



The Corporation of the
Municipality of St.-Charles
AGENDA
Special Meeting of Council

October 23, 2024, 6:00 p.m.
Council Chambers (Municipal Office)
2 King Street East
St.-Charles, Ontario P0M 2W0

YouTube Link to Watch Live
www.youtube.com/@StCharlesCouncil

Pages

1. MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to Open the Meeting

Recommended Resolution

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Special Meeting of Council at 6:00 p.m. on October 23, 2024.

1.2 Indigenous Land Acknowledgement

2. ADOPTION OF AGENDA

2.1 Resolution to Adopt the Agenda

Recommended Resolution

BE IT RESOLVED THAT the agenda for the Special Meeting of Council held October 23, 2024 be adopted as presented.

3. DISCLOSURE OF PECUNIARY INTEREST

4. PRESENTATIONS AND DELEGATIONS

4.1 Karen Jones Consulting Inc. - Strategic Plan (Process and Planning)
Presented by: Karen Jones

5. ANNOUNCEMENTS AND INQUIRIES BY MEMBERS OF THE GENERAL PUBLIC AND BY COUNCIL

6. NOTICE OF MOTIONS

7. STANDING COMMITTEE RECOMMENDATIONS / REPORTS - MOTIONS

7.1 PARKS & RECREATION SERVICES COMMITTEE

Chair Councillor Mathieu Pothier / Co-Chair Councillor Joshua Lachance

7.1.1 Report to Council - CSRIF Grant - Resolution Required
Prepared by: Denis Turcot, CAO

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Recommended Resolution

WHEREAS the Province of Ontario has a current intake for the Community Sport and Recreation Infrastructure Fund (CSRIF), being 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;

AND WHEREAS the CSRIF will be delivered over three (3) years (2024-25 to 2026-27) through two (2) streams:

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

AND WHEREAS the St.-Charles arena roof has been identified for rehabilitation to extend the useful life of the arena;

AND WHEREAS Council deems the rehabilitation of the arena roof as a priority project to ensure that the residents of St.-Charles have ongoing access to a recreational facility;

BE IT THEREFORE RESOLVED THAT Council for the Corporation of the Municipality approves its share of the grant contribution of \$120,000.00 for the application to the CSRIF Grant for the rehabilitation of the arena roof.

8. ADDENDUM (If required and by Resolution)

9. CLOSED SESSION

Recommended Resolution

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at **: ** p.m. to discuss:

- personal matters about an identifiable individual, including municipal or local board employees, as authorized under Section 239 (2) (b) of the Municipal Act, 2001, as amended;

Topic: CAO Performance Review for 2024

9.1 Disclosure of Pecuniary Interest

9.2 Resolution to Adopt the Minutes of Closed Session Meetings

Recommended Resolution

BE IT RESOLVED THAT the minutes of the following closed sessions be adopted as presented:

- Minutes of the closed session of February 15, 2023;
- Minutes of the closed session of March 1, 2023;
- Minutes of the closed session of March 15, 2023; and,
- Minutes of the closed session of July 23, 2024.

9.3 CAO Performance Review for 2024

Presented by: Councillor Mathieu Pothier

10. RECONVENE TO OPEN SESSION

10.1 Resolution to Reconvene to Open Session

Recommended Resolution

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Special Meeting of Council at ****:**** p.m.

10.2 Verbal Report from the Mayor Following Closed Session

11. ADJOURNMENT

11.1 Resolution to Adjourn the Meeting

Recommended Resolution

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Special Meeting of Council at ****:**** p.m. on October 23, 2024.

Report to Municipal Council



Meeting Date: October 23, 2024	Report Date: October 18, 2024
Reason Before Council: Financial Approval	Priority: Normal
Department: Parks & Recreation	Type of Meeting: Special Meeting

Report Title: CSRIF Grant - Resolution Required

Recommended Resolution:

Whereas the Province of Ontario has a current intake for The Community Sport and Recreation Infrastructure Fund (**CSRIF**), being 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;

And whereas the CSRIF will be delivered over three (3) years (2024-25 to 2026-27) through two (2) streams:

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

And whereas the St.-Charles arena roof has been identified for rehabilitation to extend the useful life of the arena;

And whereas Council deems the rehabilitation of the arena roof as a priority project to ensure that the residents of St.-Charles have ongoing access to a recreational facility;

Be it therefore resolved that Council for the Corporation of the Municipality approves its share of the grant contribution of \$120,000.00 for the application to the CSRIF Grant for the rehabilitation of the arena roof.

Analysis & Background:

During the grant application and looking over the requirements, it was determined that a Resolution from Council is required to be submitted with the



application. I also included a redacted 2023 arena roof repair cost breakdown of a nearby arena for reference and grant estimation.

Also attached is a copy of the application for reference and for Council information. This grant uses community need as a basis for scoring. They request the numbers of users, hours of operation, distance to other similar facilities. I used as best as possible the 2023-24 numbers, but the data is what it is. We may not score well on this grant because of the overall. Regular rentals to religious groups do not qualify as recreational activity. Rentals to outside sporting groups would and is difficult to demonstrate the community need, I did include the Noelville tournament as we could argue that residents play in that tournament though not verified.

Regardless I am asking for 70% rather than 50% as originally presented to Council as it is a special consideration option.

Attachments:

- Grant Guideline, 2023;
- Grant application – draft;
- Arena roof cost breakdown (redacted).

Prepared By: Denis Turcot, CAO



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

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

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

CSRIF - Stream 1: Repair and Rehabilitation

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[Expand](#) [Validate](#)

Instructions	A - Organization Information	B - Organization Address Information
C - Organization Contact Information	D - Organization Capacity	E - Project Information
F - Project Schedule	G - Project Work Plan	H - Project Financials
I - Risks	J - Performance Measures	K - Partnership/Stakeholders
L - Declaration / Signing		

Instructions

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

CSRIF will be delivered through two streams:

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

Stream 1: Repair and Rehabilitation will extend the lifespan of existing sport and recreation facilities and improve local programming and accessibility features to meet community need.

This application form is for those applying to **Stream 1: Repair and Rehabilitation**.

Before you apply:

1. Read the **Stream 1: Repair and Rehabilitation [Program Guidelines](#)**.
2. Determine if you are eligible.
3. Review the application questions and assessment criteria.
4. Prepare the necessary supporting materials in electronic format to support your application.
5. Contact your local [Regional Development Advisor](#) with any program enquiries.

How do I apply?

By October 29, 2024 at 5:00 p.m. (ET):

1. Complete all required fields in the application form and submit through Transfer Payment Ontario (TPON).
2. Upload all supporting materials in electronic format through TPON. Required supporting materials vary based on applicant type and project details. Please review the [guidelines](#) checklist for full details.
3. Submit your complete application package through TPON.

Failure to complete or attach all required materials in their entirety may result in the inability to assess the application, and the project may be declined on this basis. Scanned and faxed application forms will not be accepted.

