



ICIP: Community, Culture and Recreation Stream – Rehabilitation and Renovation Intake

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A) Instructions

The Investing in Canada Infrastructure Program (ICIP) is a cost-shared infrastructure funding program between the federal government, provinces and territories, and ultimate recipients. This program will see more than \$30 billion in combined federal, provincial and other partner funding, under four priority areas, including Community, Culture and Recreation.

How do I apply?

1. To determine if you are an eligible applicant or your project is eligible for funding refer to the Community, Culture and Recreation funding stream program guidelines.
2. Applicants are required to complete this application form and applicable technical schedule for their project. In addition, municipal applicants are required to submit their asset management plans.
3. Applicants may also be required to submit additional information depending on the project type.
4. An applicant can only submit one application for one project for funding consideration for each funding stream through the Community, Culture and Recreation Program.
5. All applications must be completed electronically and submitted to Grants Ontario. Scanned application forms will not be accepted.

Note: additional attachments can be uploaded after submitting your application form.

Fill in all required fields and fields that apply to your proposed project. Failure to complete this form in its entirety may result in the inability to assess the application and the project may be declined.

Late applications will not be accepted.

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 that is provided.

Other important information

Please note that Ontario cannot guarantee funding to all applicants, nor can the province ensure that the total amount requested by successful applicants will be granted. Ontario reserves the right to determine which projects will be nominated for federal approval. Projects selected for federal review and approval will be assessed and prioritized based on program requirements, assessment criteria and the overall demand of funds in the program. All provincially nominated projects are subject to federal review and approvals and may not be approved by the federal government for funding under this program.

B) Organization Information

This section is automatically populated with your organization's general contact information for all projects in your organization managed by Grants Ontario. This contact is typically the CAO, Treasurer, or Clerk. Please ensure this information is correct. If this information needs to be updated, please access the [Transfer Payment Common Registration System](#) to make changes.

Organization Information

Organization Name:

[Township of Cavan Monaghan](#)

Organization Legal Name:

[The Corporation of the Township of Cavan Millbrook North Mon](#)

Website URL:
www.cavanmonaghan.net

Type of Organization:
Other

C) Organization Address Information

This section displays general information about your organization submitted during the Grants Ontario enrolment process. In order to update this information, you will need to access the [Transfer Payment Common Registration](#) system to make changes.

Business Address

Street Address 1: 988 County	Street Address 2:
City/Town: Millbrook	Province: ON
Postal Code: L0A1G0	Country: Canada

Mailing Address

Street Address 1 988 County	Street Address 2
City/Town Millbrook	Province ON
Postal Code L0A1G0	Country Canada

D) Applicant Contact Information

Organization Contact Information

This section displays general information about your organization submitted during the Grants Ontario enrolment process. In order to update this information, you will need to access the [Transfer Payment Common Registration](#) system to make changes.

Salutation: ms	First Name: Yvette	Last Name: Hurley
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Job Title:
[CAO](#)

Primary Phone Number: 001-705-9329328	Secondary Phone Number: 001-705-9322929
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Email Address:
yhurley@cavanmonaghan.net

Salutation: ms	First Name: Elana	Last Name: Arthurs
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Job Title:
[Clerk](#)

Primary Phone Number: 001-705-9329328	Secondary Phone Number: 001-705-9322929
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Email Address:
earthurs@cavanmonaghan.net

Salutation:	First Name:	Last Name:
mrs	Kimberley	Pope

Job Title:
Director of Finance/Treasurer

Primary Phone Number: 001-705-932-9322	Secondary Phone Number: 001-705-9322929
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Email Address:
kpope@cavanmonaghan.net

Project Contact Information	Remove
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1) Please include the contact information of at least one representative within your organization who has signing authority for the project. 2) Please also include a primary contact for the project (e.g. Project Lead). The primary contact will receive updates or inquiries about the project and application. 3) If this is a joint project, also include contact information for all partners involved in the project. 4) Use the "add" button to include any additional supporting project-specific contacts (e.g. an alternate contact in case the primary contact is absent).

