

Township of Admaston/Bromley  
First Monthly Meeting  
Thursday, September 5<sup>th</sup>, 2024 @ 7:30 p.m.

AGENDA

1. Call Meeting to Order
2. Moment of Silence
3. Approval of Agenda
4. Disclosure of Pecuniary Interest
5. Minutes
- 5a [Resolution to adopt Minutes of Council Meetings August 15, 2024](#)
6. Delegations and Guests
7. **Planning and Economic Development Committee** – Chair Keith Gourley, Committee Member Kevin LeGris
- 7a [Consent Application B44/24 Report](#)
  - i) **Planning Report**
8. **Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton
- 8a
9. **Operations Committee** – Chair Brian Hamilton, All of Council
- 9a
10. **Waste Management Committee** – Chair Michael Donohue, All of Council
- None.
11. **Finance and Administration Committee** – Chair Michael Donohue, All of Council
- 11a [Long Term Borrowing By-Law Report – Cobden Sand/Salt Shed](#)
- 11b [Shared Services Report](#)
- 11c [Community Sport & Recreation Infrastructure Fund Report](#)
  - i) i. [Stream 1 Guidelines](#)
  - ii) ii. [Stream 2 Guidelines](#)

12. **Protective Services Committee**- Chair Kevin LeGris, Committee Member Angela Field

**12a**

13. **County of Renfrew** – Mayor Michael Donohue

**13a** [County Council Summary Report – August 2024](#)

14. **By-Laws**

**14a**

[2024-42 – Long Term Borrowing By-Law](#)

15. Old Business

**15a** Action Tracking List

16. New Business

17. **Closed Session**

**17a** Community Risk Assessment

As per Section 239 2 (a) – the security of the property of the municipality or local board.

More specifically to receive the Community Risk Assessment.

18. Confirmatory By-Law

**18a** [2024-43 being a by-law to confirm proceedings of Council Meeting](#)

19. Question Period

20. Adjournment

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**PLEASE NOTE** “Submissions received by the public, either orally or in writing may become part of the public record/package”.

**Council Information**

Township of Admaston/Bromley  
Second Monthly Meeting

Council met for their second monthly meeting on Thursday August 15<sup>th</sup>, 2024. Present were Mayor Michael Donohue, Deputy Mayor Brian Hamilton, Councillors, Keith Gourley and Kevin LeGris.

Angela Field sent her regrets.

Staff Members present were CAO/Clerk Jennifer Charkavi, Public Works Superintendent Steve Visinski, Fire Chief Bill McHale and Chief Building Official Dwayne Coulas. Also present was Audio/Video System Specialist Nate MacIsaac.

Guest present was Lacy Rose, County Forrester - Presentation on the Ash Borer

**Agenda Items 1 and 2 – Call Meeting to Order and Moment Silence**

Mayor Donohue called the Meeting to Order at 7:30 pm. A moment of silence followed.

**Agenda Item 3 – Approval of Agenda**

**Resolution No. 21/08/24**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council amend the agenda of August 15, 2024, Regular Council Meeting to remove items 12c and 17a.

Carried

**Resolution No. 22/08/24**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council approve the agenda, as amended, of August 15, 2024, Regular Council Meeting to remove items 12c and 17a.

Carried

**Agenda Item 4 – Disclosure of Pecuniary Interest**

None.

**Agenda Item 5 – Minutes**

5a Resolution to adopt Minutes of Council Meetings August 1, 2024

**Resolution No. 23/08/24**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- August 1, 2024, Regular Council Meeting

Carried

**Agenda Item 6 – Delegations and Guests**

Guest - Lacy Rose, County Forrester - Presentation on the Ash Borer

Lacy Rose presented to Council a presentation on the Ash Borer and how it is affecting Admaston/Bromley and the County of Renfrew.

**Agenda Item 7 – Planning and Economic Development Committee** – Chair Keith Gourley, Committee Member Kevin LeGris

7a Building & Sewage Report – April – July, 2024

**Resolution No. 24/08/24**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Council accepts the Building & Sewage report for April – July, 2024, as information.

Carried

7b Zoning By-Law Amendment Report

**Resolution No. 25/08/24**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Council adopt By-Law 2024-39, being a by-law to amend the Zoning By-Law 2004-13, to add a new sub-section to the Agricultural Zone requirements to permit a Mennonite School as an additional use.

Carried

7c Consent Application B17/24 Report

**Resolution No. 26/08/24**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B17/24 submitted by applicants Drake Yakaback and Mark Yakaback, Swamp Road, so long as requirements of commenting agencies are satisfied.

Carried

**Agenda Item 8 – Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton

None.

**Agenda Item 9 – Operations Committee** – Chair Brian Hamilton, All of Council

9a Report – June & July 2024

**Resolution No. 27/08/24**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council receive the Public Works June/July 2024 Report as information.

Carried

9b Surplus Vehicle Report

**Resolution No. 28/08/24**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT Council deem the 2018 ¾ tonne truck and plow as surplus;

AND BE IT FURTHER RESOLVED THAT Council direct staff to post the surplus equipment for bid/tender.

Carried

**Agenda Item 10 – Waste Management Committee** – Chair Michael Donohue, All of Council

None.

**Agenda Item 11 – Finance and Administration Committee** – Chair Michael Donohue, All of Council

**11a** Appointment By-law – Renfrew & Area Seniors’ Home Support Representative

**Resolution No. 29/08/24**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council adopt By-Law 2024-40, being a by-law to amend Appointment By-Law 2023-01.

Carried

**11b** July 2024 YTD Financial Overview Report

**Resolution No. 30/08/24**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council accept the July 2024 Year to Date Financial Overview Report as information submitted and circulated.

Carried

**11c** July 2024 Cheque Register

**Resolution No. 31/08/24**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council approves the July 2024 Payment Register.

Carried

**Agenda Item 12 – Protective Services Committee** – Chair Kevin LeGris, Committee Member Angela Field

**12a** Fire Committee Minutes – May 8, 2024

**Resolution No. 32/08/24**

Moved by Kevin LeGris, seconded by Keith Gourley.

BE IT RESOLVED THAT Council receive the Fire Committee minutes from the May 8, 2024 meeting.

Carried

**12b** Fire Chief’s Report – May 2024

**Resolution No. 33/08/24**

Moved by Kevin LeGris, seconded by Keith Gourley.

BE IT RESOLVED THAT Council receive the Fire Chief’s report for May 2024.

Carried

**Agenda Item 13 – County of Renfrew** – Mayor Michael Donohue

None.

**Agenda Item 14 – By-Laws**

**Resolution No. 34/08/24**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Council adopt the following By-Laws:

- 2024-39 – Zoning By-Law Amendment – Mennonite School
- 2024-40 – Amend Appointment By-Law

Carried

**Agenda Item 15 – Old Business**

**15a** Action Tracking List

**Resolution No. 35/08/24**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Admaston/Bromley Council receive the Action Tracking List as information.

Carried

**Agenda Item 16 – New Business**

None.

**Agenda Item 17 – Closed Session**

None.

**Agenda Item 18 – Confirmatory By-Law**

**Resolution No. 36/08/24**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that By-law 2024-41, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held August 15, 2024, be now numbered, deemed read three times and passed.

Carried

**Agenda Item 19 – Question Period**

None.

**Agenda Item 20 – Adjournment**

**Resolution No. 37/08/24**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that the Thursday August 15, 2024, Township of Admaston/Bromley Council meeting be adjourned at 9:23pm

Carried

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO/Clerk

**Township of Admaston/Bromley**

**477 Stone Road, R.R. #2**

**Renfrew, ON**

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**613-432-3175 Stone Road Garage  
613-646-7918 Cobden Road Garage**

**REPORT**

Date: September 5, 2024  
To: Council  
From: Jennifer Charkavi  
Re: Consent Application B44/24

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**Background:**

A Consent application proposing to sever 0.03 hectares of vacant land and 8 metres of road frontage to add to the abutting property located at 5067 Hwy 60 was submitted to the County of Renfrew. The application will see the lands to be enlarged contain an existing dwelling and sheds. The final retained lands will be 19.4 hectares in area with 773 metres of road frontage and contain an existing dwelling and barns.

There has been one previous lot addition to this property, completed in 1983.

As the road frontage is on Hwy 60, comments were received by the MTO. MTO has no objections save for notes on land use controls and rights of way. Ministry approval is also required prior to the construction and/or alteration of any buildings and/or structures and prior to the issuance of any municipal building permits.

The lot addition does not make the lot a regular size but continues to be considered undersized, however, the Zoning By-Law does not prevent an undersized lot from being enlarged.

The severed lands are zoned Agriculture (A), and the lands to be enlarged are zoned Rural (RU). As a result of the lot addition, the lands will be split zoned. A zoning By-law amendment is required as a condition of consent to ensure the entire enlarged lot is in the same zone.

A registered plan of survey will also be a requirement.

**Financial Implications:**

None at this time.

**People Consulted:**

County of Renfrew – Development and Property Department  
Chief Building Official  
Public Works Superintendent  
Drainage Superintendent

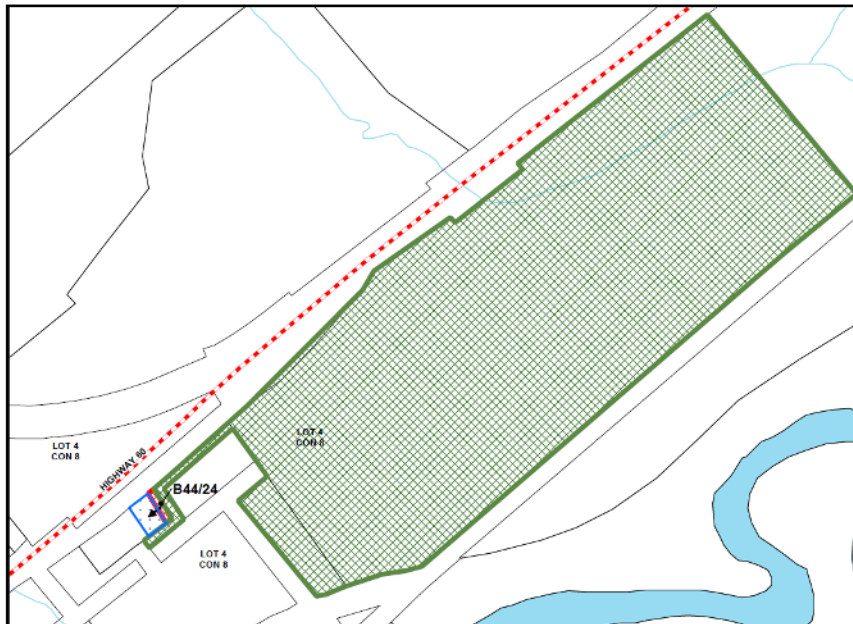
**Recommendation for Council:**

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B44/24 submitted by applicant Michael Donohue, Hwy 60, so long as requirements of commenting agencies are satisfied.



