

MUNICIPALITY OF KILLARNEY



REQUEST FOR PROPOSAL

Design and Feasibility Study for Green Municipal Building

RFP CLOSING DATE

June 08, 2026 | 3:00 PM EST

Sealed proposals must be received by:

Municipality of Killarney — Attention: Clerk-Treasurer
32 Commissioner Street, Killarney, Ontario P0M 2A0

Envelopes must be sealed and clearly marked:

"Design and Feasibility Study for Green Municipal Building"

Submissions through email and fax are not accepted

The Municipality reserves the right to reject any or all submissions.

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1. Project Information

1.1 Purpose

The Municipality of Killarney (the "Municipality" or the "Owner") invites proposals from qualified consulting or engineering firms (the "Proponent") to undertake a comprehensive Design and Feasibility Study for a Green Municipal Building at 23 Channel Street, adjacent to the Killarney waterfront.

The proposed facility is intended to function as a waterfront community hub, incorporating public washrooms, a small information booth, and a limited-obstruction view of the channel. The design shall include a partially covered roof, open space for picnic tables, and potential rentable commercial space (e.g., a vendor kiosk). The scope of this engagement also includes the demolition of the existing structure currently occupying the site.

The primary objective of the study is to produce a detailed and actionable plan for the design, construction, and long-term operation of an energy-efficient, sustainable municipal building. Deliverables shall include a comprehensive cost analysis, energy savings projections, greenhouse gas (GHG) emission reduction targets, and a safe demolition plan.

1.2 Introduction

The Municipality of Killarney is committed to developing a facility that serves as both a functional community asset and a model of environmental stewardship. Located at 23 Channel Street along the Killarney waterfront, this project represents an opportunity to create a landmark green building that reflects the Municipality's long-term sustainability objectives.

The Feasibility Study will identify cost-effective, practical measures to achieve measurable reductions in energy consumption and GHG emissions, while ensuring full compliance with applicable standards. The study will also assess the project's eligibility for external funding, with particular attention to the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF).

The scope of work necessarily includes the safe demolition and complete removal of the existing building, carried out in strict accordance with all applicable safety and environmental regulations.

1.3 Scope of Work

The Proponent shall provide professional services under two primary work streams: (i) Demolition and Site Preparation; and (ii) Green Building Feasibility Study. Each work stream is described in detail below.

A. Demolition and Site Preparation

The Proponent shall develop and submit a comprehensive demolition plan for the existing 200 m² (approximately 2,152 ft²) structure. The plan shall address, at minimum, the following requirements:

- Provide a detailed cost estimate for the demolition of the existing structure and the disposal of all associated construction materials. Note that the Killarney Landfill does not accept construction waste; approved disposal sites are located at Key River and Hartley Bay Road, and applicable tipping fees apply.
- Develop a barricading and site security plan to restrict public access to the construction zone and all associated hazards, in full compliance with OHSa Health and Safety requirements and all applicable laws and regulations of the Province of Ontario.
- Outline specific safety measures and protocols to be employed when working in proximity to the waterfront and open water.
- Prepare and present a detailed sequence of operations and proposed environmental protection measures at the pre-construction meeting with the Municipality.

B. Green Building Feasibility Study

The Proponent shall conduct a thorough and evidence-based feasibility study for the proposed Green Municipal Building. The study shall encompass the following:

Site Analysis and Existing Conditions Assessment

- Conduct a site survey to establish existing site conditions, including topography and key physical features.
- Undertake a comprehensive site assessment, including soil conditions, drainage patterns, utility servicing, and environmental constraints.
- Review all relevant existing documentation and prior site or building assessments, where available.

Conceptual Design and Green Building Integration

Proposals shall demonstrate a commitment to high-performance, sustainable design. The conceptual designs shall incorporate the following green building principles and initiatives:

- **Passive Design Strategies:** Orientation, massing, and envelope design that minimize heating and cooling loads, including high-performance insulation, triple-glazed fenestration, and thermal bridge mitigation.
- **Energy-Efficient Mechanical and Electrical Systems:** Selection of heating, ventilation, and air conditioning (HVAC) systems and lighting technologies that meet or exceed NECB 2020 requirements, targeting best-practice Energy Use Intensity (EUI) and Thermal Energy Demand Intensity (TEDI) benchmarks.
- **Renewable Energy Integration:** Assessment and design of on-site renewable energy systems (e.g., building-integrated photovoltaics, solar thermal) as supplementary energy sources, consistent with FCM GMF guidelines regarding exclusion from EUI calculations.
- **Sustainable Materials and Construction Practices:** Specification of low-embodied-carbon, locally sourced, or recycled-content materials where feasible; development of a construction waste management plan.
- **Water Conservation:** Integration of low-flow fixtures, rainwater harvesting, and stormwater management strategies to reduce potable water consumption and site runoff.
- **Climate Resilience and Adaptation:** Design considerations that account for projected climate risks including increased precipitation, freeze-thaw cycling, and extreme weather events relevant to the Northern Ontario context.

- **Green Certification Pathway:** Assessment of feasibility for achieving a recognized green building certification (e.g., LEED, Passive House, Green Globes), with identification of certification targets and estimated costs.

Comprehensive Feasibility Analysis

- Perform detailed architectural and engineering design to a level sufficient to support cost estimation and funding applications.
- Conduct energy modelling and analysis demonstrating compliance with NECB 2020 and targeted reductions in EUI and TEDI relative to the reference building.
- Prepare a full financial analysis, including capital cost estimates, projected operating and maintenance costs, life-cycle cost analysis, and payback period calculations for major energy efficiency measures.
- Identify and assess applicable funding programs, including FCM GMF grants, provincial programs, and other incentives, with a strategy for maximizing funding eligibility.

Floodplain Considerations and Flood Mitigation

The Proponent shall recognize that the subject property is located within the regulated 100-year floodplain and shall incorporate flood risk considerations into the feasibility study and conceptual design.

At a minimum, the Proponent shall:

- Review applicable floodplain mapping, hydrological data, and regulatory requirements, including required approvals and permits.
- Assess potential flood risks to the site and proposed development.
- Develop a conceptual **Flood Mitigation Plan** that includes recommended building elevations, site grading and drainage strategies, and appropriate floodproofing measures.
- Ensure all mitigation measures align with applicable standards and support the project's overall climate resilience objectives.

Community Engagement and Programming

- Develop and implement a public consultation and stakeholder engagement process to determine community-preferred building features, programming priorities, and site design elements.
- Explore and evaluate the feasibility of incorporating additional community-focused amenities, which may include vendor kiosks, a tourist information booth, picnic tables and enhanced outdoor seating areas, waste and recycling stations, and site improvements that maximize visibility and accessible connections to the waterfront.

Final Report

Prepare a comprehensive final report summarizing all findings, design recommendations, cost estimates, energy performance projections, funding strategy, and an implementation roadmap for the Municipality's consideration.

1.4 Project Timeline

At this time, the project does not have a fixed timeline; however, proponents are encouraged to include a proposed project schedule with key milestones as part of their submission.

2. Proposal Submission Requirements

2.1 Proposal Format

Proposals shall be organized in a clear, logical manner and include the following sections:

General Information

- Full legal name of the Proponent organization and primary contact name, title, telephone, and email address.

Demolition Plan

- Detailed cost breakdown for demolition and material disposal.
- Barricading methodology and site safety measures.
- Environmental protection and compliance measures.

Green Building Feasibility Study

- Executive Summary.
- Company Profile, including relevant experience with green building and municipal projects.
- Project Team — identification of key personnel, their qualifications, and roles.
- Technical Proposal — methodology, approach, and work plan.
- Financial Proposal — fee schedule and itemized cost breakdown.
- References — minimum one relevant project reference with contact information.
- Appendices — any supporting materials, sample reports, or certifications.

Supporting Documentation

List of all permits and approvals anticipated to be required, with confirmation that these will be obtained prior to commencement of work.

2.2 Submission Details

Proposals must be submitted in a sealed envelope clearly marked “**Design and Feasibility Study for Green Municipal Building**” and delivered to the Municipal Office at the address provided on the cover page no later than 3:00 PM EST on Monday, June 08, 2026. Late submissions will not be considered under any circumstances.

3. Evaluation Criteria

All compliant proposals will be reviewed and scored by a Municipal evaluation committee. Proposals will be assessed against the following weighted criteria:

Evaluation Criteria	Weight (%)
Experience & Qualifications of the Firm and Key Personnel	25%
Work Plan, Methodology & Project Approach	20%
Project Budget & Cost Efficiency	30%
Compliance with Applicable Standards and Regulations	15%
References & Demonstrated Past Performance	10%

The Municipality reserves the right to seek clarification from any Proponent and to conduct interviews or presentations as part of the evaluation process. Highest total score does not guarantee contract award; the Municipality will award the contract to the proposal deemed most advantageous to the Municipality in its sole discretion.

4. Terms and Conditions

4.1 Municipality's Rights

The Municipality reserves the right, without liability, to accept or reject any or all proposals; to waive formalities or minor irregularities; to negotiate with any Proponent; to cancel, amend, or reissue this RFP at any time; and to request interviews, presentations, or additional information as necessary to support its evaluation.

4.2 Conflict of Interest

Proponents must disclose, in writing, any actual or potential conflict of interest at the time of submission. Failure to disclose a known conflict of interest may result in disqualification.

4.3 Insurance

The successful Proponent shall obtain and maintain, throughout the duration of the contract, Commercial General Liability insurance in a minimum amount of \$5,000,000 per occurrence. The Municipality of Killarney shall be named as an additional insured on such policy, and certificates of insurance shall be provided prior to commencement of work.

4.4 Accessibility

The Proponent and all sub-contractors shall comply with the Accessibility for Ontarians with Disabilities Act (AODA) and all applicable accessibility standards in the performance of the contracted services.

4.5 Confidentiality

All proposals received will be treated as confidential. Proponents are advised, however, that the Municipality is subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and proposals may be subject to disclosure as required by law.

4.6 Permits and Approvals

The successful Proponent shall be responsible for identifying, obtaining, and maintaining all permits, licences, and approvals required to carry out the scope of work. All activities must comply with applicable Federal, Provincial, and Municipal laws, regulations, and by-laws.

4.7 Contract

The successful Proponent will be required to execute a formal contract with the Municipality within ninety (90) days of the issuance of the Notice of Award. The contract shall include a Hold Harmless and Indemnification clause covering the Proponent and all sub-contractors.