Only one (1) application for Stream 1 per applicant will be considered.

How will I know my application was received?

Once the completed application has been submitted, an automated acknowledgement of receipt with a file number will be sent to the organization contact's email provided. If you have not received a confirmation email within 48 hours of your submission, please call [TPON Client Care](#)

Other important information

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, including to past recipients, 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, financial and other considerations, and the availability of funds in the program. There is no appeals process for unsuccessful applicants to the program.

A - Organization Information

This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one window self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section A of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information.

Operating As Name:

The Municipality of St. Charles

Organization Legal Name:

The Corporation of the Municipality of St-Charles

Website URL:

www.stcharlesontario.ca

CRA Business Number:

108146390

B - Organization Address Information

This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. If changes are required in Section B of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information.

Business Address

Street Address 1: 2 King Street/Rue East/Est	Street Address 2:
City/Town: St. Charles	Province: ON
Postal Code: P0M2W0	Country: Canada

Mailing Address

Street Address 1: 2 King Street/Rue East/Est	Street Address 2:
City/Town: St. Charles	Province: ON
Postal Code: P0M2W0	Country: Canada

C - Organization Contact Information

Provide the primary name and contact information regarding this application, and a different secondary contact who represents the most senior official for your organization. At least one contact must have signing authority. 1. **Primary contact:** This contact must be selected as primary and will be responsible for grant administration and correspondence with the ministry. 2. **Most senior official:** Elected (Chair, President) or appointed (Chief Executive Officer, Executive Director, General Manager) with signing authority. Do not duplicate primary contact. 3. Designate only one individual with signing authority for this application. The signing authority requires a My Ontario Account to approve a transfer payment agreement (if funded) in TPON.

		Add	Remove
Salutation	First Name: * Denis	Last Name: * Turcot	
Primary:	<input checked="" type="checkbox"/>	Role: * Applicant	
Title: CAO	Email Address * cao@stcharlesontario.ca		
Primary Phone Number: * (705) 867-2032 x206	Secondary Phone Number: (705) 561-8257		
Signing Authority	<input checked="" type="checkbox"/>		

D - Organization Capacity

Please select your applicant type. See the [program guidelines](#) for information on eligible applicants. *

Municipality

Number of full-time staff: *	Number of part-time staff: *	Number of volunteers: *
12	0	25

1. Describe your organization's core business and explain how the operation/management of a community sport or recreation facility/space fits within your organization's mandate and strategic plan. (Maximum 2,000 characters) *

The Municipality of St.-Charles focuses on providing essential services and fostering community development to enhance the quality of life for its residents. Key areas of focus include:

Public Works and Infrastructure: Maintaining and improving roads, bridges, and public facilities.

Community Services: Offering recreational programs, cultural events, and social services.

Economic Development: Supporting local businesses and attracting new investments.

Environmental Stewardship: Promoting sustainable practices and protecting natural resources.

Governance and Administration: Ensuring efficient municipal operations and transparent governance.

The arena serves as a central hub for recreational activities, promoting physical health and social interaction among residents of all ages. It supports minor hockey, curling club, fitness programs including public skating and shinny, and community events, aligning with the municipality's goal of enhancing community services.

The arena attracts visitors for tournaments, boosting local businesses and contributing to the economic vitality of St.-Charles.

By offering a safe and accessible space for physical activities, the arena contributes to the overall health and well-being of the community.

Investments in the arena, such as the roof repair project, are part of long-term plans to maintain and enhance public facilities, ensuring they meet the evolving needs of the community.

The strategic plan includes provisions for regular maintenance and upgrades to ensure the arena remains a safe and welcoming facility.

Sustainable practices, such as energy-efficient upgrades, are prioritized to reduce operational costs and environmental impact.

By aligning the operation and management of the community arena with its core business and strategic plan, the Municipality of St.-Charles ensures that the facility continues to serve as a vital resource for residents, promoting health, well-being, and community cohesion.

2. Describe your organization's structure and decision-making processes and include information about who will be responsible for decisions related to this project. (Maximum 2,000 characters) *

Municipal Structure

Council:

Mayor: The head of the Council, responsible for providing leadership and representing the municipality.

Councillors: Elected officials who represent the community and make decisions on municipal matters. The Council typically consists of the Mayor and four Councillors.

Chief Administrative Officer (CAO):

The CAO oversees the administration of the municipality, ensuring that Council's decisions are implemented effectively. The CAO manages

2. Describe your organization's governance and financial management policies and processes, including information about how you ensure project spending stays on track. Please include a description of your existing procedures surrounding accountability and transparency processes, including information about reporting to funders or sponsors. (Maximum 2,000 characters) *

relat municipal staff and operations.

Municipal Staff:

Various departments and staff members handle day-to-day operations, including public works, community services, finance, and planning.

Chief Administrative Officer (CAO):

The CAO oversees the implementation of the project, ensuring that it aligns with Council's directives. The CAO coordinates with municipal staff and external contractors to manage the project.

Recreation Committee:

This committee may be involved in reviewing the project scope, providing recommendations to the Council, and ensuring that the project meets community needs.

Municipal Staff:

Staff members from relevant departments, such as public works and finance, handle the day-to-day management of the project. This includes procurement, budgeting, and monitoring progress.

Summary

The structure and decision-making processes of the Municipality of St.-Charles ensure that projects like the arena roof rehabilitation are carefully considered and managed. The Council, CAO, committees, and municipal staff all play crucial roles in ensuring the project's success, from initial approval to final implementation.

3. Describe your organization's governance and financial management policies and processes, including information about how you ensure project spending stays on track. Please include a description of your existing procedures surrounding accountability and transparency processes, including information about reporting to funders or sponsors. (Maximum 2,000 characters) *

Budgeting and Planning:

Annual Budget: The municipality prepares an annual budget that outlines expected revenues and expenditures. This budget is reviewed and approved by the Council.

Expenditure Management:

Procurement Policies: The municipality follows strict procurement policies to ensure transparency and fairness in the acquisition of goods and services.

Expenditure Controls: Regular monitoring and control mechanisms are in place to ensure that expenditures stay within the approved budget.

Internal Controls:

Audit Committees: The municipality has established audit committees to oversee financial reporting and internal controls. These committees ensure that financial practices comply with regulations and standards.

Internal Audits: Regular internal audits are conducted to review financial transactions and ensure compliance with policies.

Public Reporting:

Council Meetings: Regular Council meetings are open to the public, providing transparency in decision-making processes.

Financial Statements: The municipality publishes annual financial statements that detail revenues, expenditures, and financial position.

Reporting to Funders and Sponsors:

Grant Reporting: For projects funded by grants, the municipality provides detailed reports to funders, outlining how the funds were used and the outcomes achieved.

Progress Reports: Regular progress reports are submitted to sponsors and stakeholders, ensuring accountability and transparency in project implementation.