**PART A - BACKGROUND**

1. FILE NO.: **B44/24 (Updated)**
2. APPLICANT: Michael Joseph Donohue  
Agent: Adam Kasprzak
3. MUNICIPALITY: Township of Admaston/Bromley  
(Geographic Township of Bromley)
4. LOT: Part Lot 4    CON.: 8    STREET: 4998 Highway 60
5. PURPOSE: Lot addition to abutting property owned by Rosie Buch
6. DESCRIPTION OF APPLICATION: The owner is proposing to sever 0.03 hectares of vacant land and 8 metres of road frontage to add to the abutting property located at 5067 Highway 60 which is 0.08 hectares in area with 23 metres of road frontage. The lands to be enlarged contain an existing dwelling and sheds. The final retained lands will be 19.4 hectares in area with 773 metres of road frontage and contain an existing dwelling and barns.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage	Area	Structures
Existing Lot	781 m	19.43 Ha	Dwelling and barns
Severed	8.00 m	0.03 Ha	None
Lot to be enlarged	23.00 m	0.08 Ha	Dwelling and sheds
Retained	773.00 m	19.40 Ha	Dwelling and barns

8. SEVERANCE HISTORY

Number of new lots from original holding (1971)      One previous lot addition: B379/83

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed      Agriculture

Lot to be Enlarged      Rural Agriculture

Retained      Agriculture

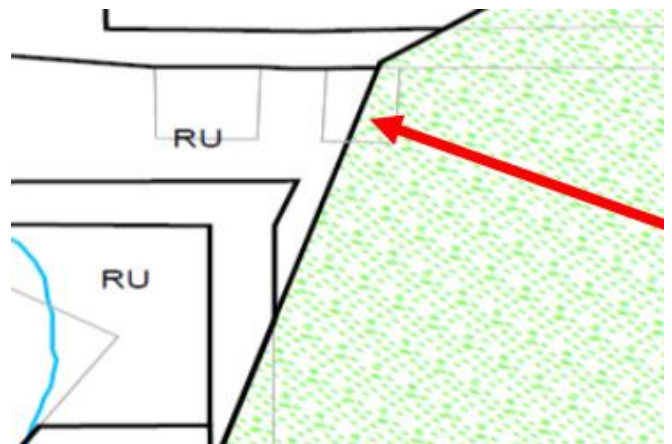


10. ZONING BY-LAW OF THE TOWNSHIP OF ADMASTON/BROMLEY (2004-13) Zone(s):

Severed      Agriculture (A)

Lot to be Enlarged      Rural (RU) Agriculture(A)

Retained      Rural (RU) Agriculture (A)



Zone Requirements:

	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>	<u>Proposed Lot Area</u>	<u>Minimum Required</u>
Severed	8.00 m	<b>45 (RU) m</b>	0.03 Ha	<b>4047 (RU) m<sup>2</sup></b>
Total, if Lot Addition	31 m	<b>45 (RU) m</b>	0.11 Ha	<b>4047 (RU) m<sup>2</sup></b>
Retained	773.00 m	<b>45 (A) m</b>	19.40 Ha	<b>20 (A) Ha</b>

**PART B – COMMENTS**

**1. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA**

Policies Considered:

- 1.1.4 – Rural Area Policies
- 1.1.5.2 On rural lands located in municipalities, permitted uses are:
  - a) the management or use of resources;
  - b) resource-based recreational uses (including recreational dwellings);
  - c) residential development, including lot creation, that is locally appropriate;
  - g) other rural land uses.
- 1.6.7 Transportation Systems

**2. OFFICIAL PLAN**

Policies Considered:

- 5.3(1) Rural Designation – permitted uses
- 5.3(2) Rural Designation – residential development
- 7.3(5)& 7.3(6)Aggregate Resources
- 13.3 Transportation Policies – Highways
- 14.3(1) Consent Policies – consent conformity
- 14.3(14) Consent Policies – lot addition

**3. ZONING BY-LAW**

Provisions Considered:

- 21.1 & 21.2 Rural (RU) Zone – permitted uses and zone provisions
- 22.1 & 22.2 Agriculture (A) Zone – permitted uses and zone provisions

**4. SUBMITTED STUDIES**

None

**5. AGENCY COMMENTS**

Twp. of  
Admaston/Bromley

Favourable comments from the Township were received.

The Township stated that all new septic and buildings to comply with OBC standards/ requirements, and municipal By-Laws.

Ministry of  
Transportation

The MTO has no objections and offers the following comments:

- Please note that under the PTHIA, the Ministry controls land use within 45 meters of MTO right-of- way and 395 meters from the centre-point of the highway intersection. Ministry approvals is required prior to the construction and/or alteration of any buildings and/or structures and prior to the issuance of any municipal building permits or approvals as per Section 8. (2) (a) of the Building Code Act.
- Permit applications can be submitted online using the Highway Corridor Management Online Services at: HCMS - Highway Corridor Management System (gov.on.ca)

**6. GENERAL PLANNING COMMENTS**

As a result of the lot addition, the property located at 5067 Highway 60 will increase from 0.08 hectares to 0.11 hectares in size, and the lot frontage will increase from 23 metres to 31 metres along Highway 60.

*Section 14(14) – Land Division Policies*

Consents may be granted for lot additions provided the lot to be added to, together with the lot addition, or any retained parcels of land, are not undersized or irregularly shaped for the purpose for which they are to be used. Where it is not possible to create a standard size lot resulting from a lot addition, the approval authority may grant consent provided the retained land is not rendered undersized. Consents for lot additions shall not be considered new lots in terms of determining the number of lots previously severed from an original holding.

*Enlargements to Existing Undersized Lots*

As a result of the lot addition, the lands will continue to be undersized; however, section 3.16.4 of the Township Zoning By-law does not prevent an undersized lot from being enlarged even if the enlargement does not result in a lot that meets the minimum frontage and/or area required by this By-law.

*Ministry of Transportation*

The severed, enlarged and retained lands have road frontage on Highway 60. The application was circulated to the Ministry of Transportation (MTO). MTO stated that Ministry approvals is required prior to the construction and/or alteration of any buildings and/or structures and prior to the issuance of any municipal building permits or approvals as per Section 8. (2) (a) of the Building Code Act. MTO comments will be attached to the decision for reference.

*Zoning By-law*

The severed lands are zoned Agriculture (A), and the lands to be enlarged are zoned Rural (RU). As a result of the lot addition, the lands will be split zoned. A zoning by-law amendment is required as a condition of consent to ensure the entire enlarged lot is in the same zone.

**7. RECOMMENDATIONS**

- (a) Planning concerns have NOT been identified in this report. Therefore, consent can be granted.
- (b) There are some planning concerns that must be dealt with as follows, before determining whether the consent can be supported or not.
- (c) The proposal may be acceptable when the following matters are addressed and resolved:
- (d) Conditions to the giving of consent should be considered for the following:
  - Registered Plan of Survey:
  - Zoning By-law Amendment: Rezone the severed lands to ensure the entire lot is in the same zone.
  - Minor Variance:
  - Private Road Agreement:
  - Development Agreement:
  - Site Plan Control Agreement:
  - Notice on Title:
  - Shoreline Road Allowance Closure /

Acquisition:

Other:

(e) There are serious planning concerns, refusal is recommended.

(f) Other Recommendations:

Date: August 8, 2024

Prepared by: Lindsey Bennett-Farquhar, MCIP, RPP  
Senior Planner

JUL/2022

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613-646-7918 Cobden Road Garage

**REPORT**

Date: September 5, 2024  
To: Council  
From: Kelly Coughlin  
Re: Financing Cobden Road Sand/Salt Shed Replacement

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**Background:**

The replacement of the existing sand / salt shed located at the Cobden Garage was adopted by Council as part of the 2024 Capital Budget. The total budget approved for the project is \$500,000.00.

**Discussion:**

During budget deliberations, staff recommended the project be financed by CCBF (Canada Community Building Fund) Funding in the amount of \$194,260 and the balance to be financed by long term borrowing.

**Financial Implications:**

With limited reserves available staff are unable to utilize those funds to help reduce the total amount required to be borrowed.

Staff propose the term of the debenture be tied to the lifecycle of the asset. In this case, the estimated useful life of the sand / salt shed is approximately 30 years.

The total amount to be debentured through Infrastructure Ontario is an upset limit of \$305,740.00.

**People Consulted:**

Jennifer Charkavi - CAO/Clerk

**Council Recommendation:**

**BE IT RESOLVED THAT** Council receive the Financing Cobden Road Sand / Salt Shed Replacement report as information as submitted and circulated,

**AND FURTHER THAT** Council adopt By-law #2024-42, being by-law to approve the submission of an application to Ontario Infrastructure and Lands Corporation for the long term financing for an upset limit of \$305,740.00



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**REPORT**

Date: September 5, 2024  
To: Council  
From: Jennifer Charkavi  
Re: Shared Services Report

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**Background:**

The Mayor and Council establish goals and objectives for the CAO/Clerk each year. This year one of the goals/objectives was to seek out shared services opportunities.

**Discussion:**

**Asset Management Coordinator**

One of the CAO/Clerk's shared services goals was to share an Asset Management Coordinator. The Townships of Bonnechere Valley, Greater Madawaska, Whitewater Region and Admaston/Bromley joined together in this venture. Each municipality budgeted \$25,000 for 2024 for this venture. We were unsuccessful in obtaining a coordinator but have since met with Jp2g and they are going to be providing our group of municipalities with their services, customized by each municipality for their own specific asset management needs. The Township meets with Jp2g staff in early October.

Staff do not anticipate using all of the 2024 budget for Asset Management. We are estimating less than half at this time. However, staff have not budgeted for shared service projects. At this time no money has been spent from this budget line.

**Shared Services**

Staff have met with the Acting Clerk for the Township of North Algona Wilberforce (NAW). The Township has an Economic Development Officer who also assists the township with the writing of their grants. In our meeting both items were discussed, however, with the announcement of the Community Sport and Recreation Infrastructure Fund (CSRIF), there is a need for support for the Recreation Committees and Council to submit a grant application, if approved. Staff have heard back from NAW and if Admaston/Bromley Council approves, we are able to share the services of this staff

member for grant writing and for Economic Development. The NAW staff member has estimated an upset limit of 20 hours for the grant submission. Should this venture be approved, staff will set up meetings between the Recreation Committees and the Finance & Administration Committee to discuss the grant opportunity. It is important to note that this is a time sensitive initiative as the grant guidelines and application have been released with a submission deadline of October 29, 2024, for Stream 1.

**Financial Implications:**

There has been no money spent at this time out of the Asset Management Coordinator budget.

**People Consulted:**

Treasurer-Deputy CAO/Clerk Coughlin

**Recommendation for Council:**

BE IT RESOLVED that Admaston/Bromley Council authorize staff to utilize funds earmarked for the Asset Management Coordinator position towards shared service initiatives;

AND FURTHER BE IT RESOLVED that Council authorize staff to enter into a Shared Services opportunity with North Algona Wilberforce for grant writing and for Economic Development initiatives.

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**REPORT**

Date: September 5, 2024  
To: Council  
From: Jennifer Charkavi  
Re: Community Sport & Recreation Infrastructure Fund (CSRIF)

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**Background:**

The Ministry of Sport has announced a new grant for recreation facilities on August 19, 2024. Community Sport & Recreation Infrastructure Fund has two (2) funding streams and the deadline to apply is October 29, 2024. There is a requirement that Council adopt a resolution supporting the grant application.

Stream 1 – Repair & Rehabilitation - is a cost-sharing program of up to 50% for projects that are between \$150,000 and \$1 Million. That is a cost-sharing cost for the Recreation Committees of a minimum of \$75,000. Approved projects must be completed with all eligible project expenses incurred no later than March 31, 2027.

