



# Corporation of the Township of Chisholm

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[info@chisholm.ca](mailto:info@chisholm.ca)

Gail Degagne, Mayor

Jennistine Leblond, CAO Clerk-Treasurer

## RECREATION COMMITTEE – AGENDA Wednesday, September 4, 2024 @ 7:00 p.m. In Person

### CALL TO ORDER & ACKNOWLEDGE FIRST NATIONS PEOPLES AND LAND

*"We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honor these teachings."*

	ITEM	DISCUSSION	ACTION
1.	Call to order	_____ p.m.	
2.	Approval of Agenda, dated Sept. 4, 2024		
3.	Approval of Minutes, dated March 6, 2024		Enclosed.
4.	Business arising from last meeting:  (a) Book Tour – status books  (b) Spring Bird Sale – Insurance  (c) AG Day – Committee(s) – Memo to follow re ADHOC Committee & procedures		Memo dated July 9, 2024.  Quorum was not met at July meeting, but memo was prepared by Monique and emailed to the Rec. Committee on July 18, 2024.

	<p>(d) Community Map 2024</p> <p>(e) Resolution 2024-176, dated August 13, 2024 council approving Ian Vanblyderveen and Suad Radwan as members of the Rec. Committee. (Encl).</p>		Draft map was emailed on August 2, 2024 by Mike and waiting for comments and feedback. Copy encl.
5.	Open Forum:		
6.	<p>New Business:</p> <p>(a) Free Book Library @ Tennis Court Park.</p> <p>(b) Internet at the Beach.</p> <p>(c) Community Sport &amp; Recreation Infrastructure Fund (Stream 1: Repair &amp; Rehabilitation - deadline Oct. 29/2024). Program Guidelines Encl.</p>		
7.	Adjournment		



## MINUTES

### Recreation Committee Meeting @ Council Chambers March 6, 2024 @ 7:00 p.m.

Present: Chairperson, Gail Degagne, Bernadette Kerr, Kendra Dehaan, Nicole Tran, Brooklyn Tran

Regrets: Brooks Tran

Absent:

Staff: Monique McIsaac (recording secretary)

Guests: None

#### 1. CALL TO ORDER

Meeting called to order by Chairperson, Gail Degagne @ 7:04 p.m.

#### 2. APPROVAL OF AGENDA

##### Resolution 2024 –09(REC)

Bernadette Kerr and Nicole Tran: Be it resolved that the Agenda for the Recreation meeting dated March 6, 2024 be accepted as written and distributed.

“Carried”

#### 3. APPROVAL OF MINUTES

##### Resolution 2024- 10(REC)

Kendra Dehaan and Brooklynn Tran: Be it resolved that the Minutes for the Recreation meeting of February 7, 2024 be accepted as written and distributed.

“Carried”

#### 4. BUSINESS ARISING FROM MINUTES

- (a) Walking Book Tour: Gail cannot get paper copies of the book that the committee wanted to use so she is trying to get unbound copies instead, that can be laminated and posted for the tour.
- (b) Spring Bird Sale - Insurance still needs to be determined through the Township of Chisholm's insurance.
- (c) AG Day 2024/2025: It was clarified there would be a separate Committee formed, for this event and that Brooks Tran would organize this Committee and it

would be advertised (Facebook, newsletters) that he would be looking for volunteers to sit on it with the hopes to start planning the event.

Brooks contact information would be Maplecreekfarmingco@yahoo.com.

AG Day Committee would be separate from the Rec. Committee.

- (d) Community Map/Signage Update: Matt Micallef (nonmember – resident) is currently working on this (free) and Nicole and Brooklyn will reach out to Dianna re – costs of printing and confirming sizing options.

Don Butterworth, Bernie and Gail need to make an appointment at the Bank re – signatures.

- (e) Easter Egg Hunt 2024 – Riddles/Clues to be completed by Bernie. Monique will print and laminate the eggs that are to be posted, along with the Easter garland to be provided by Bernie. Rec. Committee members are responsible to post the eggs.

Add Easter coloring contest to the backside of the Passport as well.

Monique and Bernie have volunteered to get the prizes (3) for the hunt and coloring contest.

Note for 2025 Easter Egg Hunt: The passports will not be mailed out to everyone in the Township – ie. available to pick up in the office, print from the website, email to interested parties, or ie. leave copies of the Passports available in a bin/box on the day of the event.

5. Open Forum:

Kendra spoke re – soccer program

The homeschool community are asking if they could possibly use the old school grounds to run a soccer program. This would not be a Township ran program.

Kendra and some of the other parents would be fully responsible for it.

- Reach out to the community to see if there is enough interest;
- Parent volunteers;
- Age groups;
- Supplies;
- Preference Chisholm resident kids first
- 

Insurance: Monique to check with Jenny re – insurance for this as well.