By adhering to these governance and financial management policies, the Municipality of St.-Charles ensures that project spending stays on track, maintains accountability and transparency, and effectively reports to funders and sponsors.

4. Describe your organization's procurement policies and procedures. (Maximum 2,000 characters) *

The Municipality of St.-Charles has established comprehensive procurement policies and procedures to ensure the acquisition of goods and services is conducted in a fair, transparent, and cost-effective manner.

Fair and Transparent Practices: The policy ensures that all procurement activities are conducted fairly, objectively, and consistently, maintaining the integrity of the process.

Competitive Methods: Whenever possible, competitive procurement methods are utilized to obtain the best value for the municipality.

Non-Competitive Procurement: Clearly defined circumstances allow for non-competitive procurement to ensure efficiency and effectiveness.

Responsibilities

Finance Department: Oversees all procurement activities, provides guidance, develops processes, and ensures compliance with the policy.

Department Heads: Responsible for ensuring purchases are within budget, preparing specifications, monitoring contract expenditures, and managing contracts.

Chief Administrative Officer (CAO): Ensures compliance with the policy, approves significant purchases, and takes action on non-conformances.

Procurement Methods

Low Value Purchase (LVP): For purchases up to \$10,000, competitive quotes are at the discretion of the Department Head.

Request for Quotation (RFQ): Used for defined requirements with clear solutions, typically for purchases between \$10,000 and \$50,000.

Request for Tender (RFT): For obtaining irrevocable bids for well-defined requirements, usually for purchases over \$50,000.

Request for Proposal (RFP): Used when requirements cannot be precisely defined, allowing for negotiation and evaluation based on multiple criteria.

Accountability and Transparency

Public Reporting: Regular Council meetings and published financial statements provide transparency.

These policies and procedures ensure that the Municipality of St.-Charles conducts its procurement activities efficiently, ethically, and in the best interest of the community.

5. Describe your organization's process for developing and implementing asset management plans, including information on how often these plans are reviewed. (Maximum 2,000 characters) *

Development Process

Infrastructure Evaluation: The municipality conducts a detailed evaluation of all existing infrastructure, including roads, bridges, water systems, and public facilities.

Asset Inventory: Comprehensive inventory and valuation of assets are maintained, ensuring accurate data on the condition and value of each asset.

Public Consultation: We will be Engaging the community to determine expected service levels, affordability, and long-term sustainability.

Feedback Integration: Incorporating feedback from residents, businesses, and other stakeholders to align the plan with community needs and priorities.

Long-Term Vision: Developing a long-term vision for infrastructure maintenance and improvement, ensuring alignment with the municipality's strategic goals.

Funding Strategies: Identifying funding sources, including municipal budgets, grants, and other financial instruments to support asset management initiatives.

Action Plans: Creating detailed action plans for each asset category, outlining specific projects, timelines, and responsible parties.

Regular Inspections: Conducting regular inspections and assessments to monitor the condition of assets and identify any issues.

Routine Maintenance: Implementing routine maintenance schedules to extend the lifespan of assets and prevent major issues.

Upgrades and Improvements: Planning and executing upgrades and improvements based on the asset management plan and emerging needs.

Performance Evaluation: Conducting annual reviews to evaluate the performance of the asset management plan and make necessary adjustments.

Budget Alignment: Ensuring that the plan aligns with the annual budget and financial forecasts.

Strategic Reassessment: Every five years, a comprehensive review is conducted to reassess the strategic direction, update asset inventories, and incorporate new data and technologies.

6. Has your organization previously completed a project of a similar size/scope? Describe your organization's capacity to deliver the project within the stated timelines, including information on the organization's financial stability, key competencies within the organization, staffing resources and history of managing and executing government grants and/or similar projects. (Maximum 2,000 characters) *

The Municipality of St.-Charles has a history of successfully completing infrastructure projects, including those of a similar size and scope to the proposed roof rehabilitation. For example, the municipality has undertaken significant upgrades to community facilities, such as the renovation of the Community Centre, roof rehabilitation at the Public Work garage and improvements to local roads and bridges. These projects have demonstrated the municipality's ability to manage and execute complex projects effectively.

Experienced Staff: The municipality employs experienced project managers and staff who have successfully overseen various infrastructure projects. Their expertise ensures that projects are completed on time and within budget.

Budgeting and Funding: The municipality has a robust financial management system in place, ensuring that projects are adequately funded and expenditures are monitored closely. This includes securing grants and other funding sources to support large projects.

Cost Control: Regular financial reviews and audits are conducted to ensure that project spending stays on track and any variances are addressed promptly.

Transparent Processes: The municipality follows strict procurement policies to ensure fair and transparent selection of contractors and suppliers. This includes competitive bidding processes to obtain the best value for money.

Contract Management: Effective contract management practices are in place to monitor contractor performance and ensure compliance with project specifications and timelines.

Long-Term Planning: The municipality incorporates long-term maintenance and sustainability considerations into project planning. This ensures that facilities remain in good condition and continue to serve the community effectively.

The combination of experienced staff, effective financial management, transparent procurement processes, and community engagement ensures that the project will be managed efficiently and successfully.

7. List the key members of the management team associated with the project, their roles and their experience. Please include the name, title/role and their qualification and experience. If you are employing a third party, identify their experience and who in your organization will provide oversight. (Maximum 2,000 characters) *

The roof rehabilitation project for the St.-Charles Arena will be overseen by several key members of the municipality, each bringing their expertise and leadership to ensure the project's success:

Council: Paul Branconnier, Mayor, Julie Laframboise, Matthieu Pothier, Joshua Lachance, Monica Loftus

Provides overall leadership and strategic direction for the municipality.
Ensures that the project aligns with the community's needs and municipal goals.

Chief Administrative Officer (CAO): Denis Turcot >25 years of Municipal experience

Manages the day-to-day operations of the municipality.
Coordinates between different departments and ensures the project stays on track.

Treasurer: Pamela McCracken > 25 years of financial experience

Oversees the financial aspects of the project, including budgeting and funding.
Ensures that expenditures are monitored and controlled effectively.

Director of Operation: Michelle Clark, >10 years of municipal experience

Provides technical expertise and support for the project.
Manages the procurement process and oversees the work of contractors and suppliers.

E - Project Information

Current Community Sport or Recreation Facility/Space Characteristics

Name of the community sport or recreation facility/space: *St Charles Arena

Staffing – This information relates specifically to the staff and volunteers that support the operations, management and programming at the existing facility/space. This may be the same or different for your organization as a whole.

Number of full-time staff: *	Number of part-time staff: *	Number of volunteers: *
1	1	

1. Describe the existing community sport or recreation facility/space. Include physical descriptors of the space(s), including age of the facility, known barriers and square footage used for sport or recreation programming. (Maximum 2,000 characters) *

The St.-Charles Arena is a key recreational facility located at 99 King St. E., St.-Charles, Ontario. It serves as a central hub for various community activities and events, providing a space for sports, fitness, and social gatherings.