Primary: <input type="checkbox"/>	Salutation: * Mrs.
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First Name: * Kimberley	Last Name: * Pope
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Title: * Director of Finance/Treasurer	Contact Type * Applicant
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Phone Number (Work): * (705) 932-9322	Phone Number (Mobile): (705) 930-7526
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Email Address: *
kpope@cavanmonaghan.net

Signing Authority

Project Contact Information	Add	Remove
------------------------------------	------------	---------------

1) Please include the contact information of at least one representative within your organization who has signing authority for the project. 2) Please also include a primary contact for the project (e.g. Project Lead). The primary contact will receive updates or inquiries about the project and application. 3) If this is a joint project, also include contact information for all partners involved in the project. 4) Use the "add" button to include any additional supporting project-specific contacts (e.g. an alternate contact in case the primary contact is absent).

Primary: <input checked="" type="checkbox"/>	Salutation: * Mrs.
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First Name: * Brigid	Last Name: * Ayotte
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Title: * Economic Development Coordinat	Contact Type * Applicant
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Phone Number (Work): *
(705) 932-9339

Phone Number (Mobile):
(705) 930-0197

Email Address: *
bayotte@cavanmonaghan.net

Signing Authority

E) Project Information

General

Please provide a concise but meaningful description of the asset and work to be completed. Include the nature of the project and asset type. For example, 'Construction of a Community Centre' would be an acceptable line.

Project Title *
Renovation of the Millbrook Arena to a multipurpose community hub

Project Description

In 3-5 bullets, describe what the main objectives of the project are. (500 characters) *
* Meet community users need for indoor all-season community hub in downtown Millbrook (main urban center).
* Improve access to year round recreational programs.
* Improving quality of 70 year old arena facility, decommissioned in March 2019 as identified in the expanded AMP.
* Optimize existing infrastructure to expand on programming revenues, such as; rentals for soccer, lacrosse and ball hockey.
* Bringing the first floor accessibility up to meet Ontario standards.

What is the scope of the project? Include all major quantifiable components. (500 characters) *
Implementing recommendations of structural condition audit including rehabilitation of the existing steel girders, beams, walls & floors. Converting concession stand into accessible washrooms & entrance doors. Replace existing roof with energy efficient alternative. Install ventilation system to improve air quality. Ineligible costs, due to need vs timing of grant application include; decommissioning of ice plant, heating units player & spectator areas and installation of turf floor.

What are the approximate output(s) that the project will generate(e.g. population and/or communities served)? (500 characters) *
Provide year round access to over 1750 active users (soccer, lacrosse & field hockey) plus non-recreational uses such as craft shows, classic car shows, concerts, agricultural fairs, community fundraising activities, etc.

Location

Provide the community in which the project will be located. Additionally, please provide the latitude and longitude of the project.

Community *
Cavan Monaghan, Township Of

Community Latitude *

Community Longitude *

Project Latitude *

Project Longitude *

Environmental Assessment and Development Approvals

Was your provincial environmental assessment approved? *
N/A

Please provide details why the provincial environmental assessment is Non Applicable
No site prep, vegetation removal or construction (externally) is proposed for this project. Internal renovations only.

Have you received your federal environmental approval? *
N/A

Please provide details why the federal environmental approval is Non Applicable
No site prep, vegetation removal or construction (externally) is proposed for this project. Internal renovations only.

Are there any other development approvals required? *

N/A

Asset Ownership and Operation

Is this a Joint Project? *

No

Specify the Ultimate Recipient for the project. *

Cavan Monaghan, Township Of

If your community is not listed, please select "Not Applicable" and input your Community/Organization name.

What is the primary asset type? *

Recreation Facility

Will the Ultimate Recipient own the asset? *

Yes

Will the Ultimate Recipient operate the asset? *

Yes

Nature of the project

Indicate the percentage for each of the options. Input "0" for inapplicable fields. Total percentage must equal 100%

New (including reconstruction) % *	Rehabilitation % *	Expansion % *	Other % *
0%	100%	0%	0%

Total percentage

100%

Project Characteristics

Is this a multi-purpose facility? *

Yes

What type of project is this? *

Community hub/Community centre

The project is community-oriented, non-commercial in nature and open for use to the public. *

Yes

Project will benefit Indigenous communities not living on reserve. *

No

This project includes dedicated spaces for tourism infrastructure; provincial or municipal services; for-profit uses; daycare facilities; places of assembly for religious purposes; healthcare facilities or education facilities. *

No

The project advances reconciliation with Indigenous communities. *

No

The project is for semi-professional or professional sports teams. *

No

Is the project intended to address Truth and Reconciliation Commission Calls to Action? *

No

Is the application requesting funding for components related to health or education services? *

No

Please note that health and education services are ineligible for project funding. Multi-purpose projects could be rescoped to remove components related to health and education.

