits, repairs, and upgrades to the space of a community building that is accessible to the public and is providing a community service.

Retrofits can be small, medium, or large, as defined by project cost and as described in the section entitled “How much funding is available?” on page 4.

The following community buildings/assets are eligible for retrofit projects:

- Community, culture and recreation facilities (e.g. community centres; public sports and recreation facilities; cultural buildings; child and youth centres; community adult learning centres; seniors activity centres)
- Mobile community structures (e.g. mobile libraries, health clinics, youth service facilities)
- Community health and wellness facilities (e.g. food safety and security, community food storage facilities, greenhouses, and food banks; community health centres; addiction and mental health centres; rehabilitation centres, etc.)
- Indigenous health and social infrastructure facilities (e.g. community health centres, clinics, paramedic facilities, long-term care facilities/elders lodges, family violence and homeless shelters)
- Indigenous education facilities (e.g. schools, universities and colleges, adult learning centres; early childhood and daycares)

To be considered eligible, applicants must demonstrate they have the required authority over the building/asset to undertake the project. This will be confirmed through proof of ownership or through a declaration or written authority that the applicant has permission from the owner to undertake project.

All retrofit projects must be planned to be completed within the timeframe between April 1, 2021 and March 31, 2026.

#### What kinds of buildings cannot be retrofitted?

The GICB program will not fund facilities that are not serving substantially similar functions as those identified as eligible assets, including among others:

- Administrative buildings
- Hospitals, police, fire, paramedic/ambulatory stations, long-term care facilities (except Indigenous facilities specified as eligible)
- Daycare centres (except Indigenous facilities specified as eligible)
- Shelters (except Indigenous facilities specified as eligible)
- Religious facilities (Places of worship and associated facilities)

- Multi-unit housing and hospices
- Schools and post-secondary facilities, including their recreational facilities (except Indigenous facilities specified as eligible)
- Projects to be undertaken on a federally-owned building

Table 1: Eligible buildings and asset types: Retrofits			
Community, Culture and Recreation Facilities	Mobile Community Structures	Community Health and Wellness Facilities	Indigenous Projects only
<ul style="list-style-type: none"> <li>• Community centres</li> <li>• Public sports and recreational facilities</li> <li>• Cultural buildings</li> <li>• Child and youth centres</li> <li>• Community adult learning centres</li> <li>• Seniors' activity centres</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile health clinics</li> <li>• Mobile libraries</li> <li>• Mobile youth service facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Community health centres</li> <li>• Addiction and mental health centres</li> <li>• Rehabilitation centres</li> <li>• Seniors' centres</li> <li>• Food safety/security: Community food storage facilities/food banks, community greenhouses</li> </ul>	<p><i>In addition to the other eligible building and asset types, the following:</i></p> <p><i>Indigenous health and social infrastructure facilities, including:</i></p> <ul style="list-style-type: none"> <li>• Community health centres</li> <li>• Clinics</li> <li>• Paramedic facilities</li> <li>• Long-term care facilities/Elders' lodges</li> <li>• Family violence and homeless shelters</li> </ul> <p><i>Indigenous education facilities, including</i></p> <ul style="list-style-type: none"> <li>• Schools</li> <li>• Universities &amp; colleges</li> <li>• Early childhood/Daycare</li> <li>• Adult learning centres</li> </ul>

## What types of retrofit measures are eligible?

Eligible retrofits must include **green** retrofit measures, and where applicable must include measures that increase the overall **accessibility and/or safety** of the building.

### *Green retrofit measures and requirements*

Green retrofit measures are those that renovate, upgrade, and/or repair aspects of a physical building in a way that improves environmental outcomes.

In order to be eligible for funding consideration, all retrofit projects are encouraged to achieve at least 25% in energy efficiency improvements compared to the building's baseline energy consumption. Projects with greater energy efficiency improvements will receive a higher score and are more likely to be selected for funding. In select cases, projects with lower energy efficiency improvements could be considered and selected for funding.

Projects that demonstrate the **ability** to achieve greater GHG emission reductions relative to the buildings **baseline** will receive a higher score, including reductions in carbon dioxide emitted during the manufacture, transport and construction of building materials together with end-of-life emissions.



Table 2 – Examples of green retrofits can include but are not limited to:

Table 2: Eligible Green Retrofit Measures	
Examples of <b>minor retrofits</b> could include:	Examples of <b>major retrofits</b> could include:
<ul style="list-style-type: none"> <li>• Sealing with caulking or spray foam</li> <li>• Adding insulation</li> <li>• Upgrading lighting systems</li> </ul>	<ul style="list-style-type: none"> <li>• Replacing window glazing</li> <li>• Updating low-flow faucets with sensors and automatic shut-offs</li> <li>• Installing sub-metering</li> <li>• HVAC upgrades</li> <li>• Implementation of new operating mechanisms such as: <ul style="list-style-type: none"> <li>◦ An energy management system</li> <li>◦ Building automation system</li> <li>◦ Sensors</li> <li>◦ Control equipment</li> <li>◦ Metering equipment</li> </ul> </li> <li>• Related communication systems to support above renovations</li> </ul>
<p>Other examples of retrofits can include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Significant reconfigurations to the interior for the purpose of energy savings</li> <li>• Roof replacement</li> <li>• Climate resilience retrofits</li> <li>• Adding or rearranging windows to increase interior sunlight</li> <li>• Renewable energy retrofits</li> <li>• Solar PV array</li> <li>• Wind turbines</li> <li>• Geothermal exchange systems</li> </ul>	

Applicants are also encouraged to consider including retrofit measures that will increase the resilience of the building to climate change impacts. For example, projects located in a high wind area might consider using wind resistant material or design, and projects located in areas with high risks of flooding may consider flood-resilience design elements.

### *Accessibility and/or safety retrofit measures and requirements*

Retrofit measures that increase an eligible building's accessibility and/or safety are eligible under the GICB program, as long as the project also meets the program's green retrofit measures criteria (e.g., ambitious energy efficiency improvements).

Accessibility measures within retrofits or renovations can include, but are not limited to the following:

- Wheelchair ramps for accessibility
- Visual fire safety devices
- Firm, slip resistant floor finishes, with no glare or busy patterns
- Widened doorways
- Washroom renovations for wheelchair access
- Automated doorways
- Tactile walking surface indicators
- Installing screen readers
- Assistive listening and communication enhancement technologies

- Constructing a universally designed office
- Smooth, ground level entrances without stairs
- Surface textures that require low force to traverse on level, less than 5 pounds force per 120 pounds rolling force
- Single-hand operation with closed fist for operable components including fire alarm pull stations
- Auditory output redundant with information on visual displays
- Visual output redundant with information in auditory output
- Choice of language on speech output
- Ramp access in swimming pools
- Instruction that presents material both orally and visually
- Labels in large print and/or braille on equipment control buttons

Retrofit projects that impact or intend to include improved accessibility measures must meet or exceed the requirement of the highest published accessibility standard in the jurisdiction, defined as the requirements in the Canadian Standards Association's *Accessible Design for the Built Environment (CAN/CSA B651-18)*, or the most recent standard, in addition to applicable provincial or territorial building codes, and relevant municipal by-laws.

### What kinds of retrofit measures are ineligible?

The following measures and activities are ineligible under the GICB program. Infrastructure Canada will assess each application to confirm whether proposed project measures and activities are eligible.

- Electricity and/or energy production, transmission, and distribution
  - Electricity production for sale on the market
  - Transmission and distribution infrastructure (district energy)
- Low-emission fuels
  - Fuel transportation infrastructure
  - Production of low emissions fuels for sale on the market
- Research, Development and Demonstration (RD&D)
  - Any RD&D projects aimed at demonstrating the effectiveness of a product of technology used as part of the project must conclude prior to the application. Any concurrent RD&D activities cannot be included in the project scope and costs. Exceptions may be given to certain technologies at the discretion of INFC.

### How will my application for retrofit funding be evaluated?

#### Continuous intake (Small and medium retrofits)

Retrofit projects with total eligible project costs between \$100,000 and \$2,999,999 will be evaluated on a continuous basis, with projects needing to meet or exceed a minimum point threshold in order to be granted funding. Assuming your project meets all mandatory eligibility criteria, these retrofit projects will be evaluated on the following criteria:

**Construction start date:** Projects that begin sooner will receive a higher score.

**Located in and demonstrates the ability to serve one or more communities with high needs:** Projects that provide greater benefits to high need communities will receive a higher score.

**Increased accessibility:** Where applicable, projects that demonstrate an intention to exceed (rather than meet) the highest standards for accessibility will receive a higher score.

**GHG Reductions:** Projects that demonstrate the ability to achieve greater GHG emission reductions relative to the buildings baseline will receive a higher score.

**Energy Savings:** Projects that will achieve at least 25% in energy efficiency improvements compared to the building's baseline energy consumption, as calculated with the RETScreen® Expert software, will receive a higher score and are more likely to be selected for funding. In select cases, projects with lower energy efficiency improvements could be considered and selected for funding.

**Climate resiliency and best practices adoption:** Projects that demonstrate strong climate resiliency considerations and measures will receive a higher score. Projects that provide reasonable and accurate detail for why climate resiliency is not relevant to their project will not be subject to this criterion and will be assessed relative to other project merits.

**Confidence in delivery/risk:** Projects that demonstrate strong risk assessment and mitigation measures will receive a higher score.

#### Scheduled intake (Large retrofits)

Retrofit projects with total eligible project costs between \$3,000,000 and \$25,000,000 will be evaluated on a competitive basis, with projects being scored and ranked against one another. Assuming your project meets all mandatory eligibility criteria, these retrofit projects will be evaluated on the following criteria:

**Construction start date:** Projects that begin sooner will receive a higher score.

**Located in and demonstrates the ability to serve one or more communities with high needs:** Projects that provide greater benefits to high need communities will receive a higher score.

**Increased accessibility:** Projects that demonstrate an intention to exceed (rather than meet) the highest standards for accessibility will receive a higher score.

**GHG Reductions:** Projects that demonstrate the ability to achieve greater GHG emission reductions relative to the building's baseline will receive a higher score.

**Energy Savings:** Projects that will achieve at least 25% in energy efficiency improvements compared to the building's baseline energy consumption, as calculated with the RETScreen® Expert software, will receive a higher score and are more likely to be selected for funding. In select cases, projects with lower energy efficiency improvements could be considered and selected for funding.

**Climate resiliency and best practices adoption:** Projects that demonstrate strong climate resiliency considerations and measures will receive a higher score. Projects that provide reasonable and accurate

rationale for why climate resiliency is not relevant to their project will not be subject to this criterion and will be assessed relative to other project merits.