Key Features

Ice Rink:

The arena features a full-sized ice rink, which is used for hockey, shinny, curling and public skating sessions. It is a popular venue for local sports leagues and recreational skaters.

Multi-Purpose Space:

In addition to the ice rink, the arena includes multi-purpose spaces that can be used for a variety of events, such as community meetings, fitness classes, and cultural events.

Accessibility:

The facility is designed to be accessible to all members of the community, including those with physical disabilities. This includes features such as an elevator and accessible seating areas.

Amenities:

The arena is equipped with modern amenities, including locker rooms, a concession stand, and seating for spectators. These amenities enhance the experience for both participants and visitors.

Community Impact

The St.-Charles Arena plays a vital role in the community by providing a venue for physical activity, social interaction, and community events. It supports the health and well-being of residents by offering a variety of programs and activities that cater to all age groups.

Future Plans

The municipality is committed to maintaining and improving the St.-Charles Arena to ensure it continues to meet the needs of the community. Planned upgrades, such as the roof repair project, will enhance the facility's safety and functionality, ensuring it remains a valuable asset for years to come.

2. Does the facility/space include dedicated areas for purposes other than sport and/or recreational programming? This could include provincial or municipal services, for-profit or not-for-profit uses. If so, please provide information on the location, square footage, and types of services provided. (Maximum 2,000 characters) *

Yes, the municipality of St Charles operate a food bank located adjacent to the main lobby of the arena and the upstairs hall is rented to private groups as well used for recreational purposes.

3. Provide information about current community use of the facility/space, including information about the current number and nature of programs and services offered; the number of individual users annually; and how frequently the facility/space is open for public use. (Maximum 2,000 characters) *

The arena has three distinct area that are available to the public from 2023-24 season:

- Summary of yearly rental:

* Minor Hockey: 96 hours, 4 teams +/- 45 youths

* Public Skating: 54 people/16 hours

* Shinny: 242 people/51 hours

* Kids skate program: 7 hours

* Curling: 18 hours 32 players

* 3 (1 hour) private rentals

* Mens pick up hockey: 14 hours/15 people

* 2 x tournaments: 1) 18 hour rental 2) 3 days weekend rental including hall

* 5.5 hours school ice rental

*Spring 5 week x 1 hour, week ball hockey on the concrete pad

*In collaboration with local Health Center, 4 hours of no fee hall rental for free yoga and light weight training geared to older adults.

The lobby that is mainly host the canteen and municipally operated food-bank via volunteers. The Food bank has a dedicated storage room and opens every 3rd Tuesday of the month to users and as needed for individuals or families in urgent need.

4. Provide information about any current private or commercial or business use of the facility/space. (Maximum 2,000 characters) *

Other than the Canteen lease to the Minor Hockey Association and hall and ice rentals, there are no private or commercial or business use of the facility.

5. Does the facility/space currently host major sporting events? Is the facility/space used by semi-professional or professional sports teams? Is the facility/space currently a tourism draw for your community? If yes, please describe in detail. (Maximum 2,000 characters) *

No major sporting events are hosted at the arena, we have 4 minor hockey teams that are regular renters and 1 curling club with 8 teams. We host 1 major family hockey tournament and facilitate another family tournament with overflow ice time.

6. Does your organization own or lease the facility/space? If the facility/space is leased, please describe any details that may be relevant regarding the existing lease agreement. Please be sure to attach a proof of ownership or lease agreement to your submission. Refer to the [program guidelines](#) for more details. (Maximum 2,000 characters) *

We own the facility located at 99 King Street East.

7. Does your organization operate the facility/space? If not, please provide information on the primary operator of the facility/space as well as any other regular operators/user groups. Please include any relevant information about their involvement in the planning and development of the project. (Maximum 2,000 characters) *

Yes, the Municipality operate the arena, we provide an ice pad for rental to local organization including a Curling club, Minor Hockey association, public skating and shinny. The only part of the arena that is not operated is the canteen which is lease out to the local Minor Hockey association to help with fundraising activities.

8. List the distance (in kilometres) between the facility/space and the nearest facility/space providing similar services. *

20

9. Provide information about this facility/space identified above. Include the name of the facility and a description of the services offered that are similar to your own. Make note of any key differences. (Maximum 2,000 characters) *

Yes, both are single ice pad arena's with hall.

General

1. Project title: Please provide a concise but meaningful title that describes the repair and rehabilitation project and work to be completed. Include the name of the facility/space and nature of the project. For example, "Repair of Town Arena" would be an acceptable project title (Maximum 50 characters) *

2. Type of Facility/Space: Select the type of facility/space that your project will improve *

Indoor ice arena

3. Project summary: In 3-5 sentences, describe the main objectives of the project. Begin with "This project will..." (Maximum 300 Characters) *

This project will extend the useful life of the St Charles arena by ensuring a weather resistant/waterproof roof.

The project consist of applying a product (paint, ploy-urea, or specialized product) by way of a spray application to the roof which will extend the minimum useful life by >20 years.

4. Project location: List the longitude/latitude coordinates for the new facility. Latitude and Longitude coordinates of the project can be pulled from Google Maps by right-clicking and selecting "What's here". Please note that Ontario's coordinates are between 41.6723 and 56.85012 for latitude and -95.15699 to -71.30798 for longitude. E.g. "Latitude (43.674305) Longitude (-79.408957)" (Maximum 50 characters) *

46.36147565808129, -80.40628638606758

5. Describe the location of the project and provide a map to scale including project start and end points, length and relevant landmarks (e.g., intersecting streets). If the project has multiple components, ensure all components of the project are identified. (Maximum 1,000 characters) *

99 King Street East, Arena roof +/- 110' x 270'

Project Details

Enter the information about your project details below. Ensure that you attach any necessary supporting documentation to your submission in TPN.

1. Project description: Provide a technical description of the proposed project. This includes outlining the scope of the project and a full description of all the infrastructure work to be undertaken. Attach a copy of any relevant designs, permits, or plan(s) to your application package and identify the relevant section(s)/page number(s). Do not include any benefits of the project in this section. (Maximum 2,000 characters) *

Proposed Project: Arena Roof Coating

The proposed project aims to extend the useful life of the St.-Charles Arena roof by applying a protective coating. We are evaluating various options, including traditional paint, specialized paint, and newer products like polyurea as coating agents. Each product offers different benefits and longevity:

Traditional Paint: Requires reapplication every 10 years.

Specialized Paint: Offers enhanced durability compared to traditional paint.

Polyurea Coating: Comes with a 20-year guarantee and an even longer expected lifespan.

These products are typically applied via spray, a process that takes approximately 1 to 2 weeks to complete. The project will also address any failing materials, such as rusted flashing, and other issues that may be uncovered during the application process.

The roof was last inspected in 2023 by a specialist, and no significant issues were identified at that time. This proactive approach ensures that the roof remains in good condition and continues to protect the arena for many years to come.

