



Municipality of West Elgin

Agenda

West Elgin Community Centre Board of Management

September 11, 2024, 9:00 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

Documents are available in alternate formats upon request. Please contact the Clerk's Department if you require an alternate format or accessible communication support at 519-785-0560 or by email at clerk@westelgin.net.

Pages

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

That West Elgin Community Centre Board of Management hereby adopts the Agenda as presented.

3. **Disclosure of Pecuniary Interest**

4. **Minutes**

Recommendation:

That West Elgin Community Centre Board of Management Committee adopt the minutes of August 21, 2024 as circulated and printed.

5. **Business Arising from Minutes**

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6. Financials 9

Recommendation:
That the Bo Horvat Community Centre Board of Management adopts the financials as printed and circulated

7. Staff Reports

7.1 Accounts Receivable Write-Offs 11

Recommendation:
That the Bo Horvat Community Center Board of Management hereby receives the report from

M. Badura, CAO/Treasurer for information;

And That, Bo Horvat Community Center Board of Management approves AR write off pertaining to 2023/2024 ice rental in the amount of \$661.12.

7.2 Community Sport and Recreation Infrastructure Fund Grant Funding Opportunity 14

Recommendation:
That the Bo Horvat Community Centre Board of Management hereby receives the report from M. Badura, CAO/Treasurer re: Community Sport and Recreation Infrastructure Fund Grant funding opportunity;

And That, the Bo Horvat Community Centre Board of Management endorses the submission of a grant application for the purpose of arena renovations;

And That, the Municipality of West Elgin shall partner with the Municipality of Dutton-Dunwich to strengthen the grant application.

8. Correspondence 38

Recommendation:
That West Elgin Council receive and file all correspondence not otherwise dealt with.

9. New Business

9.1 Skating Club Update

9.2 Minor Hockey Update

10. Staff Operations Update

11. Adjournment

Recommendation:

That the West Elgin Community Centre Board of Management hereby adjourn at _____ a.m. to meet again on October 9, 2024 at 9:00 a.m.



Municipality of West Elgin

Minutes

West Elgin Community Centre Board of Management

August 21, 2024, 9:00 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

Present:
Ken Loveland
Jim Hathaway
Terry Weed
Bill Denning
Ryan Statham

Staff Present:
M. Badura, Treasurer
Lee Gosnell, Manager of Operations and Community Services
Adam Ecker, Recreation Supervisor
Jenn Vanesse
Terri Towstiuc

1. Call to Order

Chair K. Loveland called the meeting to order at 9:03 a.m.

2. Adoption of Agenda

Moved: Bill Denning

Seconded: Jim Hathaway

That West Elgin Community Centre Board of Management hereby adopts the Agenda as presented.

Carried

4. Delegations

4.1 West Lorne Minor Hockey Association

With the growth of Minor Hockey over the coming years they are going to require additional ice time. This year they will be tight with ice, but are trying to make it work. They have lost ice time to the Canucks which hinders younger kids getting on the ice at earlier times. Lee provided an explanation of how we have come to this point. Covid struck in 2020 towards the end of the season, 2020/2021 everything was in the air, so registration was down and not sure if the arena would be open. There was no travelling that season and only in house league skates. in 2021/2022 the numbers were still down and minor hockey didn't require as much time, so then that ice time became filled. in 2022/2023 minor hockey took back only the Thursday time slot the Canucks had. In 2023/2024 the Canucks were still on the Tuesday night and the draft schedule did not include the Tuesday from 5-6:30pm. The Canucks have now had that that spot for 2 seasons . All of the ice time spoken for from minor hockey is primetime ice, but not all the primetime ice has been scheduled. Currently minor hockey has Tuesdays booked from 6:30-9pm, so we are going to work together with them to see where we can get the time in that they need.

Right now staff cannot commit to anything with other users because the schedule isn't finalized, which may turn some users away to another facility that can guarantee time. The policy does not outline a time frame of when requests have to be in by. It was agreed that the policy needs updated for next season to include a deadline for requests as this will help staff for planning. The board will have discussions over the winter to change and adapt the policies to be current. In the past years groups have been adjusting with the requests and needs.

