



STAFF REPORT EXECUTIVE SUMMARY

STAFF REPORT NO: DSR-076-20

DATE: June 3, 2020

To: Mayor, Deputy Mayor and Members of Council

From: Meredith Goodwin, Capital Project Manager

Subject: Town Square Project (PKS25) Update

EXECUTIVE SUMMARY:

This report provides a current update on the Town Square Project (PKS25) that outlines the phases and costs for this project.

RECOMMENDATION:

That Staff Report DSR-076-20 Town Square Project (PKS25) dated June 3, 2020, be received for information.



TOWN OF INNISFIL STAFF REPORT

Staff Report No.: DSR-076-20
Date: June 3, 2020
To: Mayor, Deputy Mayor and Members of Council
From: Meredith Goodwin, Capital Project Manager
Subject: Town Square Project (PKS25) Update
Cross Reference: DSR-157-19

RECOMMENDATION:

That Staff Report DSR-076-20 Town Square Project (PKS25) dated June 3, 2020, be received for information.

BACKGROUND:

The Town Square Project PKS25 was approved by Council in the 2019/2020 Capital Budget with a total project budget of \$6,133,316.64. Timelines for the project were established as outlined in Table 1.

Table 1 - Project Timelines

Date	Activity
January 2019	Town retained PMA Landscape Architects to complete Schematic
March 2019	Launched Public Engagement <ul style="list-style-type: none"> • Library Workshop • Hosted Public Open House- April 11, 2019 • Online Survey from April 3-30th, 2019
May 2019	Included Public Recommendations in Schematic
May 22 2019	Presentation to Council
May – June 2019	Request for Proposal (RFP) for External Project Manager (External PM)
July 2019	Award of Project Management, Construction Administration, and Inspection of Town Square to External PM Mettko
May- September 2019	Town Staff worked with PM on RFP Design/Build Contract
September 2019	Issued RFP Design/Build Contract
October 23, 2019	Council authorized Staff to apply for the Community, Culture and Recreation Infrastructure Funding from the Provincial and Federal Governments for Phase 2 of the <i>Town Square PKS25</i> project. (Council Report DSR-157-19)
October 29, 2019	Awarded Design/Build Contract to Rutherford Contracting Ltd. (Rutherford)
November 2019- Present	Design Process
December 2020	Contract Construction Completion Date (Extended due to Covid-19)

Included in Rutherford's design/build team is PMA Landscape Architects (PMA) who prepared the preliminary schematic and presented to Council on May 22, 2019. Rutherford and PMA also recently completed the Meridian Square project for the City of Barrie.

Based on initial project construction cost estimates completed during the preliminary schematic phase the works were split into two Phases. Works identified for Phase 1 were to be completed within the existing Council approved budget and funding for works identified for Phase 2 would be included in 2021/2022 capital budget requests. The Town also applied for grant funding for the full costs associated with Phase 2 under the Community, Culture and Recreation Infrastructure Funding stream of the Federal Government's Investing in Canada Infrastructure Plan (ICIP).

Scope of Phase 1 of the construction for Town Square included the following works:

- Refrigerated skating trail
- Paving: concrete and unit pavers
- Planting: sod, shrubs, trees, etc.
- Site Furnishings: tables, benches etc.
- Site Servicing: water, sanitary, hydro, wi-fi, etc.
- Structures: pavilion with accessible washrooms, concession, equipment and Zamboni Structure
- Accessible walkways throughout space and connection to the existing sidewalk
- Water Jets and Equipment for Water Feature/ Splash Pad
- Site Drainage
- All Site Preparation and Grading
- Fence along South End of property for residents backing onto the Town Square

Scope of Phase 2 of the construction for Town Square included the following works:

- Stage and Event Space
- Play Areas
- Future Programmable Spaces and Planting

The Council Approved Budget for the Phase 1 and the Proposed Budget for Phase 2 was established as follows:

Phase 1	\$ 6,133,317
Phase 2	\$ 4,680,000
Anticipated Total Project Budget	\$10,813,317

Although the construction was separated into two phases, Rutherford was awarded the design of the project in its entirety so that the civic space and all associated underground infrastructure needed for future phases could be planned in the most cost efficient and effective manner. This will allow the park amenities that will be installed in the future phase to be integrated seamlessly.

ANALYSIS/CONSIDERATION:

A cross-functional team of Town Staff and Rutherford's Design Build Team have had numerous design workshops to discuss and refine the project requirements in the early months of 2020.

Since the beginning of COVID-19 the team has continued to meet regularly virtually to continue with the project design, however due to competing priorities with COVID-19 Town Staff requested an extension for the design review process to ensure the design meets the optimal programming needs and operating requirements of the space. Rutherford wants to ensure the success of this project for the Town and has agreed to put a 60 day hold on the design process. Rutherford's design build consultants will hold on the design which will allow additional time for the Town's Staff to further refine the scope for the design. Upon the end of the 60 days Rutherford will reengage the full design build team to recommence the final design. Currently working with the contractor on finalizing revised schedule but the earthworks and servicing works are expected to commence in the Fall of 2020, and contract completion Fall 2021.

To date from the design workshops and refined project requirements, preliminary cost estimates have been completed by Rutherford's Design Build Team for all project amenities are as follows:

Phase 1 Scope Cost Estimate:	\$ 8,357,316.34
Phase 2 Scope Cost Estimate:	\$ 2,443,432.47
Anticipated Total Project Budget Required:	\$10,800,748.81

Phase 1 Scope Estimate is \$2,240,000 more than anticipated, however the overall anticipated total project costs are relatively the same.

Anticipated Total Project Budget	\$10,813,317.00
Anticipated Total Project Budget Required:	\$10,800,748.81

There are two main factors contributing towards this \$2,240,000 discrepancy:

1. 85% of the discrepancy is the shortfall in funding for the initial scope of Phase 1 works; and,
2. 15% is made up from the Design Services for the Phase 2 work which is occurring in Phase 1, to ensure future park amenities could be constructed at seamlessly.

As noted in DSR-157-19 - Staff have applied to the Community, Culture, and Recreation Fund under the Federal Government's Investing in Canada Infrastructure Plan (ICIP) for 73.33% \$3,431,844 of the total estimated Phase 2 project cost of \$4,680,000. Staff have been advised that due to an overwhelming number of applications, Provincial recommendations will not come out until later this spring and Federal decisions in the summer, however COVID-19 could further delay the decisions. Part of the requirements for the Grant upon application was that any awarded works are not eligible. At this time, the only awarded works are the design and tree removal for the site, construction works will not be awarded until completion of the design.

The 60-day design delay and construction extension will also be beneficial to provide a full picture to Council on the status of the Grant and the implications on the project budget.

If the Town were successful with the grant the Town's additional \$4,680,000 required project budget including Phase 1 and Phase 2 would be broken down as follows:

Federal 40%- \$1,872,000
Provincial 33.33%- \$1,559,844
Town 26.67% : ARS \$124,816, DC \$1,123,340

There would be community benefits to proceeding with all the original amenities requested by residents, as well as benefiting from 2020/2021 construction costs with Rutherford vs. additional future inflated construction costs and additional staff costs/consulting costs to manage a future additional contract. However, without knowing the status of the Grant no budget decisions should be made at this time. If the Town is not successful with the grant, Staff will review numerous options to assist Council in making a decision including the option of de-scoping works to meet current budget.