**Confidence in delivery/risk:** Projects that demonstrate a strong risk assessment and mitigation measures will be scored higher.

## New builds - Applying for funding for the construction of new community buildings

The construction of new community buildings is eligible under the GICB program in cases where construction will fill a missing, or distinct gap in a service requirement of high needs communities where critical community infrastructure is lacking.

### What kinds of buildings can be newly constructed?

Eligible new buildings construction projects must be facilities that are accessible to the public and that provide a community service. They include the following:

- Community, culture and recreation facilities (e.g. community centres; public sports and recreation facilities; cultural buildings; child and youth centres; community adult learning centres; seniors activity centres)
- Mobile community structures (e.g. mobile libraries, health clinics, youth service facilities)
- Indigenous health and social infrastructure facilities (e.g. community health centres, clinics, paramedic facilities, long-term care facilities/elders lodges, family violence and homeless shelters)
- Indigenous education facilities (e.g. schools, universities and colleges, adult learning centres; early childhood and daycares)

Table 3: Eligible buildings and asset types: New Community Buildings		
Community, Culture and Recreation Facilities	Mobile Community Structures	Indigenous only
<ul style="list-style-type: none"> <li>• Community centres</li> <li>• Public sports and recreational facilities</li> <li>• Cultural buildings</li> <li>• Child and youth centres</li> <li>• Adult community learning centres</li> <li>• Seniors' centres</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile health clinics</li> <li>• Mobile libraries</li> <li>• Mobile youth service facilities</li> </ul>	<p>Indigenous health and social infrastructure facilities, including:</p> <ul style="list-style-type: none"> <li>• Community health centres</li> <li>• Clinics</li> <li>• Paramedic facilities</li> <li>• Long-term care/Elders' lodges</li> <li>• Family violence and homeless shelters</li> </ul> <p>Indigenous education facilities, including:</p> <ul style="list-style-type: none"> <li>• Schools</li> <li>• Universities and colleges</li> <li>• Early childhood/Daycare</li> <li>• Adult learning centres</li> </ul>

Applicants from Indigenous, rural, or remote communities can be considered for exceptions to certain specific program requirements when submitting applications for new construction. The eligibility for these specific exemptions and the associated alternative program requirements are outlined in the sections below.

To be considered eligible, applicants must demonstrate they have the required authority over the building/asset/land to undertake the project. This will be confirmed through proof of ownership or through a declaration or written authority that the applicant has permission from the owner to undertake project.

All new building projects must be planned to be completed within the timeframe between April 1, 2021 and March 31, 2026.

### What types of new buildings are ineligible?

GICB program will not fund facilities that are not serving substantially similar functions as those identified as eligible assets, including among others:

- Administrative buildings
- Hospitals, police, fire, paramedic/ambulatory stations, long-term care facilities (except Indigenous facilities specified as eligible)
- Daycare centres as designated by Provincial and Territories (except Indigenous facilities specified as eligible)
- Shelters (except Indigenous facilities specified as eligible)
- Religious facilities (Places of worship and associated facilities)
- Multi-unit housing and hospices
- Schools and post-secondary facilities, including their recreational facilities (except Indigenous facilities specified as eligible)
- Community health and wellness facilities (e.g., Community health centres, community greenhouses, etc.) (except Indigenous facilities specified as eligible)
- Projects to be undertaken on a federally-owned building

### What are the required construction standards for new buildings?

New construction projects will be required to meet the following minimum standards:

#### Built to be net-zero carbon

- A net-zero carbon building means a highly energy efficient building that produces onsite, or procures, carbon-free renewable energy or high-quality carbon offsets in an amount sufficient to offset the annual carbon emissions associated with building materials and operation.
- Net-zero carbon to be assessed in accordance with [Zero Carbon Building Design Standard V2](#) established by the Canada Green Building Council. This requires official certification, which may take up to two months to receive. All costs associated with certification including registration and certification are eligible expenditures and should be listed in the project's eligible costs.



OR

**Built to be net-zero-carbon-ready**

- A net-zero-carbon-ready building is defined as being designed and/or built to a level of performance such that it could, with the addition of solar panels or other renewable energy technologies, achieve net-zero performance in carbon emissions.
- In order to be eligible for funding, new buildings being constructed to net-zero-carbon-ready performance must provide a transition plan in their application indicating the necessary measures that will be taken to make the building net-zero-carbon in the future. The plan should be completed or verified by a certified engineer or other qualified professional. Please provide all necessary calculations and assumptions in the transition plan. All costs associated with the transition plan should be listed in the project's eligible costs.

OR

**Be exempt from net-zero-carbon and net-zero-carbon-ready and built to the highest standard**

- Applicants from remote and/or Northern communities, (including all communities in the territories) may seek an exemption to the net-zero requirement for new builds if the project is in a location where standards cannot be met due to geographical or logistical constraints. In cases where an applicant has provided justification that is acceptable to Infrastructure Canada as to why they are unable to construct a new building to the specifications list above, their new building must be built to a 'high efficiency standard,' by exceeding the [2017 National Energy Code of Canada for Buildings](#), or the provincial or territorial code (where the project site is located), whichever code is the higher standard.

**What other criteria does my new building project need to meet?**

*Climate resiliency*

To be eligible for funding, new building projects must demonstrate they have conducted a climate risk assessment and identify measures mitigating all medium and high risks. For instance, new buildings in areas prone to flooding or wildfires, should take into account the effects these events can have on the building and should include resiliency measures in their building's design to mitigate the risks that these events will pose to the building and to the community.

*Accessibility*

All new construction projects must meet or exceed the requirement of the highest published accessibility standard in the jurisdiction, defined as the requirements in the [Canadian Standards Association's Accessible Design for the Built Environment \(CAN/CSA B651-18\)](#), or the most recent standard, in addition to applicable provincial or territorial building codes, and relevant municipal by-laws.

## How will my application for funding for a new building project be evaluated?

All new build projects will be evaluated on a competitive basis, with projects being scored and ranked against one another.

Assuming your project meets all mandatory eligibility criteria, new building projects will be evaluated on the following criteria:

**Construction start date:** Projects that begin sooner will be scored higher.

**Located in and demonstrates the ability to serve one or more communities with high needs:** Projects that provide greater benefits to high needs communities will receive a higher score.

**Increased accessibility:** Projects that demonstrate an intention to exceed (rather than meet) the highest standards for accessibility will receive a higher score.

**Net-zero performance standard:** Projects that demonstrate the ability to meet net-zero carbon performance will be scored higher. Projects that are exempted from this standard will not be subject to this criterion and will be assessed relative to other project merits.

**Climate resiliency and best practices adoption:** Projects that demonstrate strong climate resiliency considerations and measures will be scored higher. Projects that provide reasonable and accurate detail for why climate resiliency is not relevant to their project will not be subject to this criterion and will be assessed relative to other project merits.

**Confidence in delivery/risk:** Projects that demonstrate a strong risk assessment and mitigation measures will be scored higher.

## ADDITIONAL INFORMATION

### How much of my costs will this program cover?

The GICB program will provide funding up to the following limits, of total eligible project costs:

Table 4: Project cost share, by project type and size		
Total Eligible Project Cost	General program (up to % max from program)	In the territories and for Indigenous* communities (up to % max from program**)
Retrofits up to \$9,999,999	80%	100%
Retrofits costs \$10,000,000 +	60%	100%
New builds up to first \$9,999,999 of costs	60%	100%
New build costs \$10,000,000 +	50%	100%

*\*All Indigenous eligible recipients as defined in the terms and conditions of this program are eligible for up to 100% federal stacking.*

The maximum amount permitted from all Government of Canada sources is 100% of eligible costs.

The maximum amount permitted from Canadian governments combined (including municipal, provincial and territorial) is 100% of eligible costs.

**Note:** The application of the maximum level of funding provided by the program towards eligible costs will be implemented on a marginal dollar value basis whereby the total eligible project costs up to the first \$9,999,999 will have the higher maximum % funding rate applied and for every dollar above \$10,000,000 the lower % rate applied. For example: a retrofit project with \$12,000,000 in eligible costs would be provided a maximum of  $\$9,999,999 \times .80 + \$2,000,001 \times .60 = (\$7,999,999.20) + (\$1,200,000.60) = \$9,199,999.80$  in funding from GICB towards eligible costs.

### When will I know if I my project has been selected for funding?

Applicants will be able to track the status of their application using the online application portal (see Annex A). Once a decision has been made on project funding, Infrastructure Canada will notify successful and unsuccessful applicants of the outcome of the process. If a project is approved for funding, Infrastructure Canada will contact the project's primary contact and indicate next steps for moving forward with a funding agreement. This notification does not necessarily guarantee that federal funding will be provided. Funding may be subject to certain conditions, such as the completion of an environmental impact assessment, regulatory authorization/permits, or consultations with Indigenous Peoples.

### How will I receive funding – as a grant or as a contribution?

Funding amounts will be determined based on an assessment of the recipient's planned activities and budget submission, previous financial performance and capacity of the recipient to achieve results.

The type of funding received (grant or contribution) will be determined based on the type of project and the amount of funds being requested.

In general, funding will be provided as grants for small retrofit projects seeking \$100,000 to \$249,999. In some cases, retrofit projects under \$250,000 may be funded through contribution agreements.

Funding will be provided as contributions for all projects above \$250,000.

## What is the maximum amount payable under this program?

The maximum amount allocated to any **retrofit** project under this program will be \$250,000 in grant funding and \$25 million in contribution funding.

Larger retrofits and new build projects (above \$25 million in total eligible costs) may also be considered in cases where the federal investment can be effectively delivered by March 31, 2026, either to complete the project or bring the project to a next phase of funding for completion where the investments are secured.

## What costs are eligible?

Eligible costs are those considered by Infrastructure Canada to be direct and necessary for the successful implementation of an eligible project. Eligible expenditures for both grant funding and contribution funding under the GICB program are as follows:

- costs that are incurred between April 1, 2021, and March 31, 2026
- costs to build, renovate, expand or improve fixed capital assets and community buildings;
- fees paid to professionals, technical personnel, consultants and contractors specifically engaged for the purpose of the renovation, expansion or improvement work or new builds of eligible infrastructure, including planning and energy audit costs;
- costs of environmental assessments, monitoring and follow up activities as required by the Impact Assessment Act or equivalent legislation;
- costs associated with a public announcement and official ceremony or of required temporary or permanent signage that includes the cost of creation and posting of signage;
- costs for the purpose of Aboriginal consultation/engagement activities;
- other costs that are considered to be direct and necessary for the successful implementation of the project and that are approved in advance by Canada;
- salaries, wages and other incremental costs (i.e. materials or equipment) of the recipient provided that:
  - the recipient confirms and substantiates that it is not economically feasible to tender a contract;
  - the costs are incurred and directly in respect to the work that would have been subject of the contract; and
  - costs are approved in advance and are included (in a contribution agreement).

