



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

GREEN MUNICIPAL FUND GRANT AGREEMENT GMF 17595

This Grant Agreement is hereby made and entered into

BETWEEN:

FEDERATION OF CANADIAN MUNICIPALITIES, a not-for-profit corporation incorporated under the laws of Canada, acting as trustee of the Green Municipal Fund ("**GMF**"), and having a place of business at 24 Clarence Street, Ottawa, ON, K1N 5P3.

("FCM")

and

THE CORPORATION OF THE CITY OF BRAMPTON, an Ontario corporation and having a place of business at 2 Wellington Street West, Brampton, Ontario, L6Y 4R2.

("Recipient")

FCM and the Recipient shall be referred to individually as a "**Party**" and collectively as the "**Parties**".

The Agreement, including all the schedules described below, constitutes the entire understanding and agreement between the Parties ("**Agreement**") and supersedes all prior correspondence, offers, negotiations, agreements, or other communications between the Parties relating to the subject matter hereof, whether oral, written or electronic. No changes or modification to the Agreement shall be binding upon a Party unless in writing and signed by both Parties.

The Agreement will be effective commencing on the date of last signature below ("**Effective Date**") and shall end on April 28, 2023, ("**Term**") unless earlier terminated in accordance with the provisions of the Agreement.

The following Schedules are attached and incorporated in the Agreement by reference:

Schedule A – General Terms and Conditions

Schedule B – Eligible and Ineligible Costs Table

Schedule C – Recipient's Specific Terms and Conditions

Schedule D – Request for Contribution Template

Schedule E – Project Progress Report Template

Schedule F – Project Completion Report Template

In witness whereof, the Parties have executed the Agreement through their duly authorized officials.

FEDERATION OF CANADIAN MUNICIPALITIES

**THE CORPORATION OF THE CITY OF
BRAMPTON**

Per: _____
Chris Boivin, Managing Director, GMF

Per: _____
Patrick Brown, Mayor

Date:

Date:

SCHEDULE A - GENERAL TERMS AND CONDITIONS

1. DEFINITIONS

Whenever used in the Agreement and unless the context otherwise requires, the following terms have the following meanings:

“Advanced Contribution” means the first disbursement of the Grant Amount, disbursed in advance of the Recipient having incurred sufficient Eligible Costs to request reimbursement from FCM, as set forth in Schedule C to the Agreement;

“Business Day” means any day other than a Saturday, Sunday or statutory holidays in the Province of Ontario;

“Confidential Information” has the meaning ascribed thereto in Section 8.3 of this Schedule A;

“Contribution” means each individual disbursement of the Grant Amount, as set forth in Schedule C;

“Eligible Costs” means the costs described in Schedule B of the Agreement, for which the Recipient may use the Grant;

“Expense Claim” means the expense claim in the form of the Project Workbook;

“FCM’s Accessibility Guidelines” means the FCM guidelines to be followed by the Recipient, or the consultant hired by the Recipient, when preparing the Project Progress Report(s), Project Completion Report and Final Deliverable, to ensure that such reports are accessible to people with disabilities;

“Final Contribution” means the last disbursement of the Grant Amount. In the event that the Recipient receives the Grant Amount in a single contribution, FCM will advance the Grant Amount through the Final Contribution;

“Final Deliverable” means the final version of the plan or the final version of the report summarizing the results and activities undertaken in conducting the study or the pilot project, as applicable, as described in Schedule C;

“GAAP” means the generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants;

“Material Change” means any change to the description of the Project, forecasted Eligible Costs or particulars of the sources of funding, all as set forth in Schedule C;

“Project” means the plan, feasibility study or pilot project, as applicable, as described in Schedule C;

“Project Workbook” means the form of electronic spreadsheet provided by FCM to the Recipient, as amended by FCM from time to time, to be completed when providing information updates or submitting a Request for Contribution to FCM; and

“Request for Contribution” means the request for Contribution, in the form of Schedule D.

2. GRANT

2.1 Grant Purpose - FCM is providing the Grant to the Recipient for the sole purpose of assisting the Recipient in the preparation of the Project (**“Grant”**).

2.2 Grant Amount - Subject to and in accordance with the terms and conditions of the Agreement and in reliance upon the representations, warranties and covenants of the Recipient hereinafter set forth, FCM agrees to contribute towards the Eligible Costs the maximum amount in Canadian Dollars (the **“Grant Amount”**), set forth in Schedule C of the Agreement. In the event that the aggregate amount of funding received or to

be received from all sources of funding, other than the Recipient, as set forth in Schedule C of the Agreement or as updated in the Project Workbook (all as determined and calculated by FCM) is greater than the total costs incurred by the Recipient in respect of the Project, as evidenced by the delivery of documentation establishing Eligible Costs, then FCM may reduce the Grant Amount to such amount as it deems appropriate, in its sole and absolute discretion.

- 2.3 Grant Expiration Date – In the event that the Recipient fails to meet the conditions of Contribution set forth in the Request for Contribution and fails to obtain the Final Contribution before the end of the Term, then FCM may, at its sole and absolute discretion terminate any further requirement to make the Contribution(s), set forth in Schedule C.
- 2.4 Grant Disbursement – FCM will disburse the Contribution within 30 days of confirming that the Recipient has met all of FCM's conditions, to FCM's satisfaction.
- 2.5 Advanced Contribution – FCM will inform the Recipient, before signature of the Agreement, whether it is eligible for an Advanced Contribution, all as determined in FCM's sole and absolute discretion. In the event that the Recipient is eligible for an Advanced Contribution, FCM will disburse the Contribution within 30 days of receiving from the Recipient, a signed Agreement and a completed copy of FCM's Electronic Funds Transfer form, identifying the bank account where FCM should disburse the Advanced Contribution. The representations and warranties confirmed or made in the Agreement with respect to the Recipient will be true on and as of the date that FCM makes the Advanced Contribution, with the same effect as though such representations and warranties have been made on and as of the date that FCM makes the Advanced Contribution. If any confirmation, information or documentation provided to FCM is not true and correct, or if any act or event does or may materially and adversely affect the Project or the ability of the Recipient to perform its obligations under the Agreement or the Project or any of its other obligations that are material to the Recipient has occurred, the Recipient will immediately notify FCM prior to the making of the Advanced Contribution.

3. OBLIGATIONS OF THE RECIPIENT

Unless FCM shall otherwise agree in writing, the Recipient covenants and agrees that it: (i) shall use the Grant solely for expenditures that are Eligible Costs; (ii) shall carry out the Project and conduct the activities thereof in compliance with all applicable laws, regulations, order, rules, ordinances, permits, licenses, and without restricting the generality of the foregoing, in compliance with all labour, environmental, health and safety and human rights legislation applicable to the Project; (iii) shall carry out the Project with due diligence and efficiency and in accordance with sound engineering, scientific, financial and business practices; (iv) shall maintain industry standard insurance coverage which shall include general liability insurance; (v) shall not make any Material Change to the Project or in the nature or scope of its legal status; and (vi) shall not sell, assign, transfer, lease, exchange or otherwise dispose of, or contract to sell, assign, transfer, lease, exchange or otherwise dispose of, any of the real or personal property, whether movable or immovable, acquired, purchased, constructed, rehabilitated or improved, in whole or in part with the Grant, except if previously approved by FCM as described in Schedule C.