LOCAL IMPACT:

This project will be a space for all of Innisfil residents and guests, it will provide an additional public space for our growing community to allow residents more options to enjoy the outdoors and socially distance. It could also be the home of the celebration of people coming back together after this pandemic to rejoice the human connection and the importance of community.

OPTIONS/ALTERNATIVES:

Options/Alternatives will be further reviewed by Staff and provided in a future report to Council.

FINANCIAL CONSIDERATION:

PKS25 Town Square Budget

Budget Year	Budget	Funding Source
2014 to 2019	\$6,133,316.64 Approved	Capital Contribution \$500,000 ARS \$113,331.66 DC \$5,519,984.98
2021	\$4,680,000- To be requested in the 2021 Budget Request (If unsuccessful with Grant Application)	ARS \$468,000 DC \$4,212,000
2021	Zamboni	Fleet DC \$130,000

Anticipated Operations Requests are included in Attachment 1- Anticipated Operating Costs.

CONCLUSION:

Staff will continue to work with Rutherford's Design Build Team to complete the design of the Town Square project and will report back to Council upon a response on the ICIP Grant to provide a full picture to Council on the status of the Grant and the implications on the project budget.

PREPARED BY:

Meredith Goodwin, Capital Project Manager

APPROVED BY:

Jessica Jenkins, Capital Engineering Leader

ATTACHMENTS:

Attachment 1- Anticipated Operating Costs

Attachment 2- DSR-157-19 Community, Culture and Recreation Infrastructure Funding

Attachment 3- Town Square Presentation May 22, 2019 -

<https://www.getinvolvedinnisfil.ca/8521/widgets/34321/documents/15269>

Attachment 1

Anticipated Operating Costs

Department	Item	Estimated Operating Budget Request
Operations	Maintenance- cleaning supplies, tools, equipment	\$10,000
	Water Play	\$6,600
	Concession Revenue, Concession Insurance, Materials, and Equipment	-\$3,928
	Garbage	\$6,000
	Horticulture/Forestry/ Equipment	\$7,914
	Zamboni	\$2000
	Snow Removal	\$6700
	Utilities & Internet	\$12,932
	One Parks & Arena Operator II	\$70,641
One Casual/Seasonal Staff Member	\$9,739	
Operations Estimated Operating Request		\$128,597
Leisure Services/IdeaLAB and Library	Large Events (2)	\$6,000
	Medium Events (4)	\$3,000
	Materials and Equipment	\$8,000
	Community Spaces Programmer (Position to also assist with the programming of other Community Events)	\$70,404.11
Leisure Services/IdeaLAB and Library Operating Request		\$87,404.11
Estimated Town Square Annual Operating Budget		\$216,001.11



STAFF REPORT EXECUTIVE SUMMARY

STAFF REPORT NO: DSR-157-19

DATE: October 23, 2019

To: Mayor, Deputy Mayor and Members of Council

From: Erin Scuccimarri, CEO ideaLAB & Library, Meredith Goodwin, Capital Project Manager

Subject: Community, Culture and Recreation Infrastructure Funding Application- Town Square and Mobility Orbit

EXECUTIVE SUMMARY:

On September 6, 2019 staff were advised that the Province of Ontario was accepting applications for their Community, Culture and Recreation Fund under the Federal Government's Investing in Canada Infrastructure Plan (ICIP). This program will make approximately \$407 million in federal funding and \$320 million in provincial funding available to municipalities and other eligible partners to invest in important community infrastructure. The ICIP program is designed to create long-term economic growth, build sustainable and resilient communities and support low-carbon economy.

The Town of Innisfil would like to apply for the Community, Culture and Recreation Infrastructure Program: Community Culture and Recreation Funding Stream. The Infrastructure program allows for municipalities to apply for multiple projects.

Staff are recommending that the Town apply for three projects for this intake of the Community, Culture and Recreation Fund, the Town Square Project (PKS25), Lefroy Community Hub (LIB43), and the the Mobility Orbit Square and Rail Park. All projects meet the program's eligibility requirements as cultural facilities.

RECOMMENDATION:

- 1. That Staff Report DSR-157-19 Community, Culture and Recreation Infrastructure Funding Application dated October 23, 2019, be received; and**
- 2. That staff be authorized to apply for the Community, Culture and Recreation Infrastructure Funding from the Provincial and Federal Governments for the Town Square (PKS25), the Lefroy Community Hub (LIB43) and the Mobility Orbit projects; and**

3. **That upon approval of the Community, Culture and Recreation Infrastructure Funding for any or a combination of projects, Council approve the following:**
 - **An increase to the Town Square Project (PKS25) budget of \$4,680,000 with the Town portion of 26.67% or \$1,248,156, \$124,816 funded from ARS and \$1,123,340 from Parks and Recreation development charges and/or future Community Benefit Contributions**
 - **Advancing the 2021 portion of the Lefroy Community Hub Project (LIB42) budget of \$8,806,300 with the Town portion of 26.67% or \$1,945,325, \$194,533 funded from ARS and \$1,750,792 from Library Board development charges and/or future Community Benefit Contributions**
 - **A Capital Project for Mobility Orbit - Square and Rail Park for a budget of \$9,000,000 with the Town portion of 26.67% or \$2,400,300, \$240,030 funded from ARS and \$2,160,270 from future Community Benefit Contributions.**



TOWN OF INNISFIL STAFF REPORT

STAFF REPORT NO: DSR-157-19
DATE: October 23, 2019
TO: Mayor, Deputy Mayor and Members of Council
FROM: Meredith Goodwin, Capital Projects Manager
Erin Scuccimarri, CEO/Chief Librarian
Paul Pentikainen, Senior Policy Planner
SUBJECT: Community, Culture and Recreation Infrastructure Funding
Application - Town Square and Mobility Orbit

RECOMMENDATION:

- 1) That Staff Report DSR-157-19 Community, Culture and Recreation Infrastructure Funding Application dated October 23, 2019, be received; and
- 2) That staff be authorized to apply for the Community, Culture and Recreation Infrastructure Funding from the Provincial and Federal Governments for the Town Square (PKS25), the Lefroy Community Hub (LIB43) and the Mobility Orbit projects; and
- 3) That upon approval of the Community, Culture and Recreation Infrastructure Funding for any or a combination of projects, Council approve the following:
 - An increase to the Town Square Project (PKS25) budget of \$4,680,000 with the Town portion of 26.67% or \$1,248,156, \$124,816 funded from ARS and \$1,123,340 from Parks and Recreation development charges and/or future Community Benefit Contributions
 - Advancing the 2021 portion of the Lefroy Community Hub Project (LIB42) budget of \$8,806,300 with the Town portion of 26.67% or \$1,945,325, \$194,533 funded from ARS and \$1,750,792 from Library Board development charges and/or future Community Benefit Contributions
 - A Capital Project for Mobility Orbit - Square and Rail Park for a budget of \$9,000,000 with the Town portion of 26.67% or \$2,400,300, \$240,030 funded from ARS and \$2,160,270 from future Community Benefit Contributions.

BACKGROUND:

On September 6, 2019 staff were advised that the Province of Ontario was accepting applications for their Community, Culture and Recreation Fund under the Federal Government's Investing in Canada Infrastructure Plan (ICIP). This program will make approximately \$407 million in federal funding and \$320 million in provincial funding available to municipalities and other eligible partners to invest in important community infrastructure. The ICIP program is designed to create long-term economic growth, build sustainable and resilient communities and support low-carbon economy.