Stream 2 – New Builds/Signature New builds - is a cost-sharing program of up to 50% for projects up to \$10 Million. Approved projects must be completed with all eligible project expenses incurred within 24 months of the successful applicant (recipient) entering into a TPA with the Ministry in respect of the project.

The information on the CSRIF was forwarded to the Presidents of both Recreation Committees and to the Council rep, Councillor Field.

Staff also signed up for the information webinar during the week of August 26, 2024 and invited the Presidents of both committees to attend.

**Discussion:**

The Township's Recreation Committees should meet with the Finance & Administration Committee to discuss this new funding opportunity.

Should the Recreation Committees be interested in the repair/rehabilitation Stream 1, the Douglas Recreation Committee has a 99 year lease with the Renfrew County Catholic District School Board. Should any improvements to the facility be proposed, the school board will need to be part of that discussion.

The Admaston Recreation Committee has an agreement with the Renfrew County District School Board for the rink and any improvements made should also be discussed with the school board.

Stream 2 notes that applications will be accepted on an ongoing basis until the funding is gone. Staff anticipate this funding to go very fast.

It is important to note that this is a time sensitive initiative as the grant guidelines and application have been released, Stream 1 has a deadline of October 29, 2024.

Staff have a request before Council to used funds from the Asset Management Coordinator budget for grant writing assistance as a shared service with North Algona Wilberforce.

### **Financial Implications:**

There may be financial considerations for both streams of these grant applications if the Recreation Committees express interest to submit grant if they don't have their 50% share. They may request the township assist financially.

Staff have begun preparation of the 2025 budget working papers. 2025 Budget deliberations have yet to be set.

The Recreation Committees will have to decide if they are interested in applying and if they have or will have the 50% funding available by October 29, 2024.

### **People Consulted:**

Treasurer-Deputy CAO/Clerk

### **Recommendation for Council:**

BE IT RESOLVED that Admaston/Bromley Council receive this information on the Community Sport & Infrastructure Fund as information;

AND BE IT FURTHER RESOLVED THAT Council direct staff to set up a meeting with the Presidents of the Recreation Committees and the Finance & Administration Committee as soon as possible to discuss the CSRIF.



# Community Sport and Recreation Infrastructure Fund

## *Stream 1: Repair and Rehabilitation*

Program Guidelines

August 19, 2024

**Application Deadline: October 29, 2024**

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# Introduction

The Community Sport and Recreation Infrastructure Fund (**CSRIF**) is a \$200 million capital funding program delivered by the Ministry of Sport (**the Ministry**) to revitalize existing community sport and recreation infrastructure and support the construction of new facilities across the province.

The CSRIF will be delivered over three years (2024-25 to 2026-27) through two streams:

- **Stream 1:** Repair and Rehabilitation
- **Stream 2:** New Builds/Signature New Builds

This guide provides instructions on how to apply for **Stream 1**. **Please review it in detail before applying.**

For instructions on how to apply for **Stream 2: New Builds/Signature New Builds**, please see the [program guidelines for Stream 2](#).

## Program Overview

The purpose of Stream 1 is to extend the lifespan of existing community sport and recreation facilities/spaces and improve local programming and accessibility features to meet community need.

Eligible applicants include:

- Municipalities
- Local services boards
- Not-for-profit organizations
- Indigenous communities and organizations

Please refer to the [Eligibility Requirements](#) section of this document for full details on eligibility criteria.

Eligible applicants may apply to the Ministry under Stream 1 for project funding between \$150,000 and \$1 million to support projects that will result in the repair or rehabilitation of community sport and recreation facilities/spaces. CSRIF is a cost-sharing program and the provincial contribution will vary based on the eligible applicant and project type. Please refer to the [Funding Amounts and Terms](#) section of this document for more details.



Approved projects must be completed with all eligible project expenses incurred within 24 months of the successful applicant (recipient) entering into a Transfer Payment Agreement (**TPA**) with the Ministry in respect of the project.

Eligible applicants can submit only **one application** under Stream 1.

Applications for Stream 1 are due **October 29, 2024**.

Please note that there is only one application intake for this program.

Applications must be submitted through Transfer Payment Ontario (**TPON**). Late and/or incomplete applications will not be accepted.

The CSRIF is a discretionary and non-entitlement program, and there is no guarantee of funding. There is no appeal process for unsuccessful applicants to the program.

## Program Objectives

The CSRIF aims to meet community need and improve the capacity of municipalities, local services boards, not-for-profit organizations and Indigenous organizations and communities in Ontario that support the delivery of community sport and recreation programming.

The CSRIF aims to create local jobs, strengthen and enliven communities, provide Ontarians with opportunities to participate in sport and recreation activities, and support the health and well-being of children, families and seniors across Ontario.

## Eligibility Requirements

### Eligible Applicants

In order to be eligible to apply to Stream 1, an applicant must meet **all** of the following 3 criteria:

- The applicant operates or manages a sport or recreation facility/space or other community facility/space that offers sport or recreation programming.
- The applicant owns or has a long-term lease agreement for the community facility/space and has the necessary authority or permission to undertake the project.
- The applicant must be one of the following:
  - A municipality in Ontario;
  - A local services board in Ontario;

- A not-for-profit organization that has been incorporated federally or provincially for at least one year as of the date of application deadline, and that has a head office in the Province of Ontario;
- An Indigenous organization or community that:
  - is a legal entity (e.g., has been established by or under legislation, has been federally or provincially incorporated as a not-for-profit organization, is a First Nations community); and
  - is one of the following:
    - a First Nations band located in Ontario;
    - a local, regional or provincial organization, located in Ontario, established to represent a First Nation, Inuit or Métis people or group of First Nations, Inuit or Métis peoples; or
    - an Indigenous-led service provider located in Ontario.

## **Ineligible Applicants**

- Federal and provincial agencies
- Universities and colleges
- Educational institutions, schools or school authorities
- Hospitals, medical or health care facilities
- For-profit organizations
- Entities receiving funding from other Ontario provincial grant programs for the same capital project
- Entities that are not legally established by or under legislation or federally or provincially incorporated, or those that have been incorporated for less than one year prior to the application deadline
- Entities in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario at the date of the application deadline for this program

## **Partnership Applications**

Eligible applicants can partner with other eligible and/or ineligible applicants on CSRIF projects. Partnership applications for this program will require formal written agreements to be in place between the organizations involved, and those agreements must be submitted as part of the lead applicant's CSRIF application.

The lead applicant must be an eligible applicant and will be responsible for managing the project and meeting all the terms and conditions associated with receiving the grant funding, including entering into the TPA with the Ministry and maintaining records and

reporting if the application is successful. An applicant can only be the lead on one application under Stream 1.

## Eligible Projects

To be an eligible project for Stream 1, the project must:

- Occur in the Province of Ontario;
- Be for the repair or rehabilitation of a sport or recreation facility/space or other facility/community space that offers sport or recreation programming;
- Be for a community facility/space in Ontario that is open primarily for use by the public and that will continue to be open primarily for use by the public upon the completion of the project;
- Be submitted by an applicant that meets the eligibility requirements; and
- Not be receiving any Ontario provincial funding for the same project.

Eligible projects for Stream 1 may include projects that:

- extend the lifespan of existing community sport and recreation facilities/spaces;
- maximize the use of existing facilities (e.g., use of space, increasing hours of operation, enhancing functionality and/or participation rates); or
- improve health and safety, accessibility and environmental standards of existing facilities (e.g., access to facility/field of play, lower operating costs, improved energy efficiency, etc.).

**Examples of eligible Stream 1 projects include:** critical facility repairs (e.g., repairing roofs, structural defects, building hazards); installing HVAC systems; resurfacing playing fields; installing new arena boards and glass; pool repairs; expansion/retrofitting of change rooms to accommodate programming; and installing new playground equipment.

## Eligible Project Expenses

For projects approved for Stream 1, eligible project expenses are those incurred for, and directly related to, specific project costs, incurred solely for the successful development and delivery of the project, and deemed to be reasonable by the Ministry, in its sole discretion.

Eligible project expenses include:

- Development costs associated with construction, such as the development of plans or permits for the project; note, however, that these costs are limited to 20 per cent of the total CSRIF grant;
- Project management costs, such as project-related fees paid to professionals, technical personnel, consultants, and contractors specifically engaged to undertake the project;
- Transportation and delivery costs;
- Fixed equipment and technology costs, such as large-scale equipment for installation (e.g., furnaces, boilers, sound equipment);
- Construction and/or renovation costs, including costs for project materials, labour for construction and/or installation;
- Ontario Builds signage costs to purchase, produce and install an Ontario Builds sign at the project site, which is a requirement for all approved projects.

## **Ineligible Project Expenses**

Ineligible project expenses include:

- Capital costs related to the project that are incurred before the date on the Minister's letter approving CSRIF funds for the project;
- Non-fixed equipment (e.g., vehicles) costs;
- Any costs not directly paid by the recipient;
- Taxes, regardless of rebate eligibility;
- Legal, audit or interest fees;
- In-kind contributions;
- Long-term debt financing;
- Costs incurred for cancelled projects;
- Leasing or rental of equipment costs not directly related to the capital project;
- Costs associated with ongoing operating expenses, including administrative costs, current/existing staff salaries, employee benefits, rent and utilities;
- Costs associated with the operation of capital assets;
- Costs associated with routine facility/property maintenance;
- Costs associated with program delivery;
- Costs associated with the purchasing and/or acquisition of land;
- Costs associated with developing the business case(s) for the purposes of applying for and obtaining CSRIF funds;
- Costs associated with leasing land, buildings, fixtures and equipment (except the temporary rental of equipment directly related to completing the capital project);
- Costs associated with fundraising;

- Costs associated with recipient travel;
- Any other costs, as determined by the Ministry from time to time and in its sole discretion, to be ineligible project expenses.

## **Funding Amounts and Terms**

Eligible applicants may apply to the Ministry under Stream 1 for project funding between \$150,000 and \$1 million.

## **Provincial Cost Sharing**

The CSRIF is a cost-sharing program where the provincial contribution to the project will vary based on the eligible applicant type:

- All eligible applicants can request up to 50 per cent of eligible project costs.
- Indigenous organizations and communities (as defined in [Eligible Applicants](#) above) can request a provincial contribution of up to 90 per cent of eligible project costs.

Successful recipients (and their partners, if applicable) must cover the remaining project expenses.

No other Ontario provincial funding can be used towards the project.

## **Special Consideration**

Under unique and exceptional circumstances, the Ministry may consider a provincial contribution of up to 70 per cent of eligible project costs for not-for-profit organizations, local services boards or municipalities with a population of less than 20,000.

To request this special consideration, the applicant will be required to submit a Request for Special Consideration form with a strong rationale that justifies the request with the specific community needs and benefits clearly stated. The Request for Special Consideration form is available through TPON.

## **Terms of Funding**

Approved projects must be completed with all eligible project expenses incurred within 24 months of the successful applicant (recipient) entering into a TPA with the Ministry in respect of the project.

CSRIF funds will be paid in installments based on a payment schedule that will be determined using project deliverables. A 10 per cent holdback of the funds will be released upon the completion of the project and the Ministry's satisfactory review of the recipient's final report.

## Program Assistance

If you have questions regarding the program, including those related to eligibility, please contact the local [Regional Development Advisor](#) for your area.

General program inquiries can be directed to: [CSRIF@ontario.ca](mailto:CSRIF@ontario.ca)

## How to Apply

Applications must be submitted through Transfer Payment Ontario (TPON).