Does this application include the construction of a new building? *

No

Please describe the Official Plan designation and/or community/organizational priorities and current zoning of the subject property and include a map identifying the subject lands. Describe how this project is consistent with the municipality's Official Plan and Zoning By-Law.(250 characters) *

Special Policy Area form part the historic centre of Millbrook susceptible to flooding from Baxter Creek. Special policies required for the continued economic & social viability of the area. Zoned Future Development/Natural linkage unbuilt areas.

Describe how this project meets the objectives of your municipality's Official Plan and include matters such as active transportation, transit supportive policies, and climate change adaptation and mitigation. (250 characters) *

Fulfills OP Strategic Direction to maintain and enhance infrastructure that encourages community involvement & participation in cultural, social and recreational activities. Supports climate change adaptation strategy improving efficiency.

The highest published accessibility standard, code, or by-laws in the jurisdiction will be met or exceeded. *

Yes

The highest published applicable energy efficiency standard in the jurisdiction will be met or exceeded if the project is a building *

No

Project Schedule

Indicate the percentage of design completed. *

Up to 25%

Forecasted Construction/Project Start Date *

09/01/2020

Forecasted Construction/Project End Date *

12/31/2026

F) Project Financials

Please fill in the financial details of your project below.

Planning and Professional Fees (maximum 3)

Component *	Eligible Costs *	Ineligible Costs *	Total *
Structural Condition & Consultati		\$32,000.00	\$32,000.00 <input type="text" value="-"/>
Decommissioning Ice Plan		\$14,000.00	\$14,000.00 <input type="text" value="-"/>
Design / Architectural Plans	\$50,000.00		\$50,000.00 <input type="text" value="-"/> <input type="text" value="+"/>
	Sub Total Eligible Cost	Sub Total Ineligible Cost	Total Amount
	\$50,000.00	\$46,000.00	\$96,000.00

Comments

Construction/Procurement (maximum 5)

Component *	Eligible Costs *	Ineligible Costs *	Total *
Artificial Turf & Heaters	\$150,000.00	\$55,000.00	\$205,000.00 <input type="text" value="-"/>
Steel Girders, Beams,Walls, Floor	\$125,000.00		\$125,000.00 <input type="text" value="-"/>
Accessible Entrance+Washrooms	\$200,000.00		\$200,000.00 <input type="text" value="-"/>
Roof Replacement & Repair	\$90,000.00		\$90,000.00 <input type="text" value="-"/>
Ventilation & Air Quality	\$225,000.00		\$225,000.00 <input type="text" value="-"/> <input type="text" value="+"/>
	Sub Total Eligible Cost	Sub Total Ineligible Cost	Total Amount
	\$790,000.00	\$55,000.00	\$845,000.00

Comments

Land Acquisition (maximum 1)

Note: Any Land Acquisition costs are ineligible.

Component *	Eligible Costs	Ineligible Costs *	Total *
	\$0.00		\$0.00

Other Costs (maximum 3)

Component *	Eligible Costs *	Ineligible Costs *	Total *
			\$0.00 <input type="text" value="-"/> <input type="text" value="+"/>
	Sub Total Eligible Cost	Sub Total Ineligible Cost	Total Amount
	\$0.00	\$0.00	\$0.00

Comments

Total Cost Summary

Total Eligible Cost	\$840,000.00
Total Ineligible Cost	\$101,000.00
Total Cost	\$941,000.00

Contingency

Contingency Percentage *	15
Contingency Amount	\$126,000.00
Grand Total Amount	\$966,000.00

Contribution		
Funding Source *	% Contribution *	Funding *
Federal	40.00%	\$386,400.00
Provincial	33.33%	\$321,967.80
Other	0.00%	\$0.00
Ultimate Recipient	26.67%	\$257,632.20
	Total Contribution % 100.00%	Total Funding Amount \$966,000.00

Project Completion

Indicate the percentage for each year. Input "0" for inapplicable years. Total percentage must equal 100%.