Staff met with the Regional Advisor of the Ministry of Tourism, Culture, and Sport to obtain additional information on the funding program. She advised that municipalities can apply for

multiple projects, and that they are looking for projects that are not currently under construction during the application timelines but that are in the planning and/or design stage and can be substantially completed by March 31, 2027.

The funding application schedule is as follows:

<u>November 12, 2019</u>	Application deadline for submission of eligible projects
<u>February 2020</u>	Province to recommend projects to Federal Government, applicants will be advised of all projects that are being recommended
<u>September 2020</u>	Applicants will be advised as to whether they are successful or unsuccessful for the Infrastructure Funding

For additional information, please see the attached Investing in Canada Infrastructure Program Community Culture and Recreation Program Guidelines.

ANALYSIS/CONSIDERATION:

Staff are recommending that the Town apply for three projects for this intake of the Community, Culture and Recreation Fund, the Town Square Project (PKS25), Lefroy Community Hub (LIB43), and the the Mobility Orbit Square and Rail Park. All projects meet the program's eligibility requirements as cultural facilities.

PKS25-Town Square Project

The Town Square project was approved by Council in the 2019/2020 Capital Budget with a total project budget of \$6,121,316.64. The project is currently in the Design/Build procurement process, with the final design to be completed in April 2020 and construction of Phase 1 scheduled to be completed by the end of 2020. Phase 1 includes the following works:

- Refrigerated Skating Trail
- Paving: concrete and unit pavers
- Planting: sod, shrubs, trees, etc.
- Site Furnishings: tables, benches etc.
- Site Servicing: water, hydro, wifi, etc.
- Structures: pavilion with accessible washrooms, concession, equipment and Zamboni structure
- Accessible walkways throughout space and connection to the existing sidewalk
- Water Jets and Equipment for Water Feature/ Splash Pad
- Site Drainage
- All Site Preparation and Grading
- Fence along South End of property for residents backing onto the Town Square

Additional construction phases are also planned for the Town Square and the design of these phases will be completed concurrently with the design of Phase 1. Additional funding will be

required in order to proceed with these future phases as the current approved project budget is not sufficient to complete these works. The future phases are described in Table 1.

Table1

Proposed Future Phase:	Details:	Estimated Construction Cost:
Town Square Stage and Event Space	Stage and Shelter area and all stage material, lighting, and AV equipment specifically designed to withstand inclement weather	\$2,000,000
Town Square Play Areas	Two play areas, junior and senior that are completely unique to the space.	\$1,500,000
Town Square Future Programmable Spaces and Plantings	Landscaping & plantings, seating areas/programmable spaces, stairwell to neighboring Lakeside Retirement Residence, and walkways	\$1,000,000
Other fees	Internal Staff Charges, Project Management, Construction Administration, and Construction Inspection	\$180,000
Total		\$4,680,000

Based on conflicting timelines between Phase 1 works for this project and the application process, staff are recommending an application be submitted for all future phase works outlined in Table 1. This would allow the Town to potentially be able to secure the necessary funding to be able to proceed with these works.

LIB42- Lefroy Community Hub

A new Community Hub in Lefroy will provide opportunities for those living in the new subdivisions and those in established neighbourhoods to gather, collaborate, learn, and recreate. Lefroy has recently received approval for a GO-Train stop and the community is expected to grow substantially in the next few years. The Lefroy Community Hub is an updated scope of the ideaLAB & Library's capital project LIB42. Originally focused on the creation of a Library Branch with a gymnasium component, the revised project scope also involves the inclusion of a cultural/arts component, civic engagement space with a focus on youth, and flexible spaces with a technology focus to appeal to the business community, students, and more. The Community Hub is connected to the Innisfil Mobility Orbit project as it would create a civic center presence nearby.

The May 2016 Parks & Recreation Master Plan (Draft), which was received by Council on June 15, 2016, CR-130-16), recommends 'Engaging in discussions with Innisfil Public Library to determine ability to co-locate a gymnasium, large multi-purpose space, and youth and older adult spaces at a new library branch in Lefroy...'

The Library's current Master Plan and previous Master Plan have both recommended that a library branch be built in Lefroy as the population in this area has been forecasted to more than triple over 2011 levels by 2031.

The project is aligned with Inspiring Innisfil 2030's draft objectives to Enhance Civic Engagement, Facilitate Community Experiences, Improve Service Offerings, and Enable Community Health and Wellness.

It is also supported by the draft Culture Master Plan which identifies culture as a core tenet of placemaking, a key component of the Town of Innisfil's "Our Place" official plan. Culture planning supports community resilience, assists in navigating growth without the loss of identity and builds social cohesion. It is a driver for improving the quality of life, creating a more prosperous community and stimulating creativity and innovation.

Table 2

Phases:	Details:	Cost:
Phase 1: Design and prepare for the building of a facility within the growth community of Lefroy. (Capital project LIB42 approved)	<p>2020/21 - Conduct topographical survey, soil testing, and other surveys as required; determine architectural services and project management services; begin design development and hold public consultation, for a site as determined in the 2016 Master Plan/Needs Assessment Study Plan.</p> <p>2021 - Begin construction documents and install fibre run.</p> <p><i>Phase 1 is included in 2018 of the recent Development Charges Study</i></p>	<p>\$550,000</p> <p><i>Currently approved as LIB42 and targeted to begin in 2020.</i></p>
Phase 2: Build a new Community Hub facility, subsequent to the design and preparation activities from Phase 1 of this project.	<p><i>Phase 2 is included in 2019 of the recent Development Charges Study</i></p>	<p>\$8,806,300</p>
Total Costs		<p>\$9,356,300</p>

Mobility Orbit - Square and Rail Park

The Town is currently in the process of preparing a vision for the Innisfil Mobility Orbit (IMO) - the area around the future Innisfil GO Station. This represents an exciting one-time opportunity to shape a blank greenfield canvas around a future rail station. The Town envisions the Metrolinx station becoming the centre of an orbit that initiates a new form of urban development.

The intention is to blend the best proven examples of community building with new forward-thinking technologies to reimagine public and private spaces that will be key for promoting inclusion, establishing climate friendly design and improving quality of life.

Though the vision for the Orbit is not yet finalized, the work thus far is suggesting that the public realm will be a critical component for achieving place making and creating a high quality of life for new residents of the Orbit. This has included ideas for unique open spaces and a park adjacent to the station and the rail line. At this time, costs are not yet known, but the costs of \$9 million for the Town Square in Alcona provides a minimum cost to consider for the Rail Park within the Orbit.

OPTIONS/ALTERNATIVES:

Council could direct staff:

1. Not to apply for the Community, Culture and Recreation Fund.
2. To apply for one or two of the projects instead of all three.
3. To investigate other potential projects.
4. To apply for only one or two of the three proposed future phases for the Town Square project.
5. To apply for the full cost of the Town Square project for an additional estimated subsidy of \$3.67M delaying the project commencement by up to a year.

FINANCIAL CONSIDERATION:

The funding will be available for the Community, Culture and Recreation stream over 10 years starting in 2019-20. The following breakdown defines the maximum cost-share percentages of total eligible costs.