5. Minutes

Moved: Jim Hathaway

Seconded: Bill Denning

That West Elgin Community Centre Board of Management Committee adopt the minutes of April 10, 2024 as circulated and printed.

Carried

6. Business Arising from Minutes

No business arising from the minutes.

7. Financials

Magda went over the financial statement in detail. For the revenues, the arena renaming donations were started in 2020 and have been put into a holding account. The event was planned for 2020 and delayed due to the pandemic. There is an expense account created for transparency of the arena renaming. The revenue and expenses for any donations will be on subsequent financials. There are some bad debts that need re-evaluated at the September meeting on whether they are written off. payment for the sign was received, so that will be adjusted for September financials. WLMH had a new treasurer in april, so Terry is reaching to make sure nothing was missed. For future financials, it was agreed that names will not be disclosed, and if so, it would be in a private session. Under expenses most of the building updates were for things like the overhead doors and the annual building inspection is included as well.

Jim asked about the Kraft Hockeyville money. Council approved last year for the \$250,000 from Kraft and \$150,000 to arena upgrades go to the reserves. \$240,000 this year will go in for the dehumidification system. Magda asked for a timeline on when the renovations might begin, so they can make a decision on whether to invest for a longer period, or leave in the savings account that does generate interest.

Moved: Bill Denning

Seconded: Ryan Statham

That West Elgin Community Centre Board of Management Committee adopt the financials of August 16th, 2024 as circulated and printed.

Carried

8. New Business

8.1 Skating Club Update

Registration is open and 2 families have worked off their volunteer money. The new President Robin Puspoky has asked for 3 things to be provided. The contract to date and confirm their ice time, confirmation of the start date, and to be a sponsor for the public skating.

8.2 Minor Hockey Update

All of the teams have been figured out. The ice contract and final schedule for the first 2 weeks of the season will be completed the end of this week,

or beginning of next week. The registration numbers are the same as last year. They have lost some older kids like the U18, but have gained more younger kids. With the younger kids, this will increase their ice time for coming years.

8.3 Arena Renaming Update

The event is being held on Saturday from 11-4. Hockey Hall Of fame, interactive games, inflatables, face painting, food vendors, dunk tank, firefighters, skating club and minor hockey will be at the event. Bo will be signing autographs from 11-1 and the unveiling ceremony at 1pm. Sponsors will be recognized and prominent that day. The arena will not be open as everything will be held in Miller Park.

WLMH asked about banners being up before the ceremony, so they are going to work on a policy for the number of years or significance to be displayed as there isn't enough room in the arena to add more.

9. Staff Operations Update

Will be starting September 3rd for ice. Minor Hockey is on the ice September 16th for conditioning skates that week and weekend. September 23rd, the skating club starts and most groups start that week, with some adult groups not starting until October. There are a few groups that are on hold waiting for ice time. some painting and touch ups have been made inside the building. A job posting is out till the end of the month for part time casual arena operator. They would be working mostly weekends and consist of building operation and ice maintenance. The boars will have an update on the architect for renovations at the September meeting.

10. Adjournment

Moved: Jim Hathaway

Seconded: Bill Denning

That the West Elgin Community Centre Board of Management hereby adjourn at 10:05 a.m. to meet again on September 11, 2024 at 9:00 a.m.

Carried

Ken Loveland, Chair

Jenn VanEsse, Recording
Secretary

Municipality of West Elgin - Bo Horvat Community Centre Board of Management
Income Statement
As of August 31, 2024