2. Why are you proposing to undertake this project? Explain the purpose of your project and how it will benefit the community by addressing a community sport or recreation need or priority. Describe the current state of the facility/space and its expected lifespan if no action is taken. (Maximum 2,000 characters) *

Maintaining the roof of the St.-Charles Arena is crucial as it is an integral part of the building's structure. The arena serves as the primary winter recreational facility in the village, especially for the youth. Here are some key points highlighting its importance:

Winter Recreational Hub: The arena is the main venue for winter activities, providing a safe and engaging environment for the community.
Youth Engagement: It hosts four local minor hockey teams, offering a structured and supportive environment for young athletes.

Curling Teams: The arena is home to eight curling teams, fostering community spirit and providing opportunities for social interaction and physical activity.

Public Skating and Shinny: The arena offers public skating sessions and shinny, ensuring that residents have access to recreational skating throughout the winter.

Multi-Season Use: Beyond winter, the arena is used for ball hockey after the ice is removed in the spring, as well as for yoga and senior fitness classes, making it a versatile facility that serves the community year-round.

By ensuring the roof is well-maintained and weather-resistant, we can continue to provide these essential services and activities, enhancing the quality of life for all residents.

3. How did you identify the need for this project? Has the proposed project been determined based on the lifecycle activities prioritized in your organization's asset management plan? Provide any information about how you engaged the community and/or relevant user groups to build support for the project. (Maximum 2,000 characters) *

In preparation for the asset management plan, we engaged a roofing specialist to inspect the arena roof in 2023. The inspection revealed significant peeling paint from the last application, which was applied over 15 years ago. The specialist recommended addressing the peeling paint within the next few years to prevent the onset of rust on the metal roofing material.

If rust were to develop and become significant, it could compromise the structural integrity of the roof, leading to leaks. If left unaddressed for too long, the situation could necessitate the replacement of the roofing material at a much greater cost. Given that the building is approximately 50 years old, we anticipate that, with proper maintenance, it could last at least another 25 years. Therefore, applying a product with a lifespan of at least 25 years is preferred to ensure the longevity and durability of the roof.

By proactively addressing these issues, we can prevent costly repairs and extend the life of the arena, ensuring it remains a valuable community asset for many years to come.

4. Provide information about the community in which the project will take place, including any relevant demographic information about who will benefit from this project. Demonstrate how the project will have a positive social impact for your community, including for populations experiencing socio-economic, geographic, physical, cultural and/or racial barriers. (Maximum 2,000 characters) *

St.-Charles, Ontario: Demographic Overview and Social Impact of Arena Roof Repair
Demographic Overview

St.-Charles is a small municipality in Ontario with a population of approximately 1,357 residents as of the 2021 Census. The community has a relatively older population, with a median age of 55.6 years. Key demographic details include:

4. Pr
bene

Age Distribution:

0-14 years: 11.4%

15-64 years: 61.6%

65 years and over: 26.9%

Language:

English: 58.1%

French: 41.2%

Household Income:

Median household income: \$76,000

Social Impact of Arena Roof Repair

Repairing the roof of the Community Arena in St.-Charles will have a significant positive impact on the community. The arena is a central hub for recreational activities, and ensuring its structural integrity is crucial for several reasons:

Seniors: The arena provides a space for senior activities and social gatherings. A safe and well-maintained facility will encourage more participation from older adults, promoting social interaction and physical activity.

Families and Children: The arena hosts various family-oriented events, including minor hockey and community gatherings. A repaired roof will ensure these activities can continue safely, providing a vital space for children and families to engage in healthy, active lifestyles.

Low-Income Residents: The arena offers affordable recreational options, which are particularly beneficial for families and individuals facing economic challenges. Maintaining the facility ensures these opportunities remain accessible.

Socio-Economic Impact: By maintaining a key recreational facility, the project supports low-income families and individuals, fostering social inclusion and community cohesion.

Geographic Impact: St.-Charles is a rural community, and having a well-maintained local arena reduces the need for residents to travel long distances for recreational activities.

Overall, repairing the arena roof will enhance the quality of life for all residents, creating a more vibrant, inclusive, an

5. Provide information about anticipated community use of the facility/space once the project is completed. Include information about the anticipated number and nature of programs and services offered, the key changes to facility use/users, the number of individual users annually and how frequently the facility/space will be open for public use. (Maximum 2,000 characters) *

Once the roof repair project is completed, the St.-Charles Arena is expected to continue to host a variety of programs and services that cater to different segments of the community:

Sports Leagues: Hockey, and curling leagues for all age groups

Fitness Programs: Yoga, and senior fitness classes offered via a local partner (Local Health Clinic)

Special Events: Occasional Concerts and community meetings.

The repaired roof will significantly enhance the usability and safety of the arena, leading to several key changes:

Frequency of Public Use

The arena will be open for public with the following schedule:

October to March Ice Pad: +/- 15 hours of scheduled events.

Arena Hall: Weekly yoga and fitness classes (2hours) per week

Special Events: Occasional Extended hours as needed for community events and festivals.

Socio-Economic: By providing affordable recreational options, the arena supports low-income families and individuals, fostering social inclusion and community cohesion

Geographic: As a rural community, having a well-maintained local arena reduces the need for residents to travel long distances for recreational activities.

Overall, the roof repair project will enhance the quality of life for all residents, creating a more vibrant, inclusive, and connected community

6. Describe the economic impact of the project on the community and region. Provide details where possible for impacts during the project and once the project has been completed. Include information on anticipated temporary or permanent jobs created that will support the project or the operations of the facility/space upon project completion. (Maximum 2,000 characters) *

Temporary Jobs Created:

Construction and Trades: The roof repair project will create temporary jobs for local construction workers, roofers, and other tradespeople.

Facility Management: The arena will require ongoing maintenance and management, creating permanent jobs for facility managers,

maintenance staff, and administrative personnel.

Community Engagement: Enhanced facilities will encourage greater community participation in events and programs, leading to increased spending within the local economy.

Long-Term Benefits:

Property Values: Improved community infrastructure can lead to an increase in local property values, benefiting homeowners and the municipality through higher property tax revenues.

Health and Wellness: By providing a safe and modern facility for physical activities, the arena contributes to the overall health and wellness of the community, potentially reducing healthcare costs and increasing productivity.

Programs and Services:

Sports Leagues and Events: The arena will host hockey leagues, figure skating, curling, and other sports, attracting participants and spectators from the region.

Community Programs: Fitness classes, youth programs, and senior activities will be regularly scheduled, increasing the facility's usage.

Facility Usage:

Annual Users: The number of individual users is expected to rise to around 1,500-2,000 annually.

Operating Hours: The arena will be open daily, with extended hours during weekends and special events.