Table 3

Project:	Estimated Start	Federal (40%)	Provincial (33.33%)	Town (26.67%)	Funding Source	Total Project Cost
PKS25 Town Square	2020	\$1,872,000	\$1,559,844	\$1,248,156	\$124,816 ARS \$1,123,340 DC/CBC	\$4,680,000
LIB42 Lefroy Community Hub	Phase 1 – 2020 Phase 2 - 2021	\$3,742,520	\$3,118,455	Total= \$2,495,325	\$249,532 ARS \$2,245,793 DC/CBC	\$9,356,300

Mobility Orbit Square and Rail Park (Estimate)	Tentatively 2022	\$3,600,000	\$2,999,700	\$2,400,300	\$240,030 ARS \$2,160,270 CBC	\$9,000,000
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The Town portion of the funding is based on the current allocations in the Town's Development Charges Background Study. For the Lefroy Community Hub project (LIB42), \$550,000 was previously approved in the 2018 capital budget. Staff are recommending applying for the entire project cost as no significant work has been undertaken to-date. The incremental amount required for the Town portion, if the application is successful, would be \$1,945,325.

The Mobility Orbit Square and Rail Park is not included in the background study and would need to form part of a future study required to impose Community Benefit Contribution (CBC) fees. CBC fees are replacing "soft services" development charges stemming from the changes imposed through Bill 108 to both the Development Charges Act and the Planning Act.

The PKS25 Town Square project only represents incremental phases to what has already been approved. The parameters of the funding program does not cover any costs that have already been incurred on eligible projects and contracts cannot be awarded until after federal funding approval has been given. If the Town were to apply for the full costs then the project would be delayed until the fall of 2020 when Federal approval is expected assuming Provincial approval was obtained in February of 2020. Staff are not recommending delaying the project.

CONCLUSION:

The Community, Culture and Recreation Fund under the Federal Government's Investing in Canada Infrastructure Plan (ICIP) presents an incredible opportunity for the Town of Innisfil to secure funding for future projects. Taking into consideration the quantum of funds being distributed and the eligibility guidelines, it is clear that the Town could benefit by investing in our local Community, Culture and Recreation assets. Designed to create long-term economic growth, build sustainable and resilient communities and support low-carbon economy, the ICIP aligns with the strategic priorities of the Town and will enable the municipality to create desirable and needed spaces for residents at a fraction of the cost.

PREPARED BY:

Meredith Goodwin, C.E.T., Capital Projects Manager
Erin Scuccimarri, CEO/Chief Librarian
Paul Pentikainen, M.PI, MCIP, RPP, Senior Policy Planner

ATTACHMENTS:

Investing in Canada Infrastructure Program: Community Culture and Recreation Program Guidelines

**Investing in Canada Infrastructure Program – Community, Culture and Recreation
Funding Stream Ontario Program Guidelines**



**INVESTING IN CANADA INFRASTRUCTURE PROGRAM:
Community Culture and Recreation**

Program Guidelines

**Investing in Canada Infrastructure Program – Community, Culture and Recreation
Funding Stream Ontario Program Guidelines**

Table of Contents

1. Overview – Investing in Canada Infrastructure Program	4
2. Objectives Community, Culture and Recreation Stream	5
3. Applicant Eligibility	5
4. Project Eligibility and Conditions	6
4.1 Eligible Projects	6
4.2 Joint Projects	8
4.3 Other Project Conditions	8
5. Project Submission Process	9
5.1 Number of Project Submissions	9
5.2 Submissions and Funding Approval Steps	9
6. Timelines	10
7. Evaluation Process	11
7.1 Recipient Eligibility and Application Completeness	11
7.2 Project Scope Review	11
7.3 Alignment with Provincial Objectives	11
7.3.1 Asset Management Planning	11
8. Financial, Contractual and Reporting Requirements	12
8.1 Maximum Project Costs	12
8.2 Cost Sharing	12
8.3 Stacking of Funding	13
8.4 Eligible Costs	13
8.5 Ineligible Costs	14
8.6 Payments	15
8.7 Contractual Obligations	15
8.8 Reporting Requirements	15
9. Consultations with Indigenous Peoples	15
10. Further Information	16
Appendix A – Technical Criteria	17
Appendix B – Federal Program Parameters	18
I. Eligible Recipients	18
II. Procurement	19
III. Climate Lens Assessment	19
IV. Community Employment Benefits	19
V. Environmental Assessment	19

**Investing in Canada Infrastructure Program – Community, Culture and Recreation
Funding Stream Ontario Program Guidelines**

VI. Indigenous Consultation20

Appendix C – Asset Management Regulation Phase-In Schedule [municipalities only] ...21

Asset Management Plan21

Asset Management Phase-in Schedule21

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

1. Overview – Investing in Canada Infrastructure Program

The Investing in Canada Infrastructure Program (ICIP) is a federal program designed to create long-term economic growth, build inclusive, sustainable and resilient communities and support a low-carbon economy.

Through the ICIP, the federal government is providing \$11.8 billion dollars in federal infrastructure funding to cost-share projects under the following four streams:

- Public Transit
- Green Infrastructure
- **Community, Culture and Recreation**
- Rural and Northern Communities

The Province of Ontario is a cost sharing partner in these programs. Under this intake of the Community, Culture and Recreation Funding stream, Ontario is supporting community infrastructure priorities across the province. Community infrastructure is defined as publicly accessible, multi-purpose spaces that bring together a variety of different services, programs and/or social and cultural activities to reflect local community needs.

Approximately \$407 million in federal funding and \$320 million in provincial funding will be available for the Community, Culture and Recreation stream over 10 years starting in 2019-20. At least \$30 million of federal funding must be carved out for off-reserve Indigenous projects.* The following breakdown defines the maximum cost-share percentages of total eligible costs.

	Percentage
Federal Contribution	40.00
Provincial Contribution	33.33
Applicant Contribution	26.67

The following breakdown defines the maximum cost-share percentages of total eligible costs for Indigenous recipients (e.g. First Nations, Indigenous communities and organizations).

	Percentage
Federal Contribution	75.00
Provincial Contribution	18.33
Indigenous Contribution	6.67

* **Note:** Projects with an Indigenous focus will not be limited to funding from the \$30 million federal carve out for off-reserve Indigenous projects. Indigenous applicants will also be eligible for funding under the broader stream.

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

2. Objectives Community, Culture and Recreation Stream

The Community, Culture and Recreation stream supports projects that improve access to and / or quality of community, cultural, and recreation priority infrastructure projects. Priority is given to projects that are community-oriented, non-commercial and open to the public. Projects must be completed prior to 2027-28.

In addition to federal criteria, **Ontario's objectives** for the current proposed Community, Culture and Recreation stream project intake are noted below. Projects will be assessed based on their alignment with these objectives:

- Meets community and user needs or service gap
- Promotes good asset management planning
- Represents good value for money
- Fosters greater accessibility

See sections 4 and 7 for more details on these assessment criteria.

The intake will include two categories of funding:

- **Multi-Purpose Category**
- **Rehabilitation and Renovation Category**

Note: *The Community, Culture and Recreation intake is a competitive process. Funding approval is not guaranteed. In addition, the Province may contact an applicant to request additional information or for clarification on information provided in the application form or supporting documentation.*

3. Applicant Eligibility

Eligible applicants under Ontario's Community, Culture and Recreation Funding stream are:

- Municipalities
- First Nations
- Other Indigenous communities / organizations
- Broader public sector organizations*
- Non-Profit organizations

** Broader public sector organizations include, for example, school boards, hospitals, colleges and universities.*

Note: *Joint projects between multiple eligible applicants, particularly those that service multiple communities, are encouraged and will be given additional consideration as part of the assessment process.*

Note: *Education and health care facilities are ineligible for funding, with the exception of those advancing Truth and Reconciliation Commission Calls to Action. However, broader public sector organizations that typically deliver health care and education could apply for projects outside*

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

their core mandate as long as they meet federal and provincial criteria. For example, a school board could apply for funding to construct or renovate a community centre attached to a school.