Monique will look into his further to see if this is possible, and if it is, then Kendra to email Monique information/advertising that they would want posted in the Newsletter and on Facebook to see if there is enough interest to run such program.

6. New Business:

Horseshoe Tournament - Saturday, August 10, 2024  
Rain Date - Saturday, August 17, 2024

7. Adjournment:

Adjourned @ 7:57 p.m.

**Resolution 2024-11(REC)**

Bernadette Kerr and Nicole Tran: Be it resolved that this meeting of the Recreation Committee now be adjourned and that the next meeting be scheduled for Wednesday, April 3, 2024 @ 7:00 p.m. or at the call of the Chair.

**'Carried'**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Recording Clerk

**Corporation of the Township of Chisholm**  
**Municipal Office: 2847 Chiswick Line**  
**RR #4, Powassan, Ont. P0H 1Z0 – Phone (705)724-3526 - Fax (705)724-5099**  
[info@chisholm.ca](mailto:info@chisholm.ca)

Gail Degagne, Mayor  
Jennistine Leblond, CAO Clerk-Treasurer

**Memorandum**

**To: Recreation Committee**  
**CC:**  
**From: Monique**  
**Date: July 9, 2024**  
**Re: Meeting July 3, 2024 (didn't meet quorum) (started @ 7:04 p.m.)**

---

Gail, Kendra, Bernie and Monique met on Wed. July 3, 2024. Due to the fact the committee did not meet quorum (enough rec. members), the committee had discussions based on the agenda, as follows:

Guests: Ian VanBlyderveen and Suad Radwan.

They would both would like to join the committee or be volunteers (confirm the current numbers of members).

1. Acknowledgement Read.
2. Agenda – Not approved – no quorum.
3. Approval of Minutes – Not approved – no quorum.
4. Business From March 6, 2024

(a) Book Tour - Gail cannot get unbound copies of the books so she will order 2 hardcover copies (\$26.00 each) once approval received from Jenny since we won't have a resolution for this.

(NOTE: July 9, 2024 – Jenny approved this and email sent Gail)

(b) Spring Bird Sale - Reviewed the memo and email from the insurance company and it was discussed and decided that everyone should sign a Waiver whether they are insured or not.

(c) AG Day - Brooks Tran was to provide some information and ideas / plan but has not provided anything as of today's date. This event is to start small and get it going and allow it to grow over the years (2025 event).

(Note: If people outside of the rec. committee were to organize and partake, then an ADHOC committee would be required to be formed with council approval).

(d) Community Map Businesses who offered their services for FREE Algonquin Pallet, Near North Group, Maple Creek Construction, Steelridge, and a mason business located on Trappers Line (name unknown as of right now). Follow up with Kendra re name.

Map funds to come from the policing board.

Business name for signage: Decal Shop Canada - local <https://www.thedecalshopcanada.com/>  
Price options: Coraplast - signage 4 x 8  
\$265.00 plus HST  
Aluminum \$495.00 plus HST  
PLUS the cost of the printing of the map.

Rec. has decided to recommend the Coraplast option to council.

Case option for the sign?

Size of signs -- use the existing size.

(NOTE: Follow up with Kendra and ask her to forward the estimate from Decal Shop to Monique for council).

Advertise in the Newsletter and Facebook page that we are currently in the process of redoing the sign - anyone who wants to advertise please contact the office. As of now, the Rec. Comm. do not have dates (for new sign) or costs as of yet, just getting a sense of interested parties.

Fees By-law - fee and costs need to be determined and then go to council - Fees Bylaw.

Costs of the signs – Annual fee (\$120.00 – recommend to council), and the businesses would be responsible for ordering and paying for

their own signs. They would be told where to order their signs for -- all the signs the same size.

Map - Cemeteries, parks, beaches, tennis courts, church go on the map. Michael will provide proof and then sent Dianna (Decal Shop) to get a price for the map.

Bernie will do formal report to council about the signage and fees from previous years.

- (e) Easter Egg Hunt: Will run it again next year. Yearly event. Next year the flyer will mention that if you are new to the area and need a map to contact the office, go on the website or pick one up. Bernie suggested a "buddy system" as well, pairing new residents with old ones who are familiar with Chisholm.

Once horseshoe tournament done then brain storm other events that the Rec. would like to have ie. Halloween, Christmas etc.

September Meeting - After the horseshoe tournament Monique will print off hard copy calendars for everyone to have and use re: rec. ideas, proposals, suggestions -- template to work from). Ideas / suggestions: ie. historical hunts, QR Codes, something to be done in the future, not on the current agenda.