4. ELIGIBLE COSTS

Expenses that are eligible for partial reimbursement by FCM must be: (i) invoiced directly to the Recipient; (ii) incurred after the date set forth in Schedule C; (iii) an integral and an essential component of the Project and required to help achieve the environmental objective of the Project; and (iv) actually and reasonably incurred in accordance with applicable industry standards.

5. RECORD-KEEPING and AUDIT

- 5.1 Record-keeping – The Recipient shall: (i) maintain its accounts, management information and cost control system and books of accounts adequately to reflect truly and fairly the financial condition of the Project and to conform to GAAP; and (ii) **safekeep all such records for at least seven (7) years after the end of the Term.**
- 5.2 Audit – The Recipient shall: (i) upon FCM's request with reasonable prior notice thereto, permit representatives of FCM, during its normal office hours, to have access to its books of accounts and records relating to the Project and permit FCM to communicate directly with, including the receipt of information

from, its external auditors regarding its accounts and operations relating to the Project; (ii) permit FCM to undertake, at any time, at its expense, any audit of the records and accounts of the Recipient in relation to the Project. The Recipient agrees to ensure that prompt and timely corrective action is taken in response to any audit findings and recommendations conducted in accordance with the Agreement. The Recipient will submit to FCM in a timely manner, a report on follow-up actions taken to address recommendations and results of the audit; and (iii) permit the Government of Canada, the Auditor General of Canada, and their designated representatives, to the extent permitted by law, to inspect the terms and conditions of the Agreement and any records and accounts respecting the Project and to have reasonable and timely access to sites, facilities and any documentation relevant for the purpose of audit.

6. ONGOING INFORMATION REQUIREMENTS

The Recipient shall provide to FCM the following information, in form and content satisfactory to FCM: (i) a Project Progress Report in the form of Schedule E within thirty (30) days of FCM making such requests; (ii) prompt notice of any proposed change in the nature or scope of its legal status; (iii) prompt notice of any act or event which does or may materially and adversely affect the Project or may materially and adversely affect the ability of the Recipient to perform its obligations under the Agreement or the Project or any of the Recipient's other obligations that are material to the Recipient; (iv) prompt notice of any litigation or administrative proceedings, together with copies of any written legal documents as FCM may request, excluding legal documents subject to solicitor client privilege, before any court or arbitral body or other authority which might materially and adversely affect the Project or the ability of the Recipient to perform its obligations under the Agreement or in respect of the Project or any of the Recipient's other obligations that are material to the Recipient; (v) immediate notice of the occurrence of any breach of any term or condition of the Agreement and specifying the nature of such breach, and the steps, if any, that it is taking to remedy the same; and (vi) such other information as FCM may from time to time reasonably request from the Recipient by notice to the Recipient.

7. COPYRIGHT

7.1 Copyright – Copyright in all reports, documents and deliverables prepared in connection with the Agreement and set out in Schedule C, by or on behalf of the Recipient (the “**Recipient Documentation**”) will be the exclusive property of, and all ownership rights shall vest in either the Recipient or, subject to the Recipient's ability to grant the license set out in this Article 7.2, a person or entity engaged to develop the Recipient Documentation on behalf of the Recipient. In the event that the Recipient receives a copyright license to the Recipient Documentation, such license shall include a complete waiver in favour of the Recipient of all non-assignable rights (including moral rights) that may exist in the Recipient Documentation.

7.2 License - The Recipient hereby grants to FCM an irrevocable, perpetual, non-exclusive, worldwide, royalty-free, license, to use, reproduce, distribute, adapt, change formats, display, publish, make improvements to, sub-license, translate and copy in any manner the Recipient Documentation. This license shall survive the expiration or termination of the Agreement.

7.3 Interview – FCM shall hold all right, title and interest, including all intellectual property rights, in and to all formats of the Interview, including but not limited to written, audio recorded or video recorded formats, and to have sole and exclusive rights to the use thereof. Prior to the Interview, the Recipient shall ensure that any person designated by the Recipient to participate in the Interview will execute and deliver to FCM a written agreement which effects the assignment to FCM of all right, title and interest therein, including all intellectual property rights, and provides that such person has waived all its non-assignable rights (including moral rights) therein and grants to FCM the right to use the individual's image, including but not limited to posting the Interview on a public website.

8. PUBLIC RECOGNITION, COMMUNICATION, CONFIDENTIALITY

8.1 Public Recognition – The Recipient shall incorporate the following language into the Project Completion Report and the Final Deliverable:

“© 20XX, The Corporation of the City of Brampton. All Rights Reserved.

This project was carried out with assistance from the Green Municipal Fund, a Fund financed by the Government of Canada and administered by the Federation of Canadian Municipalities. Notwithstanding

this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them."

- 8.2 Communication – The Recipient shall comply with FCM's bilingual communication requirements until the date that is five (5) years following the Final Contribution and shall: (i) cooperate with FCM, who will lead the preparation and issuance of a news release announcing GMF funding for the Project and/or the coordination of a public announcement attended by FCM and the Government of Canada; (ii) promptly inform FCM of upcoming promotional events related to the Project and allow FCM and the Government of Canada to participate in such promotional events; (iii) cooperate with FCM in providing information on the Project to other interested persons to permit the sharing of knowledge and lessons learned about the Project; and (iv) cooperate with FCM in preparing one or more educational interviews, if required by FCM, showcasing the Project, that may be posted on FCM's public website or through other social media tools and made available through other mediums and in various formats (the "Interview").
- 8.3 Confidentiality – All processes, documents, data, plans, material, policies or information pertaining to either Party's operations which is obtained by the other Party ("**Receiving Party**") or furnished to the Receiving Party in connection with the Agreement and expressly identified as confidential thereby, including, without limitation, the terms of the Agreement, ("**Confidential Information**") shall be maintained by the Receiving Party in strict confidence and shall not be disclosed to any person or entity for any reason or used by the Receiving Party except as necessary for it to perform its obligations hereunder. The limitations contained in this section shall not apply to (a) Confidential Information which is in the public domain at the time of disclosure; (b) Confidential Information that becomes part of the public domain after disclosure through no fault of the Receiving Party; (c) Confidential Information that the Receiving Party can prove was known by the Receiving Party at the time of disclosure; (d) Confidential Information that the Receiving Party can prove was supplied to the Receiving Party by a third party or was independently developed by the Receiving Party; or (e) Confidential Information required to be disclosed pursuant to judicial process or any law to which the Receiving Party is subject including without limitation the Municipal Freedom of Information and Protection of Privacy Act (Ontario).
- 8.4 Two versions of confidential reports - The Recipient shall provide two versions of any Project Progress Report, Project Completion Report or Final Deliverable that might contain Confidential Information. The version containing Confidential Information shall be clearly labeled as confidential and will be treated as confidential by FCM. The version that does not contain Confidential Information may be posted on FCM's public website and/or made available through other social media websites or tools and otherwise made available to interested third parties.