4. Project Eligibility and Conditions

4.1 Eligible Projects

(1) Required Eligibility Criteria:

- a. A project must include a capital component. A project may also include pre-construction planning and design work; however, planning and design work are not eligible as stand-alone projects.
- b. A project must meet the outcome of improving access to and/or increasing quality of cultural, recreational and/or community infrastructure for Ontarians. Facilities must be publicly accessible.
- c. A project must meet the following minimum technical requirements:
 - i. Project meets federal criteria and is aligned with provincial objectives and priorities
 - ii. Demonstrated organizational capacity to implement the project
 - iii. Demonstrated ongoing financing to manage operating pressures without creating operating and/or capital cost-pressures for the Province, municipalities, Consolidated Municipal Service Managers and District Social Service Administration Boards, from new infrastructure
 - iv. Demonstrated availability of cost-shared funding to proceed with project
 - v. Demonstrated project readiness
 - vi. Operational plan developed (alignment with asset management plans for municipal projects)
 - vii. Demonstrated community need for proposed project/service (e.g., service delivery gap / lack of access to services)

For more details regarding these minimum criteria for evaluation, refer to Appendix A.

Note: *Applicants are permitted to use approved funding from other project-based capital programs to demonstrate ongoing financing and availability of cost-shared funding.*

(2) Eligible asset type*:

- recreation facilities (e.g., hockey arenas, multipurpose recreation centres, playing fields)
- cultural facilities (e.g., theatres, libraries, museums, cultural centres, civic squares, performing arts centres)
- community centres / hubs (e.g., multi-purpose spaces that bring together a variety of different services, community centres including recreation facilities)
- education and health facilities advancing Truth and Reconciliation Commission Calls to Action (e.g., funding for new and/or existing Indigenous healing centres, spaces in education facilities for traditional teaching/programming)

Note: applicants are encouraged to reach out to a [Regional Advisor](#) or the ICIP Community, Culture and Recreation team at ICIPculture@ontario.ca or 1-888-222-0174 if they have questions or need clarification.

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

(3) Eligible project types:

a. Multi-Purpose Category:

This project category focuses on the principle of integrated service delivery to address identified service gaps. The individual project cap will generally be \$50 million in total project cost, but exceptions may be made in some cases. Eligible projects consist of:

- new build / construction projects
- larger scale renovation
- expansion of existing facilities.

b. Rehabilitation and Renovation Category

This project category focuses on maximizing the funding impact of small-scale projects that would improve the condition of existing facilities. The individual project cap is \$5 million in total project cost. Eligible projects consist of:

- renovation and rehabilitations to address functionality and use of existing facilities
- Small-scale improvements to address accessibility (e.g., hand rails, ramps, accessible doors/parking/elevators, wayfinding and signage etc.)
- Small new build / construction projects of recreation, cultural or community centre infrastructure (e.g., playing fields, tennis courts, small community squares)

Note: broader facilities that include ineligible components (e.g., community centres with a neighbourhood health centre component) can be scoped to apply for only eligible components.

Note: projects that focus on vulnerable populations (e.g., low income persons) and Indigenous people will be given additional consideration as part of the assessment process.

(4) Other requirements:

Projects must meet the following other criteria to be considered eligible:

- ✓ Capital components must be owned by an eligible entity.
- ✓ Projects must be substantially completed by March 31, 2027.
- ✓ Projects must be informed by and consistent with an applicants' asset management plan (municipalities only).
- ✓ Projects components must meet or exceed the requirement of the highest published accessibility standard in Ontario in addition to applicable provincial building codes and relevant municipal by-laws, and any applicable accessible design guidelines.
- ✓ Project components must meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change.

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

- ✓ For joint projects with other eligible applicants, all applicants must also secure the endorsement of their projects by their respective municipal, CMSM/DSSAB or First Nation Band Council, board of directors, or governing body and provide the Ministry with evidence of such endorsement in the form of by-laws / resolutions / letters of agreement.
- **Integrated asset types:** Applicants must select only one primary project asset type but may integrate more than one eligible project asset type (e.g., community centre with adjoining hockey arena). Integrated projects must demonstrate that each component of the project for which the applicant is requesting funding meets eligibility requirements.
- **Asset ownership:** Municipalities must attest to owning the infrastructure assets put forward for funding.

4.2 Joint Projects

Joint projects between eligible applicants are encouraged. Joint projects are those where each **co-applicant contributes financially** to the project or to the operation of the facility. The cap may be flexible for joint projects. All applicants must meet the applicant eligibility criteria.

Joint projects may be larger than projects submitted by a single applicant, as joint applicants may combine the grant funding they request. Neighbouring communities are encouraged to work together to assess co-use of facilities to address service level gaps and to achieve economies of scale.

The lead applicant will be required to sign a transfer payment agreement with the province and also enter into a partnership agreement with the other eligible applicant(s) that will be contributing to the project. Funds will only be made available to the lead applicant, who is responsible for the financial management of the project and meeting provincial reporting requirements. Successful joint applicants are encouraged to enter into an agreement clearly setting out the nature of their relationship and key elements of the project in line with the Community, Culture and Recreation stream application and with funding approval described in the projects ICIP transfer payment agreement.

4.3 Other Project Conditions

Projects must comply with the following conditions to be considered eligible:

- (1) **Contract Award Date:** Contracts must be awarded after federal approval of funding. Contracts awarded before approval of funding are not eligible for reimbursement.
- (2) **Energy standards:** Projects must meet or exceed any applicable energy efficiency standards for buildings outlined in the [Pan-Canadian Framework on Clean Growth and Climate Change](#).
- (3) **Accessibility standards:** Projects must meet or exceed the requirements of the highest published accessibility standard in a jurisdiction in addition to applicable provincial building codes and relevant municipal by-laws and accessible design guidelines.

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

(4) Asset management plans [municipalities only]: Projects should be informed by an applicant's asset management plan as outlined in Asset Management Planning for Municipal Infrastructure Regulation, O. Reg. 588/17. This means the proposed project was identified based on the plan's prioritized lifecycle activities (e.g., construction, maintenance, renewal, rehabilitation, replacement, etc.) for the applicable asset category (e.g., community, recreation and cultural facilities). For example, if an applicant has identified recreation centre needs as a priority lifecycle activity within its asset management plan, then submission of a recreation centre project would be appropriate. Where a project is not based on an asset management plan, a strong rationale must be provided in the application form.

Note: project prioritization in an asset management plan does not apply in cases where the project assets are not owned by the municipality.

(5) Supporting documentation [First Nations only]: Projects should be identified in, or supported by, a 5-Year Capital Plan; a Comprehensive Community Plan; a Strategic Community Plan; an Asset Conditions Reporting System report; a Feasibility Study or Detailed Design. Where not based on a supporting document, a strong rationale must be provided. The province may request an electronic copy of one or more supporting documents during the project review stage.

(6) Financial sustainability: Projects must have a financial plan in place to operate the assets and not seek senior level government support for ongoing operational funding. First Nations applicants may have operational funding arrangements with the federal government that satisfy this condition.