TPON requires Google Chrome internet browser and Adobe Acrobat Reader to fill out the PDF application form.

### Step 1: Access or Create your My Ontario Account

Effective April 17, 2023, the Government of Ontario changed the way public users access secure government services, including TPON. Users who have a ONE-key or GO Secure ID will be required to create a My Ontario Account for secure access to TPON. Existing TPON users will have the opportunity to migrate their profile to My Ontario Account by creating an account with their TPON associated email.

New users to TPON will create a My Ontario Account profile or can use a previously created My Ontario Account. For instructions, visit [Transfer Payment Ontario](#).

Once registered, or if you are already registered, you must ensure all your organization's profile information is correct and up to date. This includes ensuring your My Ontario Account is associated with the correct organization. For instructions on joining an organization, please refer to the [TPON Joining an Organization guide](#).

**Note: Setting up an account may take up to five business days so allow at least one week to register before starting the application process.**

## Step 2: Complete the CSRIF Stream 1 Application

- Log in to TPON.
- Click on “Submit for Funding” and select the CSRIF Stream 1: Repair and Rehabilitation.
- Review or complete sections in the online application as per the guidelines below.
- Submit your request for funding along with all mandatory attachments.

Once an application has been started on TPON, it may be downloaded at any point and returned to later.

For help with this process, refer to the [TPON Submitting for Funding guide](#). You can also watch the [TPON How to Submit for Funding Video](#) or access the [video transcript](#).

## Submission Notifications

When you submit your application, you will receive an auto-generated confirmation email. If you have not received a confirmation email within 48 hours of your submission, please call TPON Client Care.

The primary contact provided by the applicant will receive any subsequent correspondence regarding the application. It is important to provide accurate and up-to-date contact information and to regularly monitor the primary contact’s phone and email to enable timely communication regarding the status of the application.

## Transfer Payment Ontario Client Care

Technical questions related to TPON must be directed to TPON Client Care.

Monday - Friday 8:30 a.m. to 5 p.m. (ET, excluding statutory and government holidays).

- Telephone: 416-325-6691 or 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll Free: 1-800-268-7095
- Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

## Required Documents

The CSRIF Stream 1 requires additional documentation to be provided at the time of application submission and must be uploaded to the TPON system. An application

missing any required documents will be considered incomplete and will not proceed to assessment. Required documentation may vary depending on the applicant type or project (see below for details). Please refer to the Application Checklist in [Appendix A](#) in this document when submitting your application to ensure all items are attached.

## **Completed Application Form**

Ensure you have filled in all required sections for the application form for Stream 1 available in TPN and that the form is electronically signed and dated.

**Required for:** All applicants.

## **Audited Financial Statements**

Provide a complete and unabridged copy of the audited financial statements from the previous fiscal year.

**Required for:** All applicants, except municipalities.

## **Proof of Ownership or Lease**

Provide documentation that indicates the applicant is the owner or lease-holder for the facility/community space that the project will be improving.

**Required for:** All applicants, except for on-reserve projects carried out by Indigenous communities.

### **Proof of ownership**

Examples of proof of ownership include: a current year tax bill with roll number, current year Property Assessment Notice with roll number from the Municipal Property Assessment Corporation (MPAC), land transfer document, title or deed. Municipalities will need to provide a signed letter from a senior administrator at the municipality confirming ownership instead of providing an ownership document.

### **Lease agreement**

A lease agreement must be valid with at least five years remaining at the time of the application deadline. The lease agreement should clearly state the applicant has the necessary permission or authority to undertake the project. If an existing lease agreement does not have at least five years remaining at the time of the application deadline, applicants are required to submit a letter from the lessor documenting the lessor's commitment to renew the lease agreement for a minimum of five years and that



the applicant will continue to have the necessary permission or authority to undertake the project for the duration of the lease agreement.

## **Proof of Legal Status**

Provide articles of incorporation, letters patent, certificate of status, Special Acts of Incorporation or other documentation that demonstrates that the organization has been a legal entity with a head office in Ontario for at least one year at the time of the application deadline.

**Required for:** All applicants, except municipalities.

## **Board Motion/Endorsement/Resolution**

Provide evidence of support for the applicant to undertake the project.

**Required for:** All applicants.

- For not-for-profit organizations, this may include a board motion, fully completed, signed and dated.
- For municipalities or local services boards, this may include a council resolution or endorsement.
- For Indigenous organizations or communities, this may include a First Nation Band Council Resolution, Métis Community Council Resolution or Motion.

## **Partnership Agreements**

Provide a copy of any formal written agreements in place between the partners involved in the project.

**Required for:** All projects that have project partners.

## **Request for Special Consideration form**

To request special consideration (see [Special Consideration](#) above) for an increased provincial contribution, complete and submit a Request for Special Consideration form available through TPON as an additional attachment. Submission of this request does not guarantee that the Province will approve the project at the requested contribution amount.

**Required for:** Not-for-profit organizations, local services boards and municipalities with a population of less than 20,000 who are seeking special consideration for a provincial contribution of up to 70 per cent of eligible project costs.

## **Supporting Documentation**

These items are strongly encouraged to support your project application.

### **Plans/Designs/Details**

Provide any plans, designs, or details created that support your project application, as may be available and applicable. This may include any of the following:

- Feasibility study;
- Five-year capital plan;
- Comprehensive or strategic community plan;
- Gap analysis;
- Asset Condition Reporting System (ACRS) report;
- Facility condition assessment report;
- Accessibility audit report;
- Photos and/or diagrams of the current state of the facility;
- Detailed design plan documents;
- Detailed operation and maintenance plans for the facility following the project completion.

### **Financial Resources, Quotes and Estimates**

Provide evidence of the following, where available:

- Confirmed financial resources to carry out the project.
- Quotes for costs for individual goods and services valued above \$5,000.
- Cost estimate documents (Class A preferred).

### **Letters of Support**

Provide letters of support for the project from user groups and/or financial institutions, including those that reflect impacts of the project and any financial commitments.

## **Assessment Process and Criteria**

The assessment process will consist of two stages.

### **Stage One: Completeness and Eligibility Confirmation**

To be considered in the assessment process, an application must:

- **Be complete with all required supporting documentation**, as described in [Required Documents](#) section and the Application Checklist ([Appendix A](#)) and received by the deadline;
- **Be submitted by an eligible applicant** as defined in the [Eligibility Requirements](#) section; and
- **Meet project eligibility criteria** as defined in the [Eligibility Requirements](#) section.

To determine compliance and suitability with the CSRIF criteria, the Ministry will:

- Confirm eligibility and undertake due diligence checks for all applicants;
- Confirm the project meets basic CSRIF requirements and is achievable within the program timelines; and
- Undertake a risk assessment and financial assessment of the applicant to confirm their capacity to manage the proposed project.

It is up to applicants to ensure they have complied with all program requirements and provide all necessary documentation.

Incomplete and/or ineligible applications will not continue to Stage Two.

## **Stage Two: Application Assessment**

During the second stage of the assessment process, the Ministry will assess all eligible applications.

Applications will be measured against the following criteria:

- Community Need
- Community Support
- Economic Impact
- Addresses a Gap in Services
- Operating/Financial Capacity
- Value For Money

These are described below in more detail. It is the responsibility of the applicant to ensure that their application provides sufficient detail and information to demonstrate the project's alignment with each criteria.

Applications that fail to meet a minimum threshold will not be considered for funding.

## **Assesment Criteria Details**

### **Community Need**

Projects should clearly address a defined community sport or recreation need or priority. Applicants should clearly state the need and how it was identified as well as the anticipated outcomes of the project. The information provided should be detailed and speak to the importance of the project in addressing specified outcomes.

### **Community Support**

Applicants should demonstrate that there is support in the community for the proposed project, including details of community/stakeholder meetings, project partnerships, and confirmed/anticipated user groups for the facility.

### **Economic Impact**

Applicants should demonstrate the economic impact the project will have in the community, region, and/or province. The application should speak to the creation of jobs (temporary or permanent) as a direct result of the project. The applicant should also speak to any tourism, sport hosting, operational cost-savings, and direct or indirect economic impacts that are anticipated because of the project.

### **Addresses a Gap in Services**

Projects should address a clearly defined gap in services. Applicants should demonstrate that similar services are not available within a reasonable distance and/or that this project will remove, reduce, or prevent other barriers to participation in the community. This will differ between rural and urban areas, and applicants are responsible to provide evidence with respect to the uniqueness of their project.

### **Operating/Financial Capacity**

Applicants should demonstrate comprehensive long-term plans for operating and maintaining the facility. This includes demonstrating financial capacity to support operations without seeking additional government support. Applications should include information on available resources and anticipated costs (e.g., staffing requirements, future maintenance).

Applicants should demonstrate capacity to undertake and complete the project within the timeframe of the program. This includes demonstrating sufficient financial and human resources to support the project. Applications should clearly demonstrate project readiness (e.g., agreements between project partners, details of design work, expected completion dates), and identify potential risks and mitigation strategies.

## **Value for Money**

Projects should represent good value for money with funding requests clearly aligned with demonstrated financial need. Applicants should demonstrate that projects will be carried out in the most efficient manner possible, using appropriate procurement processes and maximizing individuals and/or communities served. Applicants should present clear justification for all costs, and how costs relate to meeting outcomes. Services to be provided should relate clearly and directly to established community needs, and service duplication should be avoided. Applicants should demonstrate considerations taken to identify cost-effective options for the project with consideration of life cycle costs, energy efficiency, and operational savings where possible.

## **Notification, Confirmation and Accountability**

### **Notification**

The Ministry will inform each applicant in writing of its funding decision. The Ministry anticipates notification to be provided to both successful and unsuccessful applicants in early Winter 2024/25. Decisions at the time of notification are considered final, and there is no appeal process for the CSRIF program.

### **Confirmation**

Successful applicants will be provided a conditional letter setting out the grant amount with funding contingent on written confirmation that project financing has been secured by the successful applicant from all identified sources. The Ministry may also request from the successful applicant additional documentation or information prior to entering into the TPA with the successful applicant.

### **Accountability**

To receive the funds for its project, the successful applicant will be required to:

- Sign a TPA with the Ministry, which will outline the terms and conditions for the receipt of the funds; and will, amongst other terms and conditions, require the recipient of the funds to be in compliance with, and to continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the project, the funds, or both.
- Provide a Certificate of Insurance that indicates the recipient carries at least \$2 million commercial general liability insurance coverage for the duration of the TPA

and add “His Majesty the King in right of Ontario, His ministers, agents, appointees and employees” as an Additional Insured on this coverage before the TPA can be executed.

- Install and display Ontario Builds signage at the project site throughout the duration of the project.
- Report back to the Ministry on the use of the funds, project stage deliverables and outcomes achieved, including the submission of interim reports, a final expenditure report, a final work plan report, a certificate of completion, a building evaluation and inspection, an audited financial schedule, invoices, receipts and proof of payment of eligible project expenses and any other reports or information the Ministry may require.
- Permit the Ministry to verify/audit information submitted (at the discretion of the Ministry) to ensure that it is complete and accurate, and that the funds were used for the purpose(s) intended.

Recipients will:

- Be accountable to the Ministry for all funds and project components and will be the final decision-making authority among partners (if applicable) for the project under the TPA.
- Manage their project plan to meet financial and accountability reporting requirements and deliverables, as identified in the TPA.
- Be responsible for measuring results and reporting on their performance as required by their TPA.