5. Contact Information

Inquiries regarding this RFP, and all formal submissions, should be directed to:

Candy Beauvais

Clerk-Treasurer, Municipality of Killarney

Tel: 705-287-2424 ext. 203

Email: cbeauvais@municipalityofkillarney.ca

For site-related questions or to arrange a site visit, please contact:

Derek Palomaki

Public Works Superintendent, Municipality of Killarney

Tel: 705-287-1040 / 705-920-0027

Email: dpalomaki@municipalityofkillarney.ca

For general inquiries, please contact:

Sanket Shinde

Project Coordinator, Municipality of Killarney

Tel: 705-287-2424 ext. 205

Email: sshinde@municipalityofkillarney.ca

6. Appendices

The following appendices are attached to and form part of this Request for Proposal:

- Appendix A — Site Map and Property Photos
- Appendix B — FCM Sustainable Municipal Building, Green Municipal Fund Guidelines
- Appendix C — Channel Street Design Guidelines

Appendix A

Site Map and Property Photos



**Channel Marina,
23 Channel Street
Killarney, ON
P0M2A0**





















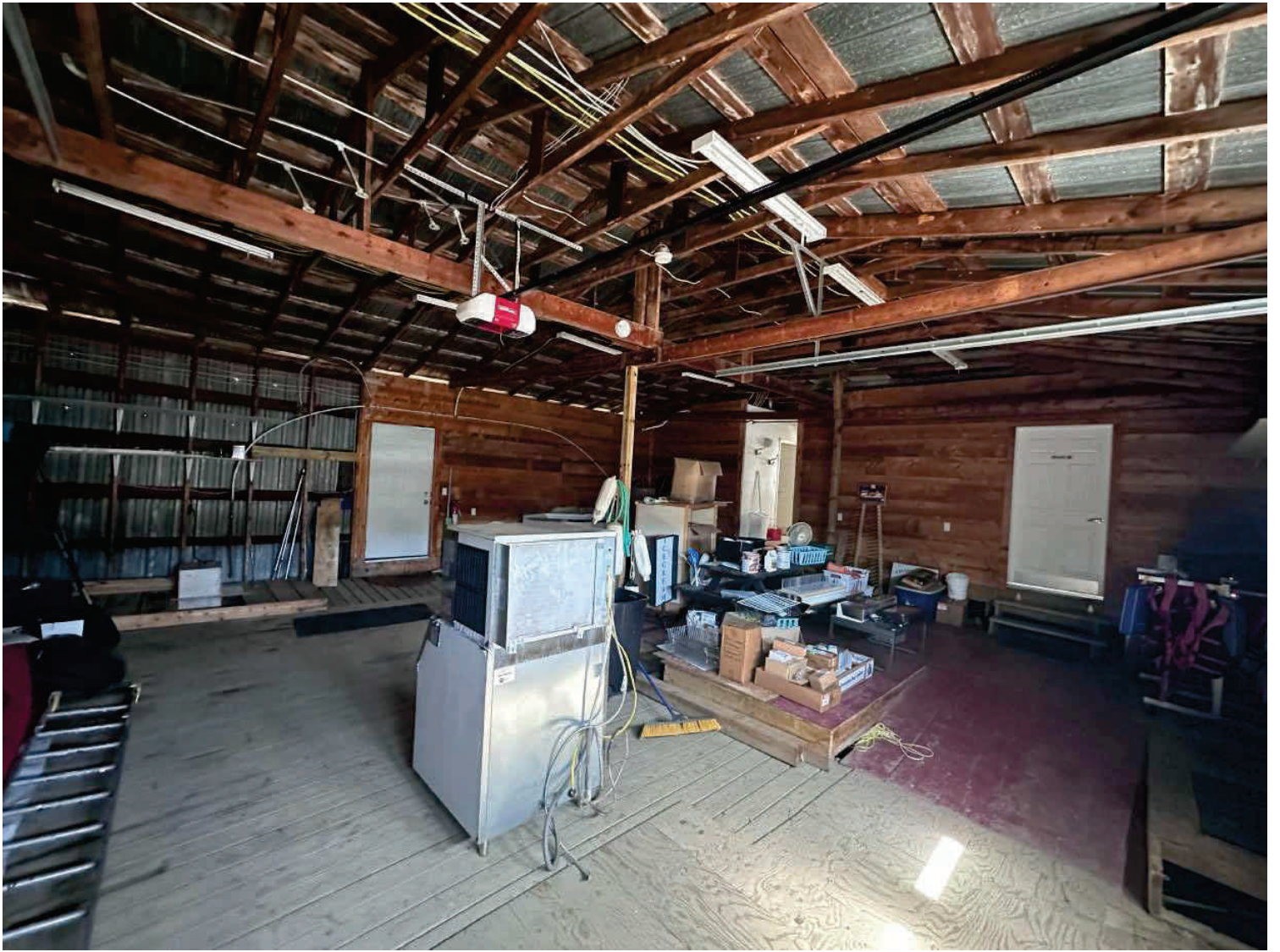












Appendix B

FCM Sustainable Municipal Building, Green Municipal Fund Guidelines



GREEN
MUNICIPAL
FUND

FONDS
MUNICIPAL
VERT

GMF Funding Application Guide

Sustainable Municipal Buildings

Updated: February 2026

A program of/
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MUNICIPALITÉS

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Financé par



HOW TO USE THIS GUIDE

This guide outlines everything you should know about applying for GMF funding under the *Sustainable Municipal Buildings* (SMB) offer. Our [webpage](#) provides application instructions, information about how your project will be evaluated and tips for completing a great application.

Follow the directions below as you complete your pre-application and full application form. Answer each question with enough detail so that someone who has never heard of your project would fully understand your application.

The appendices at the end of this document contain useful information:

- [Appendix A: Glossary of key terms](#)
- [Appendix B: Funding offer](#)
- [Appendix C: Evaluation of application](#)
- [Appendix D: Required supporting documents](#)
- [Appendix E: Reporting requirements](#)
- [Appendix F: Climate resilience requirements](#)

Please review our [webpage](#) prior to reading the application guide. Our webpages provide essential information about the funding offer, project eligibility, and required project outcomes. This application guide will navigate you toward submitting a complete application.

GMF respects the principles of OCAP®. Any product, data or information that may include Indigenous knowledge may be submitted at the discretion of the applicant.¹

If you're having trouble completing the application or uploading files, or if you simply have questions, give us a call at 1-877-417-0550 or email us at gmfinfo@fcm.ca.

WHEN TO APPLY

We accept applications year-round until all annual funds are allocated. Once all funding is allocated for the year, any new applications are deferred for approval to the following fiscal year, beginning April 1. If your application is deferred, we will let you know.

¹ The principles of ownership, control, access and possession—more commonly known as OCAP®—assert that Indigenous communities have control over data collection processes, and that they own and control how this information can be used.

APPLICATION PROCESS

To apply for GMF funding, you must submit:

- a pre-application form
- a full application form
- a project workbook
- all [required supporting documents](#)²

Below is a high-level overview of the sequence and steps to reaching a funding decision. In Phases 1 and 2 a GMF outreach officer or advisor will support you to prepare a strong pre-application. They will then review your pre-application and provide you with extra feedback if needed to complete a high-quality full application form. Once you submit a full application form in Phase 3, a project officer will be assigned to your file and will be your point of contact throughout the remainder of the application and funding decision process. They will review your file and provide feedback. They may ask you to revisit some steps to help you improve your application and make it stronger before it is sent to our peer reviewers and final review by our Green Municipal Fund Council.

Phase 1: Pre-application³

You must [submit a pre-application form](#).

Phase 2: Eligibility determination

A GMF outreach officer or advisor will review your pre-application form. They will determine whether your organization and initiative are eligible to proceed to the next stage of the application process. In the event that GMF receives a high volume of pre-applications, only those projects that best align with the requirements of the offer may be selected to advance to full application. GMF staff strive to respond within 15 business days of the date we receive your pre-application form.

Phase 3: Full application

If your organization and initiative are determined to be eligible to proceed to the next stage, GMF staff will inform you when the full application form is available. It is

2 Submit required documents as attachments to your pre-application and full application forms.

3 A reminder: If you are a municipality or municipal corporation from Quebec, all pre-applications must be submitted and approved by Ministère des Affaires municipales et de l'Habitation (MAMH).

important to note that even if a project is deemed eligible to move forward with a full application, it does not guarantee full application eligibility or that the project will be approved for funding.

As you complete the application form, don't hesitate to reach out to your assigned GMF outreach officer or advisor with any questions you might have.

Note: Review this guide for a preview of the questions and required documentation on the pre-application and full application forms. Use the guidance provided to ensure you answer every question fully and to the best of your ability. Consult [Appendix D: Required supporting documents](#).

Phase 4: GMF project officer review

Once the full application form is submitted, a GMF project officer will review your application for accuracy and completeness. They will work with you to resolve any remaining questions.

Phase 5: Peer review and internal review

An external expert peer review panel evaluates all capital project and feasibility study funding applications. An internal analysis is also completed to provide a funding recommendation to GMF Council and FCM's Board of Directors.

Phase 6: FCM funding decision

For all GMF projects, FCM's Board of Directors oversees funding recommendations made by the GMF Council.

For **feasibility studies**, the average time for a funding decision is three to five months after submission of your full application form.

For **capital projects**, the average time for a funding decision is four to six months after submission of your full application form.

STEP 1: VERIFY PROJECT ELIGIBILITY

Before you apply, please review the eligibility requirements on our [webpage](#) and confirm that your project will meet all funding eligibility requirements, outcomes and targets.

If you are unsure whether your project aligns with the funding offer, or if you have questions about how to apply, please contact a GMF representative at gminfo@fcm.ca or 1-877-417-0550.

STEP 2: SUBMIT A PRE-APPLICATION

All applicants must complete a pre-application form. The instructions in this step will guide you in answering the questions on the pre-application form.

The information you provide in your pre-application will help GMF staff members assess whether your initiative aligns with the requirements of the funding offer and determine its eligibility to proceed to the next phase of the application. Answer each question with enough detail so that someone who has never heard of your project would fully understand your application.

Note: As you prepare your answers to the pre-application questions, be aware that there is a 5,000 character limit (including spaces) for responses to each of the open response fields in the form.

Applicant information

In this section, we will ask you to tell us who you are, where you are from and who your main partners are, if any.

Participating organization(s)

Applicable to all applications

In this section, please provide the name and role of each participating organization. Use the guidance in Table 1 to help you complete this section.

Table 1: Details required for each participating organization

Application category	Required supporting information
Organization name [type to select from list]	You must use the full legal name of the organization.
Organization role [select value]	There are four options to choose from: ⁴ <ul style="list-style-type: none"> • Lead applicant: a non-municipal entity (e.g., not-for-profit, municipal services corporation, etc.) in partnership with the lead municipality (see lead municipality category below) • Lead municipality: the primary municipal partner to a non-municipal lead applicant (see lead applicant category above). Usually, the municipality where the initiative is taking place or that will benefit from the initiative • Lead applicant and municipality: if the lead applicant is a municipality, this is the appropriate selection • Partner: if the organization is not the lead applicant or the lead municipality, this is the appropriate selection (e.g., projects with multiple municipal partners, any non-municipal funders, consultants, etc.)

IMPORTANT: If your organization is not a municipal government, your initiative must be delivered in partnership with one. You will be required to provide the name of the main project contact for your lead municipality on the project team. You will also be required to submit a municipal council resolution stating municipal partnership. See [Appendix D: Required supporting documents](#) for requirements for non-municipal applicants.

Project contacts

Applicable to all applications

In this section, please provide contact details for the lead project contact(s). Be sure to include their primary role in the project and their affiliated organization. Use the guidance in Table 2 to help you complete this section.