5. Project Submission Process

5.1 Number of Project Submissions

Eligible applicants can apply for multiple projects.

5.2 Submissions and Funding Approval Steps

Step 1: Applicants must register or login online through the Province of Ontario's online grant portal, [Transfer Payment Ontario](#). Step by step support for working with the online grant portal are found [here](#). For full functionality, the support tool link must be opened in Internet Explorer.

Step 2: Applicants must fully complete one Community, Culture and Recreation funding stream application form and the applicable business case. Completion of **only one business case is required**; the business case must correspond to the funding stream. **The application form and the associated business case are available through the Transfer Payment Ontario online portal.** Please follow the prompts in the application form and business case to respond to each question.

Step 3 [joint projects]: A joint project submitted by multiple applicants must provide supporting documentation by way of an individual partner-member municipal council resolution, a band council resolution or board of directors' resolutions or letter of agreement, clearly stating the project name and applicant / recipient contribution to the project.

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

Step 4: The application and required attachments (i.e., business cases, supporting documents, etc.) must be submitted through Transfer Payment Ontario by **11:59 p.m. EDT on November 12, 2019**. A scanned application form will not be accepted. Failure to meet submission requirements will result in an incomplete submission and the submission may be considered ineligible. **If you are unable to submit the application form through the Transfer Payment Ontario, please contact:** TPONCC@ontario.ca or call (416) 325-6691/(855) 216-3090.

Step 5: Once the completed application form has been submitted, an automated acknowledgement of receipt and a file number will be emailed to the applicant.

Step 6: Projects will be assessed by the province and nominated for federal government review and approval. **Provincial project nomination to the federal government does not guarantee funding approval.**

Step 7: Applicants will be notified of both successful and unsuccessful projects. Provincial staff will be available to provide feedback for unsuccessful projects, if requested.

Step 8: The province may request **applicants to provide an attestation** that the recipient share of funding to undertake and complete the project has been secured.

Step 9: Successful municipal applicants will be required to obtain a municipal by-law or council resolution; other applicants will be required to submit a board of directors' resolution or letter of agreement or band council resolution to execute the project level transfer payment agreement with the provincial government.

Step 10: The transfer payment agreement will require procurement to be executed through a value-for-money process. Projects must undertake a competitive pricing or tendering process to demonstrate value-for-money. Applicants may be requested by the province to provide:

- Copies of proposals or bids from three (3) bidders;
- Statement indicating selected bidder; and
- Written explanation if the lowest bid is not chosen.

6. Timelines

- Applications and all supporting documentations must be submitted through Grants Ontario by **11:59 p.m. EDT on November 12, 2019**.

Note: that applications will not be accepted after this time. All supporting documentation must also be submitted by the deadline in order to be considered part of the application. Applicants cannot change the proposed project after the application deadline unless extraordinary circumstances arise (e.g., destruction of an arena) and permission is granted by the province.

- The province will notify applicants if their project has been selected for nomination to the federal government for review and approval in **winter 2020 (estimated)**.
- Applicants will be notified of the federal funding decision in **spring/summer 2020 (estimated)**.
- Projects must be completed by **March 31, 2027**.

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

7. Evaluation Process

7.1 Recipient Eligibility and Application Completeness

Recipients must meet Community, Culture and Recreation program eligibility requirements. Additionally, all mandatory fields of the application form must be populated correctly for a submission to be considered validated and complete. For more information, refer to Section 4 above regarding eligibility and to 4.1.4 regarding eligible categories of funding under the program.

7.2 Project Scope Review

Projects must meet federal project eligibility requirements, be technically viable and be achievable within the program timelines.

7.3 Alignment with Provincial Objectives

- a) Applicants must demonstrate that projects meet the following objectives under the Community, Culture and Recreation stream:
 - a. **Meets community and user needs:** identified and demonstrable community-level need or service gap, including barriers to social inclusion and accessibility for Ontarians with disabilities, and underserved small communities;
 - b. **Promotes good asset management:** demonstrates optimization of assets, including through multi-purpose and integrated service delivery; aligns with municipal asset management plans (municipalities only);
 - c. **Represents good value for money:** demonstrated efficiency and value for money. The most cost-effective option for delivering a similar level of service should be sought, maximizing population/communities served;
 - d. **Foster greater accessibility:** commitment to meeting minimum highest level of accessibility standards; use of Universal Design Principles and innovative solutions to increasing accessibility beyond minimum standards.

See Appendix A for details of the technical criteria associated with these objectives.

Note: Please refer to the Community, Culture and Recreation stream Business case on the Grants Ontario website.

7.3.1 Asset Management Planning

Ontario Regulation 588/17- Asset Management Planning for Municipal Infrastructure, or the Asset Management Planning Regulation sets out new requirements for undertaking municipal asset management planning. The regulation is being phased in over a 6-year period, with progressive milestone requirements for municipalities with respect to their asset management plans.

For clarity, at the time of application, the asset management plan used to inform the proposed project can be developed according to either the province's 2012 Guide ([Building together: guide for municipal asset management plans](#)) or the new asset management planning regulation.

As part of project reporting requirements, and to remain eligible for funding, successful municipal applicants are required to submit their updated asset management plans in

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

accordance with the regulation for the duration of the project. For example, municipalities that have an active project in 2021 will be required to submit asset management plans developed in accordance with the first phase of the regulation. Please refer to the Appendix which summarizes key regulation milestones in 2021, 2023 and 2024 for municipal asset management plans.

For more information about asset management planning, as well as tools and supports available to help municipalities develop and improve their plans, please visit the <http://www.ontario.ca/assetmanagement>.

8. Financial, Contractual and Reporting Requirements

8.1 Maximum Project Costs

Rehabilitation and Renovation Category:

- The maximum total eligible cost per project for a single applicant is **\$5 million**
- For projects with multiple applicants (i.e., joint projects), each applicant can submit up to \$5 million of total eligible project costs. For example, a joint project with three eligible co-applicants can submit a project with a maximum total eligible project cost of **\$15 million**.

Multi-purpose Category:

- The maximum total eligible cost per project for a single applicant is **\$50 million**. The cap may be flexible for joint projects. Value for money will be a significant funding consideration. If an applicant's project exceeds \$50 million, please contact ICIPculture@ontario.ca or call **1-888-222-0174**.

Note: Projects that have a total eligible cost of more than \$10 million must complete a federal climate lens assessment and report on community employment benefits. See Appendix for more information.

Note: Applicants must pay for all ineligible project costs as well as any cost over-runs experienced on a project. **Cost over-runs reflect any costs that exceed the total project cost submitted at the time of application.**

8.2 Cost Sharing

The following breakdown defines the maximum cost share percentages of the total eligible cost:

Applicant Type	Federal Cost Share (Max %)	Provincial Cost Share (Max %)	Applicant Cost Share (Min %)
Municipality	40%	33.33%	26.67%
Non-Profit	40%	33.33%	26.67%
BPS	40%	33.33%	26.67%
Indigenous Recipient	75%	18.33%	6.67%

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

Note: The cost-sharing breakdown assumes municipal or Indigenous applicants own or have control over the asset being nominated for funding and is subject to change

For instance, this means that:

- An eligible municipality may request up to 73.33% of the total eligible costs.
- Indigenous recipient may request up to 93.33% of the total eligible costs.