Applicable to Indigenous and not-for-profit recipients only:

- legal fees (excluding those related to litigation) up to the amount specifically identified within contribution agreement.

## What costs are ineligible?

Ineligible costs include:

- project costs incurred prior to April 1, 2021, or after March 31, 2026 and all expenditures related to a contract signed prior to April 1, 2021;
- services or work that is normally provided by the recipient or a related party;
- salaries and other employment benefits of any employees of the recipient except as outlined above in Eligible Project Expenditures;
- in-kind contributions (goods or services);
- taxes, such as GST and HST, for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- cost of leasing of equipment by the recipient except for as indicated in eligible costs above;
- legal fees (except as specifically indicated as eligible for Indigenous non-government and not-for-profit recipients);
- purchase or lease of real property (land or building), or any interest therein, and related costs;
- collateral on mortgage financing and payment of interest charges;
- structural renovations not specific to the project;
- costs related to marketing activities and business promotion;
- costs for activities intended to directly influence/lobby governments;
- travel costs;
- operations and maintenance costs; and
- other costs not specifically related for the project.

## How will I be reimbursed for eligible project costs?

### *Contributions*

Eligible project costs can be reimbursed to the recipient if a contribution agreement is signed by INFC and the recipient, and once all application payment conditions have been met.

Under a contribution agreement, costs must first be incurred by the recipient, and if deemed eligible, will then be reimbursed at the prescribed percentage of the federal contribution.

### *Grants*

Funding will be provided at the signature of the grant agreement between INFC and the recipient.

Infrastructure Canada reserves the right to hold back a portion of grant funding to be released once all reporting conditions have been met.



## RETScreen® software requirements

All retrofit projects applying for funding under the GICB program will be required to submit their buildings structural information, energy profile, and GHG emissions using the RETScreen® Expert software. The software is free to download and works as a comprehensive 'decision support tool' developed by Natural Resources Canada for energy efficiency, renewable energy and cogeneration project feasibility analysis as well as ongoing energy performance analysis.

Applicants are required to enter information regarding their building and project into RETScreen® including: site location, building characteristics, current energy consumption, proposed measures, project costs, etc. The completed RETScreen® Assessment will provide an overview of your building's current energy consumption, fuel use, and GHG emissions, as well as the estimated energy savings and costs, GHG emissions reductions, financial viability and risk analysis of your proposed project.

New build projects may create a RETScreen® profile for their building(s) as well, but it is not required.

For more information, please visit the [RETScreen® Capacity Building Page](#).

## Environmental assessment

Depending on where your project is located, you may be required to complete an environmental impact assessment(s) prior to undertaking certain activities. Applicants are responsible for determining whether their project may require an environmental impact assessment under the federal *Impact Assessment Act*, and ensuring the assessment is completed. If you are unsure of your responsibilities, please consult your provincial/territorial government and the [website](#) on the basics of the federal environmental impact assessment.

## Duty to consult

The Government of Canada may have a legal duty to consult with, and if applicable, accommodate, Indigenous Peoples when it contemplates conduct that might adversely impact Indigenous or treaty rights. These rights include, but are not limited to, the right to hunt, fish, and practice traditional activities and ceremonies. Infrastructure Canada will assess potential impacts of projects on these constitutionally protected Indigenous and treaty rights to ensure that those affected are properly notified, consulted and, where required, accommodated.

While the duty to consult is an obligation that rests with the Crown, the Government of Canada will expect funding recipients under the GICB program to carry out certain procedural aspects of consultation on a proposed project, where appropriate ( e.g. providing notification letters to, and organizing consultation sessions with, Indigenous communities that will be affected by the proposed project).

## Reporting and audit requirements

All recipients of grant funding and contribution funding must provide reports to Infrastructure Canada. The terms of reporting requirements will be set out in project funding agreements. These may include any of the following: annual and final reports, status and progress updates, financial reports and evaluation reports.

Annual and final reports will include, at minimum, information regarding the implementation progress of the retrofit or new building project and details of project funding and their management.

Recipients undertaking projects with total eligible project costs of \$10,000,000 and above will be required to report on Community Employment Benefits (CEB) to provide public reporting on the employment and procurement opportunities achieved with a range of target groups (e.g., apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, recent immigrants, small-sized, medium-sized and social enterprises) as detailed in the [CEB Guidance](#). The framework for CEB has been designed to encourage recipients to consider measures to increase access for specified groups to employment through their projects while ensuring compliance with all trade obligations. Recipients with projects below this threshold are also invited to report on these targets, but are not required to do so.

Reports on progress toward climate-focused objectives can be created through the RETScreen® Expert software by inputting the building's new energy consumption information into the building's profile. At minimum, the report should include the building's net energy savings and net GHG emission reductions. For more information on how to generate the report using RETScreen® Expert, please consult Annex A.

Exact requirements regarding eligibility to hire an external third party to conduct reporting on behalf of the recipient(s) will be included in the contribution agreements with recipients.

INFC will monitor approved projects to ensure that funds are used in accordance with the terms and conditions of the grant or contribution agreement.

Recipients may be required to conduct and submit one audit over the course of the contribution agreement, carried out by an independent third party. INFC will reserve the right to review and audit recipients as deemed necessary.

## Endorsement

In order for Infrastructure Canada to provide funding, projects must be duly authorized or endorsed by a resolution of Council, Band or Board of Directors, as applicable. The resolution must be received before a grant or contribution agreement can be executed.

## Disposal of assets

If at any time within six (6) years from the date of completion of the project, the recipient of project funding under the GICB program sells, leases, encumbers or otherwise disposes of, directly or indirectly, any asset funded, in whole or in part, with the financial assistance contributed under the terms of the

program, the recipient will have the responsibility to inform Infrastructure Canada and the recipient may be required, at Infrastructure Canada's discretion, to repay the federal government contribution in full or in part. Grant agreements and contribution agreements will include clauses on the disposal of asset period.

## Privacy and Confidentiality

The information provided by an applicant in their application and under any other form will be used by the Government of Canada for the review, evaluation and selection of applications under the Green and Inclusive Community Buildings Program, that is administered and managed by Infrastructure Canada, and/or for confirming past federal funding sought by the applicant.

Federal government institutions are bound by the requirements of the *Access to Information Act* and the *Privacy Act*, as well as the *Library and Archives Canada Act*. These laws apply to the use, disclosure and retention of information (such as personal, confidential or other) under the control of federal government institutions.

Applicants should note that Infrastructure Canada may consult and share the information provided in applications with other federal government institutions or other organizations for the purpose of assisting Infrastructure Canada with project review and evaluation, determining eligibility under other federal government programs, and confirming past federal funding sought by an applicant. Infrastructure Canada may also use and disclose the information to external experts (e.g., scientific, technical, financial, marketing, or commercialization), hired by the Government of Canada under contract with confidentiality obligations, for the purpose of assisting Infrastructure Canada with project review and evaluation and/or determining eligibility under other federal government programs.

In submitting an application, applicants are consenting to such uses, sharing and disclosures of the information for the purposes described above. Applicants are invited to clearly identify in their application the provision of any information that contains trade secrets, is confidential or that if disclosed, could reasonably be expected to result in material financial loss or gain to, or to prejudice the competitive position of, a third party, or, to interfere with contractual or other negotiations of a third party, as outlined in section 20 of the *Access to Information Act*. Once a funding agreement is signed, the name of the successful applicant, location, date of approval, the funding amount, and the project description may be proactively disclosed to the public.

## Any questions?

If you have any questions about the Green and Inclusive Community Buildings program that were not answered by this guide or its annex, please contact the GICB program team at [infrc.gicbp-pbcvi.infrc@canada.ca](mailto:infrc.gicbp-pbcvi.infrc@canada.ca).

**Version Date: May 2021**

## ANNEX A: How to Complete the Online Application Form

All interested applicants are invited to register for a system login by first completing the Applicant Registration Form located on the Infrastructure Canada website. Filling in this form will allow the GICB team to conduct a preliminary verification of your eligibility as an applicant and create an account for you in the online application portal. The creation of an account will allow you to access the application form and gain access to applicant support services.

For any questions regarding the Registration Form, or general applicant and project eligibility not answered by the Applicant Guide or its annexes, please contact: [info.gicbp-pbcvi.infc@canada.ca](mailto:info.gicbp-pbcvi.infc@canada.ca).

Once preliminary verification of your eligibility is completed, it is strongly suggested that applicants apply online through the application portal to avoid delays in the processing of your application. Detailed instructions on how to complete an application are found below.



### **BEFORE YOU BEGIN:**

Before you begin the application form, please read the list below and be certain that your project meets each of the minimum eligibility requirements. *Projects not meeting the criteria below will be ineligible.*

- ☐ The building/asset must be a non-commercial community-oriented structure or space that provides open, available, and publicly-accessible community services (See Question 43)
- ☐ The building/asset must be located in an area with underserved populations experiencing higher needs and be the site of publicly-available programming and/or activities that demonstrably serve these populations (See Question 46)
- ☐ The building/asset must be of an eligible asset type (See Question 22)
- ☐ The applicant must be an eligible recipient and must have authority over the building/asset either as the owner or have secured an agreement with the asset owner to carry out the project (See Question 42)
- ☐ The project must be implemented no earlier than April 1<sup>st</sup>, 2021, and no later than March 31<sup>st</sup>, 2026 (See Question 32)
- ☐ A renovation, upgrade, repair or retrofit must achieve a climate-focused objective for a building/asset, including measures that result in at least a 10% energy savings (using RETScreen® Expert software) and can demonstrate an expected reduction in GHG emissions (must not lead to an increase in the buildings operation GHG emissions) (See Questions 27-29)
- ☐ A new build project must be one of the following: 1) Built to be a net-zero-carbon building; or, 2) Built to be a net-zero-carbon-ready building; or, if exempted, 3) Built to exceed the highest standard of either 2017 National Energy Code of Canada for Buildings or the newest energy code published, or the provincial or territorial code (where the project site is located), whichever code is the higher standard (See Question 31)
- ☐ Retrofit projects that intend to improve accessibility, as well as all new builds, must meet or exceed the highest published accessibility standard as defined by the requirements in the Canadian Standards Association's Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-18) and/or application provincial or territorial building codes, and relevant municipal by-laws (see Question 49).