4 The lead on the application (whether it be a lead applicant or a lead applicant and municipality) is responsible for signing the agreement with FCM, overseeing the initiative (even if a third party completes the work), incurring the costs of the initiative and submits the required reporting to FCM.

Table 2: Contact details for lead project contact(s)

Application category	Required supporting information
Contact name [open text]	Please enter first and last name.
Organization name [select from list]	You will only be permitted to select the name of the organizations you listed under the participating organization in the earlier question.
Contact role [select value]	<p>One of the contacts you provide must be the application contact. This is the primary contact for the application and the person that will be permitted to submit the application. If you wish to provide additional contacts, we recommend you select one from the following list:</p> <ul style="list-style-type: none"> • Secondary contact: the secondary point of contact supporting the submission of the application • Municipal contact: contacts representing the municipality if not already identified as an application contact or secondary contact • Consultant: the primary contact representing the consulting team, if applicable • Read-only: a contact that is permitted to view the application; they will not be permitted to make any changes to the application directly

IMPORTANT: Contacts listed in this section will have access to edit and/or view the application, but the form can only be submitted by the application contact. We strongly recommend that you designate only **one application contact** who will be responsible for completing the full application process and receiving all related FCM correspondence. Consultants may not sign the declaration or submit applications on behalf of eligible applicants.

Supporting document(s)

There is a supporting documents box for each section of the pre-application form where you can attach the documents related to the questions in that section.

Required attachments for applicant information: For all **lead applicants that are not the lead municipality**, a council resolution stating the municipality's involvement in the project must be attached.

Project information

In this section, please provide:

- an overview and description of the project
- information pertaining to the objectives and rationale of the project
- a high-level budget for the project

Note: When possible, in your application please refer to specific page numbers or sections in your supporting documents. This will ensure staff and peer reviewers evaluate your application accurately.

Project overview

Applicable to all applications

In this section, please provide the title of your project as well as the funding offer and project type for which you are applying. Use the guidance in Table 3 to help you complete this section.

Table 3: Guidance to complete the project overview section	
Application category	Required supporting information
Project working title [open text]	The title should include, at a minimum: <ul style="list-style-type: none"> • Name of the municipality or, in the case of multiple municipalities, the region. • Description of what the project is with at least one keyword based on the project. <p>Example: Studying emission reduction opportunities targeting net zero performance at four municipal facilities in Bonville, Quebec</p>
Offer type [select value]	Select “ Sustainable municipal buildings ” from the list of options.
Project type [select value]	Select the type of project you intend to complete from the following list of options: <ul style="list-style-type: none"> • Feasibility study • Capital project

IMPORTANT: Be sure to select the Offer type and Project type specified in the previous table as there are unique application forms for each funding offer and project type. If you are unsure, please get in touch with a GMF representative at gmfinfo@fcm.ca or 1-877-417-0550.

Project description

Applicable to all applications

In this section, please provide a description of your project that covers the information requested in the table below. The information you provide in this section will help GMF assess eligibility and compliance with the required outcomes of the funding offer. Use the guidance in Table 4 to help you complete this section.

Table 4: Guidance to complete the project description section

Project type	Required questions to answer
All applications	<ul style="list-style-type: none"> Briefly describe the community or region in which your initiative will take place.
Feasibility studies	<ul style="list-style-type: none"> What building(s) is/are included in the scope of the feasibility study? What key questions will the feasibility study aim to answer? What technologies and/or solutions will the study explore? How will you assess potential impacts on equity-deserving groups in your project?
Capital projects	<ul style="list-style-type: none"> What building(s) is/are included? What technologies and/or solutions will be included in the scope of the project?

Note: GMF understands that for some applicants (especially smaller municipalities), the scope of work for feasibility studies may be contingent on third-party support that is secured after funding approval from GMF. If you have not selected a consultant at the pre-application stage, please answer the questions to the best of your knowledge, indicating where further detail will be contingent on this support.

Objectives and rationale

Applicable to all applications

For this section, please tell us why you want to complete this project and what you hope to achieve. Use the guidance in Table 5 to help you complete this section.

Table 5: Guidance to complete the project objectives and rationale section

Project type	Required questions to answer
<p>All applications</p>	<ul style="list-style-type: none"> • Describe the purpose of your initiative and the problem(s) or need(s) it addresses. • Explain why the project is important and timely. • At a high level, what are the anticipated environmental, socio-economic and financial benefits of your initiative? How will this project improve your community? Use quantitative information where possible. • What would “business as usual” (most likely scenario) be in the absence of the solution(s) you are exploring or implementing? • Describe how your project may contribute to the knowledge value or replication of methods used, for buildings across your region in the areas of energy efficiency, greenhouse gas (GHG) reductions, sustainability and socio-economic benefits. • For new buildings: describe your project’s SMB-mandatory energy, thermal energy demand intensity (TEDI) and embodied carbon targets, as well as any applicable fossil-fuel restrictions. Refer to the SMB study webpage or capital project webpage for further detail. • For retrofits: for each building in your portfolio, describe your project’s SMB-mandatory energy and GHG reduction targets and its fossil-fuel phase-out requirements. Refer to the SMB study webpage or capital project webpage for further detail.
<p>Feasibility studies</p>	<ul style="list-style-type: none"> • Why was this building (or portfolio of buildings) chosen, among other municipal buildings, as a priority? • For retrofits only: If your municipality is not pursuing retrofits in a portfolio of buildings, what barriers/limitations are preventing this?

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Capital projects	<ul style="list-style-type: none"> • Why was this building chosen (or portfolio of buildings), among other municipal buildings, as a priority? • For retrofits only: If not pursuing a portfolio of buildings, what barriers exist from doing so?
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Budget

In this section, please provide the following budgetary information about your project. Use the guidance in Table 6 to help you complete this section.

Table 6: Guidance to complete your pre-application project budget

Application category	Required supporting information
Project start and end date (YYYY-MM-DD) [date field]	Indicate the start and end dates for your proposed initiative.
Funding request (\$) [open text]	Indicate the amount of funding you are requesting for your proposed initiative.
Anticipated total project cost (\$) [open text]	Provide the total costs of your proposed initiative.

Supporting document(s)

Required attachments for project information – For capital projects, provide the following additional information:

- complete feasibility study*
- energy model study or relevant calculations
- engineering or detailed cost estimate
- executive summary of the environmental assessment of your initiative, if required under federal and/or provincial laws
- audited financial statements for the past three years (non-municipal applicants)

*This study consists of an assessment of the technical and financial feasibility, as well as the environmental, social, and economic impacts of a potential municipal environmental project. Your feasibility study must compare the expected environmental performance of the project against a baseline, to demonstrate the anticipated environmental results. GMF considers that a strong feasibility study will contain the following:

- o models that support the expected environmental performance
- o analysis of the recommended option from a life cycle perspective (e.g., construction, operation, renewal and end of life)
- o financial or business case for the recommended option
- o methodology that will be used to measure the actual results/project performance

Project eligibility

In this section, we will ask you to provide key details about your project that will enable us to confirm its eligibility.

Project site

Applicable to capital project applications

In this section, please answer the following question indicating whether you are including brownfield remediation as part of your project scope of work.

Question: Does your project involve the remediation of a brownfield site? If yes, please attach supporting documentation.

[select value]

- Yes
- No

Capital projects that involve the remediation of a [brownfield](#) site are eligible to receive a grant of up to 20 percent of the loan amount (instead of 15 percent). This extra grant amount is only available to projects that include remediation in their project workplan and budget. It does not apply when:

- remediation or site closure has already occurred
- contamination is discovered during the project

To be eligible for the extra grant, applicants must be able to attest that:

- a Phase II Environmental Site Assessment (or equivalent) has confirmed that contamination is present at the project site and that remediation is required
- site remediation will be conducted in compliance with all applicable laws and regulations

Climate resilience

Applicable to capital project applications with new infrastructure assets (not applicable to retrofits)

In this section, please answer the following questions indicating whether you meet the requirements related to climate resilience. You will need to confirm whether your new infrastructure project site is outside the current 100-year floodplain and whether your project involves new infrastructure assets valued at over \$2 million.

Question: According to the most recent floodplain map available, is your project site outside the current 100-year floodplain?

[select value]

- Yes
- No
- Not applicable (for projects without new infrastructure assets)

If your project does not involve new infrastructure assets (i.e., retrofits) please select “Not applicable”.

Question: Does your project involve new infrastructure assets valued over \$2 million?

[select value]

- Yes
- No

If your project involves new infrastructure assets valued *under* \$2 million, you are required to provide one of the following:

- For projects located outside the 100-year floodplain map or located behind a permanent structural defense, please use [the letter of attestation for flood exposure template](#) (either from the lead applicant or supporting experts).
- For projects located within the 100-year floodplain map, a guarantee signed by a professional engineer that the asset is built to a flood resilient design is required.

Note: You are not required to attach a floodplain map as part of your pre-application and full application.

Projects involving new infrastructure assets valued *over* \$2 million must submit a completed climate risk assessment⁵ with documentation detailing design

5 Infrastructure Canada Climate lens, ISO 14091, PIEVC High Level Screening Guide or equivalent

considerations to mitigate vulnerabilities where high levels of flood, wildfire or permafrost degradation risks exist. Please consult [Appendix F: Climate resilience requirements](#) for detailed guidance on how to meet this requirement.

Note: If you are not able to provide a climate risk assessment at this stage, please contact your outreach officer or advisor to discuss how to proceed.

Greenhouse gas (GHG) reduction benefits

In this section, please answer the following question to explain the environmental benefit of your initiative with respect to reducing GHG emissions.

Applications for **feasibility studies** will be assessed on their potential to lead to initiatives resulting in reductions in GHG emissions in alignment with [net zero](#).

Question: Please describe how this project will contribute to a reduction in GHG emissions.

[open text]

Your sustainable municipal building project may lead to a direct or indirect reduction of GHG emissions by:

- reducing energy consumption from your local electricity grid
- greatly reducing or eliminating the need for fossil fuel based space and water heating
- for arenas and pools, reducing energy use by installing heat recovery systems
- reducing heating and cooling demand in your buildings through improved building insulation and reduction of air leakage
- using on-site renewables to reduce emissions associated with your local electricity grid
- embodied carbon GHG reductions

Note: GMF considers reductions in electricity use in clean grids to be an important contribution to [net zero](#), as this will free up clean electricity for the decarbonization of other sectors.

Applications for **capital projects** will complete the table below and be assessed on their potential to result in GHG emission reductions in comparison to similar projects.

Question: Please complete the table below to confirm that you have the appropriate documentation and information required to assess environmental eligibility. Please provide additional information where applicable.