## **Disclaimer**

The CSRIF is a discretionary and non-entitlement program. Even if an applicant has submitted a complete application and met all program criteria, there is no guarantee that the applicant will be approved for funding. The Ministry reserves the right to fund or not fund applications submitted to the program. For those projects approved for the program, the Ministry’s decision on what percentage of provincial contribution may be made towards the eligible project costs of a project will depend on a number of factors, including the type of applicant, project feasibility and the availability of funds in the program. There is no appeal process for unsuccessful applicants to the program.

The Ministry reserves the right to impose any terms and conditions in the TPA that it deems reasonable in connection with disbursing funding under this program.

Funds may be rescinded or recovered when the applicant is in violation of the TPA, or where the applicant indicates to the Ministry that they no longer need the grant or cannot complete the activities of the project.

## **Duty to Consult**

Applicants should be aware that the decision to fund a project may give rise to the Government of Ontario's duty to consult with Indigenous communities if the project could have an adverse impact on established or asserted Aboriginal or treaty rights. The consultation process may result in accommodation which may alter the project or a request that the applicant undertake delegated procedural aspects of consultation activities. The responsibility for ensuring the duty to consult Indigenous communities is fulfilled remains with the Government of Ontario.

## **Freedom of Information and Protection of Privacy Act**

Applicants should be aware that Government of Ontario institutions are bound by the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C. F. 31 (**FIPPA**) and any information provided to the Ministry in connection with an application may be subject to disclosure in accordance with the FIPPA.

If an applicant believes that any of the information it submits in connection with its application is confidential and wishes to protect the confidentiality of such information, the applicant should clearly mark the information "confidential." If the Ministry receives a request for access to the information marked "confidential", the Ministry will contact the applicant so that it may, if it wishes, make representations concerning the release of the requested information. Marking the information "confidential" does not mean that the information will not be released if and as required under the FIPPA.

Applicants are advised that the names and addresses of organizations awarded grants, the amount of the grant awarded, and the purpose for which grants are awarded is information made available to the public.

# **Appendix A: Application Submission Checklist**

## **Municipalities**

- Application form
- Proof of Ownership or Lease
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

## **Local Services Boards**

- Application form
- Audited Financial Statements
- Proof of Ownership or Lease
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

## **Not-for-Profit Organizations**

- Application form
- Audited Financial Statements
- Proof of Ownership or Lease
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)



- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

## **Indigenous Communities and Organizations**

### **Indigenous Communities**

- Application form
- Audited Financial Statements
- Proof of Ownership or Lease (note: not required for on-reserve projects carried out by Indigenous communities)
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

### **Indigenous Organizations**

- Application form
- Audited Financial Statements
- Proof of Ownership or Lease
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support



# **Community Sport and Recreation Infrastructure Fund**

## ***Stream 2: New Builds/Signature New Builds***

Program Guidelines

August 19, 2024

**Application intake period:** August 19, 2024 – March 31, 2027

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# Introduction

The Community Sport and Recreation Infrastructure Fund (**CSRIF**) is a \$200 million capital funding program delivered by the Ministry of Sport (**the Ministry**) to revitalize existing community sport and recreation infrastructure and support the construction of new facilities across the province.

The CSRIF will be delivered over three years (2024-25 to 2026-27) through two streams:

- **Stream 1:** Repair and Rehabilitation
- **Stream 2:** New Builds/Signature New Builds

This guide provides instructions on how to apply for **Stream 2**. **Please review it in detail before applying.**

For instructions on how to apply for **Stream 1: Repair and Rehabilitation**, please see [the program guidelines for Stream 1](#).

## Program Overview

The purpose of Stream 2 is to invest in new, transformative community sport and recreation infrastructure, including assets that do not currently exist in a community or the replacement of existing assets that have reached the end of their lifespan.

Eligible applicants include:

- Municipalities
- Local services boards
- Not-for-profit organizations
- Indigenous communities and organizations
- For-profit organizations

Please refer to the [Eligibility Requirements](#) section of this document for full details on eligibility criteria.

Eligible applicants may apply to the Ministry under Stream 2 for project funding up to \$10 million to support projects that will result in building new or replacing existing community sport and recreation facilities. CSRIF is a cost-sharing program and the provincial contribution will vary based on the eligible applicant and project type. Please refer to the [Funding Amounts and Terms](#) section of this document for more details.

Approved projects must be completed, with all eligible project expenses incurred, no later than March 31, 2027.

Eligible applicants can submit only **one application** under Stream 2.

Applications for Stream 2 are accepted on an ongoing basis until funding has been fully allocated.

Please note that there is only one application intake for this program.

Applications must be submitted through Transfer Payment Ontario (**TPON**). Incomplete applications will not be accepted.

The CSRIF is a discretionary and non-entitlement program, and there is no guarantee of funding. There is no appeal process for unsuccessful applicants to the program.

## Program Objectives

The CSRIF aims to meet community need and improve the capacity of municipalities, local services boards, not-for-profit organizations and Indigenous organizations and communities, and for-profit organizations in Ontario that support the delivery of community sport and recreation programming.

The CSRIF aims to create local jobs, strengthen and enliven communities, provide Ontarians with opportunities to participate in sport and recreation activities, and support the health and well-being of children, families and seniors across Ontario. In addition, the CSRIF will invest in major sport and recreation infrastructure that will lead to more opportunities to host provincial, national, and international sporting events.

## Eligibility Requirements

### Eligible Applicants

In order to be eligible to apply to Stream 2, an applicant must meet **all** of the following 3 criteria:

- The applicant operates or manages a sport or recreation facility/space or other community facility/space that offers sport or recreation programming.
- The applicant owns or has a long-term lease agreement for the community facility/space or land and has the necessary authority or permission to undertake the project.

- The applicant must be one of the following:
  - A municipality in Ontario.
  - A local services board in Ontario.
  - A not-for-profit organization that has been incorporated federally or provincially for at least one year as of the date of application submission, and that has a head office in the Province of Ontario.
  - An Indigenous organization or community that:
    - is a legal entity (has been established by or under legislation, has been federally or provincially incorporated as a not-for-profit organization, is a First Nations community); and
    - is one of the following:
      - a First Nations band located in Ontario;
      - a local, regional or provincial organization, located in Ontario, established to represent a First Nation, Inuit or Métis people or group of First Nations, Inuit or Métis peoples; or
      - an Indigenous-led service provider located in Ontario.
  - A for-profit organization that has been incorporated federally or provincially for at least one year as of the date of the application submission, and that has a head office in the Province of Ontario.

## **Ineligible Applicants**

- Federal and provincial agencies.
- Universities and colleges.
- Educational institutions, schools or school authorities.
- Hospitals, medical or health care facilities.
- Sole proprietorships and/or unincorporated businesses.
- For-profit organizations that require membership fees to access facilities and services.
- Entities receiving funding from other Ontario provincial grant programs for the same capital project.
- Entities that are not legally established by or under legislation or federally or provincially incorporated, or those that have been incorporated for less than one year prior to the application submission.
- Entities in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario at the date of the application submission for this program.

## **Partnership Applications**

Eligible applicants can partner with other eligible and/or ineligible applicants on CSRIF projects. Partnership applications for this program will require formal written agreements to be in place between the organizations involved, and those agreements must be submitted as part of the lead applicant's CSRIF application.

The lead applicant must be an eligible applicant and will be responsible for managing the project and meeting all the terms and conditions associated with receiving the grant funding, including entering into the transfer payment agreement (**TPA**) with the Ministry and maintaining records and reporting if the application is successful. An applicant can only be the lead on one application under Stream 2.

## Eligible Projects

To be an eligible project for Stream 2, the project must:

- Occur in the Province of Ontario.
- Be for the construction of a new or replacement sport or recreation facility/space or other community facility/space that offers sport or recreation programming.
- Be for a community facility/space in Ontario that is open primarily for use by the public and that will continue to be open primarily for use by the public upon the completion of the project.
- Be submitted by an applicant that meets the eligibility requirements.
- Not be receiving any Ontario provincial funding for the same project.

### Examples of eligible Stream 2 projects include:

- Public infrastructure projects for which there is a demonstrated need, such as replacing an existing facility that has reached the end of its lifespan to meet community programming needs.
- Projects that make transformative investments in community sport or recreation infrastructure, including the repurposing or expansion of existing structures to create net new community sport or recreation facilities.
- Building new facilities that do not exist in the province/region that attract new programming, net new employment, retain jobs, and provide economic impact for local communities and businesses such as an increase in tourism, new high-performance facilities to attract and host large sporting events, create or increase collaboration with local businesses.
- **Signature New Builds**, which are defined as high-profile projects that will be recognized for innovative design, or for having significant community and economic impact, or iconic status within the sport sector. These projects will serve as symbols



of progress in sustainability and technology and will have a positive influence on the people of Ontario.

## **Eligible Project Expenses**

For projects approved for Stream 2, eligible project expenses are those incurred for, and directly related to, specific project costs, incurred solely for the successful development and delivery of the project, and deemed to be reasonable by the Ministry, in its sole discretion.

Eligible project expenses include:

- Development costs associated with construction, such as the development of plans or permits for the project; note, however, that these costs are limited to 20 per cent of the total CSRIF grant.
- Project management costs, such as project-related fees paid to professionals, technical personnel, consultants, and contractors specifically engaged to undertake the project.
- Transportation and delivery costs.
- Fixed equipment and technology costs, such as large-scale equipment for installation (e.g., furnaces, boilers, sound equipment).
- Construction and/or renovation costs, including costs for project materials, labour for construction and/or installation.
- Ontario Builds signage costs to purchase, produce and install an Ontario Builds sign at the project site, which is a requirement for all approved projects.

## **Ineligible Project Expenses**

Ineligible project expenses include:

- Capital costs related to the project that are incurred before the date on the Minister's letter approving CSRIF funds for the project.
- Non-fixed equipment (e.g., vehicles) costs.
- Any costs not directly paid by the recipient.
- Taxes, regardless of rebate eligibility.
- Legal, audit or interest fees.
- In-kind contributions.
- Long-term debt financing.
- Costs incurred for cancelled projects.
- Leasing or rental of equipment costs not directly related to the capital project.

- Costs associated with ongoing operating expenses, including administrative costs, current/existing staff salaries, employee benefits, rent and utilities.
- Costs associated with the operation of capital assets.
- Costs associated with routine facility/property maintenance.
- Costs associated with program delivery.
- Costs associated with the purchasing and/or acquisition of land.
- Costs associated with developing the business case(s) for the purposes of applying for and obtaining CSRIF funds.
- Costs associated with leasing land, buildings, fixtures and equipment (except the temporary rental of equipment directly related to completing the capital project).
- Costs associated with fundraising.
- Costs associated with recipient travel.
- Costs associated with construction or renovation that will not result in the creation of net new sport or recreation facilities.
- Any other costs, as determined by the Ministry from time to time and in its sole discretion, to be ineligible project expenses.

## **Funding Amounts and Terms**

Eligible applicants may apply to the Ministry under Stream 2 for project funding up to \$10 million.

## **Provincial Cost Sharing**

The CSRIF is a cost-sharing program where the provincial contribution to the project will vary based on the eligible applicant type:

- Municipalities, local services boards, and not-for-profit organizations can request up to 50 per cent of eligible project costs.
- Indigenous organizations and communities (as defined in [Eligible Applicants](#) above) can request a provincial contribution of up to 90 per cent of eligible project costs.
- For-profit organizations can request up to 25 per cent of eligible project costs.