*Please note: Applicants do not need to complete their online application in one attempt. Applications can be saved and returned to it as many times as necessary before submission. While using the Application Portal, applicants will have access to support services at any stage during the application process.*

## The Application Form: Step-by-Step

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### Section 1: Tell us who you are

#### A. Organization Type

1. Please select your organization type
  - Select from among the checkbox options provided.
  - All Indigenous organizations or governing bodies (including Indigenous not-for-profits, municipal Indigenous governments) should select *Indigenous governing body or organization (including not-for-profits)*. You will be provided a series of checkboxes. Please select from the list to locate your specific governing body or organization.
  - If you select federally or provincially incorporated not-for-profit, you will be asked to provide your organization's incorporation number and to specify under which federal, provincial, or territorial legislation you are incorporated.
2. Please provide a brief summary of your organization and mandate
  - This question only applies to federally or provincially incorporated not-for-profits
  - Using the text box, please provide a description of your organization focusing on its mandate and priorities. [Character limit: 2000]
3. Please provide an explanation of how your organization is governed (e.g., board of directors, advisory board) and its structure and demonstrate that your organization has effective governance measures in place to provide appropriate oversight of this project
  - Using the text box, please provide an explanation of how your organization is governed (e.g., by a board of directors, advisory board, etc.) and its structure. Please explain the roles and credentials of key executives and personnel (e.g., the level of experience of board members, etc.) and indicate how these individuals will specifically be involved in the management and oversight of the proposed project.
  - The purpose of this question is to clearly demonstrate that your organization has effective governance measures in place to provide appropriate supervision and control of this project to ensure its success. [Character limit: 4000]

#### B. Organization Information

4. Organization Name
  - Using the text box, please provide your organization's legal name as shown on the certificate of incorporation/registration. Please ensure its full legal name is reflected. For example, is your organization's legal name "The Corporation of the City of Smithville" or "The City of Smithville"?
5. Organization's Province or Territory
  - Select from among the options provided the province or territory in which your head office is located.



#### 6. Organization Mailing Address

- Using the text box, provide your *organization's* full mailing address, including street address, town/city, province/territory, and postal code. If your organization has multiple buildings or locations, please provide the most central mailing location (e.g. for municipalities, please provide the address of your townhall). Please note this is not the address of the project site; this information will be captured below.
- Example: 180 Kent Street,  
Ottawa, ON K1P 5P5

### C. Contact Information:

#### 7. Primary Contact Name

- Please provide the name of this project's *primary contact*. This individual will be the contact that Infrastructure Canada will reach out to with any questions regarding this application and/or this project.

#### 8. Primary Contact Title

- Please provide the primary contact's job title (e.g., President, Executive Director).

#### 9. Primary Contact Phone Number

- Please provide the primary contact's phone number.

#### 10. Primary Contact Email

- Please provide the primary contact's e-mail address.

#### 11. Secondary Contact Name

- Please provide the name of this project's *secondary contact*. This individual will be the contact that Infrastructure Canada will reach out to with any questions regarding this application and/or this project if the primary contact is not available.

#### 12. Secondary Contact Title

- Please provide the secondary contact's job title (e.g., President, Executive Director).

#### 13. Secondary Contact Phone Number

- Please provide the secondary contact's phone number.

#### 14. Secondary Contact Email

- Please provide the secondary contact's e-mail address.

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## Section 2: Tell us about your project

### A. Project Location

In this section, you must provide information about where your project will take place. In some cases, this may differ from where your organization's office is located.

Project location information will be used by Infrastructure Canada to apply needs-based criteria under the GICB Program.

15. Project Province or Territory

- Select from among the options provided the province or territory in which the project will be undertaken.

16. Project Municipality, Local Service District, Reserve or Settlement

- Using the text box, please provide the name of the jurisdiction in which the project will be located.

17. Project Site Civic Address (or future civic address)

- Using the text box, please provide the full address of the project site, including the street number and name. Please note: If the project site does not yet have an address, please provide an approximate street address.

18. Postal Code of the Project Site

- Please provide the postal code of the project site.

19. Latitude

- Please provide the latitude of the project site. To determine the coordinates of the site, please use [Google Maps](#). Coordinates can be found by right-clicking on the project site. Latitude and longitude appear at the top of the lists. Clicking on the figures will copy the information to your clipboard. The first number is the latitude, which you can paste into the application form. For example, the latitude of the headquarters of Infrastructure Canada is 45.417.

20. Longitude

- Following the same instructions as above, please provide the longitude of the project site. The second number is the longitude. For example, the longitude of the headquarters of Infrastructure Canada is -75.701. Please be sure to include the negative sign (" - ") before the coordinate.

### B. Project Information

Eligible applicants may apply separately for each project they wish to have considered for funding. If you are submitting multiple applications, please clearly indicate the priority ranking of the projects in Question 62: Additional Information.

## 21. Project Name

- Using the text box, please provide a name for your project. Note that if your project is approved, this name will be used for public announcements, for the funding agreement and for public reporting. [Character limit: 200]

## 22. Type of Building/Asset

- Please select the type of building/asset that will be part of your project from the list provided. You can only select one type, so please select the one that best describes your project.

## 23. Type of Project

- Select if your project will be a *Retrofit, Repair and/or Upgrade* to an existing building, or if it will be the construction of a new building ("*New Build*").
- Note: An expansion or addition of 30% or greater of an existing building's floor space is considered a new build project. Projects involving the demolition of over 30% of an existing building's floor space are also considered new build projects. Projects that demolish up to 30% of an existing building's floor space and reconstruct/renovate/rebuild up to 30% of the building's baseline floor space are considered retrofit projects.

## 24. Short Project Description

- Using the text box, please provide a concise summary of your project (e.g. the nature of the rehabilitation, renovation, repair, expansion, or construction work). Describe what you are looking to achieve, and how you will achieve it, including information about the communities and populations the project will benefit. Please note that this information may be used by Infrastructure Canada for public reporting. [Character limit: 1000]

## 25. Detailed Project Description

- Using the text box, please provide a longer and more detailed description of your project than the description found in Question 24. This description should provide information about the project, its objectives, who it will benefit, and your projected timeline for completing it. [Character limit: 2000 for small and medium retrofit and 4000 for large retrofits and new builds.]

## 26. Project Rationale: Community Needs

- Using the text box, please explain the rationale for undertaking your project. Please provide the following:
  - For Retrofit projects: [Character limits: 3000 for small and medium retrofit and 6000 for large retrofits]
    - What open and publicly-available community services/programs are currently being offered at the building site?
    - What and whose needs will the project serve?
    - How will this project benefit the local community?
  - For New Build projects: [Character limit: 6000]

- What open and publicly-available community services/programs will be offered at the building site? What and whose needs will the project serve?
- Describe the access and/or availability of similar infrastructure in the local area and how the project will benefit the community or fill a community gap/need. You may also choose to highlight if the proposed location is near other infrastructure (e.g., schools, senior's residences) whose users may be expected to benefit from your proposed new build. You may also wish to indicate if the proposed location is easily accessible by walking, public transit and/or roads and highways.

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## Section 3: How does your project support the objectives of the GICB Program?

### A. Environmental/Green Objectives

#### *For Retrofits*

Questions 27-29 require use of the **RETScreen® Expert software** and the completion of a **RETScreen® Assessment**. You can complete a RETScreen® assessment by first downloading the [RETScreen software package](#) and installing it on your computer. This tool is free to use for applicants to this program. A software key for access to RETScreen Expert Professional mode (required for the program's full functionality and to save files) will be provided to program applicants.

- Using the RETScreen® Expert software, you will need to create a new profile for your building/asset, comparing the "base case" (current energy and emissions profile of the building/facility) with the "proposed case" (the expected energy and emissions profile of the building, post-retrofit. The analysis will require your building's current energy consumption, which can be inputted into the software from your utility bills.
- Once completed, your RETScreen® Assessment will provide you with an overview of your project's estimated energy savings, and GHG emission reductions.
- Using the software, you will need to share your RETScreen® file (.retx) in Q29 of the Application Form. The report will be used by Infrastructure Canada as part of the assessment of your application.
- Please note: if you have previously used the ENERGY STAR Portfolio Manager® or EnergyCAP to establish baseline energy efficiency measures for your building or asset, you may use these as part of the RETScreen® assessment when prompted.

*Please note: Retrofit projects that will not, according to the RETScreen® assessment, achieve a minimum energy savings of at least 10% will not be eligible for funding.*

#### 27. Total estimated energy savings

- Based on the completed analysis in the RETScreen® Expert software, please enter the percentage of total estimated energy savings from your project.

#### 28. Estimated Greenhouse gas (GHG) emission reduction

- Based on the completed analysis in the RETScreen® Expert software, please enter the estimated greenhouse gas (GHG) emission reduction in tonnes generated by your

project. Do not submit a negative value as this would be interpreted as an increase in GHG emissions rendering your project ineligible. (e.g. If GHG emission reduction is 50 tonnes, input "50" and not "-50".)

**29. Upload the full RETScreen® Assessment**

- Please upload the RETScreen® assessment file (.retx) for your project.

**30. Has your project undergone an energy efficiency audit?**

- Please select Yes or No. If you choose Yes, please upload your energy efficiency audit document using the upload button provided and follow the instructions.
  - o Please select from the drop-down menu (Yes or No) to attest to your intent to undergo an audit in the next 3 months.

**For New Builds**

In Question 31, you are asked to declare to what standard you will build your project. Please select one of the three available options.

*Please note: Applicants applying to build **net-zero-carbon** buildings will receive a higher score than those that propose to build **net-zero-carbon-ready** buildings.*

**31. To which net-zero building design standard will your project be built?**

- **Net-zero-carbon performance**
  - o Net-zero-carbon performance means that the building is a highly energy efficient building that produces onsite, or procures, carbon-free renewable energy or high-quality carbon offsets in an amount sufficient to offset the annual carbon emissions associated with building materials and operations. You can review the [Zero Carbon Building Design Standard V2](#) for more information.
  - o Projects that select this option will be asked to provide a [Canada Green Building Council Zero-Carbon Building Design Certification](#) for their project. If you have not already obtained the certification, you must be prepared to obtain it within three months of applying. The cost of obtaining this certificate is considered an eligible cost under the GICB program if incurred after April 1, 2021.
- **Net-zero-carbon-ready**
  - o A net-zero-carbon-ready building is one that has been designed and built to a level of performance such that it could, with the addition of solar panels or other renewable energy technologies, achieve net-zero performance in carbon emissions.
  - o Please upload your building's transition plan for achieving net-zero-carbon performance. Building transition plans must be verified by a qualified professional (i.e., a professional engineer or a green building professional with suitable green building training, certification(s) or expertise related to the project).