[fillable table]

Requirements for environmental eligibility	Information available?	Name of supporting document(s)	Comments and reference pages
Baseline⁶: Current energy consumption for existing building(s) or modelled energy consumption if new building(s), categorized by energy type (electricity, natural gas, etc.)	[select a value] <ul style="list-style-type: none"> • Yes • No 	[open text]	[open text]
Anticipated post-project consumption and production, categorized by energy type (electricity, natural gas, etc.)	[select a value] <ul style="list-style-type: none"> • Yes • No 	[open text]	[open text]
For new buildings only: Baseline and proposed embodied carbon emissions (tCO₂e)	[select a value] <ul style="list-style-type: none"> • Yes • No 	[open text]	[open text]
If applicable, other sources of GHGs associated with your project	[select a value] <ul style="list-style-type: none"> • Yes • No 	[open text]	[open text]

GMF expects quantified GHG reductions to be supported with valid and conservative assumptions:

All new construction of municipal buildings projects must be supported with the following information. Please ensure the documents you list in the table above cover this information:

- An energy model study for the baseline and proposed building. The energy model must be created using well-established building energy modelling software. The

6 For retrofit projects: a baseline year is considered a year with the most recent 12 months of consecutive and reliable data that represents a typical year of facility operations without any significant changes. The first month of the baseline year must be no more than five years prior to your full application submission date.

study must meet the requirements stated on the SMB new construction capital project [webpage](#).

- An embodied carbon report for the baseline and proposed embodied carbon emissions. The report must meet the requirements stated on the SMB new construction capital project [webpage](#).
- If applicable, documentation for refrigerants with an installed capacity of more than 50 tonnes. Documentation must include installed capacity (must be supported with equipment specification sheets identifying the refrigerant type and charge for all equipment that impact the type or charge of refrigerant used).

All retrofit municipal building projects must be supported with the following information. Please ensure the documents you list in the table above cover this information:

- A Green Buildings Pathway feasibility study, or equivalent, that demonstrates a pathway for each building to meet the best practice energy targets in 20 years or less. Refer to the [Green Buildings Pathway Guidance Document](#) for further detail. Your capital project retrofit does not need to meet the best practice energy targets; however, it must incorporate at least one phase of your Green Buildings Pathway feasibility study.
- Capital project retrofit applications without a Green Buildings Pathway feasibility study may be accepted for funding; however, these projects must achieve at least 50 percent GHG savings and 25 percent energy consumption savings as part of a single capital project, rather than through multiple retrofit phases. An American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Level 2 study, signed by a professional engineer (P.Eng.), must be submitted as part of this type of retrofit capital project application.
- Baseline data: twelve consecutive months of metered energy-use data (from utilities or submeters) for all energy sources of the current building(s). Weather-normalized energy data is preferred. This data must be included in your Green Buildings Pathway feasibility study.

Supporting document(s)

Required attachments for project eligibility:

- For all **capital projects**, you will need to provide any documents you referenced in the table above
- For **capital projects with new infrastructure valued over \$2 million**, you will need to provide a completed climate risk assessment
- For **capital projects with new infrastructure valued under \$2 million**, you will need to provide one of the following:
 - a [signed letter of attestation for flood exposure](#) if your project is located outside the 100-year floodplain map or located behind a permanent structural defense
 - a guarantee signed by a professional engineer that the asset is built to a flood resilient-design if your project is within the 100-year floodplain map

Declaration and signature

In the declaration and signature section, simply type the information of the person with signing authority from the lead applicant organization.

Note: Only the application contact can submit the pre-application form. The application contact must ensure they have permission to submit the application on behalf of their organization. Consultants working with a lead applicant to prepare this application cannot sign this declaration or submit this form.

STEP 3: SUBMIT A FULL APPLICATION

If your project is deemed to be eligible based on the information you provided in the pre-application form, your GMF outreach officer or advisor will inform you that the full application form is available. In the event that GMF receives a high volume of pre-applications, only those projects that best align with the requirements of the offer may be selected to advance to full application. As you complete the application form, contact your outreach officer or advisor if you have any questions.

Note: Answers you provided during the pre-application stage will be pre-populated in the full application form. You will be able to edit and update some of the information pre-populated from your pre-application form.

Note: As with the pre-application questions, the full application questions have a 5,000 character limit (including spaces) for responses to each of the open response fields in the form.

Applicant information

Applicable to all applications

Please review the pre-populated information and add any additional details that would help us better understand your initiative. Guidance on how to answer these questions is provided in the pre-application guidance [Applicant information](#) section on page 5.

Project information

Applicable to all applications

Please review the pre-populated information and add any additional details that would help us better understand your initiative. Guidance on how to answer these questions is provided in the pre-application guidance under the [Project information](#) section on page 8, as well as in the [Project site](#) section for capital projects on page 12.

Supporting document(s)

Refer to section [STEP 2: SUBMIT A PRE-APPLICATION](#) for details on the required documents.

Project management and delivery

In this section, we want to better understand your project management approach including appropriate planning, risk management, stakeholder engagement and resourcing.

Project team

Applicable to all applications

In this section, please answer the following question describing your project team. In the table, please identify members of your project team (including your project partners, if applicable) and their roles in the project.

Question: Please describe in the table below the roles and responsibilities of your project team.
[fillable table]

Name	Title	Organization	Scope of responsibilities
[open text]	[open text]	[open text]	[open text]

The table should include at least one member of the lead applicant’s project management team, as well as anyone responsible for training and capacity building to ensure the successful completion of your initiative. If your project is sponsored or championed by a municipal elected official, include them as well.

If you have not yet hired a key team member, please identify them in the table anyway (e.g., “consultant TBD”) and detail their *anticipated* roles and responsibilities along with their *required* level of experience and expertise (e.g., as defined in your request for proposal).

Applications will be assessed based on the project team and its ability to lead the project to completion and deliver the expected benefits. The assessment will also consider whether there is strong municipal staff participation and capacity building throughout the project that will enable municipal staff and, where applicable, [rights holders](#) and [stakeholders](#), to build and retain the skills and knowledge needed to undertake and replicate the project. See [Appendix A](#) for applicable definitions and descriptions.

Project implementation risk

Applicable to capital project applications

In this section, please answer the following question describing the biggest risks and challenges you face in implementing your project and how you will manage and mitigate them. In the table, please identify relevant implementation risks and challenges along with risk mitigation measures or strategies to address them.

Question: Please list in the table below the key risks and challenges associated with implementing this project, along with their likelihood and the strategies you will use to manage or mitigate them. [fillable table]

Risk description	Probability	Mitigation measures
[open text]	[select value] <ul style="list-style-type: none">• High• Medium• Low	[open text]

Applications will be evaluated on their risk management plan and mitigation strategies. Reviewers will assess the project's understanding and adoption of risk management strategies with appropriate mitigation of potential risks to the project's execution, including:

- environmental risks
- stakeholder/resident engagement risks
- social risks
- financial risks
- technical risks
- operational risks
- planning risks
- time and cost-related risks

Examples of risk mitigation activities may include managing regulatory requirements (e.g., environmental assessments, certificates of authorization and regulatory approvals), assessment of expected new technology performance and back-up plans in case of problems, construction or installation of engineering controls and monitoring systems, preparation of a performance measurement plan and a cost-overrun and capping plan, and liability insurance and performance guarantees.

Supporting document(s)

Required attachments for project management and delivery:

You will need to provide the following additional information in the full application:

- Organizational chart (i.e., an organigramme) that shows the reporting structure of the project team, including the reporting relationship between municipal staff and any consultants.
- Project team members' resumés or documents listing their professional qualifications and experience as they relate to this project. Please provide detailed resumes or descriptions of experience for lead members of the project team; short descriptions of experience are sufficient for other team members.

Optional attachments for project management and delivery:

If available, please provide a project risk management plan in the full application.

Budget and workplan

The information you provided at the pre-application stage has been carried over to this part of the full application form. Please review and update it if necessary.

Budget

Applicable to all applications

Before completing this section, please complete the project workbook provided to you by your outreach officer or advisor.

Please see the [Supporting document\(s\)](#) section on page 23 for guidance on completing your project workbook. We also encourage you to consult [Appendix E: Reporting requirements](#) to ensure that your project’s budget includes sufficient resources to meet these reporting requirements.

Please review the information in the application form that was carried over from the pre-application form. Ensure that the values for the funding request and the anticipated total project costs are the same as those in your project workbook. Then use the guidance in Table 7 to complete this section.

Table 7: Guidance to complete your project application budget	
Application category	Required supporting information
Project start and end date (YYYY-MM-DD) [date field]	Please review and update your project dates if necessary. These dates can be approximate. Please note that, for most projects, dates are flexible and can be adjusted.
Funding request (\$) [open text]	Please review this amount and update it if necessary. You will obtain this information from your completed project workbook. Once you have completed the budget and sources of funding tabs in the project workbook, you will be provided with the maximum loan and grant amounts you can request based on your total eligible project costs. Once you have reviewed and confirmed the amounts in Tab 5 - Sources of funding , please enter it here.
Anticipated total project costs (\$) [open text]	Please review and update these if necessary. This value should align with the total project costs identified in your project workbook.

Applications will be assessed on the merits of the project budget and workplan. Budgets should be realistic and reflect the proposed workplan and include appropriate contingency funding. Individual line items should generally be no more than 10% of the total project costs. Workplans should have concrete deliverables in accordance with established project milestones. They should have realistic timelines and consider elements such as permitting processes, regulatory approvals, data collection, project monitoring and performance verification approaches.

Budgets and workplans will be evaluated relative to industry standards for size, scope and location of projects.

Note: Project costs incurred prior to the date GMF receives your full application form are ineligible unless they are relating to writing your GMF application up to 90 days before submitting it (up to \$5,000). For capital projects, additional costs can be incurred for completing required assessments relevant to a GMF application, provided the assessment is completed within 90 days of submitting the application (up to \$25,000).

Supporting document(s)

Required attachments for budget and workplan:

As part of your GMF application, your outreach officer or advisor will provide you with a customized project workbook to fill out. **Your project workbook is a critical supporting document for all GMF funding applications.** It will be used for approved projects to create the funding agreement and for project monitoring. Please be sure to carefully read and follow the instructions provided in the project workbook.

The project workbook contains the following tabs:

Tab 1 - Instructions

This tab explains how to complete the project workbook. Read the tab carefully and make note of the important tips to consider when filling out the remaining tabs.

Tab 2 - Environmental benefits (capital projects only)

This tab is pre-populated by GMF based on the information provided in your pre-application form. Review the table and reach out to your GMF outreach officer or advisor if you have any questions.

Tab 3 – Eligible and ineligible costs

This tab provides a breakdown of cost categories describing elements that are considered ineligible and eligible costs. Review it carefully as it will inform the tasks you enter into Tab 4. You can also review the full list of eligible costs for [studies](#) and [capital projects](#).

Tab 4 – Project budget and milestones

This tab is where you will enter your project costs based on milestones and tasks. Please follow the detailed instructions provided in the project workbook.

Note that milestones are set at the full application stage, confirmed at the agreement stage for approved projects, and monitored throughout the implementation stage to inform the timing of reporting and disbursement.

For guidance on GMF reporting requirements to better inform your budget, please review [Appendix E: Reporting requirements](#).

Tab 5 – Sources of funding

This tab is where you will enter all funding sources for this initiative. Follow the detailed instructions provided in the project workbook. If possible, please include [confirmation letters](#) for all confirmed funding sources.