8.3 Stacking of Funding

General:

- Applicants may combine funding received through the Community, Culture and Recreation funding stream and funding from another project-based capital program.
- Applicants can apply for a project at the same location as a project already receiving funding from another capital program where the project in question would be ineligible for Community, Culture and Recreation funding, but the applicant must clearly scope out the component that is unique to the Community, Culture and Recreation funding stream application.

Applicants who are not sure how to best combine funding are encouraged to contact a [Regional Advisor](#) or the ICIP Community, Culture and Recreation team at ICIPculture@ontario.ca or call **1-888-222-0174** before submitting an application.

8.4 Eligible Costs

Project **costs are eligible only if they are incurred after federal approval**. Eligible Expenditures will include the following:

- All costs considered by Canada and Ontario to be direct and necessary for the successful implementation of an eligible Project, and which may include third party costs such as project management, capital costs, construction and materials, design / engineering and planning, contingency costs (25% maximum), and costs related to meeting specific Program requirements, including completing climate lens assessments (see Note 2 below) and creating community employment benefit plans;
- The incremental costs of employees of a Recipient may be included as Eligible Expenditures for a Project under the following conditions:
 - The Recipient is able to demonstrate that it is not economically feasible to tender a contract; and
 - The arrangement is approved in advance and in writing by Canada and Ontario.
 - *Note: Applicants submitting for these costs must submit a rationale for the use of own-force labour when the application is submitted.*

Note 1: Contracts must be awarded after federal approval of funding. Contracts awarded before approval of funding are not eligible for reimbursement.

Note 2: Costs associated with completing **climate lens assessments, which are eligible before project approval, but can only be paid if and when a project is approved by Canada** for contribution funding under contracts

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

Note 3: *Capital costs are only eligible once the project receives notification that Canada is satisfied that the applicant has met its Duty to Consult and Environmental Assessment requirements. Before this notification is received, no site preparation, vegetation removal or construction may take place.*

8.5 Ineligible Costs

When a project meets a federal outcome in the Community, Culture and Recreation Infrastructure stream, it is not eligible for funding if it:

- has a private sector, for-profit Ultimate Recipient;
- is a stand-alone daycare facility, for-profit daycare facility, daycare facility associated with a school board, or a daycare facility funded under Canada's Early Learning and Child Care initiative;
- is a religious site that serves as a place of assembly for religious purposes, which includes among others, a site, church, mosque, synagogue, temple, chapel (e.g., within a convent or seminary), shrine or meeting house; or
- is a professional or semi-professional sport facility that is primarily a commercial operation, such as those that serve major junior hockey leagues.

Other ineligible project costs include:

- Costs incurred *before* federal project approval and all expenditures related to contracts signed prior to federal project approval, *except* for expenditures associated with completing climate lens assessments
- Costs incurred for cancelled projects
- Costs related to health or education functions (except for those advancing *Truth and Reconciliation Commission* Calls to Action)
- Acquisition or leasing of land, buildings and other facilities
- Leasing equipment other than equipment directly related to the construction of the project
- Real estate fees and related costs
- Financing charges
- Legal fees
- Loan interest payments including those related to easements (e.g. surveys)
- Costs of completing the application
- Taxes, regardless of rebate eligibility
- Any goods and services costs which are received through donation or In-kind
- Staff costs, unless *pre-approved* by the federal and provincial governments
- Operating costs and regularly scheduled maintenance work
- Costs related to furnishing and non-fixed assets which are not essential for the operation of the project
- Costs that have not been claimed for reimbursement by March 31 of year following the year in which the costs were incurred (e.g., costs incurred between April 1, 2018 and March 31, 2019 must be submitted for reimbursement no later than March 31, 2020).

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

- All capital costs, including site preparation and construction costs, until Canada has confirmed in writing that environmental assessment and Indigenous consultation obligations have been met and continue to be met.
- All costs related to any component of the project other than the approved scope

A more detailed list of eligible and ineligible expenditure categories will be provided in individual project level contribution agreements.

8.6 Payments

Funding is claims based and will be reimbursed upon review and approval of eligible costs under transfer payment agreements. Reimbursement of claims is based on the cost sharing percentage. The claims process requires Recipients to submit claims for the Ministry's review, approval and submission to Canada and for Canada's review and approval once received from Ontario. The claims format will be outlined in individual contribution agreements.

All costs must be incurred by March 31, 2027. **Recipients are required to keep all receipts/invoices and claims as they are subject to audit by the province or the federal government.**

Note: A holdback of 10% may be applied to payments under the program. The holdback would be released upon successful completion of all reporting requirements following project completion.

8.7 Contractual Obligations

Successful applicants will be required to sign a provincial contribution agreement containing clauses regarding, among other things, items such as insurance, arm's length requirements, communications (including project signage), reporting requirements, and obligations with respect to consultations with Indigenous groups.

Successful applicants will be required to obtain a municipal council resolution or board of director/governing body resolution or letter of agreement to execute the project level contribution agreement with the province. Joint applicants will be required to enter into a joint partnership agreement and must provide a copy of that agreement to Ontario. For cases where the applicant is not the asset owner, the province will provide additional support to coordinate the execution of the transfer payment agreement.

Successful municipalities will also be required to complete an Asset Management Self-Assessment prior to signing their contribution agreement.

8.8 Reporting Requirements

Specific reporting requirements will be outlined in individual transfer payment agreements.

9. Consultations with Indigenous Peoples

The Government of Canada, the Government of Ontario and municipalities may have a duty to consult and, where appropriate, accommodate Indigenous peoples (e.g., First Nation and Métis communities) where an activity is contemplated that may adversely impact an established or asserted Aboriginal or treaty right.

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

Before providing funding to a project, the Government of Ontario will assess whether its duty to consult obligations are engaged. If the duty to consult is triggered, Ontario may delegate the procedural aspects of consultation to project proponents. Therefore, it is important that all applicants recognize that a duty to consult process may be necessary and appropriately plan for this work (e.g., resources, time, etc.) as part of their funding submission. *The application form contains preliminary questions to begin considering the potential that a duty to consult may exist.*

Consultation requirements will vary depending on the size and location of the project in question and the depth and scope of the project's potential adverse impacts on Aboriginal treaty rights. For successful applications, the province will provide further details in writing surrounding specific consultation requirements, including which communities require consultation. Throughout the duration of the project applicants should ensure they are fulfilling the duty to consult requirements delegated to them.

10. Further Information

Please contact a [Regional Advisor](#) or the ICIP Community Culture and Recreation team can be reached by telephone at

1-888-222-0174 or by email at ICIPculture@ontario.ca.

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

Appendix A – Technical Criteria

The province will assess and prioritize projects for federal nomination and funding based on the following criteria, aligned with provincial objectives:

Provincial Objective A: Meets Community and User Needs

Criterion 1: Community Need

Applications must demonstrate that the proposed project is filling a clearly identified and documented service level gap and that there is a need in the community for the services that will be provided. Applicants should demonstrate that community members are in need of proposed services, and that the project will provide them with access to the required services. This may include both quantitative elements (e.g., demographic data), and qualitative elements (e.g., evidence that the community lacks access to services). Additional consideration will be given to projects focusing on vulnerable populations and/or Indigenous people (First Nations, Métis and Inuit populations).

Criterion 2: Funding Need for Proposed Project

Projects will be assessed according to greater funding need, including the cost of the proposed project per household, median household income and weighted property assessment per household. **Note:** for Indigenous Communities, proxy values may be applied.