	<u>2024 Actuals</u>	<u>2024 Budget</u>
Revenues		
01-7600-6121 DONATIONS - ARENA RENAMING - Note 1	(7,780.50)	-
01-7600-6202 GRANT FROM DUTTON/DUNWICH	-	(90,114.12)
01-7600-6204 FACILITY RENTAL	(450.00)	-
01-7600-6501 ICE RENTAL	(86,503.84)	(136,651.04)
01-7600-6502 SIGN RENTAL	(6,900.00)	(5,336.63)
01-7600-6503 FOOD BOOTH RENTAL	(66.00)	-
01-7600-6504 PUBLIC SKATING	(2,870.50)	(3,377.25)
01-7600-6505 SKATE SHARPENING	(510.00)	(1,300.00)
Expenses		
01-7600-7351 Arena Renaming - Note 1	10,961.33	-
01-7600-7415 TRAINING	1,793.00	3,000.00
01-7600-7430 Wages Transfer In	69,739.94	130,735.40
01-7600-7441 MEMBERSHIPS & DUES	544.91	500.00
01-7600-7450 HEALTH & SAFETY	58.76	600.00
01-7600-7452 UNIFORMS	-	500.00
01-7600-7500 HYDRO	34,107.79	65,000.00
01-7600-7501 GAS	7,461.51	8,000.00
01-7600-7502 ARENA - WATER	3,536.86	8,000.00
01-7600-7510 INSURANCE	44,058.60	43,000.00
01-7600-7515 BUILDING REPAIRS & MAINTENANCE	8,064.09	10,000.00
01-7600-7516 JANITORIAL	821.37	1,200.00
01-7600-7520 GROUNDS MAINTENANCE	510.05	-
01-7600-7529 ADMINISTRATION EXPENSE	-	3,000.00
01-7600-7531 CONTRACTS & AGREEMENTS	1,410.56	2,000.00
01-7600-7601 PHONE & INTERNET	1,969.86	4,000.00
01-7600-7609 TOOLS	8.64	250.00
01-7600-7611 EQUIPMENT MAINTENANCE	2,660.81	10,000.00
01-7600-7613 EQUIPMENT PURCHASE	-	5,000.00
01-7600-7614 EQUIPMENT RENTAL	234.45	500.00
01-7600-7660 OTHER SUPPLIES	8.64	500.00
01-7600-7701 FUEL - GAS	-	2,500.00
01-7600-7777 BAD DEBT EXPENSE	19.15	-
01-7600-7900 Transfer to Reserves	-	50,000.00
01-7600-8011 CAPITAL - Floor Scrubber	-	15,000.00
Net Deficit	\$ 82,889.48	\$ 126,506.36

Note 1: Arena Renaming Donations Reconciliation

Revenue

Fanshawe College - Platinum Sponsorship	(3,500.00)	
Spriet Associates - Platinum Sponsorship	(3,500.00)	
Cotrac Ford Lincoln	(150.00)	
Dowler Karn Limited	(2,500.00)	
The Metiss Group	(1,310.50)	
Greentec	(400.00)	
Dunk Tank Proceeds	<u>(550.00)</u>	(11,910.50)

Expenses

Par-t-Perfect	1,492.50	
Hockey Hall of Fame	6,075.00	
A&B Party Rental	130.57	
My Boradcasting Corporation	2,544.00	
Fast Signs	<u>4,849.26</u>	<u>15,091.33</u>

Net Deficit

\$ 3,180.83



Staff Report

Report To: Bo Horvat Community Center Board of Management

From: Magda Badura, CAO/Treasurer

Date: 2024-09-11

Subject: AR Write Offs

Recommendation:

That the Bo Horvat Community Center Board of Management hereby receives the report from M. Badura, CAO/Treasurer for information;
And That, Bo Horvat Community Center Board of Management approves AR write off pertaining to 2023/2024 ice rental in the amount of \$661.12.

Purpose:

The purpose of this report is to seek the board’s authorization to write off AR uncollectible balance related to ice rentals for 2023/2024 season.

Background:

At the last board management meeting a detailed list of AR aging accounts was provided for information only. Since then, most outstanding payments have been received with a few exceptions. As of August 31st, the remaining uncollected amount is \$661.12, which will need to be written off once the board grants authorization.

It is in the staff’s best interest to maintain active communication with patrons, ensuring that all accounts are in good standing, and making sure full payment is received by the end of the arena season. For the 2024-2025 season, several improvements have been implemented to protect arena revenue and offer patrons additional methods of payments. As of September 9, 2024 cash will no longer be accepted at the arena. A debit machine has been installed to facilitate financial transactions. In addition, the municipal office accepts payments through financial institutions, e-transfers, cheques and cash.