- **Seeking exemption from net-zero-carbon performance standards**
  - If you are an applicant from a remote and Northern community, (including all communities in the territories) you may seek an exemption to the net-zero requirement for new builds if the project is in a location where standards cannot be met due to geographical or logistical constraints. If you are seeking this exemption, please provide an explanation and justification in the text box provided. You must explain the limitations faced and any mitigation measures taken to address these limitations. The granting of exemptions is subject to INFC approval and may result in your application being determined as ineligible.
  - Please include the specific design measures being implemented that will allow the building's energy performance to exceed the [2017 National Energy Code of Canada for Buildings](#) (or the newest energy code published) or the provincial or territorial code (where the project site is located), whichever code is the higher standard. [Character limit: 2000]

## B. Project Timelines

### 32. Please provide the project's forecasted dates for the following key milestones.

Please use the calendar tool provided for all sub-questions related to project timelines.

- **Forecasted Planning Start Date**
  - Please provide the date on which you anticipate beginning to put together formal technical plans for your project (design phase).
- **Forecasted Permit and Approvals Date**
  - Please provide the date on which you anticipate receiving all required approvals to get your project started.
- **Forecasted Site Preparation Start Date**
  - Please provide the date on which you will begin to prepare your site before construction/work can start, including any vegetation clearing.
- **Forecasted Construction Start Date**
  - Please provide the date on which substantial work on your project will begin.
- **Forecasted Construction End Date**
  - Please provide the date on which the project will be substantially completed, when an engineer or other professional determines that all construction objectives have been met, OR the date on which the building/asset will be open to the public.

### C. Project Costs and Funding

33. Please provide the following information regarding project costs, and upload budget documentation. Clearly identify the project's eligible and ineligible costs as well as their estimated value.

- Please provide numerical figures in the text boxes provided.

Note that only costs incurred after April 1, 2021 are eligible. If a contract has been signed prior to April 1, 2021, all related expenditures to that date are not eligible even if they are to be incurred after April 1.

*Total project costs:* the overall cost of your project, including eligible and ineligible costs.

*Total eligible costs:* the sum of all your eligible costs.

*Federal Share:* The amount of funding you are seeking from Infrastructure Canada.

Information on federal cost share is found in the Applicant Guide.

*Applicant Share:* The balance of funds you will be contributing to the project, including all ineligible costs.

*Other sources of funding:* Funds you are receiving from all sources other than from Infrastructure Canada. If you are receiving funds from another federal department for expenses related to this project, please also include this information here.

#### TOTAL vs. ELIGIBLE COSTS - Who is paying for what?

*Federal Share* and *Applicant Share* of funds are important concepts to understand and consider to ensure the success of your project. The maximum *Federal Share* of the costs of your project under the Green and Inclusive Buildings Program is determined by your total *eligible* project costs, not by your total project costs. All ineligible costs are part of the *Applicant Share*. These are your responsibility and will not be eligible for federal reimbursement.

Note: Any cost increases or cost overruns will not be covered by Infrastructure Canada. It is therefore important that you include in your budget all contingency amounts according to the stage of your project (conceptual, preliminary design, detailed design and ready to tender).

For example, a project could include the following costs, which includes contingency costs:

- \$1.5M for design contracts costs
- \$3.5M for construction contracts costs
- \$1M for land acquisition for proposed building expansion
- \$500K for salaries within your organization

Under this Program, only the design and construction contracts are eligible costs (\$5M). The remaining costs are ineligible (\$1.5M). The total project cost is the sum of the total eligible costs and the ineligible costs (\$5M + \$1.5M = \$6.5M).

If the *Federal Share* is 80% of eligible costs ( $80\% \times \$5M = \$4M$ ), then the *Applicant Share* is the balance of funds that needs to be secured by your organization ( $\$6.5M - \$4M = \$2.5M$ ).

*Please note: Recipients will ensure that contracts are awarded in a way that is fair, transparent and competitive. If you are planning on awarding non-competitive contracts (sole source) as part of your project, you must receive the authorization from the Government of Canada prior to their signature for*

*these costs to be deemed eligible for a federal reimbursement. Additional information will be required and approval delays are anticipated.*

34. If funding has not been secured, please provide a description of how you will secure the funding, as well as the date it will be secured.

- Using the text box, please provide the amount of funding not yet secured for your project, a description of your plans to secure the balance of funds, as well as the date on which you anticipate all funding to be secured. [Character limit: 1000]
- *Please note: By submitting an application, applicants commit to securing the balance of funds should their project be approved for federal funding.*

35. Please provide the breakdown of the federal contribution that your organization will be claiming per fiscal year (April 1st to March 31st) from Infrastructure Canada. Each line must be completed. If a federal contribution is not required for a given year, please enter "0".

- The Government of Canada's fiscal year begins April 1 and ends on March 31. Please specify the amount of funding for eligible costs you will be claiming from Infrastructure Canada for each fiscal year of your project's implementation.
- Note that this is not necessarily the year in which you will be incurring costs, but rather when you will be submitting them for reimbursement to Infrastructure Canada.

#### D. Maintenance and Ongoing Operations

Maintenance and ongoing operations are not eligible expenses under this program. Please confirm that the organization will have the financial capacity to maintain building/asset operations post completion, as well as the programs and/or services for a period of 6 years following the completion of construction, renovation and/or retrofit activities.

36. Please check this attestation box to confirm that your organization will have the financial capacity to maintain building/asset operations, as well as the programs and/or services for a period of 6 years following the completion of construction, renovation and/or retrofit activities.

- Using the checkbox, please attest to your organization's financial capacity.

#### E. Project Readiness

37. Please indicate the current class estimate for your project.

- Class estimates are cost estimates for your project that are provided at different steps of the design process. Class D estimates are generally estimates provided early in the design process, whereas Class A estimates can only be provided after all construction documents are verified and complete. Please select your current class estimates from the drop-down menu.
- Class estimates are defined as:
  - **Class A:** Estimates made after bids for a project have been received, evaluated, verified and once a contract is ready to be signed. Budgets for projects at this stage usually include a contingency of 5% to 10%.

- **Class B:** Estimates made at the “Detailed Design” stage when the project is ready for tendering. Budgets for projects at this stage usually include a contingency of 11% to 15%.
- **Class C:** Estimates at the “Preliminary Design” stage and may be referred to as pre-tendering estimated. Budgets for projects at this stage usually include a contingency of 16% to 20%.
- **Class D:** Estimates at the “Conceptual Design” stage. Budgets for projects at this stage usually include a contingency of 21% to 30%.
- For more information, please refer to the definitions of estimates [here](#).

**38. What is the contingency percentage currently included as part of your project’s budget?**

- In the box provided, please provide a figure that indicates your contingency percentage. This is the amount that is added to your cost estimates to account for risks and uncertainties. Please provide the figure as a percentage of your overall budget. For example, for a budget of \$10M, a contingency of \$1M would be expressed as 10%.

**39. Please indicate the status of the construction permits (e.g. construction, provincial/territorial, environmental, etc.) required for your project.**

- Please select from the checkbox options provided.

**40. Please provide details on community and stakeholder engagement activities that have been conducted in relation to the project, including with Indigenous peoples.**

- Using the text box, please describe the information you have received from these groups concerning your project. [Character limit: 4000.]

**F. Information about the Building/Asset:**

**41. For retrofits only: Please indicate the current condition of the building or asset.**

- Please select from the checkbox options provided. The current condition of your building or asset should be evaluated as follows:
  - **Very poor:** Immediate need to replace most or all the asset. There are health and safety hazards that present a possible risk to public safety, or the asset cannot be serviced or operated without risk to personnel. Major work or replacement is required urgently. The operating asset has less than 10% of its expected service life remaining.
  - **Poor:** Failure likely and substantial work is required in the short term. Asset barely serviceable. No immediate risk to health or safety. The operating asset has less than 40% of its expected service life remaining.
  - **Fair:** Significant deterioration is evident; minor components or isolated sections of the asset need replacement or repair now, but the asset is still serviceable and functions safely at an adequate level of service. The operating asset has at least 40% of its expected service life remaining.

- **Good:** Acceptable physical condition; minimal short-term failure risk, but potential for deterioration in the long term. Only minor work required. The operating asset has at least 80% of its expected service life remaining.
- **Very good:** Sound physical condition. The asset is likely to perform adequately. The operating asset has at least 95% of its expected service life remaining.

**42. Is your organization the owner of the building or asset involved in this project?**

- Select “Yes” if your organization owns the building or asset to be retrofitted, or in the case of new builds, the land on which the new building or asset will be built.
- If “No” is selected, you must attest that you have a valid agreement with the owner of the land, building or asset that will allow you to carry out the project.

**43. Does the building or asset implicated in the proposed project provide open, available, accessible services directly to the public?**

- Please select from the checkbox options provided. Please note, only buildings or assets that provide open, available, publicly-accessible services directly to the public are eligible for funding under this program.

## **G. Risk and Mitigations**

**44. Please provide the risks associated with your project as well as corresponding mitigation measures. Infrastructure projects can be complex as they may involve new technologies, require coordination among multiple partners or land acquisition, face shortages in skilled labour and supplies or be subject to specific legislative requirements. If you are planning to award any non-competitive contracts (sole source) as part of your project, please provide information here, including if known, the estimated amount of the sole source contract, who will be conducting the work, the nature of the work, and explain why sole source contracting will be used. Please note that you must receive the authorization from the Government of Canada prior to signing any non-competitive contract. Additional information will be required and approval delays should be anticipated.**

- In text box, please provide a concise explanation of anticipated project planning and implementation risks and the steps you will be taking to mitigate them. [Character limits: 2500 for small and medium retrofits, and 4000 for large retrofits and new builds]

**45. Please describe your organization’s internal capacity and expertise to manage and execute the project. If applicable, please include any past funding experience with the Government of Canada and the results of the project.**

- Using the textbox, please provide a concise description of the capacity of your organization to oversee and implement your proposed project. [Character limits: 2500 for small and medium retrofits, and 4000 for large retrofits and new builds]

## H. Benefits to Underserved and High Needs Communities

Funding for the GICB program is targeted to communities that are underserved, have higher needs, and serve equity-seeking groups. Equity-seeking groups are communities that experience significant collective barriers to participating in society. This could include attitudinal, economic, environmental, historic, and/or social barriers based on age, sex, ethnicity, disability, economic status, family status, race, sexual orientation, gender identity or expression, etc.