Successful recipients (and their partners, if applicable) must cover the remaining project expenses.

No other Ontario provincial funding can be used towards the project.

## **Special Consideration**

Under unique and exceptional circumstances, the Ministry may consider a provincial contribution of up to 70 per cent of eligible project costs for not-for-profit organizations, local services boards or municipalities with a population of less than 20,000.

Additionally, for Signature New Builds, the Ministry may consider a provincial contribution over \$10 million.

To request either of these special considerations, the applicant will be required to submit a Request for Special Consideration form with a strong rationale that justifies the request with the specific community needs and benefits clearly stated. The Request for Special Consideration form is available through TPON.

## **Terms of Funding**

Approved projects must be completed with all eligible project expenses incurred no later than March 31, 2027.

CSRIF funds will be paid in installments based on a payment schedule that will be determined using project deliverables. A 10 per cent holdback of the funds will be released upon the completion of the project and the Ministry's satisfactory review of the recipient's final report.

## **Program Assistance**

If you have questions regarding the program, including those related to eligibility, please contact the local [Regional Development Advisor](#) for your area.

General program inquiries can be directed to: [CSRIF@ontario.ca](mailto:CSRIF@ontario.ca)

## **How to Apply**

Applications must be submitted through Transfer Payment Ontario (TPON).

TPON requires Google Chrome internet browser and Adobe Acrobat Reader to fill out the PDF application form.

### **Step 1: Access or Create your My Ontario Account**

Effective April 17, 2023, the Government of Ontario changed the way public users access secure government services, including TPON. Users who have a ONE-key or

GO Secure ID will be required to create a My Ontario Account for secure access to TPON. Existing TPON users will have the opportunity to migrate their profile to My Ontario Account by creating an account with their TPON associated email.

New users to TPON will create a My Ontario Account profile or can use a previously created My Ontario Account. For instructions, visit [Transfer Payment Ontario](#).

Once registered, or if you are already registered, you must ensure all your organization's profile information is correct and up to date. This includes ensuring your My Ontario Account is associated with the correct organization. For instructions on joining an organization, please refer to the [TPON Joining an Organization guide](#).

**Note: Setting up an account may take up to five business days so allow at least one week to register before starting the application process.**

## **Step 2: Complete the CSRIF Stream 2 Application**

- Log in to TPON.
- Click on "Submit for Funding" and select the CSRIF Stream 2: New Builds/Signature New Builds.
- Review or complete sections in the online application as per the guidelines below.
- Submit your request for funding along with all mandatory attachments.

Once an application has been started on TPON, it may be downloaded at any point and returned to later.

For help with this process, refer to the [TPON Submitting for Funding guide](#). You can also watch the [TPON How to Submit for Funding Video](#) or access the [video transcript](#).

## **Submission Notifications**

When you submit your application, you will receive an auto-generated confirmation email. If you have not received a confirmation email within 48 hours of your submission, please call TPON Client Care.

The primary contact provided by the applicant will receive any subsequent correspondence regarding the application. It is important to provide accurate and up-to-date contact information and to regularly monitor the primary contact's phone and email to enable timely communication regarding the status of the application.

## Transfer Payment Ontario Client Care

Technical questions related to TPON must be directed to TPON Client Care.

Monday - Friday 8:30 a.m. to 5 p.m. (ET, excluding statutory and government holidays).

- Telephone: 416-325-6691 or 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll Free: 1-800-268-7095
- Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

## Required Documents

The CSRIF Stream 2 requires additional documentation to be provided at the time of application submission and must be uploaded to the TPON system. An application missing any required documents will be considered incomplete and will not proceed to assessment. Required documentation may vary depending on the applicant type or project (see below for details). Please refer to the Application Checklist in [Appendix A](#) in this document when submitting your application to ensure all items are attached.

## Completed Application Form

Ensure you have filled in all required sections for the application form for Stream 2 available in TPON and that the form is electronically signed and dated.

**Required for:** All applicants.

## Business Case Template – Project Details

Complete the Business Case Template – Project Details form available through TPON. Ensure you have filled in all mandatory sections for your project.

**Required for:** All applicants.

## Audited Financial Statements

Provide a complete and unabridged copy of the audited financial statements from the previous fiscal year.

**Required for:** All applicants, except municipalities.

## Proof of Ownership or Lease

Provide documentation that indicates the applicant is the owner or lease-holder for the facility and/or land on which the project will be built.

**Required for:** All applicants, except for on-reserve projects carried out by Indigenous communities.

## **Proof of ownership**

Examples of proof of ownership include: a current year tax bill with roll number, current year Property Assessment Notice with roll number from the Municipal Property Assessment Corporation (MPAC), land transfer document, title or deed. Municipalities will need to provide a signed letter from a senior administrator at the municipality confirming ownership instead of providing an ownership document.

## **Lease agreement**

A lease agreement must be valid with at least five years remaining at the time of the application submission. The lease agreement should clearly state the applicant has the necessary permission or authority to undertake the project. If an existing lease agreement does not have at least five years remaining at the time of the application submission, applicants are required to submit a letter from the lessor documenting the lessor's commitment to renew the lease agreement for a minimum of five years and that the applicant will continue to have the necessary permission or authority to undertake the project for the duration of the lease agreement.

## **Proof of Legal Status**

Provide articles of incorporation, letters patent, certificate of status, Special Acts of Incorporation or other documentation that demonstrates that the organization has been a legal entity with a head office in Ontario for at least one year at the time of the application submission.

**Required for:** All applicants, except municipalities.

## **Board Motion/Endorsement/Resolution**

Provide evidence of support for the applicant to undertake the project.

**Required for:** All applicants.

- For not-for-profit organizations and for-profit organizations, this may include a board motion, fully completed, signed and dated.
- For municipalities or local services boards, this may include a council resolution or endorsement.

- For Indigenous organizations or communities, this may include a First Nation Band Council Resolution, Métis Community Council Resolution or Motion.

## **Corporate Structure**

A document that sets out the corporate structure of the applicant, including the parent, all affiliates and all related entities of the applicant and their relationships to one another.

**Required for:** For-profit organizations and partner applications with for-profit partners.

## **Partnership Agreements**

Provide a copy of any formal written agreements in place between the partners involved in the project.

**Required for:** All projects that have project partners.

## **Request for Special Consideration form**

To request special consideration (see [Special Consideration](#) above) for an increased provincial contribution, complete and submit a Request for Special Consideration form available through TPON as an additional attachment. Submission of this request does not guarantee that the Province will approve the project at the requested contribution amount.

**Required for:**

- Not-for-profit organizations, local services boards and municipalities with a population of less than 20,000 who are seeking special consideration for a provincial contribution of up to 70 per cent of eligible project costs.
- Applicants seeking more than \$10 million of provincial contribution for a Signature New Build project.

## **Supporting Documentation**

These items are strongly encouraged to support your project application.

### **Plans/Designs/Details**

Provide any plans, designs, or details created that support your project application, as may be available and applicable. This may include any of the following:

- Feasibility study.
- Five-year capital plan.

- Comprehensive or strategic community plan.
- Gap analysis.
- Asset Condition Reporting System (ACRS) report.
- Facility condition assessment report.
- Accessibility audit report.
- Photos and/or diagrams of the current state of the facility.
- Detailed design plan documents.
- Detailed operation and maintenance plans for the facility following the project completion.

## **Financial Resources, Quotes and Estimates**

Provide evidence of the following, where available:

- Confirmed financial resources to carry out the project.
- Quotes for costs for individual goods and services valued above \$5,000.
- Cost estimate documents (Class A preferred).

## **Letters of Support**

Provide letters of support for the project from user groups and/or financial institutions, including those that reflect impacts of the project and any financial commitments.

## **Assessment Process and Criteria**

The assessment process will consist of two stages.

### **Stage One: Completeness and Eligibility Confirmation**

To be considered in the assessment process, an application must:

- **Be complete with all required supporting documentation**, as described in [Required Documents](#) section and the Application Checklist ([Appendix A](#)) and received with the application submission;
- **Be submitted by an eligible applicant** as defined in the [Eligibility Requirements](#) section; and
- **Meet project eligibility criteria** as defined in the [Eligibility Requirements](#) section.

To determine compliance and suitability with the CSRIF criteria, the Ministry will:



- Confirm eligibility and undertake due diligence checks for all applicants;
- Confirm the project meets basic CSRIF requirements and is achievable within the program timelines; and
- Undertake a risk assessment and financial assessment of the applicant to confirm their capacity to manage the proposed project.

It is up to applicants to ensure they have complied with all program requirements and provide all necessary documentation.

Incomplete and/or ineligible applications will not continue to Stage Two.

## **Stage Two: Application Assessment**

During the second stage of the assessment process, the Ministry will assess all eligible applications.

Applications will be measured against the following criteria:

- Community Need
- Community Support
- Economic Impact
- Addresses a Gap in Services
- Operating/Financial Capacity
- Value For Money

These are described below in more detail. It is the responsibility of the applicant to ensure that their application provides sufficient detail and information to demonstrate the project's alignment with each criteria.

Applications that fail to meet a minimum threshold will not be considered for funding.

### **Assessment Criteria Details**

#### **Community Need**

Projects should clearly address a defined community sport or recreation need or priority. Applicants should clearly state the need and how it was identified as well as the anticipated outcomes of the project. The information provided should be detailed and speak to the importance of the project in addressing specified outcomes.

#### **Community Support**

Applicants should demonstrate that there is support in the community for the proposed project, including details of community/stakeholder meetings, project partnerships, and confirmed/anticipated user groups for the facility.

### **Economic Impact**

Applicants should demonstrate the economic impact the project will have in the community, region, and/or province. The application should speak to the creation of jobs (temporary or permanent) as a direct result of the project. The applicant should also speak to any tourism, sport hosting, operational cost-savings, and direct or indirect economic impacts that are anticipated because of the project.

### **Addresses a Gap in Services**

Projects should address a clearly defined gap in services. Applicants should demonstrate that similar services are not available within a reasonable distance and/or that this project will remove, reduce, or prevent other barriers to participation in the community. This will differ between rural and urban areas, and applicants are responsible to provide evidence with respect to the uniqueness of their project.

### **Operating/Financial Capacity**

Applicants should demonstrate comprehensive long-term plans for operating and maintaining the facility. This includes demonstrating financial capacity to support operations without seeking additional government support. Applications should include information on available resources and anticipated costs (e.g., staffing requirements, future maintenance).

Applicants should demonstrate capacity to undertake and complete the project within the timeframe of the program. This includes demonstrating sufficient financial and human resources to support the project. Applications should clearly demonstrate project readiness (e.g., agreements between project partners, details of design work, expected completion dates), and identify potential risks and mitigation strategies.

### **Value for Money**

Projects should represent good value for money with funding requests clearly aligned with demonstrated financial need. Applicants should demonstrate that projects will be carried out in the most efficient manner possible, using appropriate procurement processes and maximizing individuals and/or communities served. Applicants should present clear justification for all costs, and how costs relate to meeting outcomes. Services to be provided should relate clearly and directly to established community needs, and service duplication should be avoided. Applicants should demonstrate

considerations taken to identify cost-effective options for the project with consideration of life cycle costs, energy efficiency, and operational savings where possible.