9. REPRESENTATIONS AND WARRANTIES

The Recipient represents and warrants that: (i) it is duly established under the laws of the Province or Territory set forth in Schedule C of the Agreement and has the legal power and authority to enter into, and perform its obligations under, the Agreement and the Project; (ii) the Agreement has been duly authorized and executed by it and constitutes a valid and binding obligation of it, enforceable against it in accordance with its terms; (iii) neither the making of the Agreement nor the compliance with its terms and the terms of the Project will conflict with or result in the breach of any of the terms, conditions or provisions of, or constitute a default under any indenture, debenture, agreement or other instrument or arrangement to which the Recipient is a party or by which it is bound, or violate any of the terms or provisions of the Recipient's constating documents or any license, approval, consent, judgment, decree or order or any statute, rule or regulation applicable to the Recipient; (iv) it is not subject to any restructuring order under any applicable statutory authority; (v) no litigation, arbitration or administrative proceedings are current or pending or have been threatened, and so far as the Recipient is aware no claim has been made, which is likely to have an adverse effect on its preparation of the Project or its compliance with its obligations under the Agreement; and (vi) the Recipient has the right to grant the copyright license set out in Article 7 of this Schedule A.

10. TERMINATION OF THE AGREEMENT

(a) FCM may terminate this Agreement: (i) if the Recipient breaches any term or condition of this Agreement, and fails to remedy such breach upon the expiry of 15 Business Days' written notice from FCM of such breach or, with respect to a breach that cannot be remedied within the 15 Business Day period, such longer period of time as FCM may reasonably provide the Recipient to remedy the breach, provided the Recipient has commenced to remedy the breach within the 15 Business Day period and is actively and diligently taking appropriate measures to remedy the breach; (ii) if, in FCM's sole discretion, the Project cannot be completed as initially presented; (iii) if the Recipient fails to meet the conditions of Contribution set forth in the Request for Contribution and fails to obtain the Final Contribution before the end of the Term; (iv) if control and charge over the administration of all the affairs of the Recipient are vested in any person other than the Recipient; (v) if the Recipient becomes insolvent and/or proceedings have been commenced under any legislation or otherwise for its dissolution, liquidation or winding-up, or bankruptcy, insolvency or creditors' arrangement proceedings have been commenced by or against the Recipient; and (vi) if the Parliament of Canada fails to pass an appropriation that is sufficient and constitutes lawful authority for the Government of Canada making the necessary payment to FCM for the project or program in relation to which the Grant is being provided.

(b) Either Party may, on not less than 30 days' prior written notice to the other Party, terminate this Agreement.

11. EFFECT OF TERMINATION

(a) If this Agreement is terminated pursuant to Article 10, the Recipient may be: (i) reimbursed for all or a portion of the Eligible Costs they have incurred in relation to the Project up to the effective date of termination; and (ii) required to pay back to FCM all or a portion of the Grant Amount that was disbursed by FCM to the Recipient prior to the effective date of termination.

(b) The rights contained in Sections 11(a) are subject to FCM's sole discretion and satisfaction, taking into consideration the Recipient's out-of-pocket Eligible Costs incurred and results reported by the Recipient in connection with the Project. In addition, FCM may take such action or proceedings in compliance with applicable laws or regulations as FCM in its sole discretion deems expedient to collect the amounts owing to FCM hereunder, all without any additional notice, presentment, demand, protest or other formality, all of which are hereby expressly waived by the Recipient.

12. SAVING OF RIGHTS

No course of dealing and no delay in exercising, or omission to exercise, any right, power or remedy accruing to FCM upon any default under the Agreement shall impair any such right, power or remedy or be construed to be a waiver thereof or any acquiescence therein; nor shall the action of FCM in respect of any such default, or any acquiescence by it therein, affect or impair any right, power or remedy of FCM in respect of any other default.

13. APPROPRIATIONS

Notwithstanding FCM's obligation to make any payment under the Agreement, this obligation does not arise if, at the time when a payment under the Agreement becomes due, the Parliament of Canada has not passed an appropriation that is sufficient and constitutes lawful authority for the Government of Canada making the necessary payment to FCM for the project or program in relation to which the Grant is being provided. FCM may reduce, delay or terminate any payment under the Agreement in response to the reduction or delay of appropriations or departmental funding levels in respect of transfer payments, the project or program in relation to which the Grant is being provided, or otherwise, as evidenced by any appropriation act or the federal Crown's main or supplementary estimates expenditures. FCM will not be liable for any direct, indirect, consequential, exemplary or punitive damages, regardless of the form of action, whether in contract, tort or otherwise, arising from any such reduction, delay or termination of funding.

14. NO BRIBES

The Recipient guarantees that no bribe, gift or other inducement has been paid, given, promised or offered to any person in order to obtain the Agreement. Similarly, no person has been employed to solicit or secure the Agreement upon any agreement for a commission, percentage, brokerage or contingent fee. The Recipient also guarantees that it has no financial interest in the business of any third party that would affect its objectivity in carrying out the Project.

15. RELEASE AND INDEMNIFICATION

15.01 Acknowledgment - The Recipient acknowledges and agrees that (i) the Recipient shall be solely and fully responsible for the Project or any element thereof; (ii) by accepting or approving anything required to be accepted or approved pursuant to this Agreement or the Project, FCM shall not be deemed to have warranted or represented the accuracy, sufficiency, legality, effectiveness or legal effect of the same, or of any term, provision or condition thereof, and such acceptance or approval thereof shall not constitute a warranty or representation to anyone with respect thereto by FCM; and (ii) FCM shall not be responsible in any way whatsoever for the Project or any element thereof.

15.02 Release - the Recipient releases and forever discharges FCM and its directors, officers, agents, servants and employees from any claims, demands, proceedings, losses, damages, liabilities, deficiencies, costs and expenses arising out of or in consequence of any loss, injury or damage to the Recipient or its property in any way relating to this Agreement and/or the Project.

15.03 Indemnification - The Recipient hereby agrees to indemnify and hold harmless FCM and its officers, directors, employees and agents from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings (collectively, a "Claim"), by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, but only to the extent that such Claim arises out of or is in connection with the Recipient's breach of this Agreement or is caused by the negligence or wilful misconduct of the Recipient in the performance of its obligations hereunder or otherwise in connection with the Project.

15.04 Intellectual Property Indemnity. Recipient shall defend or settle at its expense any claim or suit against FCM arising out of or in connection with an assertion that the Recipient Documentation infringes any intellectual property right and the Recipient shall indemnify and hold harmless FCM from damages, costs, and attorneys' fees, if any, finally awarded in such suit or the amount of the settlement thereof; provided that (i) Recipient is promptly notified in writing of such claim or suit, and (ii) Recipient shall have the sole control of the defense and/or settlement thereof.