It is not a requirement to have all funding sources confirmed prior to submitting your application, but all sources of funding must be confirmed before the first disbursement, if your application is approved for funding.

Engagement strategy

Applicable to feasibility studies and capital project applications

In this section, we are asking you to describe the engagement plan for your project. If an engagement strategy has already been created for the project, please include it as an attachment.

Please describe the extent to which you have identified and engaged (for capital projects) and/or plan to engage (for all projects) relevant [rights holders](#) and [stakeholders](#) for successful project planning, design, execution and operations. For example, these might include operations staff, staff from other relevant departments, council, regulators, agencies, Indigenous groups, citizen groups and not-for-profit organizations.

Where appropriate, GMF strongly emphasizes actively building broad public support with the community, as well as inclusive, accessible, and authentic engagement and representation of [equity-deserving groups](#).

Question: Please describe in the table below the engagement plan for your project.
[fillable table]

Stakeholder or rights holder, including equity-deserving groups	Level of engagement	Description
Group A	[select a value]* <ul style="list-style-type: none"> • Inform • Consult • Involve • Collaborate • Empower 	[open text]
Group B	[select a value]* <ul style="list-style-type: none"> • Inform • Consult • Involve • Collaborate • Empower 	[open text]
Group C	[select a value]* <ul style="list-style-type: none"> • Inform • Consult • Involve • Collaborate • Empower 	[open text]

*In cases where one activity serves several purposes, select the highest degree of engagement the activity serves (e.g., consult rather than inform).

For each group identified, select the level of engagement among these five categories from [IAP2's Spectrum of Public Participation](#):

- **Inform:** The group will be/has been provided with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.
- **Consult:** The group will provide/has provided feedback on analysis, alternatives and/or decisions.
- **Involve:** You will work/have worked directly with the group throughout the process to ensure that their concerns and aspirations are consistently understood and considered.
- **Collaborate:** You will partner/have partnered with the group in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.
- **Empower:** This group will have/has had final decision-making power.

Next, please describe any inclusive engagement practices that were or will be implemented for your project. Inclusive community engagement entails identifying and engaging with equity-deserving groups or vulnerable populations that have an interest in the project, reducing barriers to participation, empowering diverse groups with decision-making, and building relationships and connections through [meaningful engagement](#).

Question: Please describe inclusive engagement practices that were or will be implemented for your project.

[open text]

Examples of inclusive community engagement practices include, but are not limited to the following:

- identifying and addressing potential barriers to participation by equity-deserving groups (personal resources, motivation and attitude, cultural factors, etc.)
- making changes to the project based on feedback received from community engagement activities
- using multiple methods of communication to help reach diverse groups in the community
- reviewing communication materials for improved accessibility (e.g., written clearly in a style like plain language, translated into the languages spoken in the community, formatted with high-contrast colours, accessible fonts, alt text for visuals, etc.)

Supporting document(s)

Optional attachments for engagement strategy:

- If available, please provide an engagement strategy/plan that describes your engagement approach in greater detail.

Climate resilience

Applicable to capital project applications

The information you provided in your pre-application form will be pre-populated on this page. You'll be able to revise this section or include additional information if required. Guidance on how to answer these questions was provided in the [Climate resilience](#) section on page 13. Additional information can also be found in [Appendix F: Climate Resilience Requirements](#).

Supporting document(s)

Reminder that you will need to provide the following additional information in the full application form:

- For **capital projects with new infrastructure valued over \$2 million**, you will need to provide a completed climate risk assessment
- For **capital projects with new infrastructure valued under \$2 million**, you will need to provide one of the following:
 - a signed [letter of attestation for flood exposure](#) if your project is located outside the 100-year floodplain map or located behind a permanent structural defense
 - a guarantee signed by a professional engineer that the asset is built to a flood resilient design if your project is within the 100-year floodplain map

Environmental benefits

GMF seeks to fund the very best examples of municipal innovation through [multi-solving](#). Higher application evaluation scores are given to projects that are designed to achieve a multitude of benefits for the environment, communities and local economies.

GHG reduction benefits

Applicable to all applications

This section will be pre-populated with the information you provided in your pre-application form. Revising this section or including additional information if required will still be possible. Guidance on how to answer these questions was provided in the [GHG reduction benefits](#) section on page 14.

Water conservation

Applicable to all applications

In this section, please answer the following question describing your project's potential to minimize the use of potable water by using water-efficient components, landscaping, and water harvesting and recycling systems. Feasibility studies must account for a reduction of indoor potable water consumption by 20 percent or greater.

Question: Please tell us about the measures that will be studied or implemented as part of this project that will help to reduce potable water consumption. If possible, provide the forecasted water conservation benefits that would result directly from your project, should it be successful.

[open text]

A project will be assessed based on whether it is likely to achieve at least one of the following:

- It reduces the use of potable water at an existing building/facility/site through structural (non-behavioural) changes (e.g., zero-irrigation landscaping, rainwater or greywater systems that off-set potable water demand).
- It results in a new building/facility that will have a lower demand for potable water than standard new buildings/facilities of that type.

To score highly on water conservation, applicants are encouraged to consider the following metrics and benchmarks:

Multi-solving dimension	Metrics to consider	Example benchmarks
Water use reduction	<ul style="list-style-type: none"> percentage or number of WaterSense-labelled appliances⁷ percentage of reduced water consumption from baseline 	<ul style="list-style-type: none"> all newly installed or replaced water fixtures are WaterSense-labelled appliances meets LEED v4 indoor water use reduction prerequisite or reduction by 20 percent or greater from baseline

Sustainable materials management

Applicable to all applications

In this section, we ask you to describe how your project will reduce embodied carbon and improve circularity of materials.

Question: Please tell us about the measures that will be studied or implemented as part of this project that will reduce embodied carbon and improve circularity of materials

[open text]

Your project will be assessed on its potential to reduce the embodied emissions of materials (i.e., the carbon emissions released during materials' life cycles, including extraction, manufacturing, transport, construction and disposal). Your project will also be assessed based on integration of best practices to improve the circularity of materials through planning and design, optimal use, and/or value recovery and regeneration.

New building construction feasibility studies and new building construction capital projects must demonstrate compliance with the embodied carbon reduction requirements described on the SMB [webpage](#), including the mandatory embodied carbon reductions (tCO₂e).

⁷ The WaterSense label is available in Canada and focuses on ready-for-market products. These products are verified for performance by a third-party rating agency.

To score highly in sustainable materials management, applicants are encouraged to align with the following metrics and benchmarks:

Multi-solving dimension	Metrics to consider	Example benchmarks
Circularity/waste reduction	<ul style="list-style-type: none"> percentage of reused, salvaged or recycled materials Amount of waste diverted 	<ul style="list-style-type: none"> 10 percent of reused or salvaged materials, 20 percent recycled components 50 percent waste diverted

Biodiversity and ecological functions

Applicable to all applications involving real property

In this section, we ask you to describe how your project will aim to maintain or enhance site [biodiversity](#) and [ecological functions](#).

Question: Please tell us about the measures that will be studied or implemented as part of this project that will maintain or enhance site [biodiversity](#) and [ecological functions](#).

[open text]

Please explain how your project will impact (if at all) the following types of environmentally-sensitive land:

- farmland
- floodplains
- habitat for threatened or endangered species
- forests
- wetlands
- grasslands
- peatlands

Please also describe how your project will maintain and enhance, or reduce adverse effects on, the site's and the surrounding area's [biodiversity](#) and [ecological functions](#). See [Appendix A](#) for applicable definitions and descriptions of key terms linked above.

Examples of measures to minimize harm include but are not limited to the following:

- conducting an environmental impact study for the site
- developing a biodiversity management plan

- protecting existing ecological features from damage during site preparation, construction and operations (e.g., establishing significant buffer zones, maintaining existing tree canopy)
- eliminating the use of wood from threatened tree species
- maintaining wildlife corridors
- controlling for invasive species
- eliminating the use of pesticides and fertilizers
- using bird-friendly window treatments

Examples of enhancement measures include but are not limited to the following:

- restoring or enhancing the ecological value of the site (e.g., habitat creation, stream daylighting)
- integrating ecosystem services into project design (e.g., using green infrastructure for stormwater management, shading)
- taking measures to foster biodiversity (e.g., creating wildlife corridors, planting diverse native vegetation, creating pollinator gardens)

Supporting document(s)

Required attachments for environmental benefits:

- For capital projects, you will need to provide or update any documents you referenced in your pre-application form to demonstrate the GHG benefits of your initiative. Refer to page 14 for details.

Optional attachments for environmental benefits:

If available, please provide the following documents as part of your full application:

- an environmental impact study for the project site

Socio-economic benefits

In this section, we are asking you to describe how your project will generate and fairly distribute:

- Social benefits (e.g., improved accessibility, public health, safety and security; more equitable access to services, opportunities and public spaces; reduced noise or smell)
- Economic benefits (e.g., creation of quality jobs, application of social procurement criteria, and fair community wealth building where economic opportunities are prioritized for members of equity-deserving communities)

Projects will be assessed on their potential to result in improved socio-economic outcomes and a more equitable distribution of benefits and burdens in the community, for present and future generations.

You can find more detailed definitions and examples of socio-economic benefits in [Appendix A: Glossary of key terms](#).

Social procurement

Applicable to all applications

In this section, please answer the following questions about [social procurement](#), which is a framework or set of guidelines established by an organization to direct its procurement practices in a way that goes beyond traditional cost and quality considerations. You can find more detailed definitions and examples in [Appendix A: Glossary of key terms](#).

Question: Does your organization have a social procurement policy?

[select value]

- Yes
- We have a social procurement framework or guidelines
- We are currently developing a social procurement policy
- We are interested in developing a social procurement policy
- Unsure what social procurement is
- No

Socio-economic benefits

In this section, we are asking you to describe your project’s potential to result in improved socio-economic outcomes and a more equitable distribution of benefits and burdens in the community, for present and future generations.

Question: In the table below, please identify and describe the socio-economic benefits your project aims to generate and how you intend to achieve them.
 [fillable table]

Suggested benefits include:
 [select value]

- [accessibility](#) (physical elements or accessibility measures)
- [improved outdoor spaces](#)
- [inclusive employment and apprenticeship](#)
- [social procurement](#)
- other socio-economic benefits

Socio-economic benefits	Description
[select value]	[open text]

Note: It is highly recommended to explore strategies to enhance **building accessibility** for persons with disabilities by applying recognized best practices and leveraging established guidelines and certification programs. Resources are available from organizations such as the [Rick Hansen Foundation](#) (which offers optional Rick Hansen Foundation Accessibility Certification), as well as other governmental and industry standards.

Reconciliation and anti-racism, equity, and inclusion

Applicable to all applications

In this section, we are asking you to describe the inclusive, fair and equitable principles guiding your project. In the table, identify and explain the measures incorporated to advance these principles. If additional measures have been incorporated beyond those listed, select “Other measures” and provide details.