**46. Will your project target communities that are underserved, with higher needs, and/or equity-seeking groups?**

- Please select “Yes” or “No”. Please note, projects that do not serve one or more communities that are underserved, with higher needs, and/or equity-seeking groups are not eligible for funding.

**47. Please indicate which of the following groups will benefit from the proposed project.**

- Please select the population and groups to be served using the checkboxes provided.
- In the text box, please describe how this project will benefit these groups. [Character limit: 2500 for small and medium retrofits; 4000 for large retrofits and new builds.]

**48. Will your project address measures under the Truth and Reconciliation Commission Calls to Action or other municipal, regional and community plans and reports?**

- Please select “Yes” or “No”. If Yes is selected, please provide a description of what needs your project responds to using direct references to any municipal, regional or community reports, or the Truth and Reconciliation Commission’s 94 Calls to Action. [Character limit: 1500 for small and medium retrofits; 4000 for large retrofits and new builds.]

**49. Will your project remove barriers and improve accessibility for persons with disabilities (e.g., installation of accessible entrances, power-assisted door openers, elevators, accessible washrooms, visual and audible alarm systems, and signage with large print, high contrast lettering and Braille, etc.)?**

- The *Accessible Canada Act* defines a barrier as anything — including anything physical, architectural, technological or attitudinal, anything that is based on information or communications or anything that is the result of a policy or a practice — that hinders the full and equal participation in society of persons with an impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or a functional limitation.)
- Please select Yes or No from the checkbox. If you select Yes, please attest using the checkbox provided that the project will at minimum meet the highest published accessibility standard as defined by the requirements in the [Canadian Standards Association's Technical Standard Accessible Design for the Built Environment \(CAN/CSA B651-18\)](#) and/or application provincial or territorial building codes, and relevant municipal by-laws.



50. If your project is expected to exceed the highest applicable accessibility standards above, please explain how and describe what elements will be implemented.

- All projects are expected to meet the highest published accessibility standards applicable as noted in Q.49. If you are intending to exceed these standards, please identify concrete measures you will be implementing as part of your project and how they will exceed the highest accessibility standards applicable to your project. Accessibility audits can be conducted and provided as supplementary information. Expenditures related to accessibility audit are eligible costs under this program. Provide your description in the text box provided. [Character limits: 2000 for small and medium retrofits; 4000 for large retrofits and new builds]

## I. Climate Resilience and Adaptation

Applications will be evaluated based on the degree to which they consult future climate data and integrate measures to improve the climate resilience of their project. Projects that identify medium or high risks but do not include measures to address these risks will be ineligible.

### *Small and Medium Retrofit Projects:*

51. What current or future climate change impacts and associated natural hazards create risks for your project? Please check all that apply and provide a list of the climate data you consulted in answering this question.

- Using the checkboxes provided, select which risks your project will be more susceptible to in the future due to the effects of climate change.
- Please refer to Annex B for a list of resources, including a *Climate Resilience First Assessment Worksheet* that provides a step-by-step guide for assessing climate risks that will assist you in answering this question.
- In the text box, identify what climate data were consulted to assess the climate change-related risks of your project. [Character limit: 1500]

52. What resilience measures are you implementing to address the climate risks facing your project?

- Using the checkboxes provided, select all measures that will be incorporated into the implementation of your project. In the text box, provide details on measures adopted, or why no measures have been included. For example, you could describe how the measures taken will increase resilience, including specific resilience measures to address the medium and high climate risks identified above. Examples could include installing flooding sensors in elevators; or elevating electrical and HVAC systems to minimize flood risk. Note that some climate change risks may require the planning of multiple resilience measures.
- If you identified a risk in Question 51 but have not presented any planned resilience measures for, please provide an explanation.
- Please refer to Annex B for descriptions and examples of different resilience measures to address different climate risks.
- [Character limit: 4000]

53. Is the building or asset you are proposing to retrofit currently used or intended to be used for disaster relief?

- Select Yes or No in the checkbox provided. Projects to be used for disaster relief need to be designed with considerations that will allow operation of the building to continue after a disaster. For example, your project may need to include considerations for generators, or additional gathering spaces for the community in case of disaster.

#### *Large Retrofit and New Build Projects*

54. Is your project at risk of, or vulnerable to climate-influenced risks or natural hazards such as flooding, earthquakes, wildfires, permafrost melt or coastal erosion? Please provide an assessment of the current and future climate risks for the proposed project. The assessment should consider climate risks during the construction phase as well as changes during the planned operation and maintenance phases over the entire lifespan of the building or asset.

- Using the text box, please provide an assessment of the current and future climate risks towards the project you are proposing. The assessment should consider climate risks during the construction phase as well as changes in climate risks during the planned operation and maintenance phases over the entire lifespan of the building or asset. For example, wildfires will present a risk to a community center project if it is located near a forested area that is experiencing increased occurrence of drought and increasing temperatures.
- You may wish to consult multiple climate models to consider the range of potential future changes. Please refer to Annex B for a list of resources, including a *Climate Resilience First* assessment worksheet that provides a step-by-step guide for assessing climate risks. This worksheet can be used to determine the answer(s) to this question. [Character limit: 4000]

55. Please list the climate data and tools that were consulted to assess any current and future climate risks to your project. If no future climate data were consulted, please provide an explanation. You may wish to review/consider future climate projections available through the Canadian Centre for Climate Services and ClimateData.ca in order to assess your climate change risks.

- In the textbox provided, please list the climate data and tools that were consulted to assess any current and future climate risks to your project. If no future climate data was consulted, please provide an explanation. [Character limit: 4000]
- Please refer to Annex B for additional support, reference and resources on climate change data and tools.

56. What adaptation/resilience measures have been taken or will be taken to improve the climate resilience of your building or asset? Projects must demonstrate how these measures will address all the climate risks identified in Question 54.
- Please provide details on how the measures taken will increase resilience, including specific resilience measures to address all the medium or high climate risks identified. Examples could include installing flooding sensors in elevators; or elevating electrical and HVAC systems to minimize flood risk. Some climate change risks may require the planning of multiple resilience measures. If you have identified a risk but not presented any planned resilience measures, please provide an explanation. [Character limit: 4,000.] Please refer to Annex B for descriptions and examples of different resilience measures to address different climate risks.
57. Is your building or asset intended to be used for disaster relief?
- Select Yes or No in the checkbox provided. Projects to be used for disaster relief need to be designed with considerations that will allow operation of the building to continue after a disaster. For example, your project may need to include considerations for generators, or additional gathering spaces for the community in case of disaster.

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## Section 4: Additional information

58. If you have previously submitted your project to one of the following Investing in Canada Infrastructure Program streams (through a province or territory), please identify which one by selecting from the streams below:
- If you have previously submitted the project to the Investing in Canada Infrastructure Program through your province or territory, please indicate the relevant stream.
59. If you have previously submitted your project to another federal program for funding, please select all the programs that apply from the list below:
- If you have previously submitted the project to other federal funding programs, please select from the list provided. If you cannot find a program in the list, please choose "other" and enter the name(s) of the program(s) in the text box provided.
60. If you have previously submitted your project to another provincial or territorial program for funding, please indicate which province or territory and state the name of the program below:
- If you have previously submitted the project for funding through a provincial or territorial funding program, please indicate the province or territory and the name(s) of the funding program(s) in the text box provided. [Character limit: 1000]

61. If you have previously submitted your project to one of the federally-supported programs of the Federation of Canadian Municipalities, please indicate which of the programs below.

- If you have previously submitted the project to a federally supported program of the Federation of Canadian Municipalities, please select the relevant checkbox.

62. Additional documentation

- If you have additional information relevant to your project, please upload it here and clearly identify the nature of the information in the title. For example, if you are submitting multiple applications and want to communicate the priority ranking of your projects, this would be where you would upload your prioritized project list.

## ANNEX B: Climate Resilience Resources

This annex provides information to support you to include climate change considerations as part of your project design and implementation, and to ensure that infrastructure you are retrofitting or constructing is resilient to weather and climate hazards, today and into the future.

**Section A** outlines key resources helping you to access relevant climate data (Q.51 for retrofits and Q.54 & 55 for new builds)

**Section B** provides an example of a worksheet-based lightweight climate risk screening tool. This tool (or similar analyses) can provide insight into where climate change impacts may present increased risks to your project location, help you prioritize next-step analyses, and frame potential climate change resilience actions.

**Section C** provides examples of measures that can be implemented to increase the resilience of the asset to climate change. You are asked to provide risk reduction measures as part as your project application under this program (Q.52 for retrofits less than \$3M in eligible costs and Q.56 for projects \$3M or more in eligible costs)

### A. Climate Information Resources

#### *Canada Centre for Climate Services (CCCS):*

The CCCS has developed a suite of data portals that are useful for Canadians looking for an entry-level understanding of climate change trends, informed decision-makers that need high-resolution data, and researchers with climate science backgrounds looking to collaborate and share information. These portals include:

- [Climate Atlas of Canada](#)
- [ClimateData.ca](#)
- [Platform for the Analysis and Visualization of Climate Science](#)

The CCCS also helps guide Canadians in their understanding and use of climate data by providing direct access to climate experts through the Climate Services Support Desk. The Support Desk can be reached by phone at 1-833-517-0376, by email at [info.cccs-ccsc@canada.ca](mailto:info.cccs-ccsc@canada.ca), or through the [CCCS website](#). Please check the CCCS website on a regular basis as new tools and resources become available.

#### *Climate Resilient Buildings and Core Public Infrastructure (CRBCPI) report: an assessment of the impact of climate change on climatic design data in Canada*

The National Research Council, in collaboration with Environment and Climate Change Canada and other partners, has released a forward-looking set of climate data that aligns with design information used in the National Building Code of Canada and Canadian Highway Bridge Design Code. This data, which must be used following guidance provided in the associated report, is available here: <https://climate-scenarios.canada.ca/?page=buildings-report-overview>

#### *Regional Climate Data*

- Atlantic Climate Adaptation Solutions Association: <https://atlanticadaptation.ca/>
- Canadian Climate Data and Scenarios: <http://climate-scenarios.canada.ca/?page=main>

- New Brunswick's Future Climate Data : <http://acasav2.azurewebsites.net/>
- Newfoundland and Labrador, Climate Data and Tools: <http://www.turnbackthetide.ca/tools-and-resources/climate-data-and-tools.shtml>
- Ontario Climate Risk Institute: <https://climateriskinstitute.ca/climate-data/>
- Ouranos (Québec): <https://www.ouranos.ca>
- Pacific Climate Impacts Consortium (British Columbia): <https://www.pacificclimate.org/>
- Prairie Climate Centre: <http://prairieclimatecentre.ca/>

## B. Climate Resilience First Assessment Worksheet

The Climate Resilience First Assessment Worksheet below can be used to assess the climate risks to your project, whether it is a small retrofit or a new build. This can be used to support the answers to the Climate Resilience Merit criteria.