15.05 FCM's Limited Liability – In no event shall FCM, including its directors, officers, employees and agents, be liable under the Agreement for any indirect, special, incidental, consequential or punitive damages of any kind, however caused, including, but not limited to, loss of profits or revenue, loss of data, work interruption, increased cost of work, or any claims or demands against the Recipient by any other entity, whether such remedy is sought in contract, tort (including negligence), strict liability or otherwise and whether or not FCM, including its directors', officers', employees' and agents' liability for direct damages for any reason and upon any cause of action, whether in tort (including negligence), contract, or any other legal theory, exceed the Grant Amount that was disbursed under the Agreement. The Agreement shall not create for nor give to any third party any claim or right of action against FCM.

15.06 Further Assurances - The Recipient shall promptly execute and deliver, upon request by FCM, all such other and further documents, agreements, opinions, certificates and instruments as may be reasonably required by FCM to more fully state the obligations of either party to the Agreement or to make any recording, file any notice or obtain any consent.

16. GENERAL

16.01 Notices and Requests – Any notice, document or other communication required to be given under the Agreement shall be in writing and shall be sufficiently given if sent by personal delivery/courier, registered mail or email to the other Party at its address indicated in Schedule C. The notice shall be deemed to have

been delivered on the day of personal delivery, on the day received by email (as evidenced by a transmission confirmation), or on the fifth day following mailing.

- 16.02 Relationship of the Parties - The relationship between the Recipient and FCM is, and shall at all times be and remain, essentially that of a recipient and a grantor, and the Agreement does not and shall not be deemed to create a joint venture, partnership, and fiduciary or agency relationship between the Parties for any purpose. Neither the Recipient, nor any of its personnel are engaged as an employee, servant or agent of FCM.
- 16.03 Amendment - Any amendment of any provision of the Agreement, including the Schedules, must be in writing and signed by both Parties.
- 16.04 Choice of Language - It is the express wish of the Parties that the Agreement and any related documents be drawn up and executed in English. Les Parties reconnaissent avoir exigé que la présente convention et tous les documents connexes soient rédigés en anglais.
- 16.05 Governing Law -The Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 16.06 Choice of Forum - The Parties hereto agree and intend that the proper and exclusive forum for any litigation of any disputes or controversies arising out of or related to the Agreement shall be a court of competent jurisdiction located in the Province of Ontario, City of Ottawa.
- 16.07 Effectiveness - The Agreement shall be in force until such time as FCM has disbursed the Final Contribution or until the Agreement has been terminated in accordance with Article 10, whichever shall first occur.
- 16.08 Successors and Assigns - The Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, except that the Recipient may not assign or otherwise transfer all or any part of its rights or obligations under the Agreement without the prior written consent of FCM.
- 16.09 Severability - If any provision or clause of the Agreement is found by a court of competent jurisdiction to be invalid, void, null, illegal or unenforceable, that determination shall not affect the enforceability of the remaining provisions to the extent they can be given effect without the illegal or invalid provision. The Parties further agree to negotiate the severed provision to bring the same within the applicable legal requirements to the extent possible.
- 16.10 Waiver of Rights - Except as expressly provided in the Agreement, any waiver of, or consent to depart from, the requirements of any provision of the Agreement shall be effective only if it is in writing and signed by the Party giving it, and only in the specific instance and for the specific purpose for which it has been given. No failure on the part of a Party to exercise, and no delay in exercising, any right under the Agreement shall operate as a waiver of such right. No single or partial exercise of any such right shall preclude any other or further exercise of such right or the exercise of any other right.
- 16.11 Entire Agreement - The Agreement constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior correspondence, agreements, negotiations, discussions and understandings, if any, written or oral.
- 16.12 Headings - Headings are included in the Agreement for convenience of reference only and are not intended to be full or accurate descriptions of the contents thereof.
- 16.13 Gender and Number - All references in the Agreement to the masculine gender include the feminine gender; and all references to the singular include the plural and vice versa.
- 16.14 Counterparts - The Agreement may be executed and delivered (including by email transmission or by protocol document format ("PDF")) in one or more counterparts and, each of which when executed shall be deemed an original, but both of which together shall constitute one and the same agreement.

16.15 Survival - The provisions pertaining to Article 5, Article 7, Article 8, Article 15 and this Article 16, and any other provisions hereof expressly or impliedly intended to survive termination or expiry, will survive the termination of the Agreement.

SCHEDULE B – ELIGIBLE AND INELIGIBLE COSTS TABLE

GMF Eligible and Ineligible Costs Community Efficiency Financing (CEF)		
<p>Expenses that are eligible for partial reimbursement or for an Advanced Contribution must be:</p> <ul style="list-style-type: none"> incurred after the date the application is received by FCM (costs to write the application incurred up to 90 days prior to receipt of the application by FCM). invoiced directly to your organization. an integral and an essential component of the initiative required to achieve the environmental objective. actually and reasonably incurred in accordance with applicable industry standards. Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort. <p>FCM reserves the right to audit financial statements or expenses incurred at a future date. Please keep financial accounts and records, including but not limited to contracts, invoices, statements, receipts, timesheets, and vouchers, for at least seven years. Financial records must be sufficiently detailed to enable verification of expenditure eligibility and level of effort.</p>		
Cost Category	Eligible Costs	Ineligible Costs
Section A: Costs incurred prior to date application received by FCM		
Pre-application	Costs to write the GMF application, including inserting information into the project workbook, incurred up to 90 days prior to the full application receipt date.	All other costs incurred prior to the full application receipt date, including any stakeholder engagement or research that took place to support the writing of the full application or insertion of information into the Project Workbook.
Section B: Costs incurred after date application received by FCM		
Administrative	<p>Administrative costs that are directly linked to and have been incurred for the Project, such as:</p> <ul style="list-style-type: none"> communication costs (e.g., long-distance calls) permits or certifications required for the Project printing or photocopying by outside suppliers acquisition of documents used exclusively for the project document translation 	Office space, supplies and general overhead costs incurred in the ordinary course of business.
Advertising	<p>Advertising costs essential to communicating the project to the public, as well as Project evaluation such as:</p> <ul style="list-style-type: none"> fees for advertising development fees for media distribution website development 	Advertising costs for general education or publicity that is a result of ongoing or other business activity and not a specific requirement of the Project such as promotional items
Equipment rental	Rental of tools and equipment related to the program	Rental of tools or equipment related to ongoing or other business activities.