Account	Current	31-60 Days	61-90 Days	All Over 90 Days	Total Balance
300192	1.54	38.51	38.51	-	78.56
300197	(38.22)	13.80	13.80	197.39	186.77
300202	0.32	0.32	0.32	16.13	17.09
300284	6.42	6.42	6.42	359.44	378.70
	\$ (29.94)	\$ 59.05	\$ 59.05	\$ 572.96	\$ 661.12

Financial Implications:

The amount of \$661.12, once approved by the board, will be transferred to bad debt expense and will increase the overall operating deficit for the year.

Respectfully submitted by,

Magda Badura, CAO/Treasurer

Report Approval Details

Document Title:	Unpaid Invoices Write Off - 2024-34-Administration Finance.docx
Attachments:	
Final Approval Date:	Sep 6, 2024

This report and all of its attachments were approved and signed as outlined below:

Terri Towstiuc



Staff Report

Report To: Bo Horvat Community Centre Board of Management
From: Magda Badura, CAO/Treasurer
Date: 2024-09-11
Subject: Community Sport and Recreation Infrastructure Fund Grant Funding Opportunity

Recommendation:

That the Bo Horvat Community Centre Board of Management hereby receives the report from M. Badura, CAO/Treasurer re: Community Sport and Recreation Infrastructure Fund Grant funding opportunity;

And That, the Bo Horvat Community Centre Board of Management endorses the submission of a grant application for the purpose of arena renovations;

And That, the Municipality of West Elgin shall partner with the Municipality of Dutton-Dunwich to strengthen the grant application.

Purpose:

The purpose of this report is to inform the board of the recent grant announcement from the Community Sport and Recreation Infrastructure Fund, which aligns with our arena renovation plans, and to request the board's endorsement to move forward with the application process.

Background:

In 2023, the Municipality of West Elgin received \$250,000 from the Kraftville prize for arena renovation. This amount, along with a \$150,000 contribution from the West Elgin Council, was placed in a newly established reserve fund. As of January 1, 2024, the reserve fund dedicated to the arena renovation totals \$400,000.

On August 19, 2024, staff received an email from the Ministry of Sport announcing the Community Sport and Recreation Infrastructure Fund (CSRIF). This new \$200-million, three-year infrastructure fund aims to support Ontario's growing communities by funding new and revitalized local sport and recreation facilities across the province.

The CSRIF is a two-stream, application-based program. It is recommended that the municipality take advantage of Stream 1: Repair and Rehabilitation, which offers funding between \$150,000 and \$1 million to extend the lifespan of existing community sport and recreation facilities, improve local programming, and enhance accessibility features. The application deadline is Tuesday, October 29, 2024. The provincial government will cover up to 50% of eligible project costs, and under special circumstances, municipalities with fewer than 20,000 residents may receive up to

70% coverage. Approved projects must be completed within 24 months, with all expenses incurred within that timeframe.

This grant aligns perfectly with our arena renovation plans and would significantly accelerate the project, as securing funding is our top priority.

Once the board endorses this application submission, staff will reach out to the arena renovation committee for additional information needed to move forward with the application process.

Financial Implications:

2025 Capital Budget

Policies/Legislation:

N/A

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
☒ To improve West Elgin’s infrastructure to support long-term growth.	☒ To provide recreation and leisure activities to attract and retain residents.	☒ To ensure a strong economy that supports growth and maintains a lower cost of living.	☒ To enhance communication with residents.

Respectfully submitted by,

Magda Badura, CAO/Treasurer

Report Approval Details

Document Title:	Community Sport and Recreation Infrastructure Fund Grant Funding Opportunity - 2024-33-Administration Finance.docx
Attachments:	- csrif-stream-1-guidelines_en.pdf
Final Approval Date:	Sep 6, 2024

This report and all of its attachments were approved and signed as outlined below:

Terri Towstiuć



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

Subject: Resignation Notice

Attn: Arena Board

I am writing to inform the Arena Board, West Elgin and Dutton/Dunwich Councils that I have resigned from all positions within WLMHA effective Aug 29, 2024.

Thanks,

Terry Weed