Overall, the roof repair project will not only create immediate job opportunities but also foster long-term economic growth and community development in St.-Charles. The enhanced arena will serve as a hub for social, cultural, and recreational activities, benefiting residents and attracting visitors to the region

7. How will this project impact the future operation of the facility/space once the project is completed? Provide a description of the proposed/ anticipated operating plan of the facility/space including details of revenue, costs and funding received from all levels of government to operate the facility/space. How will you manage ongoing maintenance costs for the facility? (Maximum 2,000 characters) *

Future Offerings and Financial Management of the St.-Charles Arena

Programs and Services

The St.-Charles Arena will continue to offer a diverse range of programs and services that cater to various segments of the community:

- Sports Leagues: Hosting hockey, figure skating, and curling leagues for all age groups.
- Community Events: Facilitating annual fairs, holiday celebrations, and cultural festivals.
- Fitness Programs: Providing yoga, and senior fitness classes in partnership with the local health clinic.
- Youth Programs: Offering after-school programs, summer camps, and youth sports clinics.
- Special Events: Organizing concerts, trade shows, and community meetings.

Revenue Sources

To support the operations and maintenance of the arena, the following revenue streams will be utilized:

- Program Fees: Collecting fees from participants in sports leagues, fitness classes, and youth programs.
- Event Rentals: Generating income from renting the arena for special events and community gatherings.
- Concessions and Merchandise: Profiting from the sale of food, beverages, and merchandise during events.
- Government Funding: Securing ongoing support from municipal, provincial, and federal governments.

Costs

The arena will incur various costs associated with its operations:

- Operational Costs: Covering salaries for staff, utilities, and routine maintenance.
- Program Costs: Funding expenses related to running various programs and events.
- Maintenance Costs: Ensuring regular upkeep and repairs to keep the facility in good condition.

Managing Ongoing Maintenance Costs

To effectively manage ongoing maintenance costs, the following strategies will be implemented:

- Regular Maintenance Schedule: Establishing a routine maintenance schedule to prevent major issues and extend the lifespan of the facility.
- Community Partnerships: Collaborating with local businesses and organizations

8. What alternative options have been considered for this project? (For example: project scope, financing, timelines, etc.)? (Maximum 2,000 characters) *

When considering the rehabilitation of the St.-Charles Arena roof, two primary options were evaluated: repainting the existing metal sheeting and replacing it entirely.

1. Repainting/applying Poly-urea coating on the Metal Sheeting

Project Scope:

Cleaning and preparing the existing metal roof surface.

Applying a high-quality, weather-resistant paint or coating to restore the roof's appearance and extend its lifespan.

Financing:

Lower initial costs compared to replacement.

Potential funding through municipal budgets and smaller grants focused on maintenance and sustainability.

Timelines:

Quick application process, typically completed within a few weeks.

Minimal disruption to facility operations.

Pros:

Cost-effective and quick to implement.

Enhances the aesthetic appeal and provides a protective layer against weather elements.

Extends the life of the existing roof by several years.

Cons: Requires periodic maintenance and reapplication every 5-10 years for paint and >20 for poly-urea

--May not address underlying structural issues if the metal sheeting is significantly damaged.

2. Replacing the Metal Sheeting

Project Scope:

Removing the existing metal sheeting.

Financing:

Higher initial costs due to materials and labor.

Potential funding through federal, provincial, and municipal grants aimed at infrastructure improvement.

Timelines:

Longer project duration, potentially several months, depending on the scope and complexity.

Pros:

Provides a brand-new roof with a lifespan of 40-60 years.

Reduces long-term maintenance costs.

Cons:

Higher upfront investment.

Longer project timeline and potential disruption to facility use.

Useful lifespan may exceed the shell useful lifespan.

Conclusion

Repainting is a cost-effective and quick solution that can extend the life of the existing roof and improve its appearance if there are no deeper structural issues to address.

9. Special project features: Will your project improve the environmental efficiency of the asset? If yes, please provide further details about any climate action or energy efficient feature. Include information regarding any expected cost savings that will result from your project and provide information on how you arrived at this determination. (Maximum 2,000 characters) *

Painting a roof white offers several benefits, particularly in terms of energy efficiency and environmental impact. Here are some key advantages:

Benefits of Painting a Roof White

Reduces Heat Absorption:

White roofs reflect a significant portion of sunlight, reducing the amount of heat absorbed by the building. This can lower the roof temperature by up to 30°C and reduce indoor temperatures by 2-5°C.

Improves Energy Efficiency: By keeping the building cooler, white roofs reduce the need for air conditioning, leading to lower energy consumption and cost savings. In some cases, cooling costs can be reduced by as much as 40%¹.

Mitigates Urban Heat Island Effect:

In urban areas, where buildings and pavement absorb and retain heat, white roofs can help mitigate the urban heat island effect, leading to cooler city environments.

Extends Roof Lifespan:

Reflective coatings can protect the roof from UV damage and thermal expansion, prolonging its lifespan and reducing maintenance costs³.

Environmental Benefits:

Lower energy consumption translates to reduced greenhouse gas emissions. Additionally, widespread use of reflective roofing could have a global cooling effect equivalent to offsetting 24 gigatonnes of carbon dioxide¹.

Comfort and Health:

Cooler indoor temperatures improve comfort for occupants and can reduce heat-related health issues, particularly during hot weather.

Considerations

While painting a roof white has many benefits, it's important to consider the local climate. In colder regions, the reflective properties of a white roof might increase heating costs during winter. Additionally, the choice of coating material and professional application are crucial for maximizing the benefits.

F - Project Schedule

1. Provide details of the readiness of the project, including but not limited to: operational plan with any project partners, details of design work underway with expected completion date. (Maximum 2,000 characters) *

Design Work:

Assessment and Planning: Initial assessments of the roof's condition have been completed. The design work includes selecting the appropriate paint type and ensuring all safety and environmental standards are met.

Expected Completion Date: The design phase is expected to be completed by May 2025, with the painting project scheduled to start in early summer 2025 to take advantage of favorable weather conditions.

Project Scope

Surface Preparation: Cleaning and repairing any minor damages to the existing metal sheeting.

Application: Applying a high-quality, reflective white paint or poly-urea to enhance energy efficiency and extend the roof's lifespan.

Quality Assurance: Ensuring the paint application meets all specified standards for durability and weather resistance

Financing

Municipal Funding: Allocated from the local budget for community infrastructure improvements.

Provincial and Federal Grants: Applications submitted for additional funding to support the project, focusing on sustainability and energy efficiency.

Implementation Phase: March to April 2025, with the actual painting process expected to take 4-6 weeks, depending on weather conditions.

Ongoing Maintenance

Regular Inspections: Scheduled bi-annual inspections to monitor the condition of the paint and address any issues promptly.

Maintenance Fund: Establishing a dedicated fund for ongoing maintenance, supported by a portion of the revenue generated from arena activities and events.

Benefits

Energy Efficiency: Reduced cooling costs during summer months due to the reflective properties of the white paint.