## CLIMATE RESILIENCE FIRST ASSESSMENT WORKSHEET

Ensuring infrastructure resilience to climate change impacts involves assessing project vulnerability to changing weather and climate impacts, now and in the future. Resilience against climate change impacts will ensure capacity, safety, and decrease long-term costs throughout the infrastructure life span. This worksheet helps a user to note infrastructure components exposed to climate impacts, the key hazards, and risk reduction measures.

### 1. PROJECT DEFINITION

**1.1** What infrastructure project is proposed? \_\_\_\_\_

**1.2** Where will the new or retrofitted infrastructure be located? \_\_\_\_\_

**1.3** How long is the new or retrofitted infrastructure expected to last? \_\_\_\_\_

### 2. MAJOR INFRASTRUCTURE COMPONENTS, CHANGING WEATHER CLIMATE HAZARDS, AND RESULTING RISKS

2.1 Which major infrastructure components may be exposed to weather & climate hazards?	2.2 What weather & climate hazards could affect the component?	2.3 What are the potential consequences of this hazard, to the major component?	2.4 How will hazard-relevant indices change over infrastructure lifetime due to climate change? Use Table 3 to develop this estimate.	2.5 How could the change described in Column 2.4 change the risk to this component?

### 3. UNDERSTANDING FUTURE HAZARD CHANGES

3.1 Hazard type	3.2 Hazard-relevant climate indices	3.3 Climate information source: include information such as location, resolution, scenario. Include a link for reference.	3.4 Quantitative or qualitative change in metric between present and end of infrastructure lifespan

### 4. RISK REDUCTION MEASURES

**4.1** Accounting for the risk changes in section 2.5, describe the risk reduction measures for this project. This could include changes in location and siting, design and build considerations, or operation and maintenance procedures.

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## COMPLETING THE CLIMATE RESILIENCE FIRST ASSESSMENT

Finding climate change information that relates to potential hazards to your planned infrastructure project is important. Contact the Canadian Centre for Climate Services (CCCS) if you need help filling in this worksheet. The Support Desk can be reached at [info.cccs-ccsc@canada.ca](mailto:info.cccs-ccsc@canada.ca), through the [CCCS website](#) or by calling 1-833-517-0376. There is a compendium of worked examples of this worksheet to help facilitate the completion of it.

### 1. PROJECT DEFINITION

**1.1:** Provide the name of the infrastructure project. The name should be consistent with the project for which funding is being requested.

**1.2:** Provide the location of the infrastructure project.

**1.3:** Provide the expected lifespan (design life) of the infrastructure. Recognize the potential for major infrastructure projects to last well beyond their expected lifespans.

### 2. MAJOR INFRASTRUCTURE COMPONENTS and CHANGING CLIMATE HAZARDS

**2.1:** Develop a list of major infrastructure components associated with the planned infrastructure that may be exposed to weather and climate hazards. For this first assessment, target a high-level list that includes at most 10 components. Avoid an overly detailed or granular list. Expanded table if more space is required.

**2.2:** For each component listed in Section 2.1, develop a list of weather or climate hazards that could negatively affect the component. Carefully consider the component location, function, operation, and relation to other components and the surrounding environment, to ensure that all hazards are recognized. Copy Table 2 into an expanded table as required if more space is needed.

**2.3:** For each hazard listed in Section 2.2, qualitatively identify the consequences of the hazard on the component listed in Section 2.1, if the hazard were to manifest.

**2.4:** Provide a quantitative or qualitative statement on how the hazard is expected to change over the expected infrastructure lifetime. **Use Table 3 to develop this statement.**

**2.5:** Based on the statement of change for each hazard, identify whether the change will result in an increase or decrease in risk for each component.

### 3. UNDERSTANDING FUTURE HAZARD CHANGES

**3.1:** Copy all weather hazards identified in Section 2.1 to this column. Only provide one entry for hazards that are identified across multiple components.

**3.2:** For each infrastructure-specific hazard listed in Section 3.1, identify one or more general 'hazard-linked' climate indices that could be used to assess ongoing and future changes to hazard frequency and/or severity. In some cases, climate indices may exist that directly speak to your changing infrastructure hazards. However, this may not be the case, which means using other available climate indices as indirect 'proxies' to provide reasonable first insights. Consider using qualitative indices (e.g. 'relatively high river flood levels' or 'general permafrost extent') where necessary. Be sure to clearly document cases where no relevant hazard-linked climate indices can be found. To identify available hazard-linked climate indices, you are encouraged to explore trusted national and regional sources that provide infrastructure-relevant climate data. Some trusted sources of Canadian climate change information are listed in Table 1. If you would like one-on-one support, please contact the CCCS Support Desk at [info.cccs-ccsc@canada.ca](mailto:info.cccs-ccsc@canada.ca), online at the [CCCS website](#) or call 1-833-517-0376.

**3.3:** Once an appropriate hazard-linked index is identified for each hazard (Section 3.2), clearly document the source of information used to explore current and future changes to this index. It is good practice to document the scenario and models used, and the region over which results are averaged, or the resolution if a single grid point is used. Including a hyperlink of your sources for future reference.

**3.4:** Develop an estimate of change for each hazard-linked index (Section 3.2) for the project location (Section 1.2), over the expected infrastructure lifespan (Section 1.3), for the climate scenarios, models and locations specified. Quantitative future projections may be described in terms of change from a historical baseline value or a new future value. In either case, document the time periods used for both the future and historical baseline. Note also that in some cases projections for the “2020s” indicate that change from historical observations may already be considerable. Where quantitative estimates of future change are not available, it is still very useful to provide a best qualitative estimate of expected change based on available climate change information (e.g. ‘river flooding may increase’). Finally, where no information is available on changes or information is too uncertain to estimate a change value, flag that fact for potential further analysis.

Table 1: Example Climate Information Sources	
Climate Information Source	Overview
<a href="https://climate.data.ca">ClimateData.ca</a>	An accessible and evolving source of climate change indices that also provides custom analyses, support, and sector-specific information.
<a href="https://climateatlas.ca">Climate Atlas of Canada</a>	An accessible source of multiple climate change indices, including Town and City-specific climate reports.
<a href="https://climateatlas.ca/resilience-buildings-and-core-public-infrastructure-project">Climate Resilience Buildings and Core Public Infrastructure Project</a>	A source of technical climate change information tailored to buildings and other infrastructure. Climate change information aligns with and is intended to inform on design loads for the National Building Code of Canada and the Canadian Highway Bridge Design Code.

## 4. RISK REDUCTION MEASURES

**4.1:** Based on the estimated direction of risk changes documented in Section 2.5, list risk reduction measures for this project. You can develop a list of potential adaptation and resilience options that could be employed to reduce increased risks to components arising from climate change. In addition to options incorporated into new infrastructure design or retrofitting, be sure to consider alternative risk management options, such as through strategic asset management planning, operations and maintenance, and behavioural change. For standards-based guidance options, you are encouraged to consider climate resilient codes and standards summarized at <https://www.canada.ca/en/environment-climate-change/services/climate-change/canadian-centre-climate-services/basics/developing-climate-resilient-standards-codes.html>.

## C. Examples of Resilience Measures

The application refers to different types of resilience measures that can be taken as follows:

- **Building Materials:** This refers to the use of building materials that will enhance the overall resilience of your structure - for example using fire resistant materials for roofing or siding to mitigate against increased risk of wildland fire.
- **Design Consideration:** This refers to any action taken to the design of the structure such as designing for passive heating and cooling, or moving electrical equipment above ground to mitigate against flooding.
- **Operations & Maintenance:** This refers to any management strategies and/or policies to address climate risks, such as a wildland fire risk management strategy.
- **Natural/ Green Infrastructure:** Infrastructure Canada generally defines natural infrastructure as the use of naturally occurring resources or engineered use of natural resources to provide adaptation or mitigation services to the gradual and/or sudden impacts of climate change or natural hazards. This could include using rain gardens to mitigate against extreme precipitation and flooding, or the use of shade trees to address heat waves and increasing temperatures.

This is not an exhaustive list of every climate hazard, or resilience measure for the listed hazards, but provides examples of the types of resilience measures that can be taken. It is important that resilience measures are selected as appropriate to the specific consequences of each climate hazard to the asset.