Meetings and public gatherings	Costs related to meetings and public gatherings that communicate the project to the public and that collect feedback, such as: <ul style="list-style-type: none"> • facility rental • audiovisual equipment rental • public surveys 	Any hospitality expenses such as: <ul style="list-style-type: none"> • food, drink and alcohol • door prizes • entertainment • decorations, flowers, centrepieces
Services	Fees for professional or technical consultants and contractors.	Costs for engineering studies, audit studies or feasibility studies for which grants or contributions are provided by or committed to be provided by the Government of Canada.
Staff remuneration	<p>Daily rates actually paid by the Eligible Recipient to its employees (including permanent and contract employees) in Canada for time actually worked on the implementation of the Project, including staff time to participate in FCM-led capacity-building activities related to community financing programs for home energy upgrades. The daily rate per employee shall include the following costs:</p> <ul style="list-style-type: none"> • direct salaries: actual and justifiable sums paid by the Eligible Recipient to employees in accordance with the Eligible Recipient's pay scales as regular salary excluding overtime pay and bonuses. • fringe benefit: in accordance with the Eligible Recipient's policies, as follows: <ol style="list-style-type: none"> a) time-off benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project): allowable number of days to be paid by the Eligible Recipient for the following payable absences: statutory holidays, annual vacation, and b) paid benefits: actual sums paid by the Eligible Recipient for paid benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project): the Eligible Recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits <p>N.B. For private sector (for-profit) entities only, as determined by FCM, the value of the total staff remuneration cannot exceed 10% of the Project's Eligible Costs.</p>	<p>Overtime pay Bonuses/performance pay Fringe benefits such as: sick days, pension plan, maternity leave, parental leave, any other fringe benefits not listed as eligible Costs related to ongoing or other regular business activities and not specifically required for the Project. Staff wages while receiving training or attending learning events. Professional membership fees or dues. Staff remuneration for which a grant or contribution are provided by or committed to be provided by the FCM. This includes funding provided or committed through Climate Change Staff Grants from FCM's Municipalities for Climate Innovation Program.</p>
Supplies and materials	Supplies and materials that are specifically needed to undertake the project.	Costs related to ongoing or other business activities, and not a <u>specific requirement of the Project.</u>

Transportation, shipping and courier charges	Transportation costs for delivery of materials and services essential for the Project.	Any transportation expense related to ongoing or other business activities.
Travel and accommodation	Travel and associated expenses for staff and consultants to the extent that the travel and accommodation rates comply with Treasury Board of Canada guidelines and to the extent the such travel is necessary to complete the program including travel and accommodation costs to attend CEF capacity building activities organized by FCM.	Travel, accommodation and fees to attend conferences, missions, trade shows, etc.
Taxes	The portion of taxes for which your organization is not otherwise eligible for rebate.	The portion of taxes for which your organization is eligible for rebate (provincial, territorial or federal).
In-Kind	N/A (Please note that Lead Applicants can include staff time costs for time actually worked on the implementation of the project and list this as "Staff Remuneration". See "Staff Remuneration" category above)	Any goods and services that are received through donation or in-kind
Training	<ul style="list-style-type: none"> Staff training necessary for the successful design and implementation of program Costs associated with market building activities such as renovation contractor training, workforce skills development and energy advisor training 	

SCHEDULE C – RECIPIENT'S SPECIFIC TERMS AND CONDITIONS

1. PROJECT

The Recipient is receiving the Grant Amount to perform the following project:

The City of Brampton, in collaboration with the Cities of Mississauga and Caledon, will complete a design study of the Peel Residential Energy Program. These three cities that make up the Peel Region have all declared climate emergencies and adopted (or are in the process of approving) community climate change action plans to reach ambitious greenhouse gas emissions reduction targets. The proposed study aligns with the Peel Climate Change Master Plan, which highlights that at least 50% of the residential housing stock built before 1990 across Peel Region will require deep energy retrofits in order for the region to achieve its climate action targets.

The study will explore the following:

- Property Assessed Clean Energy (PACE)/Local Improvement Charge (LIC) financing models
- Traditional barriers to home retrofit uptake
- Key program features (target audience, financing terms and conditions, eligible expenses, program requirements, administrative processes, marketing and communications strategies)

- Targets for uptake among the three municipalities
- Opportunities for a partnership approach to deliver a retrofit program jointly across the three jurisdictions, potentially through a third party, to find economies of scale and reduce the administrative burden on individual municipalities

The City of Brampton will lead the study in collaboration with the project team (consisting of staff from all three municipalities). The project team will be supported by a larger project advisory committee (also made up of staff from all three municipalities), who will participate in quarterly project update meetings alongside the rest of the project team and provide periodic feedback on draft deliverables.

A preliminary analysis of the study projects completing 4,450 retrofit projects. This would result in an estimated energy savings of 97,254 GJ/year and greenhouse gas emissions reductions of 3,038 tCO₂e/year. Community benefits resulting from the proposed initiative include energy bill savings, the creation and retention of jobs, increased property value, improved home comfort and improved resiliency to severe weather events.

Innovative aspects:

- A collaborative, region-wide approach leveraging extensive stakeholder engagement to reduce administrative costs and create consistency for contractors
- A third-party delivery model with a web-based submission portal and a one-stop-shop approach to streamline information access
- An attractive PACE/LIC financing model with very low interest rates, long repayment terms and flexible repayment options

Replicability:

The partnership between three municipalities and the use of a third-party administrator delivery model has built-in replication that could be used by neighboring municipalities and others across the province. Various findings, toolkits and lessons learned will be shared with other municipalities looking to implement similar initiatives.

2. PROJECT COSTS

The forecasted Eligible Costs that the Recipient included in its GMF funding application:

WORK PLAN AND BUDGET				
Milestones	Cost Category	Eligible Cost (\$)	Ineligible Cost (\$)	Total Cost (\$)
Milestone 1: Project Initiation/Administration	Start date:	01/2021	End date:	03/2021
internal MOU/TOR	(7) Staff remuneration	\$500	0\$	\$500
set up Project Working Team	(7) Staff remuneration	\$500	0\$	\$500
set up Steering Committee	(7) Staff remuneration	\$1,500	0\$	\$1,500
meet with legal, finance, building, property tax, purchasing departments	(7) Staff remuneration	\$1,500	0\$	\$1,500
confirm budget	(7) Staff remuneration	\$1,500	0\$	\$1,500
begin purchasing process	(7) Staff remuneration	\$1,500	0\$	\$1,500
write RFP to hire consultant	(7) Staff remuneration	\$2,000	0\$	\$2,000
RFP process: RFP release, receive RFPs, score RFP's, confirm successful consultant	(7) Staff remuneration	\$1,500	0\$	\$1,500
hire consultant	(7) Staff remuneration	\$1,500	0\$	\$1,500
start up meeting with consultant	(6) Services	\$5,000	0\$	\$5,000
meet with corporate communications to begin communication plan development	(7) Staff remuneration	\$1,500	0\$	\$1,500