Extended Roof Lifespan: Protection against UV damage and weathering, reducing the need for frequent repairs.

Community Engagement: Enhanced facility aesthetics and functionality, encouraging greater community use and participation.

This comprehensive plan ensures that the project is well-prepared and will be executed efficiently, providing long-term benefits to the St.-Charles community.

2. Describe any previously completed project stages (i.e. feasibility study, detailed design, minor/major renovation or retrofit, or construction) directly related to this project. (Maximum 2,000 characters) *

The process of covering the arena roof with paint, polyurea, or another liquid product is relatively straightforward and does not require significant design work. The last inspection in 2023 did not reveal any significant structural issues. However, before starting the project, a comprehensive assessment will be conducted to address any potential issues that may have arisen in the past 12 months.

In 2023, we completed a similar project at the public works garage, where a layer of spray foam covered by a layer poly-urea was placed on the Public works garage which is approximately 1/5 of the size of the area roof. The project was completed without incident, on time and on budget. The building are of the same time period of early to mid 70's.

During this project, additional screws were added to mitigate the minor rusting around the existing roof screws.

This proactive approach ensures that any new concerns are identified and resolved, guaranteeing the effectiveness and longevity of the roof coating application. By doing so, we can maintain the structural integrity of the arena and provide a safe, reliable facility for the community.

3. List any necessary assessments, approvals, certifications and/or permits not yet recieved that are required to complete the project, as well as the expected timelines to obtain them. (Maximum 2,000 characters) *

A comprehensive roof assessment, consisting of a detailed visual inspection, will be conducted prior to issuing the tender. This assessment will help determine the exact scope of work and identify any additional structural concerns, such as rust or leaks, that may have developed since the last inspection. No other permits, approvals, or certifications are required for this project.

This proactive step ensures that any potential issues are addressed early, allowing for a smooth and efficient project execution. By thoroughly assessing the roof beforehand, we can ensure the longevity and durability of the applied coating, whether it be paint, polyurea, or another liquid product.

Forecasted Project Start Date
(mm/dd/yyyy) *

04/07/2025

Forecasted Project End Date
(mm/dd/yyyy) Please note all project work must be completed by March 31, 2027 *

12/19/2025

G - Project Work Plan

Identify key project milestones, activities to achieve those milestones, the anticipated start and end date, and who will be responsible for undertaking the work for this project. Do not include information on activities and milestones that have already been achieved or are not directly related to the project. Click "+" to add rows or "-" to remove rows from the table. Please note all project work must be completed by March 31, 2027

Key Milestones *	Activities *	Start Date (mm/dd/yyyy) *	End Date (mm/dd/yyyy) *	Responsibility *	
Confirm financing	The treasurer will present budget to council for approval	04/02/2025	04/16/2025	Treasurer	-
Roof inspection/detail scope of work	3rd party consultant will be retain for a roof assessment and scope development.	05/05/2025	05/15/2025	3rd party	-
Tender	The treasurer along with the CAO and Director of Operation will issue a tender.	05/19/2025	06/04/2025	CAO/Council	-
Construction	The tender will be awarded to succesful proponent and construction to be completed.	06/02/2025	08/29/2025	Succesful proponent	-
Final inspection	The municipality will ensure that the final product is placed according to tender requirements.	06/02/2025	08/29/2025	Director of operations	- +

H - Project Financials

Please fill in the financial details of your project below.

Please refer to the [program guidelines](#) for details on what project costs would be considered eligible project expenses and what project costs would be considered ineligible project expenses if a project is approved under Stream 1: Repair and Rehabilitation.

Click "+" to add rows or "-" to remove rows from the table.

Project Budget

Development Costs (Note: Eligible costs in this category can make up a maximum of 20% of the total grant amount)

Component	Eligible Costs	Ineligible Costs	Total
Roof assessment/scope	9,500	0	9,500
	Sub Total Eligible Costs	Sub Ineligible Costs	Total Amount
	9,500	0	9,500

Comment

Project Management Costs

Component	Eligible Costs	Ineligible Costs	Total
Project management	20,000	0	20,000
	Sub Total Eligible Costs	Sub Total Ineligible Costs	Total Amount
	20,000	0	20,000

Comment

Transportation and Delivery Costs

Component	Eligible Costs	Ineligible Costs	Total
	0	0	0
	Sub Total Eligible Costs	Sub Total Ineligible Costs	Total Amount
	0	0	0

Comment

Fixed Equipment and Technology Costs

Component	Eligible Costs	Ineligible Costs	Total
	0	0	0
	Sub Total Eligible Costs	Sub Total Ineligible Costs	Total Amount
	0	0	0

Comment

Construction and/or Renovation Costs

Component	Eligible Costs	Ineligible Costs	Total
Award Contract	370,000	0	370,000
	Sub Total Eligible Costs		
	370,000		

Sub

	Sub Total Ineligible Costs	Total Amount
	0	370,000

Comment

Ontario Builds Signage Costs

Component	Eligible Costs	Ineligible Costs	Total
Sign	500	0	500
	Sub Total Eligible Costs	Sub Total Ineligible Costs	Total Amount
	500	0	500

Comment

Other Project Costs

Component	Eligible Costs	Ineligible Costs	Total
	0	0	0
	Sub Total Eligible Costs	Sub Total Ineligible Costs	Total Amount
	0	0	0

Comment

Total Project Cost Summary

Total Eligible Project Costs: 400,000

Total Ineligible Project Costs: 0

Total Project Costs: 400,000

CSRIF: Stream 1: Repair and Rehabilitation funding can be between \$150,000 to a maximum of \$1,000,000.

The CSRIF: Stream 1: Repair and Rehabilitation funding can represent up to:

- 50% of total eligible project costs for all eligible applicants
- 90% of total eligible project costs for Indigenous organizations and communities

Special Consideration:

Under Stream 1: Repair and Rehabilitation, the province may consider:

- A provincial contribution of up to 70% of total eligible project costs for projects submitted by:
 - Municipalities with a population of less than 20,000
 - Local services boards
 - Not-for-profit organizations

If you are seeking special consideration, as noted above and in the [program guidelines](#), you are required to complete the Request for Special Consideration form and submit it with your application. Failure to submit the Request for Special Consideration form will result in your application being considered only for a maximum provincial contribution within the standard program contribution amount toward your total eligible project costs, regardless of your request on your application form. For more details, see the [program guidelines](#).

Requested Funding (\$)*	280,000
% of Total Eligible Project Costs:	70.00%

Contribution Breakdown

Enter the information about your project's funding sources below and indicate whether they are confirmed or anticipated. Click "+" to add rows or "-" to remove rows from the table.