## **Notification, Confirmation and Accountability**

### **Notification**

The Ministry will inform each applicant in writing of its funding decision. Decisions at the time of notification are considered final, and there is no appeal process for the CSRIF program.

### **Confirmation**

Successful applicants will be provided a conditional letter setting out the grant amount with funding contingent on written confirmation that project financing has been secured by the successful applicant from all identified sources. The Ministry may also request from the successful applicant additional documentation or information prior to entering into the TPA with the successful applicant.

### **Accountability**

To receive the funds for its project, the successful applicant will be required to:

- Sign a TPA with the Ministry, which will outline the terms and conditions for the receipt of the funds; and will, amongst other terms and conditions, require the recipient of the funds to be in compliance with, and to continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the project, the funds, or both.
- Provide a Certificate of Insurance that indicates the recipient carries at least \$5 million commercial general liability insurance coverage for the duration of the TPA and add “His Majesty the King in right of Ontario, His ministers, agents, appointees and employees” as an Additional Insured on this coverage before the TPA can be executed.
- Install and display Ontario Builds signage at the project site throughout the duration of the project.
- Report back to the Ministry on the use of the funds, project stage deliverables and outcomes achieved, including the submission of interim reports, a final expenditure report, a final work plan report, a certificate of completion, a building evaluation and inspection, an audited financial schedule, invoices, receipts and proof of payment of

eligible project expenses and any other reports or information the Ministry may require.

- Permit the Ministry to verify/audit information submitted (at the discretion of the Ministry) to ensure that it is complete and accurate, and that the funds were used for the purpose(s) intended.

Recipients will:

- Be accountable to the Ministry for all funds and project components and will be the final decision-making authority among partners (if applicable) for the project under the TPA.
- Manage their project plan to meet financial and accountability reporting requirements and deliverables, as identified in the TPA.
- Be responsible for measuring results and reporting on their performance as required by their TPA.

## **Disclaimer**

The CSRIF is a discretionary and non-entitlement program. Even if an applicant has submitted a complete application and met all program criteria, there is no guarantee that the applicant will be approved for funding. The Ministry reserves the right to fund or not fund applications submitted to the program. For those projects approved for the program, the Ministry's decision on what percentage of provincial contribution may be made towards the eligible project costs of a project will depend on a number of factors, including the type of applicant, project feasibility and the availability of funds in the program. There is no appeal process for unsuccessful applicants to the program.

The Ministry reserves the right to impose any terms and conditions in the TPA that it deems reasonable in connection with disbursing funding under this program.

Funds may be rescinded or recovered when the applicant is in violation of the TPA, or where the applicant indicates to the Ministry that they no longer need the grant or cannot complete the activities of the project.

## **Duty to Consult**

Applicants should be aware that the decision to fund a project may give rise to the Government of Ontario's duty to consult with Indigenous communities if the project could have an adverse impact on established or asserted Aboriginal or treaty rights. The consultation process may result in accommodation which may alter the project or a

request that the applicant undertake delegated procedural aspects of consultation activities. The responsibility for ensuring the duty to consult Indigenous communities is fulfilled remains with the Government of Ontario.

## **Freedom of Information and Protection of Privacy Act**

Applicants should be aware that Government of Ontario institutions are bound by the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C. F. 31 (**FIPPA**) and any information provided to the Ministry in connection with an application may be subject to disclosure in accordance with the FIPPA.

If an applicant believes that any of the information it submits in connection with its application is confidential and wishes to protect the confidentiality of such information, the applicant should clearly mark the information “confidential.” If the Ministry receives a request for access to the information marked “confidential”, the Ministry will contact the applicant so that it may, if it wishes, make representations concerning the release of the requested information. Marking the information “confidential” does not mean that the information will not be released if and as required under the FIPPA.

Applicants are advised that the names and addresses of organizations awarded grants, the amount of the grant awarded, and the purpose for which grants are awarded is information made available to the public.

# **Appendix A: Application Submission Checklist**

## **Municipalities**

- Application form
- Business Case Template - Project Details
- Proof of Ownership or Lease
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

## **Local Services Boards**

- Application form
- Business Case Template - Project Details
- Audited Financial Statements
- Proof of Ownership or Lease
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

## **Not-for-Profit Organizations**

- Application form
- Business Case Template - Project Details
- Audited Financial Statements
- Proof of Ownership or Lease
- Proof of Legal Status

- Board Motion/Endorsement/Resolution
- Partnership agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

## **Indigenous Communities and Organizations**

### **Indigenous Communities**

- Application form
- Business Case Template - Project Details
- Audited Financial Statements
- Proof of Ownership or Lease (note: not required for on-reserve projects carried out by Indigenous communities)
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

### **Indigenous Organizations**

- Application form
- Business Case Template - Project Details
- Audited Financial Statements
- Proof of Ownership or Lease
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:

- Plans/designs/details
- Financial resources/quotes/estimates
- Letters of support

## **For-Profit Organizations**

- Application form
- Business Case Template - Project Details
- Audited Financial Statements
- Proof of Ownership or Lease
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Corporate Structure
- Partnership Agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support



# County Council Summary

**August 28, 2024**

Below you will find highlights of the County of Renfrew County Council meeting August 28, 2024

Please note that this summary does not constitute the official record of the meeting and approved minutes should be consulted for that purpose.

The full [August County Council package](#) can be found on our website.

[August meeting](#) YouTube link.

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## Warden's Address

### Key highlights

- Over the summer, Warden Peter Emon had the privilege of attending 52 meetings and events on County business. Reflecting on these experiences, he was reminded of the vibrant and diverse nature of our communities. Each town and village has its own charm, and he is deeply grateful to the volunteers who dedicate their time and energy to organizing such engaging events. He noted Renfrew County truly shines as a fantastic summer destination, and it is all thanks to the collective effort and enthusiasm of our local residents.
- On June 28, he attended the Work to End Intimate Partner Violence event in Barry's Bay. He said we are becoming all too aware of Intimate Partner Violence tragedies in our communities and we need to work together to find an end.
- He celebrated Canada Day in Admaston/Bromley along with acknowledging the milestones of several volunteer firefighters.
- On August 2, he attended the groundbreaking for the 96-bed Four Seasons Lodge in Deep River. He said this is huge news for long-term care in our County, and he was happy to attend alongside County Councillors Grills, Giardini, Serviss and Renfrew-Nipissing-Pembroke MPP John Yakabuski.
- On August 27, he and the CAO attended Algonquin College's Dean's Luncheon at the Pembroke Campus. The Warden said it was a great opportunity to discuss many community challenges with leaders from across several sectors in Renfrew County. The County looks forward to strengthening its relationship with the College as we move forward on several new initiatives in the future.
- August was spent preparing for delegations at the AMO Conference through AMO, EOWC and the County. He participated in [five delegation meetings](#) with the County and additional [meetings on behalf of the Eastern Ontario Wardens' Caucus](#). He thanked MPP Yakabuski for his engagement at the delegation meetings along with other members of County Council.
- The Warden introduced Deputy Mayor Daina Proctor from the Township of Horton, who has recently taken the County of Renfrew oath of office. She will be stepping in, as the Alternate Member, for Mayor Dave Bennett during his absence.

## Delegations

- The Warden presented \$5,000 in proceeds from the 17<sup>th</sup> annual Warden’s Golf Tournament held in June to Autism Ontario East Region and the Renfrew County Housing and Homelessness Fund – Mesa. Tahseen Ali, Fund and Volunteer Coordinator for Autism Ontario East Region, made a presentation explaining what the organization does and how the funds will be used. Community Services Managers Jennifer Dombroskie, Margo Smith and April Muldoon and Mesa Coordinator Barb Tierney accepted the cheque for the Housing and Homelessness Fund – Mesa.
- Ottawa Valley Tourist Association (OVTA) Board Chair Stefi Van Wijk and Vice-Chair Meghan James [provided an update](#) (pages 37-49) on tourism promotion activities of the destination marketing organization for Renfrew County, the City of Pembroke and Upper Ottawa Valley. It is a not-for-profit membership-based organization with a mandate to promote and grow tourism in the Ottawa Valley.

## Announcements

- County Councillor Glenn Doncaster highlighted the accomplishments of Deep River resident Kyle Tremblay, who is currently competing at the Paralympic Games in Paris. He is the only Canadian to qualify for Para-Archery. In the preliminary round on August 29, he set a new personal best. Warden Peter Emon wrote a letter of congratulations and encouragement to Mr. Tremblay.

## Health Committee

### Presented by: Michael Donohue, Chair

- On May 22, 2024, the County of Renfrew, in collaboration with the Ottawa Valley Ontario Health Team (OVOHT) and the Renfrew County and District Health Unit, hosted an event to officially launch Mesa; highlighting the collaborative approach to compassionate care and building a healthier, more resilient community. The [final Mesa Gathering report](#), combines knowledge collected at the event from more than 180 participants, representing 49 agencies that provide services to community members facing addictions, mental health challenges and homelessness. It summarizes contributions from presentations, lived experience, local and regional expertise, stories, discussions and input guiding nine initial recommendations.
- The Emergency Services Department was successful in an application for an Ontario Community Emergency Preparedness Grant to help communities and organizations purchase critical supplies, equipment, and deliver training and services to improve local emergency preparedness and response. The goal of the grant was to purchase a gravity-feed sandbag processing machine, supplies and equipment to be shared among all local municipalities and First Nations. The machine is gravity fed, has four stations for filling and has a two-yard capacity. Bags can be efficiently filled and tied on the machine's working space. This has a capacity to make 700-900 bags per hour with less effort than filling manually. This machine will be available to all municipalities to sign out and use. A training program will be available, and setup and instructions will be provided on request. A multi-purpose flat deck trailer has been purchased to transport the sandbagger.

The balance of the application focuses on services such as coordination of staff operators/volunteers from the County of Renfrew and participating local municipalities and partners for the delivery of shared public education, training, planning and coordination for flood mitigation, readiness, response, and recovery efforts across the County of Renfrew and its 17 member municipalities and the Algonquins of Pikwakanagan First Nation.

- County Council passed a resolution supporting Ontario's Big City Mayors (OBCM) in their campaign to draw attention to the opioid crisis and homeless encampments by requesting that the Province:
  - Appoint a responsible ministry and Minister with the appropriate funding and powers as a single point of contact to address the full spectrum of housing needs as well as mental health, addictions and wrap around supports.
  - Have this Minister strike a task force with broad sector representatives including municipalities, healthcare, first responders, community services, the business community and the tourism industry to develop a Made in Ontario Action Plan.
  - Provide municipalities with the tools and resources to transition those in encampments to more appropriate supports, when deemed necessary.
  - Commit to funding the appropriate services these individuals need, community by community where there are gaps in the system.
  - Invest in 24/7 Community Hubs / Crisis Centres to relieve pressure on emergency centres and first responders.
- County Council supported the Association of Municipalities of Ontario and Ontario Medical Association Joint Resolution Campaign on Physician Shortage and urges Province of Ontario to recognize the physician shortage in the County of Renfrew and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

## Community Services Committee

**Presented by: Anne Giardini, Chair**

- The County of Renfrew's Mesa initiative is a comprehensive plan to better support individuals struggling with mental health, addictions, and homelessness. The goal is to provide wraparound support services to individuals, enhancing their housing stability and overall health. Through the collaborative approach with three Departments within the County of Renfrew – Emergency Services, Community Services, and Property and Development working in partnership with service providers in the community, there has already been a notable increase in coordination of care. The County of Renfrew continues to work collaboratively with the City of Pembroke, Algonquins of Pikwakanagan First Nation and the Province of Ontario to breakdown the silos and leverage the expertise and resources that exist within the community to work towards better outcomes for all residents of the County.
- The County of Renfrew is taking significant steps forward by launching a series of housing initiatives designed to support individuals grappling with mental health challenges, addictions, and homelessness. These programs aim to provide stable, supportive housing solutions and connect residents with vital resources to aid their recovery and well-being. Despite these promising efforts, a warming centre is still required to safeguard those who may not yet be ready to engage with service providers or participate in treatment and other support programs. During the severe winter months, a warming centre would ensure that these vulnerable individuals remain safe and protected from the harsh elements, providing an essential lifeline

until they are prepared to start their journey towards stability. The Committee directed staff to review options for a warming centre for the period of November 2024 – April 2025 and to initiate discussions with the City of Pembroke and interested service providers (including The Grind Pembroke) regarding these options and bring back information in September.