develop website	(3) Advertising	\$1,500	0\$	\$1,500
Milestone 1 Subtotal				\$20,000
Milestone 2: Synthesize Background Research/Data Collection	Start date:	04/2021	End date:	08/2021
review available existing data/complete any missing research, including:	(6) Services	\$12,000	0\$	\$12,000
review existing energy and emission strategies, programs and projects related to existing residential neighbourhoods (ie. SNAP)	(6) Services	0\$	0\$	0\$
Review/identify energy and emissions baseline homes by decade	(6) Services	0\$	0\$	0\$
determine existing energy efficiency programs	(6) Services	0\$	0\$	0\$
determine current energy efficiency uptake	(6) Services	0\$	0\$	0\$
identify areas with majority of older homes	(6) Services	0\$	0\$	0\$
fill in data gaps (residential energy data, residential home data)	(6) Services	0\$	0\$	0\$
clarify criteria for deep and light retrofits	(6) Services	0\$	0\$	0\$
document existing GTA home retrofit market capacity	(6) Services	0\$	0\$	0\$
document world best practise of home retrofit/PACE programs	(6) Services	0\$	0\$	0\$
research residential energy retrofit funding opportunities	(6) Services	0\$	0\$	0\$
research how to best administer/operate program	(6) Services	0\$	0\$	0\$
package research to use when going out to stakeholders, create a narrative	(6) Services	\$5,000	0\$	\$5,000
develop Summary Report	(6) Services	\$15,000	0\$	\$15,000
presentation for Project Working Team/Steering Committee	(6) Services	\$1,000	0\$	\$1,000
Council briefing	(7) Staff remuneration	\$0	0\$	\$0
Milestone 2 Subtotal				\$33,000
Milestone 3: Internal/External Stakeholder Engagement	Start date:	9/2021	End date:	11/2021
design Workshop Facilitation and Engagement Strategy	(6) Services	\$4,000	0\$	\$4,000
identify internal stakeholders, issue invitations, manage registration and event logistics	(7) Staff remuneration	\$2,000	0\$	\$2,000
synthesize results from Milestone 2 into briefing notes and workshop presentation	(6) Services	\$2,000	0\$	\$2,000
Facilitate internal stakeholder workshop - present Summary Report feedback on barriers/opportunities,	(6) Services	\$5,000	0\$	\$5,000
consolidate feedback (preliminary risk assessment report including risk categories, risk matrix and mitigation plan)	(6) Services	\$5,000	0\$	\$5,000
presentation for Project Working Team/Steering Committee for review/feedback, revise as needed	(6) Services	\$2,000	0\$	\$2,000
Interim report: assessment and proposed mitigation options	(6) Services	\$3,000	0\$	\$3,000
Milestone 3 Subtotal				\$32,000
Milestone 4: Draft Program Design	Start date:	12/2021	End date:	5/2022
Confirm Program Framework (vision, principles, goals, targets) to include: PACE with 3rd Party Administration, Energy Goals and targets,	(6) Services	\$16,500	0\$	\$16,500

Emissions goals and targets, economic goals and targets, # of deep/light retrofits being targeted, # of homes being targeted , # of low income homes being targeted				
Municipal Administrative Role: LIC, Building permits, Financing	(6) Services	\$16,500	0\$	\$16,500
Third Party Administrative Role: residential engagement, retrofit sector engagement, Funding Coordination, Home Retrofit Packages	(6) Services	\$16,500	0\$	\$16,500
Financing Plan: Loan provisions, financial evaluations	(6) Services	\$10,000	0\$	\$10,000
Priority Resident Energy and Emission Action Plan: Phasing Plan (1-5, 5-10, 10 + years), Program Eligibility, Age Focus, Neighbourhood Focus, income Focus, Pilot Projects,	(6) Services	\$5,000	0\$	\$5,000
program alignment (SNAP neighborhoods): Provide direction on integrating with municipal existing programs, Provide direction on integrating with existing energy efficiency funding programs	(6) Services	\$5,000	0\$	\$5,000
Training Program	(6) Services	\$5,000	0\$	\$5,000
Energy Retrofit Funding (Utility Programs, municipal contributions)	(6) Services	\$5,000	0\$	\$5,000
Energy audits and monitoring	(6) Services	\$5,000	0\$	\$5,000
Partner strategy	(6) Services	\$3,000	0\$	\$3,000
communication/outreach program: work with Corporate Communications, Home Energy and Emissions Labelling Program, Home Real Estate Industry, Residential owners	(6) Services	\$3,000	0\$	\$3,000
Develop Draft Program Design Recommendations Document: program design, policy, internal and external engagement/communication/promotion program,	(6) Services	\$8,500	0\$	\$8,500
presentation to Project Working Team/Steering Committee	(6) Services	\$1,000	0\$	\$1,000
Council briefing	(7) Staff remuneration	\$0	0\$	\$0
Milestone 4 Subtotal				\$100,000
Milestone 5: Stakeholder Engagement on draft Program Design	Start date:	6/2022	End date:	8/2022
develop engagement support tools	(6) Services	\$800	0\$	\$800
identify internal stakeholders	(7) Staff remuneration	\$100	0\$	\$100
communicate/promote workshop	(7) Staff remuneration	\$100	0\$	\$100
workshop with internal stakeholders	(6) Services	\$5,000	0\$	\$5,000
identify external stakeholders	(7) Staff remuneration	\$100	0\$	\$100
communicate/promote workshop	(7) Staff remuneration	\$100	0\$	\$100
workshop with external stakeholders	(6) Services	\$5,000	0\$	\$5,000
revisions to program design	(6) Services	\$1,000	0\$	\$1,000
consolidate feedback/program design revision recommendations into summary report	(6) Services	\$1,800	0\$	\$1,800
presentation for Project Working Team/Steering Committee	(6) Services	\$1,000	0\$	\$1,000
Milestone 5 Subtotal				\$15,000
Milestone 6: Final Program Design, Approval and Promotion	Start date:	9/2022	End date:	11/2022
Delivery of Final Program Design/Municipal Toolkit	(6) Services	\$10,000	0\$	\$10,000

Presentation to Project Working Team/Steering Committee	(6) Services	\$1,000	0\$	\$1,000
Presentation to stakeholders	(6) Services	\$1,000	0\$	\$1,000
LIC By-law	(7) Staff remuneration	\$2,000	0\$	\$2,000
Council report/Presentation	(7) Staff remuneration	\$2,000	0\$	\$2,000
Review funding	(7) Staff remuneration	\$1,000	0\$	\$1,000
review internal administration	(7) Staff remuneration	\$1,000	0\$	\$1,000
review third party administration	(7) Staff remuneration	\$1,000	0\$	\$1,000
finalize Corporate Communication Plan and launch plan	(7) Staff remuneration	\$1,000	0\$	\$1,000
FCM Reporting	(7) Staff remuneration	\$0	0\$	\$0
Milestone 6 Subtotal				\$20,000
Subtotal – All Phases		\$220,000	\$0	\$220,000

Total Eligible Costs	\$220,000
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Contingency costs: Have you included room for contingencies in some or all of your task costs? Please explain. There is a fair degree of certainty with the consultants cost estimate. In the event of any cost overruns, all 3 participating municipalities have agreed to absorb and spread out costs equally

Other Notes:
Brampton, Mississauga and Caledon anticipate 20 hours/month of staff time

FCM will only reimburse costs incurred after November 10, 2020, except for costs incurred to write the application, which are eligible for reimbursement if incurred after August 10, 2020.

3. PROJECT SOURCES OF FUNDING

The funding for the Project is planned as:

Funding Source	Description	Date Confirmed	Amount	Percentage of Total Budget
Green Municipal Fund	Grant	April 28, 2021	\$175,000	80%
City of Brampton	In-kind	November 02, 2020	\$15,000	7%
City of Mississauga	Cash	November 06, 2020	\$15,000	7%
Town of Caledon	Cash	November 10, 2020	\$15,000	7%
TOTAL			\$220,000	100%

4. GRANT AMOUNT

The Grant Amount, described in Article 2 of Schedule A, shall be equal to the lower of:

- (i) the sum of one hundred and seventy five thousand dollars (\$175,000); or
- (ii) eighty percent (80%) of Eligible Costs.