Climate Hazard	Examples of Resilience Measures
Coastal Erosion	<p><b>Resilience informed Standards, codes or guidance</b></p> <ul style="list-style-type: none"> <li>• Coastal Flood Risk Assessment Guidelines for Buildings and Infrastructure Design Applications</li> </ul> <p><b>Design Considerations</b></p> <ul style="list-style-type: none"> <li>• Locating away from shoreline</li> <li>• Locating critical infrastructure (electrical system, HVAC, plumbing etc.) above ground to reduce inundation</li> </ul> <p><b>Building Materials</b></p> <ul style="list-style-type: none"> <li>• Waterproof materials for foundations and flooring</li> </ul> <p><b>Natural Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Wetlands, sea walls</li> </ul>
Erosion	<p><b>Resilience informed Standards, codes or guidance</b></p> <ul style="list-style-type: none"> <li>• <a href="#">CSA W205:19 Erosion and sedimentation management for northern community infrastructure</a></li> <li>• <a href="#">CSA W208:20 Erosion and sediment control, installation and maintenance</a></li> <li>• <a href="#">CSA W202:18 Erosion and sediment control inspection and monitoring</a></li> </ul>
Flooding	<p><b>Resilience informed Standards, codes or guidance</b></p> <ul style="list-style-type: none"> <li>• <a href="#">CSA Z800-18 Guideline on Basement Flood Protection and Risk Reduction</a></li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="#">CSA A440S1-19 Canadian Supplement to AAMA/WDMA/CSA 101/1.S.2/A440-17, North American Fenestration standard/specification for windows, doors and skylights</a></li> <li>• <a href="#">CSA A123.26:21 Climate Resilience of Low Slope Membrane Roofing Systems</a></li> <li>• <a href="#">CSA B805-18/ICC 805-2018 Rainwater harvesting systems</a></li> <li>• <a href="#">CSA Z240.10.1:19 Site Preparation, Foundation, and Installation of Buildings</a></li> </ul> <p><b>Design considerations</b></p> <ul style="list-style-type: none"> <li>• Relocate critical infrastructure (electrical system, HVAC, plumbing etc.) above ground to reduce flood risks</li> <li>• Install backwater valves and sump pumps</li> <li>• Raising elevation of building</li> </ul> <p><b>Building Materials</b></p> <ul style="list-style-type: none"> <li>• Consider use of waterproof materials for foundations and flooring</li> <li>• Ensure Windows and doors are water tight</li> </ul> <p><b>Natural Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Berms, and native plants to absorb excess water</li> <li>• Rain gardens</li> <li>• Bioswales</li> </ul>
Hail	<p><b>Building Materials</b></p> <ul style="list-style-type: none"> <li>• Durable roofing materials to withstand hail</li> <li>• Use impact resistant glass for windows</li> </ul> <p><b>Operations and Maintenance</b></p> <ul style="list-style-type: none"> <li>• Develop procedure to inspect building and critical systems after hail storm</li> </ul>
Heat island effect, Heatwaves, Drought and Extreme Temperature	<p><b>Design considerations</b></p> <ul style="list-style-type: none"> <li>• Upsizing HVAC system fit to meet needs of future climate</li> <li>• Passive Solar design</li> <li>• Account for additional water needs in sizing of utilities</li> <li>• Consider water capture and re-use system</li> </ul> <p><b>Building Materials</b></p> <ul style="list-style-type: none"> <li>• Use high albedo/ thermally reflective materials for roof and building facades</li> <li>• Use wall and roof insulation that minimizes heat penetration</li> <li>• Use materials with greater durability to solar exposure</li> </ul> <p><b>Natural Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Green roofs to limit heat absorption</li> <li>• Trees for shade and cooling</li> <li>• Plant drought tolerant trees</li> </ul>
Hurricanes	<p><b>Resilience informed Standards, codes or guidance</b></p> <ul style="list-style-type: none"> <li>• <a href="#">CSA Z800-18 Guideline on Basement Flood Protection and Risk Reduction</a></li> <li>• <a href="#">CSA A440S1-19 Canadian Supplement to AAMA/WDMA/CSA 101/1.S.2/A440-17, North American Fenestration standard/specification for windows, doors and skylights</a></li> <li>• <a href="#">CSA A123.26:21 Climate Resilience of Low Slope Membrane Roofing Systems</a></li> </ul>

	<p><b>Design considerations</b></p> <ul style="list-style-type: none"> <li>Consider stormwater management on site</li> </ul> <p><b>Building Materials</b></p> <ul style="list-style-type: none"> <li>Use impact resistant glass for windows</li> <li>Backup generator/ power capacity</li> </ul>
Increased rainfall	<p><b>Resilience informed Standards, codes or guidance</b></p> <ul style="list-style-type: none"> <li><a href="#">CSA Z800-18 Guideline on Basement Flood Protection and Risk Reduction</a></li> <li><a href="#">CSA A440S1-19 Canadian Supplement to AAMA/WDMA/CSA 101/1.S.2/A440-17, North American Fenestration standard/specification for windows, doors and skylights</a></li> <li><a href="#">CSA A123.26:21 Climate Resilience of Low Slope Membrane Roofing Systems</a></li> <li><a href="#">CSA B805-18/ICC 805-2018 Rainwater harvesting systems</a></li> <li><a href="#">CSA Z240.10.1:19 Site Preparation, Foundation, and Installation of Buildings</a></li> <li><a href="#">CSA PLUS 4013:19 - Technical Guide: Development, Interpretation and Use of Rainfall Intensity-Duration-Frequency (IDF) Information: Guideline for Canadian Water Resources Practitioners</a></li> </ul> <p><b>Design considerations</b></p> <ul style="list-style-type: none"> <li>Relocate critical infrastructure (electrical system, HVAC, plumbing etc.) above ground to reduce flood risks</li> <li>Install backwater valves and sump pumps</li> <li>Onsite storage cisterns</li> <li>Sloped roof</li> </ul> <p><b>Building Materials</b></p> <ul style="list-style-type: none"> <li>Consider use of waterproof materials for foundations and flooring</li> <li>Ensure Windows and doors are water tight</li> </ul> <p><b>Natural Infrastructure</b></p> <ul style="list-style-type: none"> <li>Berms, and native plants to absorb excess water</li> <li>Rain gardens</li> <li>Bioswales</li> </ul>
Increased snow loads	<p><b>Codes, standards and guidance</b></p> <ul style="list-style-type: none"> <li><a href="#">CSA S502:21 Managing changing snow load risks for buildings in Canada's North</a></li> <li><a href="#">CSA S505:20 Techniques for considering high winds and snow drifting and their impact on northern infrastructure</a></li> </ul> <p><b>Design Considerations</b></p> <ul style="list-style-type: none"> <li>Sloped roofs to manage increased snow loads</li> <li>Limit roof overhang</li> </ul> <p><b>Building Materials</b></p> <ul style="list-style-type: none"> <li>Durable materials to account for additional structural loads</li> </ul> <p><b>Operations and Maintenance</b></p> <ul style="list-style-type: none"> <li>Monitor snow events and plan for snow removal operations</li> </ul>



Increased wind speeds or tornados	<p><b>Resilience-informed standard, code or guidance</b></p> <ul style="list-style-type: none"> <li>• <a href="#">CSA A440S1-19 Canadian Supplement to AAMA/WDMA/CSA 101/1.S.2/A440-17, North American Fenestration standard/specification for windows, doors and skylights</a></li> <li>• <a href="#">CSA A123.24:21 Standard test method for wind resistance of modular vegetated roof assembly</a></li> <li>• <a href="#">CSA S505:20 Techniques for considering with high winds and snow drifting and their impact on Northern infrastructure</a></li> </ul> <p><b>Building Materials</b></p> <ul style="list-style-type: none"> <li>• Impact resistant glass for window</li> <li>• Durable cladding</li> </ul>
Permafrost Degradation	<p><b>Resilience-informed standards, codes or guidance</b></p> <ul style="list-style-type: none"> <li>• <a href="#">CSA PLUS 4011.1:19 Technical Guide: Design and construction considerations for foundations in permafrost regions</a></li> <li>• <a href="#">CSA PLUS 4011:19 Technical guide: Infrastructure in permafrost: A guideline for climate change adaptation</a></li> <li>• <a href="#">CSA S500:14 (R2019) Thermosyphon foundations for buildings in permafrost regions</a></li> <li>• <a href="#">CSA S501:14 (R2019) Moderating the effects of permafrost degradation on existing building foundations</a></li> <li>• <a href="#">Roads and Airfields Constructed on Permafrost- A Synthesis of Practice Report</a></li> </ul> <p><b>Building Materials</b></p> <ul style="list-style-type: none"> <li>• Materials are dependent on strategy employed. They may include: structurally enhanced foundations or adjusted foundations, and may involve vented systems, gravel pads, phase change materials, insulation layers, heat sinks, passive or active thermopiles, thermosyphons, freezing systems, and drainage systems.</li> </ul> <p><b>Design Considerations</b></p> <ul style="list-style-type: none"> <li>• Strategy may be either to preserve or accommodate permafrost thaw during construction and the structure's design life; or to induce complete or partial thawing, drainage and consolidation of soils before construction</li> </ul>
Wildland fires	<p><b>Resilience informed standards, guidance and codes</b></p> <ul style="list-style-type: none"> <li>• <a href="#">CSA S504:19 Fire resilient planning for northern communities</a></li> <li>• <a href="#">FireSmart</a></li> </ul> <p><b>Building Materials</b></p> <ul style="list-style-type: none"> <li>• Use fire-resistant materials for roofing, siding, windows</li> </ul> <p><b>Operations and Maintenance</b></p> <ul style="list-style-type: none"> <li>• Develop an emergency response plan in case of wildland fire</li> <li>• Develop a vegetation management plan</li> </ul>



**COUNCIL MINUTES  
MAY 5, 2021  
9:00AM**

**Present:** Mayor Horner, Deputy Mayor Hawkins, Councillors Boxem, Clark and Cufaro

**Staff Present:** Tracey Atkinson – CAO, Roseann Knechtel – Deputy Clerk, Heather Boston - Treasurer, John Willmetts – Public Works

**Moved by Clark and Seconded by Cufaro**

THAT Council supports the Joint Recreation Subcommittee's recommendation to move forward with Option D subject to grant availability and funding of at least 66%, and to move forward with an RFP to engage architectural/engineering for design.

<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y
Councillor Clark	Y
Councillor Cufaro	Y
Deputy Mayor Hawkins	Y
Mayor Horner	Y

**CARRIED.**

**Moved by Clark and Seconded by Cufaro**

THAT Council endorses the application to the Ministry of Infrastructure, Green and Inclusive Community Buildings Program and authorizes staff to execute an agreement for grant funding.

<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y
Councillor Clark	Y
Councillor Cufaro	Y
Deputy Mayor Hawkins	Y
Mayor Horner	Y

**CARRIED.**

## Donna Funston

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**From:** Denise Holmes  
**Sent:** Friday, May 7, 2021 8:12 AM  
**To:** Tracey Atkinson; Heather Boston; 'Roseann Knechtel'; Donna Funston  
**Subject:** Joint Recreation Sub-Committee Recommendation - NDCC Option D

Good morning Tracey, Heather, Roseann and Donna,

At last night's Council meeting, the following motion was introduced and passed:

*Moved by Besley, Seconded by Mercer*

**Be it resolved that:** "Council supports the Joint Recreation Sub-committee's recommendation to move forward with Option D subject to grant availability, funding, and to move forward with an RFP to engage the architectural/engineering for design". **Carried.**

Thank you.

Regards,  
Denise Holmes



Denise B. Holmes, AMCT | Chief Administrative Officer/Clerk | Township of Melancthon |  
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**Please be advised that effective April 19, 2021, the Office will be closed to the Public due to the Extended State of Emergency/Stay-At-Home Order issued on April 17, 2021 until further notice. If you require assistance, please contact the office at 519-925-5525, as Staff are still working in the Office. We may be able to provide 'curbside pick-up' of some items. We are encouraging everyone to take advantage of the online services offered for payment of taxes, payment of dog tags, fire permits, planning applications, etc.**