Funding Source *	Funding (\$) *	Confirmed or Anticipated *
CSRIF: Stream 1: Repair and Rehabilitation Funding	\$280,000.00	Anticipated
Municipality of St Charles	\$120,000.00	Confirmed <input type="button" value="-"/> <input type="button" value="+"/>
	Total Funding Amount (\$)	
	400,000	

Financial Information

1. How was the project budget developed? (E.g., vendor quotes, request for bids, internal expense forecasts, projections). Please provide supporting documentation where available as an attachment to your submission. (Maximum 2,000 characters) *

We consulted with a roofing specialist that climbed onto the roof and made a visual inspection. The recommendation was that the roof was still in fairly good condition but with significant peeling of the top paint coat. Following his recommendation to apply paint or poly-urea compound to extend the useful life of the metal roofing was recommended to be completed within a few years to avoid any future structural damage such as rust setting in or leaks.

2. Provide details of any ineligible components of the facility/space, including details of how ineligible components will be funded. For more details on ineligible components, see the [program guidelines](#). (Maximum 1,000 characters) *

The project comprises solely of rehabilitation of the Arena Roof, no ineligible cost of expected.

3. Other than the CSRIF funding, please provide further information for any anticipated project funding sources, including information on when you expect to be able to confirm that project funding. (Maximum 1,000 characters) *

The balance of the funding will come existing reserves and operating budget. There are no current other external fund identified to help offset the cost of this project. We are continuously applying for available grants, but none identified that would facilitate any stacking possibilities with this grant.

4. What will be the financial impact if you are not successful in your application to the CSRIF: Stream 1: Repair and Rehabilitation program? Include information on how your project will be impacted (e.g., change in project scope, other strategies for sourcing funding), as well as information on any financial impacts for your organization or community. (Maximum 2,000 characters) *

The roof was identified for rehabilitation in 2023 by a consultant that recommended that the roof needed to be treated within a few years if we were to avoid rust/leaks. Option available to the municipality range from:

Project Completion

Indicate the percentage of the project-related work (as outlined in your project work plan) that will be completed for each fiscal year (April 1 – March 31). Input "0" for inapplicable years. Total percentage must equal 100%.

Year	% Project Completion *	CSRIF Funding (\$) *	Other Source of Contribution (\$) *	Total (\$)
2024-2025				
2025-2026	100.00%			
2026-2027				

Project Completion % Total

100.00%

I - Risks

All projects carry some level of risk. A risk level of Low, Medium, or High can be determined by considering the likelihood and the impact of the risk on the project.

For each of the following potential risks, provide the risk level and mitigation strategies you will use for your project. Include any steps you have already taken to mitigate the risk identified.

<p>RISK: Unconfirmed or insufficient funding resources may result in your inability to begin or complete your project on time. Mitigation (Maximum 2,000 characters) *</p>	<p>Level of Risk *</p>
<p>RISK: Delays to scheduled activities may impact the ability for your project to be completed on time. Please identify and describe any anticipated factors that could delay your project. This may include, for example: weather, permitting or authorization, dependency on other project phases, or an increase in construction costs. Mitigation (Maximum 2,000 characters) *</p>	<p>Level of Risk *</p>
<p>RISK: Industry supply may not be able to meet demand, resulting in labour or material shortages. Mitigation (Maximum 2,000 characters) *</p>	<p>Level of Risk *</p>
<p>RISK: Undertaking the project may impact the access or delivery of programs and services to the public at the current facility / community space. Mitigation (Maximum 2,000 characters) *</p>	<p>Level of Risk *</p>

J - Performance Measures

Enter a numerical value for each of the following program identified performance measures. If a measure does not apply to your project, enter "0".

No.	Metric	Description	Goal *
1	Number of jobs associated with the renovation or rehabilitation	Number of jobs (full-time, part-time, permanent or temporary) directly or indirectly associated with this project.	6
2	Number of Sport Jobs	Number of jobs specifically related to the production of sport goods and/or services, regardless of the industry, supported as a result of this project.	1
3	Number of Users	Number of users of the facility/space per year following completion of this project.	110
4	Extension of Lifespan of Facility/Space	Number of years your facility/space's lifespan will be extended by as a result of this project.	25

Client Provided Performance Measures

If you have additional performance measures that will be used to determine the success of your project, please include them here. Please note this is optional. Click "+" to add rows or "-" to remove rows from the table.

Metric	Description	Goal

K - Partnership/Stakeholders

List partners or stakeholders involved in this project. Where you have partners in the project, you must provide a copy of any formal written agreements in place between the organizations involved in the project. You are also encouraged to provide any letters of support from other stakeholders, such as community partners, businesses and other entities that will benefit from the project. Please refer to the [program guidelines](#) for additional information. Click "+" to add rows or "-" to remove rows from the table.

Name of Organization	Type	Role/Address:	Contact Info (Name, Phone Number, Email)

Comments (Maximum 2,000 characters)

L - Declaration / Signing

Declaration / Signing

Applicants are expected to comply with the Ontario Human Rights Code (the "Code") and all other applicable laws (<https://www.ohrc.on.ca/en/ontario-human-rights-code>). Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry. 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 (<https://www.ontario.ca/laws/statute/90f31>), as amended from time to time, and that any information provided to them in connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

Declaration

The Applicant hereby certifies as follows:

- a. the information provided in this application is true, correct and complete in every respect;
- b. the Applicant understands any funding commitment will be provided by way of an approval letter signed by the responsible Minister and will be subject to any conditions included in such a letter. Conditions of funding may include the requirement for a funding agreement obligating the funding recipient to report on how the funding was spent and other accountability requirements;
- c. the Applicant has read and understands the information contained in the Application Form and program guidelines;
- d. the Applicant is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting
- e. the applicant understands that it is expected to comply with the Ontario Human Rights Code and all other applicable laws;
- f. the Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant is subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- g. the Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario; and,
- h. I am an authorized signing officer for the Applicant.

This form must be digitally signed using the "Sign Document" button and submitted in electronic format only. Scanned and faxed application forms will not be accepted.

Applicant

Denis Turcot
CAO
(w): (705) 867-2032 x206
(c): (705) 561-8257
Email: cao@stcharlesontario.ca

Sign Document

Signature _____ Date/Time _____

Please validate your form by clicking the validate button before submitting the form back to Transfer Payment Ontario.

PROJECT NUMBER: 2316

PROJECT TITLE: [REDACTED]

PROJECT LOCATION: [REDACTED]

BID SUBMITTED BY: [REDACTED]

TENDER COST BREAKDOWN (2316)		
CODE	DESCRIPTION	TOTAL
A01	GENERAL CONDITIONS	65,000.00
A02	ROUGH CARPENTRY	2,000.00
A03	PVC ROOFING	149,260.00
A04	METAL SIDING, SOFFIT, FLASHINGS & TRIM	20,160.00
A05	JOINT SEALANTS	3,000.00
A06	ALLOWANCES	25,000.00
A07	OTHER	36,000.00
	TOTAL	300,420.00

(TOTAL SHALL EQUAL TENDER PRICE)

Appendix D must be submitted with Supplementary Bid Information no later than 3:00 p.m. local time on the specified Tender Close date.