Question: In the table below, please describe how your project will contribute to advancing Reconciliation and/or anti-racism, equity, and inclusion objectives.
[fillable table]

Measures: [select all that apply]

- Scoping or designing the project to provide benefits for equity-deserving groups
- Assessing benefits or impacts on equity-deserving groups
- Partnering with equity-deserving groups
- Involving equity-deserving groups in project decisions
- Other measures

Measures	Description
[select values]	[open text]

For feasibility studies: In your response, you must commit to answering a few required questions as part of your project study to better understand how equity-deserving groups may be impacted by your project. These include:

- which equity-deserving groups might benefit the most from the project, and/or be burdened, directly or indirectly, by the project or decision? How are these groups positively or negatively impacted by the project or decision?
- what strategies can be used to address barriers or mitigate negative impacts?
- what data sources, reports or mapping resources can help illuminate equity issues in your local context?

Supporting document(s)

Optional attachments for socio-economic benefits:

- if available, please provide your organization's social procurement policy, framework or guidelines
- if available, please provide your organization's equity lens policy, framework or guidelines

Financial analysis

Applicable to capital project applications

In this section, we are asking you to describe the financial analysis conducted for your capital project, including:

- capital and operational costs
- revenues and/or cost savings
- comparative analysis (versus baseline or alternative solutions)
- economic indicators (e.g., return on investment, net present value, payback period)

Question: Please describe the financial analysis your municipality has conducted for your project.

[open text]

Capital projects will be assessed on their potential to improve municipal finances and sustainability either directly (e.g., through capital and operating-cost savings) or indirectly (e.g., through the extension of asset life).

However, not all projects have the potential to result in net cost savings or new revenue sources for a municipality. Where appropriate, projects will be assessed on whether they have a strong financial business case compared to alternatives (e.g., better value for money in terms of economic, environmental and social benefits compared to the most likely scenario in the absence of the project).

Our assessment of the financial analysis will also consider whether the applicant has used appropriate baselines/alternatives, based them on valid and conservative assumptions, and considered the full cost (e.g., the total cost of ownership).

Supporting document(s)

Optional attachments for financial analysis:

If available, please provide the following optional supporting attachments:

- financial analysis
- financial model
- cost-benefit analysis

Declaration and signature

In the declaration and signature section, simply type out the information for the person with signing authority from the lead applicant organization (i.e., the person who will sign the application if it is successful).

Reminder: Only the application contact can submit the full-application form. The application contact must ensure they have permission to submit the application on behalf of their organization. Consultants working with a lead applicant to prepare this application cannot sign this declaration or submit this form.

Once the application is complete, please verify that you have gathered and attached all supporting documents to your form, which are listed in [Appendix D: Required supporting documents](#). Follow the instructions in the next part of this guide to submit your application and required documents.

HOW TO SUBMIT YOUR APPLICATION

Organize your supporting documents

Before submitting your application, please check the list of required supporting documents for your project type in [Appendix D: Required supporting documents](#).

Ready to submit?

Once you have verified the information on your application form and in your project workbook and required supporting documents, follow [these steps to submit your application](#).

After submission, a GMF project officer will review your application for accuracy and completeness. They will work with you to resolve any remaining questions.

Need help, or have suggestions to improve this guide?

If you are having trouble completing the application or uploading files, or if you have any questions or suggestions for us, we want to hear from you.

Please give us a call at 1-877-417-0550 or email us at gmfinfo@fcm.ca.

APPENDIX A: GLOSSARY OF KEY TERMS

Absolute energy targets: This is a target set to reduce energy consumption to a certain amount. The target applies to buildings and is contextual to their location in Canada. Due to increased heating degree days, the further north the building is, the more lenient the target.

Accessibility: In the context of GMF-funded projects, accessibility is centred on both tangible and intangible improvements. Tangible improvements to accessibility could look like retrofitting existing infrastructure or implementing physical elements in new infrastructure to aid people living with disabilities or mobility issues. Intangible improvements could look like implementing measures for greater access to services for people living with disabilities, such as sensory-friendly quiet hours or flexible scheduling and service delivery.

Example: The City of Victoriaville’s new pool has an “obstacle-free path.” This is an accessible pathway free of obstructions and barriers, making it easily navigable for individuals with disabilities or limited mobility. The pool’s main entrance is at ground level and there are automatic sliding doors. The reception desk has a lowered section, the sink counters are at an inclusive height for everyone, and there are three fully accessible changing rooms—men’s, women’s and family—each with a bathroom with an adapted shower. Finally, visually and audibly tactile location (VATL) stickers are accepted, ensuring free entry for an accompanying person.

Baseline year: This is a year with the most recent twelve months of consecutive and reliable data that represents a typical year of facility operations without any significant changes. The first month of the baseline year must be no more than five years prior to your full application submission date.

Biodiversity: Short for biological diversity, biodiversity refers to the variability among living organisms, including diversity within species, between species and of ecosystems. Biodiversity is crucial for maintaining ecological balance, sustaining ecosystems and providing numerous benefits to humans through ecosystem services (e.g., pollination, purification of water and air).

Brownfield: A brownfield is an abandoned, vacant, derelict or underutilized commercial, institutional or industrial property where past actions have resulted in actual or perceived contamination or a threat to public health and safety, and where there is active potential for redevelopment.

Circularity: A circular system is one in which materials never become waste and nature is regenerated. In a circular system, waste is designed out of products and services, and materials are kept in circulation through processes like maintenance, reuse, refurbishment, remanufacture, recycling and composting.

Commissioning: This is the process of ensuring that systems are designed, installed, functionally tested, and capable of being operated and maintained according to the owner's operational performance goals.

Ecological functions: Ecological functions are contributions made by various organisms and components of an ecosystem to the overall health, structure and functioning of that ecosystem. They can include a range of processes, such as erosion control, water purification, climate regulation or habitat provision.

Electric vehicle supply equipment (EVSE): An EVSE is an electric vehicle charging or hydrogen refuelling station.

Embodied carbon: Embodied carbon refers to the greenhouse gas emissions released during the extraction, manufacturing and transportation of materials, as well as the construction and end-of-life phases of buildings and other infrastructure. It does not include operational emissions. Embodied carbon is frequently measured in kilograms or tonnes of equivalent carbon dioxide (kgCO₂e or tCO₂e).

Energy conservation measure (ECM): An ECM is an upgrade to a building component or installation of energy-saving equipment, with the primary goal of saving energy.

Energy model: A computer-generated calculation which estimates energy savings for one or more ECMs. An energy model is completed by an energy efficiency expert, typically after an energy audit.

Energy use intensity (EUI) targets: These are performance requirements for building energy consumed per year, per unit area (square metre [m²]) for each retrofit or new construction typology (with adjustments for buildings that do not fit office/multi-unit residential typologies).

Equity-deserving groups: This phrase refers to Indigenous persons, newcomers to Canada, non-binary persons, persons living with disabilities, racialized persons and women.

- **Indigenous persons** – First Nations, Métis, Inuit people and communities, including urban Indigenous communities.
- **Newcomers to Canada** – Self-identified; including, but not limited to people who have obtained a landed immigrant status, refugee status or permanent resident status up to five years prior to a given census year.

- **Non-binary persons** – Persons whose gender identity does not align with a binary understanding of gender such as “man” or “woman.”.
- **Persons living with disabilities** – A person with a long-term or recurring physical, mental, psychiatric, intellectual or sensory impairment that, in interaction with various attitudinal and environmental barriers, hinders their full and effective participation in society on an equal basis with others. This is a self-identified characteristic and does not require an external or formal recognition of disability.
- **Racialized persons** – A person or group of people categorized according to ethnic or racial characteristics and subjected to discrimination on that basis.
- **Women** – All people who identify as women, whether they are cisgender or transgender.

Equity lens: Applying an equity lens on a project involves systematically analyzing and addressing potential disparities and inequities that may arise throughout the project’s life cycle. It requires considering the diverse needs, experiences and voices of all stakeholders and rights holders, particularly those who have been historically marginalized or underserved. An equity lens approach would also aim to identify and rectify any existing or potential biases, discrimination or exclusionary practices in project planning, design, funding, construction and/or operation.

Fugitive emissions: These result from intentional or unintentional releases of emissions. They could include equipment leaks from joints, seals, packing, and gaskets; methane emissions from venting or distribution of fossil fuels; or emissions from the use of refrigerants).

Greenhouse gas (GHG) emissions: The release of gases that trap heat into the atmosphere like carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O). Because these gasses trap heat in the atmosphere, they are called “greenhouse gases.” Common sources of emissions include combustion, anaerobic digestion and fugitive emissions (e.g., leaks). GHG emissions are usually expressed in terms of equivalent tonnes of carbon dioxide (tCO₂e). Using less energy can cut down on GHG emissions.

Improved outdoor spaces: Improvements to outdoor spaces can be a powerful way to improve community benefits and positively contribute to quality of life for residents. Better outdoor environments, improved public health, safer streets and safer mobility experiences, and enhanced access to water, hygiene and sanitation facilities all serve important social outcomes, such as gender equality, good health and well-being, and sustainable communities. Improvements to outdoor spaces could include the following:

- physical elements, either new or renovated (e.g., parks, playgrounds, benches, fruit or nut trees, native plants, art installations, changing and feeding rooms, new public restrooms, renovations to historic buildings, etc.)
- intangible elements (e.g., programs, activities, or cultural, educational and/or recreational opportunities)
- improved safety and security (e.g., new or improved lighting fixtures, pedestrian safety barriers, bollards, smart technologies, safety-related data analytics, etc.)

Inclusive employment and apprenticeship: Employment as a community benefit helps to ensure that infrastructure projects improve the lives of people in the community through inclusive hiring and training. This typically consists of decent-paying job and apprenticeship opportunities for residents and equity-deserving groups. Inclusive employment and training develop the local workforce while improving economic security and inclusion for diverse community groups. Note that this indicator requires monitoring the number of employees hired who belong to one or more equity-deserving group(s), or monitoring the number of hours worked by employees who belong to one or more equity-deserving group(s) throughout the construction phase of the capital project.

Example: “Comox Valley Regional District (population: 66,500) obtained funding from a federal grant that included Infrastructure Canada’s Community Employment Benefits Program. The project was completed on time and on budget. The final community employment benefit hours far exceeded the original committed totals. Employment hours for Indigenous Peoples and apprenticeships more than doubled, and employment hours for under-represented populations ended up being more than four times the original commitment. There were no additional cost implications associated with the social procurement concepts that were included in the RFP.” (Source: Buy Social Canada)

Internal Combustion Engine (ICE): An ICE is a heat engine that generates power from the combustion of a fuel, generally gasoline or diesel.

Meaningful engagement: This is an intentional process with the purpose of working in inclusive and respectful ways with all stakeholders and rights holders to shape decisions, actions, impacts or change.

Net-zero: This means eliminating operational and embodied GHG emissions, bringing them as close to zero as possible and reabsorbing the equivalent of any remaining emissions.

Principles of anti-racism, equity, inclusion and/or Reconciliation: These are inclusive, fair and equitable principles that guide the development of a project.