5. GRANT DISBURSEMENTS

The obligation of FCM to disburse the Grant to the Recipient, is subject to the Recipient fulfilling the applicable conditions of Contribution set forth below, to the satisfaction of FCM, in its sole and absolute discretion.

Payment and reporting table: The forecasted Contribution(s) amounts (\$), reporting requirements and reporting dates as agreed upon by the Parties prior to Agreement signature.

Contribution(s) and Deliverable(s)	Approximate Date of Submission	Approximate Date of Contribution	The Contribution shall be equal to the lesser of:
Contribution #1 <ul style="list-style-type: none"> Schedule D – Request for Contribution Schedule E – Project Progress Report <ul style="list-style-type: none"> Evidence that Milestones 1, 2, 3 were completed and Milestone 4 underway: Project initiation/Administration; Synthesize Background Research/Data Collection; Internal/External Stakeholder Engagement; Draft Program Design Updated Project Workbook <ul style="list-style-type: none"> Sources of Funding Payment and reporting table Expense Claim Additional conditions: None 	June 30, 2022	July 29, 2022	<input type="checkbox"/> \$113,750 or <input type="checkbox"/> 80% of Eligible Costs then incurred by the Recipient
Final Contribution <ul style="list-style-type: none"> Schedule D – Request for Contribution Schedule F – Project Completion Report Evidence that Milestones 4,5 & 6 were completed: Draft Program Design; Stakeholder Engagement on draft Program Design; Final Program Design, Approval and Promotion Updated Project Workbook <ul style="list-style-type: none"> Sources of Funding Payment and reporting table Expense Claim Final Study Report & Completion Report Additional conditions: None 	June 30, 2023	July 31, 2023	<input type="checkbox"/> \$175,000 less the amount of previous Contribution or 80% of Eligible Costs then incurred by the Recipient less the amount of previous Contribution

6. JURISDICTION

The jurisdiction applicable to Section 9 of Schedule A of the Agreement is the Province of Ontario.

7. CRA BUSINESS NUMBER

The Recipient's CRA Business number is 12271 3563 RT0001.

8. **NOTICES**

<p><u>To the Recipient:</u></p> <p>The Corporation of the City of Brampton 2 Wellington Street West Brampton, Ontario L6Y 4R2</p> <p>Attention: Mr. Mike Hoy Supervisor, Environmental Planning</p> <ul style="list-style-type: none"> • telephone: 905-874-2608 • by electronic mail: michael.hoy@brampton.ca <p>Alternate Contact:</p> <p>Attention: Ms. Pam Cooper Environmental Planner</p> <ul style="list-style-type: none"> • telephone: 905-974-2265 • by electronic mail: pam.cooper@brampton.ca 	<p><u>To FCM:</u></p> <p>Federation of Canadian Municipalities 24 Clarence Street Ottawa, Ontario K1N 5P3</p> <p>Attention: Mr. Stephen Ngonain Project Officer for GMF</p> <ul style="list-style-type: none"> • telephone: 343-417-0506 • by facsimile: 613-244-1515 • by electronic mail: sngonain@fcm.ca
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OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

SCHEDULE D – REQUEST FOR CONTRIBUTION TEMPLATE

[LETTERHEAD OF THE RECIPIENT]

[Address]
[Date]

Federation of Canadian Municipalities
24 Clarence Street
Ottawa, Ontario
K1N 5P3

Attention: Mr. Stephen Ngonain
Project Officer for GMF

The Recipient is requesting the following Contribution:

- ☐ First
- ☐ Final

I am an authorized official of the Recipient and understand that all the information below must be submitted and accepted by FCM, in order to receive the Contribution. I hereby certify, in satisfaction of the terms and conditions of the Agreement, that:

- The Conditions of Contribution set forth in Schedule C have been met by the Recipient.
- The Project conforms to the description set forth in Schedule C of the Agreement.
- The Recipient has obtained, or has made other arrangements satisfactory to FCM for obtaining, all approvals, consents, authorizations and licences that are required under the laws of Canada and of the relevant Province or Territory, in order for the Recipient to enter into and comply with the Agreement and to undertake and complete the Project.
- No act or event does or may materially and adversely affect the Project or the ability of the Recipient to perform its obligations under the Agreement and the Project or any of its other obligations that are material to the Recipient has occurred.
- The representations and warranties confirmed or made in the Agreement with respect to the Recipient will be true on and as of the date that FCM makes the Contribution, with the same effect as though such representations and warranties have been made on and as of the date that FCM makes the Contribution.
- All the covenants, conditions and other obligations set forth in the Agreement, including its schedules, and the Project Workbook, to be performed or satisfied by the Recipient before the date that FCM makes the Contribution have been performed or satisfied, to FCM's satisfaction.
- All capitalized terms have the meaning attributed to them in the Agreement.
- If any confirmation, information or documentation provided to FCM is not true and correct, the Recipient will immediately notify FCM prior to the making of the Contribution.
- All expenses claimed:
 - have been submitted through the Expense Claim template, in the Project Workbook;
 - have been incurred and paid, or are to be paid, by the Recipient;
 - were integral and essential components of the Project and required to help achieve the

- environmental objectives of the Project;
 - were reasonably incurred in accordance with applicable industry standards; and
 - are Eligible Costs as per Schedule B, that were incurred after the date set forth in Schedule C.
- I acknowledge and agree that the Recipient's records and accounts in relation to the Project, might be audited.
- I am attaching a completed copy of FCM's Electronic Funds Transfer form to identify the bank account where FCM should deposit the Contribution.

Name and title of authorized officer of Recipient

Signature

Date

SCHEDULE E – PROJECT PROGRESS REPORT TEMPLATE

VERY IMPORTANT:

Timing: You need to email a report, to your GMF project officer (contact info is in Schedule C), on the dates indicated in Schedule C or whenever FCM asks for such a report.

Copyright: If you're hiring a consultant to prepare the report, please make sure to get the copyright (see FCM's copyright tips document), otherwise FCM will not be able to disburse the Grant Amount.

Accessibility for people with disabilities: Please do not change the format, font, layout, etc. of this report. This template has been specially designed, following FCM's Accessibility Guidelines, in order to be accessible to people with disabilities.

Confidentiality: If your report contains any Confidential Information that you would prefer not be made available to the public (e.g. through a case study or other materials produced by FCM that relate to your Project), please submit two versions of the report:

1. **Complete report including Confidential Information:** Please clearly label this report with the word "**Confidential**" or similar wording and FCM will treat it as confidential.
2. **Abridged report excluding Confidential Information:** This report may be posted on the FCM website and otherwise made available to interested third parties, to help FCM meet its knowledge sharing objectives.

Purpose: Your Project Progress Report has two main purposes:

1. **Project tracking:** This report enables FCM to confirm that your Project is proceeding as planned, or to be informed of any unforeseen delays.
2. **Knowledge sharing:** FCM shares the lessons and expertise gained through GMF-funded initiatives with other communities across Canada. The findings and lessons learned documented in your Project Progress Report could be valuable for other municipal governments that are seeking to address sustainability issues in their own communities. FCM may wish to supplement this information through an Interview with the Project lead.