## Development & Property Committee

Presented by: James Brose, Chair

- The first event in the 2024 [Taste of the Valley](#) series was held on Saturday, August 10 in Barry's Bay with more than 45 vendors participating. The next event in the series is set for September 7 in Killaloe, followed by September 28 in Petawawa, October 19 in Cobden, and December 14 in Renfrew.  
Municipalities interested in hosting a Taste of the Valley event in 2025 or 2026 are invited to submit an [Expression of Interest](#) before 4 p.m. on September 27, 2024. Expressions of Interest must indicate the year (2025 and/or 2026) and up to three preferred dates on a Saturday, between the last weekend in July and September 30, and/or the second Saturday in December, avoiding holiday weekends. Municipalities can submit for both years, however, only one event per municipality per two-year cycle will be awarded.
- Registration launched this month for the [Municipal Agriculture Economic Development and Planning Forum \(MAEDPF\)](#), being held October 22-24, 2024 at the Best Western Pembroke Inn and Conference Centre. The event, co-hosted by the County of Renfrew and Ontario Ministry of Agriculture, Food and Agribusiness (OMAFRA), includes a welcome reception the evening of October 22, bus tour to various agricultural sites on October 23, and conference day on October 24. There are [sponsorship opportunities \(page 159\)](#) available for organizations and municipalities interested in supporting the event.  
The MAEDPF is open to municipal and First Nations economic development and planning staff from across rural Ontario who support the agriculture sector, individuals involved with agriculture economic development and policy making and those working in the food, farming and agri-food value chain.
- On August 1, 2024, Business Development Officer David Wybou and County Forester Lacey Rose recorded a webinar to promote Renfrew County's BDO Zone "AA" rating for woody biomass. The webinar aired on August 8 via [Digest TV](#).
- The responses to the recent Expression of Interest for Affordable Housing have provided valuable insights into various approaches for addressing our affordable housing needs. Notably, some proposals were from consultants suggesting feasibility studies. These studies could help us assess the value of existing assets and develop strategies for replacing them with new assets. Overall, the EOIs received were diverse and generated considerable interest, reflecting the productive outcomes of the Housing Summit. A total of 13 proponents submitted 18 proposals, showcasing innovative ideas and potential paths to move forward for addressing our housing needs. Staff will further review, considering the prospective proposals identified in the EOI.
- County Council authorized the Chief Administrative Officer/Deputy Clerk to enter a joint settlement agreement with Tomlinson and the Township of Horton. Tomlinson submitted joint applications to the Township of Horton and the County of Renfrew for planning approvals, a zoning by-law amendment (ZBA) and official plan amendment (OPA) for the development of a pit along Storyland Road.

## Finance & Administration Committee

**Presented by: Jennifer Murphy, Chair**

- County of Renfrew Municipal Day is scheduled for September 26, 2024, at the County Administration Building from 3-5 p.m. and 6-8 p.m. County of Renfrew staff is currently assembling the presentations and materials that will be delivered throughout the day. This is not a public meeting, nor a Council meeting. It is strictly to provide information to all municipal council members and municipal senior staff on the County's activities and core responsibilities, and our partners. Invites have been extended to Renfrew County District Health Unit, Ottawa Valley Ontario Health Team, EOWC, EORN, and EOLC, as well as the City of Pembroke.
- County Council approved amended Corporate Policies – Criminal Record Check for Prospective Employees and Bereavement Leave.

## Operations Committee

**Presented by: Glenn Doncaster, Chair**

- With a focus on public safety a number of municipalities across Ontario have, or are in the process of, implementing Automated Speed Enforcement (ASE). County of Renfrew staff have investigated the possibility of Automated Speed Enforcement on County roads and found that it is feasible in school zones and designated Community Safety Zones. By partnering with the Association of Municipalities of Ontario (AMO), Local Authority Services (LAS), an ASE could be implemented in as little as 12 months. They offer a turnkey, not-for-profit, ASE program inclusive of cameras, data handling and ticket processing. Following the issuance of the ticket by the processing centre (printed and mailed), the defendant can then pay their fine at the Provincial Offences Court or proceed to dispute the charge. ASE benefits from a lower dispute rate than other Provincial Offence charges. Given the reduced Provincial Offences charges being laid, Courts Administration and Prosecution anticipate they have the capacity to administer this workload.
- County Council passed a resolution requesting a letter under the Warden's signature be sent to the Minister of Transportation in support of the request from the Corporation of the Municipality of West Nipissing in regard to the replacement of the Champlain Bridge, located on Highway 17, west of the Town of Sturgeon Falls. The Municipality of West Nipissing requesting to have the Champlain Bridge assumed by the Province.
- County Council approved a contract for the supply and delivery of one vibratory dual drum roller as submitted by J.R. Brisson Equipment Ltd., Stittsville, Ontario in the amount of \$151,962, plus applicable taxes.

## Additional Information

**Craig Kelley, Chief Administrative Officer/Deputy Clerk**

613-735-7288

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THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NUMBER 2024-42

A BY-LAW TO APPROVE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“OILC”) FOR THE LONG-TERM FINANCING OF CERTAIN CAPITAL WORK(S) OF THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY (THE “MUNICIPALITY”); AND TO AUTHORIZE THE ENTERING INTO OF A RATE OFFER LETTER AGREEMENT PURSUANT TO WHICH THE MUNICIPALITY WILL ISSUE DEBENTURES TO OILC

WHEREAS the *Municipal Act, 2001* (Ontario), as amended, (the “**Act**”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Municipality has passed the by-law(s) enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law (“**Schedule “A”**”) authorizing the capital work(s) described in column (2) of Schedule “A” (“**Capital Work(s)**”) in the amount of the respective estimated expenditure set out in column (3) of Schedule “A” , subject in each case to approval by OILC of the long-term financing for such Capital Work(s) requested by the Municipality in the Application as hereinafter defined;

AND WHEREAS before the Council of the Municipality approved the Capital Work(s) in accordance with section 4 of Ontario Regulation 403/02 (the “**Regulation**”), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the “**Updated Limit**”), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule “A” (the “**Authorized Expenditure**” for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, and determined that the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, did not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Ontario Land Tribunal pursuant to the Regulation, was not required before any such Capital Work was authorized by the Council of the Municipality;

AND WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

AND WHEREAS OILC has invited Ontario municipalities desirous of obtaining long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

AND WHEREAS the Municipality has completed and submitted or is in the process of submitting an application to OILC, as the case may be to request financing for the Capital Work(s) by way of long-term borrowing through the issue of debentures to OILC, substantially in the form of Schedule “B” hereto and forming part of this By-law (the “**Application**”);

AND WHEREAS OILC has accepted and has approved or will notify the Municipality only if it accepts and approves the Application, as the case may be;

AND WHEREAS at least five (5) business days prior to the passing of the debenture by-law in connection with the issue of Debentures as defined below, OILC will provide the Municipality with a rate offer letter agreement substantially in the form as provided to the Municipality on or prior to the date of this By-law (the “**Rate Offer Letter Agreement**”);

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY ENACTS AS FOLLOWS:

1. The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the long-term financing of the Capital Work(s) in the maximum principal amount of \$305,740 with such changes thereon as such authorized official may hereafter, approve such execution and delivery to be conclusive evidence of such approval.
2. The Mayor and the Treasurer are hereby authorized to execute and deliver for and on behalf of the Municipality the Rate Offer Letter Agreement under the authority of this By-law in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
3. Subject to the terms and conditions of the Rate Offer Letter Agreement, the Mayor and the Treasurer are hereby authorized to long-term borrow for the Capital Work(s) and to issue debentures to OILC on the terms and conditions provided in the Rate Offer Letter Agreement (the “**Debentures**”); provided that the principal amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule “A” in respect of such Capital Work.
4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay to OILC on account of any unpaid indebtedness of the Municipality to OILC under the Debentures (the “**Obligations**”) and to pay such amounts to OILC from the Consolidated Revenue Fund.
5. For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under the Debentures issued pursuant to the Rate Offer Letter Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
6. (a) The Mayor and the Treasurer are hereby authorized to execute and deliver the Rate Offer Letter Agreement, and to issue the Debentures, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the terms and conditions that apply to the Municipality as set out in the Rate Offer Letter Agreement and to perform the Obligations of the Municipality under the Debentures, and the Treasurer is authorized to affix the Municipality’s municipal seal to any such documents and papers.  
  
(b) The money realized in respect of the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.



7. This By-law takes effect on the day of passing.

ENACTED AND PASSED this 5<sup>TH</sup> day of September A.D. 2024.

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Michael Donohue  
MAYOR

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Jennifer Charkavi  
CAO/CLERK

**Schedule "A"**  
**to By-Law Number 2024-42**  
**(Capital Work(s))**

(1) <b><u>By-Law Number</u></b>	(2) <b><u>Description of Capital Work</u></b>	(3) <b><u>Estimated Expenditure</u></b>	(4) <b><u>Loan Amount</u></b>
2024-42	Cobden Sand / Salt Shed Replacement	\$500,000	\$305,740

**Schedule "B"**  
**to By-Law Number 2024-42**

**Please insert the OILC Application into Schedule "B".**

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2024-43

**A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY  
AT THE COUNCIL MEETING HELD SEPTEMBER 5, 2024.**

**WHEREAS** Subsection 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** Subsection 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law;

**AND WHEREAS** it is deemed expedient and desirable that the proceedings of the Council of the Corporation of the Township of Admaston/Bromley at this meeting be confirmed and adopted by by-law;

**THEREFORE** the Council of the Township of Admaston/Bromley enacts as follows:

1. That the actions of the Council at its meeting held on the 5<sup>th</sup> day of September, 2024 and in respect of each motion, resolution and other action passed and taken by the Council at its said meetings, is, except where the prior approval of the Ontario Municipal Board or other body is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Head of Council and proper officers of the Corporation of the Township of Admaston/Bromley are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain appropriate approvals where required, except where otherwise provided, and to affix the Corporate Seal of the Corporation of the Township of Admaston/Bromley to all such documents.
3. That this By-Law shall come into force and take effect upon the passing thereof.

READ a first and second time this 5<sup>th</sup> day of September 2024.

READ a third time and finally passed this 5<sup>th</sup> day of September 2024.

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Mayor

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CAO/Clerk