Example: In June 2021 The Urban Sustainability Directors' Network published [*Equity and Buildings: A Practical Framework for Local Government Decision Makers*](#). Here are a few of the 12 principles of practice presented in that framework:

- Make impacted communities, which are continuing to lead equity and building work nationwide, central to planning and projects.
- Understand the people (“the who”) of buildings, how communities interact with the built environment, and what their priorities are.
- Collaborate across departments and disciplines to produce policies and programs that better address equity issues.
- Shift funding and financing structures to directly support increased capacity in impacted communities.
- Share data and information transparently.

Real property: Real property refers to land and any permanent improvements attached to the land, such as buildings, structures and fixtures. It encompasses physical assets that are immovable and permanently affixed to the land.

Rights holders: In Canada, Indigenous Peoples have constitutionally protected rights. This means there is a duty to consult Indigenous Peoples or rights holders in Canada (e.g., in resource development projects).

Social procurement: Social and sustainable procurement is a strategic approach that organizations use to purchase goods and services while considering their broader social and community impact. The primary goal of social procurement is to leverage procurement practices to generate more positive social, economic and environmental outcomes in a community or a region. Social procurement can be an important element of fair and equitable local economic development.

A social procurement policy is a framework or set of guidelines established by an organization to direct its procurement practices in a way that goes beyond traditional cost and quality considerations. For example, a policy might define the organization's commitment to specific socio-economic objectives, such as promoting purchasing from small or local businesses, social-purpose businesses, and diverse businesses (i.e., businesses that are majority-owned by members of an equity-deserving group).

Example: The Town of Gibsons, B.C. (population: 4,758) has a [purchasing policy](#) that clearly states that “the Town is committed to developing and maintaining a procurement culture that leverages procurement activities to deliver best value to the community and support social value objectives.” Criteria are specific to the nature of the procurement and, where applicable, are clearly stated in procurement documents to include environmental and socially

responsible options or criteria to be considered along with price and performance.

Some of the town's procurement principles are to value and support:

- Supply chain partners who provide a living wage.
- The diversification and social impact of the supply chain by including social enterprises, first nations suppliers and local small enterprises.
- Suppliers providing work experience and employment opportunities to local youth.
- Enhanced relationships and engagement with skwxwú7mesh (Squamish) and shíshálh (Sechelt) nations.

Stakeholders: A stakeholder can be an individual or group concerned about a particular issue and/or who holds legal or de facto rights to manage or make decisions.

Thermal Energy Demand Intensity (TEDI): TEDI is the annual heating energy demand for space conditioning and conditioning of ventilation air. This includes all types of heating equipment and is measured per unit of modelled floor area.

Zero-emissions Vehicle (ZEV): A ZEV is a vehicle that has the potential to produce no tailpipe emissions. It can still have a conventional internal combustion engine but must also be able to operate without using it. We consider the following to be ZEVs: battery-electric, plug-in hybrid electric, and hydrogen fuel cell vehicles.

APPENDIX B: FUNDING OFFER

We support projects at various stages of development through grants and loans. These include **feasibility studies** and **capital projects**. Wherever you are in your project, we can help you find the right starting point to help you reach your environmental, economic and social goals. Table 8 below presents our funding overview. Funding amounts are based on total eligible costs for each stage. Further details on eligible costs for [studies](#) and [capital projects](#) should be reviewed.

Table 8: Funding overview

Offer type	Funding details
Feasibility studies	Feasibility study for new construction of municipal buildings: <ul style="list-style-type: none"> • grant for up to 50* percent of eligible costs • up to a maximum of \$200,000 Retrofit pathway study for existing municipal buildings: <ul style="list-style-type: none"> • grant for up to 50* percent of eligible costs • up to a maximum of \$65,000 per building and up to a maximum of \$200,000 for portfolio of buildings
Capital projects	Construction of new sustainable buildings: <ul style="list-style-type: none"> • combined grant and loan for up to 80 percent of eligible costs • grant of up to 15 percent of GMF loan. Grant proportion will increase to 20 percent if the project involves the remediation of a brownfield site. • combined grant and loan up to a maximum of \$10 million Retrofit of municipal buildings: <ul style="list-style-type: none"> • combined grant and loan for up to 80 percent of eligible costs • grant of up to 20 percent of GMF loan • combined grant and loan up to a maximum of \$10 million

Note: * Feasibility studies may be funded at 80 percent of total eligible project costs for:

- communities with a population under 10,000
- northern communities
- eligible Indigenous communities

First-time northern or Indigenous communities may receive grants for up to 100 percent of total eligible costs for studies. Contact us to learn about conditions.

APPENDIX C: EVALUATION OF APPLICATIONS

An external expert peer review panel will evaluate capital project and study applications using the criteria identified in Table 9. There will also be an internal analysis to provide a funding recommendation to GMF Council and FCM’s Board of Directors. GMF will evaluate your project using the following criteria:

Table 9: Evaluation criteria and weighting		
Impact scoring (Part I)		
	Studies	Capital projects
GHG reduction		
GHG reduction total*	40%	40%
Multi-solving: Environmental benefits		
Water conservation	10%	10%
Sustainable materials management	10%	10%
Biodiversity and ecological benefits	10%	10%
Environmental benefits total	30%	30%
Multi-solving: Other benefits		
Socio-economic benefits	15%	10%
Engagement strategy	15%	10%
Financial analysis	N/A	10%
Other benefits total	30%	30%
Implementation scoring (Part II)		
Teams and partners	pass/fail	pass/fail
Workplan	pass/fail	pass/fail
Budget	pass/fail	pass/fail
Risk management	N/A	pass/fail

* Although they will result in lower GHG reductions, reductions in energy use in clean grids will be considered equally, as they will free up clean energy for the decarbonization of other sectors.

APPENDIX D: REQUIRED SUPPORTING DOCUMENTS

Throughout the application process, we'll be asking you to include supporting documents with important information about your organization and the details of the proposed project. Required documents will differ depending on the type of project and whether your organization is a municipal government or a partner of a municipal government.

Table 10 below lists the mandatory documents along with the requirements and conditions your organization must fulfill before you can apply to GMF. Additional supporting documentation may be requested. You are also welcome to provide further evidence as it becomes available.

Note: When possible, in your application please refer to specific page numbers or sections in your supporting documents. This will ensure staff and peer reviewers evaluate your application accurately.

Table 10: Required supporting documents

Application category	Required supporting documents
All applications	<ul style="list-style-type: none"> Completed application form Project workbook Letters from confirmed sources of funding <p>Note: You are not required to have all sources of funding confirmed prior to the submission of your application. However, funding that is confirmed must be supported with a letter using the template attached</p> <ul style="list-style-type: none"> Evidence of municipal support (e.g., council resolution describing your organizational commitment to, and financial support for, the project and funding application to GMF) Project team organizational chart and resumé

Capital project applications

- completed feasibility study or equivalent*
- executive summary of the environmental assessment of your initiative, if required under federal and/or provincial laws
- a signed [letter of attestation for flood exposure](#) if your project involves new infrastructure valued under \$2M and is located outside the 100-year floodplain map or located behind a permanent structural defense
- a guarantee signed by a professional engineer that the asset is built to a flood resilient design if your project involves new infrastructure valued under \$2M and is within the 100-year floodplain map
- a completed climate risk assessment for projects involving new infrastructure valued at over \$2 million
- audited financial statements for the past three years

Note: a letter of confirmation of consultation with your province or territory may be requested

- **New Brunswick municipalities** (other than the City of Saint John): evidence that you have obtained the New Brunswick Municipal Capital Borrowing Board's authorization to borrow funds
- **Nova Scotia municipalities:** evidence that you have obtained authorization from the Minister of Service Nova Scotia and Municipal Relations to borrow funds
- **Quebec municipalities:** evidence that you have obtained the règlement d'emprunt issued by the Ministère des affaires municipales et de l'habitation
- **Local boards of municipal governments:** a copy of the legislation that created your organization
- **Non-municipal applicants:**
 - business plan and project proforma (if applicable)
 - letters, patent, bylaws, and any applicable operating and shareholders' agreements.
 - detailed information about the entity's ownership structure, including any related entities
- **Eligible Indigenous community**
 - letters of incorporation
 - governance documentation (e.g., bylaws)
 - First Nation agreements

Table 10: Required supporting documents

Application category	Required supporting documents
<p>Projects that include the remediation of a brownfield site</p>	<ul style="list-style-type: none"> • phase II environmental site assessments (or equivalent) of the site • remedial action plan or risk management plan (or equivalent) for the site
<p>Municipally owned corporations</p>	<ul style="list-style-type: none"> • evidence of your organization’s relationship to, and mandate from, the lead municipality in relation to the proposed project, including your organization’s articles of incorporation or your shareholder agreement with the lead municipality
<p>Non-municipal applicants (municipal partners)</p>	<ul style="list-style-type: none"> • municipal council resolution stating municipal partnership on the project • confirmation of organizational support from CEO or CFO • articles of incorporation including all supporting documentation
<p>Eligible Indigenous communities</p>	<p>If eligible through partnership with a municipality:</p> <ul style="list-style-type: none"> • municipal council resolution stating municipal partnership <p>If eligible through shared service agreement:</p> <ul style="list-style-type: none"> • shared service agreement with a Canadian municipality related to municipal infrastructure, climate change or adaptation

APPENDIX E: REPORTING REQUIREMENTS

If you are approved for funding, you will be required to submit project reports to GMF. The purpose of these reports is to confirm that your project is progressing as planned or to inform GMF of any unforeseen changes. The reports are also meant to share your community’s experience in undertaking the initiative with others seeking to address similar issues in their communities.

The project reports include a series of questions relating to the key stakeholders involved in the project, the methodology and approach used, your findings and recommendations, the next steps in the project, and lessons learned from the project. Project reports are typically in the range of five to ten pages, but may be longer, depending on the complexity of the project.

Before submitting your application, it is important to consider all required reporting documents for project completion and disbursement. Please ensure that your project workbook includes sufficient budgetary accommodations for all final reporting needs. This includes, but is not limited to, sufficient staff time and consulting services. More so, GMF reserves the right to reduce, amend or eliminate funding amounts if projects deviate from the approved scope of work. Therefore, please review and confirm that your application meets all required outcomes as indicated on our [webpage](#).

Table 11 below lists the reporting documents your organization must fulfill after project approval and when requesting a disbursement.

Table 11: Required reporting documents	
Application category	Required reporting documents
All applications	<ul style="list-style-type: none"> • project progress report^{8*} • project completion report^{9*} • updated project workbook that includes: <ul style="list-style-type: none"> ○ an expense claim ○ all confirmed sources of funding • request for disbursement

8 Only applicable for multiple disbursements or upon request from GMF staff.

9 Only applicable at final loan disbursement or at final grant contribution.

Table 11: Required reporting documents

Application category	Required reporting documents
Feasibility studies	<ul style="list-style-type: none"> • complete feasibility study
Capital projects	<ul style="list-style-type: none"> • triple bottom line report¹⁰ based on one year of operation after project completion that consists of: <ul style="list-style-type: none"> ○ summary of the environmental benefits of the project and a description of the lessons learned from the operation of the project ○ reporting actual results of environmental benefits listed in your project workbook (there will be no penalty if the project does not achieve the anticipated environmental performance, provided that the project was implemented as described in the application) ○ reporting of any socio-economic benefits described in the application • financial audit (external) of all eligible costs incurred for the purpose of the project • legal opinion (external or internal) attesting to a legal review of the loan and grant agreement and any other documents or records deemed necessary or appropriate for legal opinion • document, prepared by a qualified professional (e.g., engineer, architect) confirming that the project was substantially performed¹¹ • proof of project signage recognizing FCM-GMF support (during and after implementation) • photos of completed project

Note: The list above only highlights GMF reporting requirements. There may be additional provincial requirements to borrow funds.