Year	% Project Completion *	Federal Funding	Provincial Funding	Ultimate Recipient Funding	Other Funding	Total
2018-19	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2019-20	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2020-21	5%	\$19,320.00	\$16,098.39	\$12,881.61	\$0.00	\$48,300.00
2021-22	10%	\$38,640.00	\$32,196.78	\$25,763.22	\$0.00	\$96,600.00
2022-23	25%	\$96,600.00	\$80,491.95	\$64,408.05	\$0.00	\$241,500.00
2023-24	25%	\$96,600.00	\$80,491.95	\$64,408.05	\$0.00	\$241,500.00
2024-25	20%	\$77,280.00	\$64,393.56	\$51,526.44	\$0.00	\$193,200.00
2025-26	15%	\$57,960.00	\$48,295.17	\$38,644.83	\$0.00	\$144,900.00
2026-27	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2027-28	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Project Completion % Total
100%

G) Asset Management Plan

Has the proposed project been determined based on the lifecycle activities prioritized in your municipality's asset management plan? *

Yes, the proposed project has been determined based on the lifecycle activities prioritized in the AMP.

Indicate which year the municipality's asset management plan was last updated. *

2013

The asset management plan is in accordance with the 2012 Building Together: Guide for Municipal Asset Management Plans or with O. Reg. 588/17 Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act? *

Developed according to 2012 Building together: Guide for municipal asset management plans

H) Duty to Consult

Does the project occur in water, over water, or could alter the course of a waterway? *

No

Is the project occurring on land that has yet to be developed/disturbed (i.e., clearing of vegetation)? *

No

I) Procurement

Will any internal staff be used for labour related to the project? If yes, provincial staff may request further information. *

No

If you intend to sole source and your project is over \$10M, a business case must be provided. A template will be sent to you.

Will you use a sole source procurement process for this project? *

No

J) Risks

Provide risk level and mitigation information for the risks relevant to this project. Please select and identify at least one risk.

Please select all that apply	
Project Complexity	<input type="checkbox"/>
Project Readiness	<input type="checkbox"/>
Public Sensitivity	<input checked="" type="checkbox"/>
Ultimate Recipient	<input type="checkbox"/>

Public Sensitivity

Risk The project has received positive media attention	Level of Risk * Low
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Mitigation(250 Characters)
Needs & Feasibility Study of Millbrook Arena resulted in positive feedback to build a new community center and to use old Arena for other community purposes. Staff proceeding with public consultation on services at old Arena.

Risk The project has received negative media attention	Level of Risk * N/A
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Mitigation(250 Characters)

Risk Certain stakeholders have been vocal about the project	Level of Risk * N/A
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Mitigation(250 Characters)

Risk Other	Level of Risk * N/A
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Mitigation(250 Characters)

K) Climate Lens

Climate Lens

GHG Mitigation and Climate Change Resilience assessments are required only for projects with grand total costs of \$10 million or more.

L) Community Employment Benefits

Community Benefits

Community Employment Benefits are only required for projects with grand total costs of \$10 million or more.

M) Outcomes

Provide at least one immediate outcome to which the project will contribute.

		Add	Remove
Outcome Immediate Outcome	Outcome Description * Improved access to community, cultural and/or recreation services		
Indicator * Estimated individuals served (without previous access)			
Value * 1,750	Unit of Measure Individuals		

Enter coordinates below, including start and end points.

Latitude *	Longitude *	Description
		Millbrook Arena, 4 Needlers Lane, Millbrook, ON

N) Declaration / Signing

Declaration / Signing

Applicants are expected to comply with the Ontario Human Rights Code (the "Code") and all other applicable laws (<http://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 including reporting to the federal government;
- 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;
- h. the Applicant is not displacing municipal spending on community, culture and/or recreation infrastructure; and,
- i. I am an authorized signing officer for the Applicant.

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

Applicant

Mrs. Kimberley Pope
Director of Finance/Treasurer
(w): (705) 932-9322
(c): (705) 930-7526
Email: kpope@cavanmonaghan.net

Sign Document

Signature _____ Date/Time _____

Please validate your application by clicking the validate button before submitting the form back to Grants Ontario.