5. Open Forum:

- (a) Christmas Tree Lighting 2024 -- consider using biodegradable Christmas ornaments (look at Amazon).
- (b) Workshops - Free Workshops - Suad Radwan said she would be interested in running these as this is what she does (crafts etc.) If not free, then maybe just the cost of supplies.

Permission would need to be obtained from Council to possibly use the Council Chambers for the workshops. The Church was also mentioned as a possible alternate location.

Looking for free use of space until workshops established.

6. Memo: April 9<sup>th</sup>, 2024.

7. New Business:

- (a) Home School Community: Soccer - Did recap of April 2, 2024 memo. Never happened this year - too late in the year. Nothing to be done this year. This could go in the calendar ie. timeline.



(b) Memo – Signage (discussed above) – Community Map

(c) Sea Container – Signage: Rec decided that the signage should read:

**“Please contribute your refundable bottles and cans to support future projects of the Chisholm Recreation Committee”.**

Monique to follow up with Shawn to see when the wall will be put up. The Committee wants to advertise in the August newsletter about the bottle drive.

(NOTE: Monique spoke with Jenny on July 12, 2024 and even if the wall isn't fully built by August – bottle collection can still start.)

(d) Clean up Roadsides - Do this for Earth Day in 2025 - put on events calendar as well 2025. See Shawn's memo dated April 19, 2024.

Community Cleanup for the landfill in the Spring - outside of the dump only – roadsides. 2025 - Sign-up sheet, cases of water available - more decisions and discussions to be had.

## Memorandum

**TO:** Recreation Committee  
**FROM:** Jenny Leblond  
**CC:** Shawn Hughes  
**DATE:** April 19, 2024  
**RE:** “Clean Up the Roadsides”

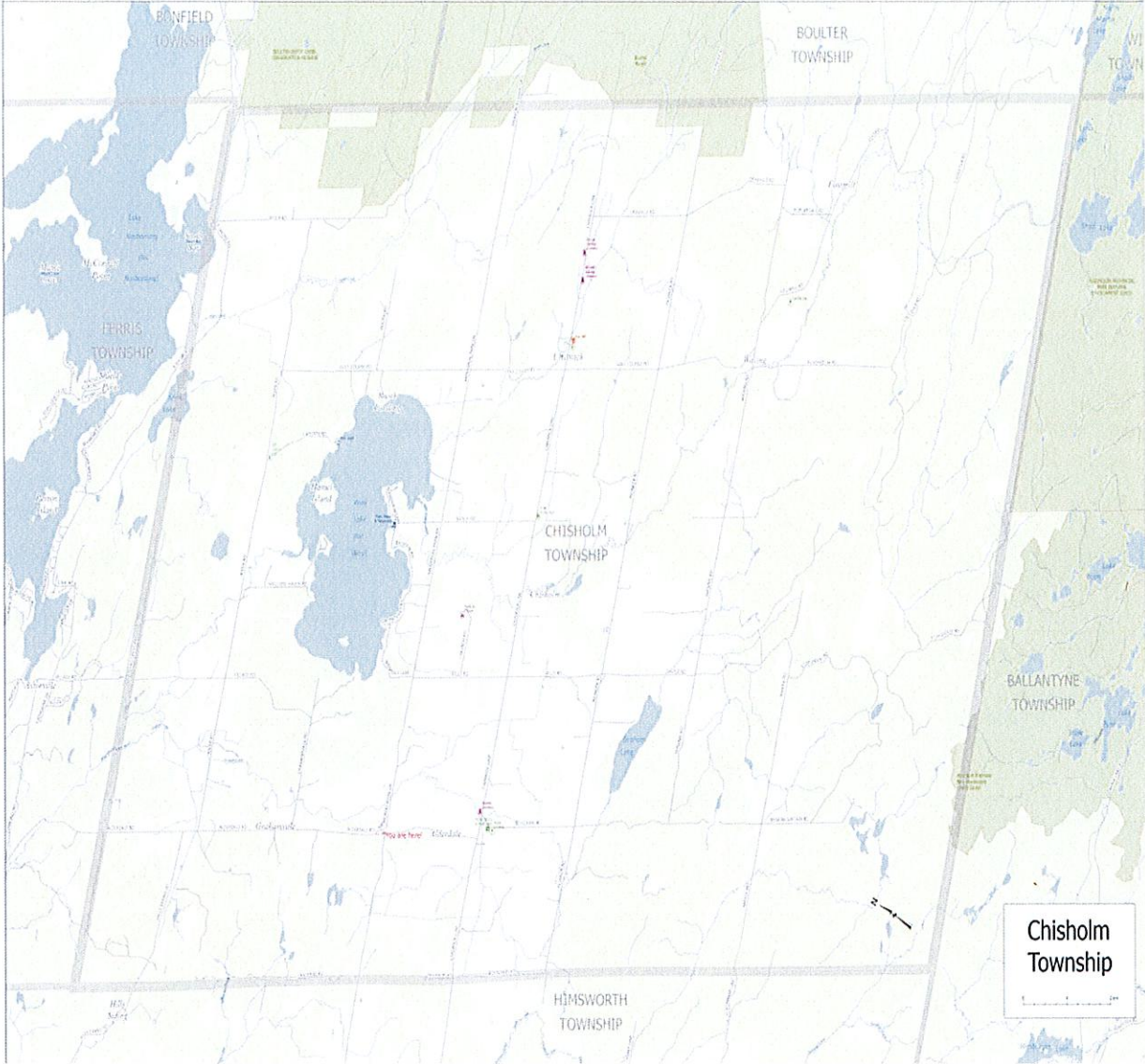
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The Operations Superintendent (OP) has offered Public Works to pick up garage bags on road sides first thing on a Monday morning if the Recreation Committee wanted to plan a “Clean Up the Roadsides” event for a Sunday.