Content outline: Your Project Progress Report should be approximately **one to two pages long** and include the information below. **Note: You may request a Microsoft Word version of this template from your GMF project officer.**

Project information

GMF number:

Name of funding recipient:

Project title:

Date of Project Progress Report:

1. Project status

- a) Please summarize the activities completed so far and indicate the activities currently in progress, as per Schedule C. **Note:** If you have previously submitted a Project Progress Report (for projects with multiple contributions), your summary should build on the information you included in your previous report.

- b) Have there been any significant changes, or do you anticipate any significant changes, to the scope or costs of the Project as described in the Agreement or in a previously submitted Project Progress Report (if applicable)?
- c) Please indicate how the scope will change and, in general terms, how the changes will affect the **environmental, social and economic benefits** you aim to achieve and the **budget** (e.g. increase or decrease; no precise figures required).
- d) When do you expect to complete your study (month/year)?

2. Lessons learned to date

- a) What challenges have you encountered in undertaking your study, if any, and how have you addressed them? Are you looking for any specific resources or support that would help you overcome these challenges?
- b) Given the challenges you've faced, what advice would you give another community that is planning to undertake a similar study?

SCHEDULE F – PROJECT COMPLETION REPORT TEMPLATE

VERY IMPORTANT:

Timing: You need to email a report, to your GMF project officer (contact info is in Schedule C), on the dates indicated in Schedule C or whenever FCM asks for such a report.

Copyright: Before you submit a report to FCM, make sure you hold the copyright for the report. If you're hiring a consultant to prepare the report, please make sure to get the copyright (see FCM's copyright tips document), otherwise FCM will not be able to disburse the Grant Amount.

Accessibility for people with disabilities: Please do not change the format, font, layout, etc. of this report. This template has been specially designed, following FCM's Accessibility Guidelines, in order to be accessible to people with disabilities.

Confidentiality: If your report contains any Confidential Information that you would prefer not be made available to the public (e.g. through a case study or other materials produced by FCM that relate to your Project), please submit two versions of the report:

1. **Complete report including Confidential Information:** Please clearly label this report with the word "**Confidential**" or similar wording and FCM will treat it as confidential.
2. **Abridged report excluding Confidential Information:** This report may be posted on the FCM website and otherwise made available to interested third parties, to help FCM meet its knowledge sharing objectives.

Please contact your project officer to receive an electronic copy of the Completion Report Template.

Upon completion of the project, a copy of the Final Deliverable must be submitted along with this Completion Report.

FCM will post your report on the [Green Municipal Fund™ \(GMF\) website](#). This is because one of FCM's mandates is to help municipal governments share their knowledge and expertise regarding municipal environmental projects, plans and studies.

How to complete the Completion Report

The purpose of the Completion Report is to share the story of your community's experience in undertaking your project with others seeking to address similar issues in their own communities.

Please write the report in plain language that can be understood by people who are not specialists on the subject. A Completion Report is typically in the range of 5–10 pages, but may be longer or shorter, depending on the complexity of the project.

GMF grant recipients must enclose **final** copies of the Completion Report and the Final Deliverable with their final Request for Contribution. The reports, including all attachments and appendices, must be submitted in PDF format with searchable text functionality. Reports that are not clearly identifiable as final reports, such as those displaying headers, footers, titles or watermarks containing terms like "draft" or "for internal use only," will not be accepted by GMF. Additionally, reports must be dated. If you have questions about completing this report, please consult GMF staff.

GMF number	
Name of lead applicant (municipality or municipal partner)	
Name, title, full address, phone, fax and e-mail address of lead technical contact for this study	
Date of the report	
Type of study (Feasibility study or Program Design study)	

1. Introduction

- a) Who was involved in doing the Study, and what are their affiliations? Please include name, title and contact information. Those involved could include municipal staff, engineers and other consultants, a representative from a non-governmental organization, and others.

2. The Study

- a) Please summarize the overall objectives of your study and the key activities or approaches you undertook to meet these objectives.
- b) Please describe any public or internal consultations or workshops conducted as part of the Study and their impact on the Study.

3. Feasibility Study only: Elements of a Feasibility Study

- a) Please provide the page numbers from the Feasibility Study report for the following program design elements. If the design element is not in the report, please provide a description of the element.

Elements of a Feasibility Study	Page numbers from the Feasibility Study report or description of the feasibility element
A baseline assessment of a community's housing stock and energy upgrade potential, including assessing building types, energy use profiles and opportunities for energy upgrades to support GHG emissions reductions.	
Potential uptake of home energy upgrades in terms of the number of anticipated projects and level of investment required	
Expected environmental, social and economic benefits that could be achieved from these projects	
Homeowner barriers to energy efficiency and renewable energy upgrades and to participation in existing efficiency programs, such as those offered by a utility company or regional efficiency agency	
Evaluation of relevant financing models for your local context	
Engagement with key municipal and external stakeholders on shared goals for a local program	

4. Program Design Study only: Elements of a Program Design Study

Please provide the page numbers from the Program Design report for the following program design elements. If the design element is not in the report, please provide a description of the element.

Elements of a Program Design Study	Page numbers from the Program Design report or description of the design element
Target audience (e.g. housing stock, socio-economic groups, etc.)	
Participant eligibility criteria	
Eligible energy measures, and non-energy measures if relevant	
Funding sources and budget	
Recommended financing model	
Financing terms and conditions	
De-risking strategies (e.g. credit assessment, municipal loan loss reserve and partial loan guarantee for third-party lenders)	
Program delivery model	
Application of the EnerGuide Rating System and relevant requirements for program participants	
Integration with other relevant incentive programs	
Consumer protection measures	
Marketing and communications strategies	
Workforce training needs	
Program implementation plan	
Stakeholder roles and responsibilities	
Client journey and application process	
Program process flow diagrams	
Program monitoring and evaluation	
Risk identification and management strategies	
Contracting and procurement	

5. Lead Applicant's Next Steps

- a) Taking the Study's recommendations into account, what next steps do you, as the municipality or municipal partner, plan to take? What barriers or challenges do you anticipate with these next steps, and how might these be overcome?

6. Lessons Learned

In answering the questions in this section, please consider all aspects of undertaking the Study — from the initial planning through each essential task until the Final Study report was prepared.

- a) What activities or partnerships were critical to the success of your Study?

- b) What barriers or challenges (if any) did you encounter in doing this Study? How did you overcome them?
- c) What would you recommend to other municipalities interested in doing a similar Study? What would you do differently if you were to do this again?
- d) Do you have a project champion who has been instrumental to the success of the study? If so, please include his or her name, title and contact information, and describe his or her role in the study.

7. Knowledge Sharing

- a) Is there a website where more information about the Study can be found? If so, please provide the relevant URL.
- b) FCM is developing a Community Efficiency Financing resource library to share tools and best practices on designing and implementing local financing programs for home energy upgrades. In addition to the Study results, has your Study produced any resources or materials that would be useful to share with other communities, such as checklists, toolkits, templates, guidelines, bylaws, videos or information brochures? If so, please attach copies or include the relevant website links.

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