In general, applicants with greater funding need (i.e., higher project cost per household, lower median household income, lower weighted property assessment per household) will be more competitive in the evaluation process. However, applicants **must still be able to fund all project costs and potential cost over-runs to be eligible for funding.**

Applicants should clearly note whether user fees or other sources of revenue are collected at the facility.

Provincial Objective B: Promotes Good Asset Management

Criterion 3: Provincial Land-Use Planning

Projects must be aligned and support the expected and required provincial priorities and outcomes, as set out in provincial land use policy, provincial land use plans, and municipal official plans and supported by policy direction in the Provincial Policy Statement (PPS).

Criterion 4: Efficiencies Through Joint Projects

Additional consideration will be given to joint projects for providing benefit to multiple communities and generating efficiencies and community benefits.

Criterion 5: Project Readiness

Applications must demonstrate that planning is underway and that the projects are ready to begin, to ensure completion within federal timelines.

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

Provincial Objective C: Represents Good Value for Money

Criterion 6: Financial Risk Assessment and Due Diligence

The Province will conduct a financial risk assessment to ensure that sufficient resources are available to support project completion, including coverage of any cost overruns. Projects should have a financial plan in place to operate the assets and not seek senior level government support for operational funding. The Province may request additional supporting documentation upon review of the application.

Criterion 7: Organizational Capacity for Implementation

Projects will be evaluated based on organizational capacity. Organizations must demonstrate capacity to carry out capital project and implement the requested project and to manage ongoing costs related to operating the facility. Applicants must demonstrate that organizations (or partners) have sufficient funding to commit to the project (i.e., funding in place for the cost-shared amount, or demonstrated ability to fundraise the required amount).

Criterion 8: Developed Operational Plan

Applicants must demonstrate that there is a strong operational plan in place for the ongoing operation of the facility. This will include alignment with asset management plans for municipalities and may include memoranda of understanding for joint projects/partnerships.

Provincial Objective D: Fosters Greater Accessibility

Criterion 9: Accessibility

Applications must demonstrate that projects will meet the highest published accessibility standards in alignment with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Building Code. Projects will additionally be evaluated based on exceeding minimum standards; use of Universal Design Principles, accessible guidelines and innovative solutions to increasing accessibility.

Appendix B – Federal Program Parameters

In the event of any conflict, contradiction or inconsistency in interpretation, the federal language in the Appendix shall prevail over summaries provided in the body of the guidelines.

I. Eligible Recipients

Eligible recipients for the Community, Culture and Recreation funding stream, subject to the terms and conditions of the Canada-Ontario ICIP Agreement, include:

- a) An Ontario municipal or regional government established by or under provincial statute;
- b) An Ontario's broader public sector organizations (school boards, hospitals, colleges and universities). These entities can apply for funding of projects outside of their regular business. However, core business functions are not eligible (e.g., health and education services).
- c) Non-profit organizations
- d) First Nations and Indigenous Communities

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

II. Procurement

- Successful applicants must award **third-party** contracts in a way that is fair, transparent, competitive and consistent with value-for-money principles, or in a manner otherwise acceptable to Canada, and if applicable, in accordance with the *Canadian Free Trade Agreement* and international trade agreements. Applicants must adopt a value for money procurement approach. Any requests for sole source procurement exemptions will be evaluated on a case-by-case basis and requires **pre-approval** by the federal and provincial governments. **Sole source procurement is not encouraged as approval is not guaranteed.** (Refer to Section 4.5 above)

III. Climate Lens Assessment

Applicants with projects that have a **total eligible cost of \$10 million or more** are required to complete a climate lens assessment using methodologies developed by the federal government after federal government approval of the project. The climate lens assessment consists of two potential assessments for projects being brought forward for funding which include a greenhouse gas (GHG) mitigation assessment and a climate change resilience assessment. Visit Infrastructure Canada's [Climate Lens – General Guidance](#) webpage for information on how to complete the assessment.

Costs associated with completing climate lens assessments are eligible before project approval but can only be paid if and when a project is approved by Canada for contribution funding under this Agreement.

Applicants are permitted to defer the Climate Lens assessment at the time of application, with the rationale that the Climate Lens assessment will be conducted during the detailed design phase of the project.

Applicants can contact the [Climate Services Support Desk](#) to obtain standardized climate lens data that can be used to support the completion of climate lens assessments.

IV. Community Employment Benefits

Applicants with projects that have a **total eligible cost of \$10 million or more** are required to report on community employment benefits provided to at least three federal target groups (apprentices - from traditionally disadvantaged communities, Indigenous peoples, women, persons with disabilities, veterans, youth, new Canadians, or small-medium-sized enterprises and social enterprises). Visit the Community Employment Benefits General Guidance webpage for more information. Additional details on this reporting will be provided to Recipients when applicable.

V. Environmental Assessment

No site preparation, vegetation removal or construction will occur for a Project and Canada and Ontario have no obligation to pay any Eligible Expenditures that are capital costs, as determined

Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream Ontario Program Guidelines

by Canada and Ontario, until Canada and Ontario are satisfied that the federal requirements are met and continue to be met:

- Requirements under the *Canadian Environmental Assessment Act, 2012* (CEAA, 2012),
- other applicable federal environmental assessment legislation that is or may come into force during the term of this Agreement, and;
- other applicable agreements between Canada and Indigenous groups (also referred to as Indigenous Peoples).

VI. Indigenous Consultation

No site preparation, vegetation removal or construction will occur for a Project and Canada and Ontario have no obligation to pay any Eligible Expenditures that are capital costs, as determined by Canada and Ontario, until Canada and Ontario is satisfied that any legal duty to consult, and where appropriate, to accommodate Indigenous groups (also referred to as Indigenous Peoples) or other federal consultation requirement has been met and continues to be met. If required, Canada must be satisfied that for each Project:

- a) Indigenous groups have been notified and, if applicable, consulted;
- b) If applicable, a summary of consultation or engagement activities has been provided, including a list of Indigenous groups consulted, concerns raised, and how each of the concerns have been addressed, or if not addressed, an explanation as to why not;
- c) Accommodation measures, where appropriate, are being carried out by Ontario or the Ultimate Recipient and these costs may be considered Eligible; and
- d) Any other information has been provided that Canada may deem appropriate.

Appendix C – Asset Management Regulation Phase-In Schedule [municipalities only]

Asset Management Plan

Ontario Regulation 588/17- Asset Management Planning for Municipal Infrastructure, or the Asset Management Regulation sets out new requirements for undertaking asset management planning. The regulation will be phased in over a 6-year period, with progressive requirements for municipalities with respect to their asset management plans.

Asset Management Phase-in Schedule

Date	Milestone
July 1, 2019	Date for municipalities to have a finalized strategic asset management policy that promotes best practices and links asset management planning with budgeting, operations, maintenance and other municipal planning activities.
July 1, 2021	Date for municipalities to have an approved asset management plan for core assets (roads, bridges and culverts, water, wastewater and stormwater management systems, arenas, theatres) that identifies current levels of service and the cost of maintaining those levels of service.
July 1, 2023	Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that identifies current levels of service and the cost of maintaining those levels of service.
July 1, 2024	Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that builds upon the requirements set out in 2023. This includes an identification of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund these activities.

Recipients will also be required to complete an Asset Management Self-Assessment prior to signing their TPA.

For more information about asset management planning, as well as tools and supports available to help municipalities develop and improve their plans, please visit the <http://www.ontario.ca/assetmanagement>.