(e) Horseshoe Tournament:

- 4 tables if possible (2 Kendra - 2 Ian)
- Nominate someone for pie in the face for the contest - reach out to make sure they're here and send list to rec committee
- Bernie will contact the musicians who were there last year and let Monique know.
- Horseshoe sign-up sheet
- BBQ tanks – confirm full
- Saturday morning - meet to set up. Start the burners
- Flyer in the mail by July 30<sup>th</sup>
- Post on FB – Save the date too and have event created by Jenny.
- Maple the Moose from the Powassan Festival - young lady made her own costume - reach out to her and see if she would be interested in revamping the mascot - how much would it cost.
- Bernie - Library was donated a bunch of instruments - Lucy the librarian - Mascot.
- Donna Trusevech - owns property by the beach - has said that the rec could use this for additional parking. Reach out to her and see if this is the case.
- Possibly have the fire department/trucks there if we can use the additional parking space.

Next meeting Wed. August 14, 2024 @ 7:00 pm





**THE CORPORATION OF THE  
TOWNSHIP OF CHISHOLM**

2847 Chiswick Line, R.R. # 4, Powassan, Ontario, P0H 1Z0

**MOVED BY:**

- Paul Sharp
- Claire Riley
- Nunzio Scarfone
- Bernadette Kerr

**SECONDED BY:**

- Paul Sharp
- Claire Riley
- Nunzio Scarfone
- Bernadette Kerr

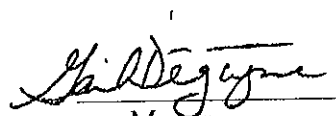
**RESOLUTION #: 2024-176**

**Date: August 13, 2024**

Be it resolved that the Council of the Corporation of the Township of Chisholm approves the appointing of Ian Vanblyderveen and Suad Radwan as members to the Recreation Committee.

**I declare this Resolution**

- Carried
- Defeated
- Deferred

  
Mayor

RECORDED VOTE		
	For	Against
Paul Sharp	___	___
Claire Riley	___	___
Nunzio Scarfone	___	___
Bernadette Kerr	___	___
Gail Degagne	___	___

DECLARATION OF PECUNIARY INTEREST*	
Name:	Reason:
_____	_____
_____	_____

\*Removed from discussion and vote.



# Community Sport and Recreation Infrastructure Fund

## *Stream 1: Repair and Rehabilitation*

Program Guidelines

August 19, 2024

**Application Deadline: October 29, 2024**

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## Introduction

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

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

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

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

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

## Program Overview

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

Eligible applicants include:

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

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

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

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

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

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

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

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

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

## **Program Objectives**

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

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

## **Eligibility Requirements**

### **Eligible Applicants**

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

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



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

## **Ineligible Applicants**

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

## **Partnership Applications**

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

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

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

## Eligible Projects

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

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

Eligible projects for Stream 1 may include projects that:

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

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

## Eligible Project Expenses

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

Eligible project expenses include:

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

## **Ineligible Project Expenses**

Ineligible project expenses include:

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

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

## **Funding Amounts and Terms**

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

## **Provincial Cost Sharing**

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

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

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

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

## **Special Consideration**

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

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

## **Terms of Funding**

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

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

## Program Assistance

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

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

## How to Apply

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

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

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

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

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

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

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

## **Step 2: Complete the CSRIF Stream 1 Application**

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

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

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

## **Submission Notifications**

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

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

## **Transfer Payment Ontario Client Care**

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

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

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

## **Required Documents**

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

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

## **Completed Application Form**

Ensure you have filled in all required sections for the application form for Stream 1 available in TPON 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