¹⁰ It could be part of your eligible costs if budgeted in the project workbook.

¹¹ The project is substantially performed when it is ready for use or is being used for the purposes intended.

APPENDIX F: CLIMATE RESILIENCE REQUIREMENTS

Climate resilience refers to how well something withstands, and how quickly it recovers from, natural hazards made worse by climate change. To ensure that projects supported by GMF stand the test of time, new infrastructure assets should be planned, designed, built and operated to account for the climate changes that may occur over their lifetimes. This means taking into consideration vulnerability factors such as the proposed location of an asset and, where appropriate, a more detailed assessment of potential risks to ensure that infrastructure placement and design do not jeopardize the asset's performance in a changing climate.

To ensure that GMF-funded capital projects are situated and designed to provide environmental and community benefits throughout their designed lifespan, resilience baseline requirements will be applied to infrastructure funding that results in the construction/installation of a new infrastructure asset. Note that this requirement does not apply to retrofit projects.

New infrastructure assets under \$2 million

Projects must demonstrate that new infrastructure assets are not at high risk of damage by flooding, Canada's most common and expensive natural hazard. Infrastructure should be located outside the 100-year floodplain identified in the most recently available hazard map unless evidence is provided demonstrating the asset's resilience to flooding impacts. This can come in the form of internal or external structural protections or designs that lower exposure to flood hazards, or from project characteristics or designs that allow for the minimization of damage and a rapid return to service.

A signed [letter of attestation for flood exposure](#) from the applicant or its supporting experts is sufficient to satisfy the requirement that an asset will not be located within the 100-year floodplain.

If the asset will be located within the 100-year floodplain or a letter of attestation for flood exposure cannot be provided ensuring it is located outside the 100-year floodplain, an engineer's signature will be required attesting that the asset's design or external protecting features demonstrate resilience to flood damage.

New infrastructure assets over \$2 million

All new infrastructure assets valued more than \$2 million must assess design parameters against future climate conditions coinciding with the 30-year climate period occurring during the end of the infrastructure's design life. This must be completed by performing a climate risk assessment of a quality consistent with the Infrastructure Canada Climate Lens, ISO 14091, ISO 31000, PIEVC High Level Screening Guide, or equivalent, and providing the resulting risk assessment to GMF.

The following steps are necessary to complete this requirement:

- Gather climate data from reliable sources, including publicly available sources such as [Climate Data](#), [Climate Atlas of Canada](#), the Design Value Explorer, and the forthcoming Government of Canada Flood Hazard Information Portal. Data includes historical climate records, such as temperature, precipitation, wind patterns and extreme weather events, as well as future climate projections for the project area.
- Infrastructure design specialists should analyze the climate data to identify the specific climate risks and vulnerabilities that the infrastructure may face. This includes assessing the potential impacts of climate change, such as increased temperatures, changing precipitation patterns, rising sea level, or more frequent and intense extreme weather events.
- Conduct a climate risk assessment to evaluate the vulnerability of the infrastructure to climate risks and identify areas where adaptation measures are needed. This assessment considers the specific design requirements, potential exposure to climate hazards and the criticality of the infrastructure's function.
- Use the climate data and projections to determine the appropriate design parameters for the infrastructure. This may include factors such as design temperatures, rainfall intensities, wind speeds or storm surge levels.
- Develop adaptation strategies and design features to address the identified climate risks, if required. This may involve incorporating protective measures, such as flood-resistant structures, increased drainage capacity or heat mitigation strategies.

Where the climate risk assessment has identified a high degree of risk resulting from flooding, risk mitigation measures should reflect the following criteria:

- The asset should be elevated above the 100-year floodplain during the 30-year climate period associated with the last decade of the asset's design life, where hydrological modelling has factored in downscaled climate change projection, unless evidence can be provided of structural floodproofing to this level; or

- The asset should be elevated above, be protected against or include structural design interventions (such as the placement of critical components) that would allow a rapid resumption of service following a 200-year rainfall event, as determined by a site-level flood and drainage assessment; and
- Where relevant, the asset should be substantially compliant with the [Federal Guide for design of flood-resistant buildings](#) or the provincial/territorial equivalent.

Where the climate risk assessment has identified a high degree of risk resulting from wildfire, risk mitigation measures should ensure that facilities and infrastructure constructed in at-risk wildland-urban interface regions are consistent with the National Guide for Wildland ([Urban Interface Fires](#)).

Where the climate risk assessment has identified a high degree of risk resulting from permafrost degradation, risk mitigation measures should be compliant with CSA S501:21, CSA PLUS 4011:19, or CAN/BNQ 2501-500.

Appendix C

Channel Street Design Guidelines



Channel Street Design Guidelines

Municipality of Killarney

September, 2022



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1

INTRODUCTION & DESIGN FRAMEWORK

1.1 | Introduction

The Municipality of Killarney is known for its rich history with being the oldest community located on the North Shore of Georgian Bay and is located approximately 100 kilometers south west of Sudbury. The area can be accessed by air, water or boat. Located directly on the shore, Channel Street is the heart of Killarney with road access via Highway 637, which provides direct access to Highway 400. A broad range of land uses consisting of residential, hospitality, commercial, service and some retail currently characterizes Channel Street. The central area located around Channel Street serves as the primary business, service, social and visitor centre in the Municipality. The area also serves as a key residential intensification area to promote a mix and range of land uses that will assist in maintaining and enhancing the area character, views and landscape as well as its role as a community focal point and central activity area of the Municipality.

These Design Guidelines have been prepared by MHBC Planning in consultation with the Municipality of Killarney and the public as a framework to guide future development along Channel Street. These guidelines are intended to be used by property owners, developers, builders, architects and planners in preparing plans for development projects. These guidelines can also be used by Municipal staff as a tool to assist in their review of development applications and when considering improvements to the public realm.

This set of design guidelines provides recommended design strategies to enhance and preserve the character of Channel Street. A fundamental objective for these guidelines is to help ensure new infill, intensification and development, focus on design quality and the visual appearance of new development in the context of the overall streetscape.

The overarching goal of these design guidelines is to help ensure new infill and developments on Channel Street to achieve a good fit into the existing community, respects existing character; enhances the existing streetscape; emphasizes view and vista opportunities; and enhances and preserves the natural landscape and waterfront. New buildings and additions or renovations should respond harmoniously to their specific contexts and be complementary to the existing area with respect to building size, density and architectural detailing. Well-designed residential intensification projects integrate into a local landscape, enriching existing neighbourhoods.

1.2 | Overall Goal & Design Principles

It is the Municipality's objective to help address concerns and compatibility in a comprehensive manner, ensuring that builders and developers understand the goals and expectations of the community. Killarney, specifically Channel Street, provides for a vital intensification area that requires a long-term vision and design guidelines to ensure an attractive, functional, healthy and complete community in the future.

Developed in consultation with the Municipality, stakeholders and local residents, the following principles provide the basis for the development of the Design Guidelines. In addition to responding to the needs of the community, these principles extend and elaborate upon the relevant policies and objectives provided in the Sudbury East Planning Board Official Plan, Current Zoning By-Law, Council Presentation "Killarney – Keeping it Great" and other relevant documents.

Design Principles

- Protect and maintain views of the Municipality's natural surroundings through thoughtful design and compact built form.
- Maintain and enhance visual and physical connections to the waterfront and pedestrian networks.
- Use architectural features, details and site design elements to create attractive streetscapes, human-scaled development and inviting spaces.
- Prioritize design excellence and sustainability in the design and construction of new buildings, streetscapes and open spaces.
- Ensure building and open space design supports and enhances the unique sense of community and identity, including its architectural and waterfront heritage.
- Ensure new development responds positively to the existing context by ensuring a sensitive transition in scale, minimizing view and vista impacts and responds positively to the design characteristics of Channel Street.



The Study Area.



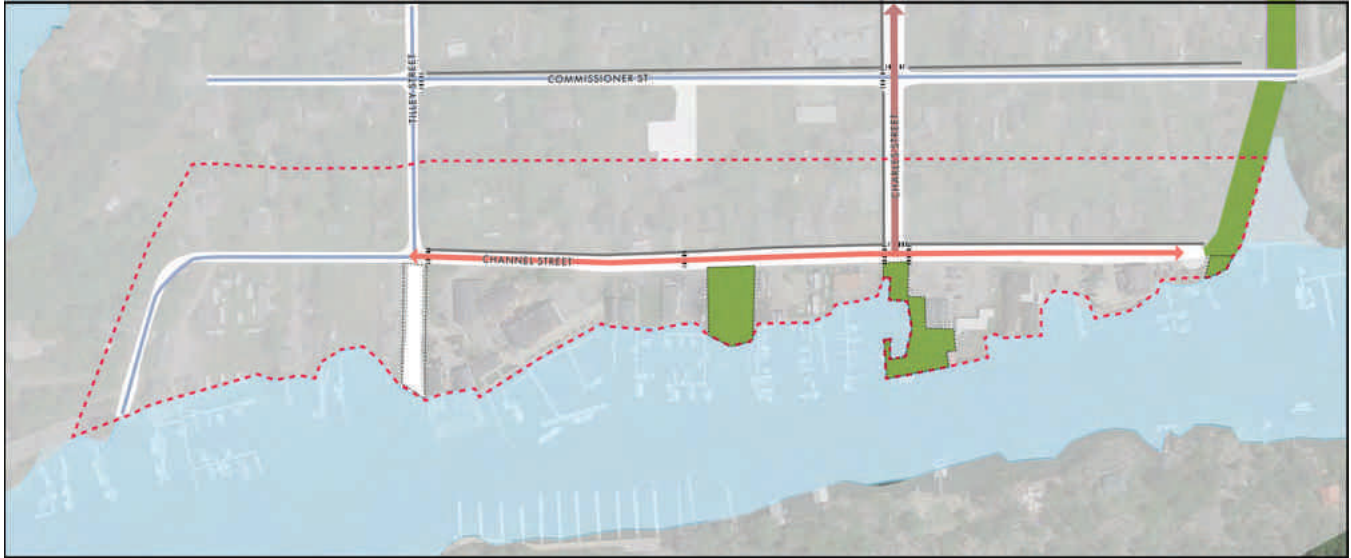
2

PUBLIC REALM GUIDELINES

2.1 | Public Open Space & Parks

Intent:

To ensure that the design of public open spaces and parks creates visual interest, comfort, and safety for pedestrians and contributes to a unique local identity for Killarney.



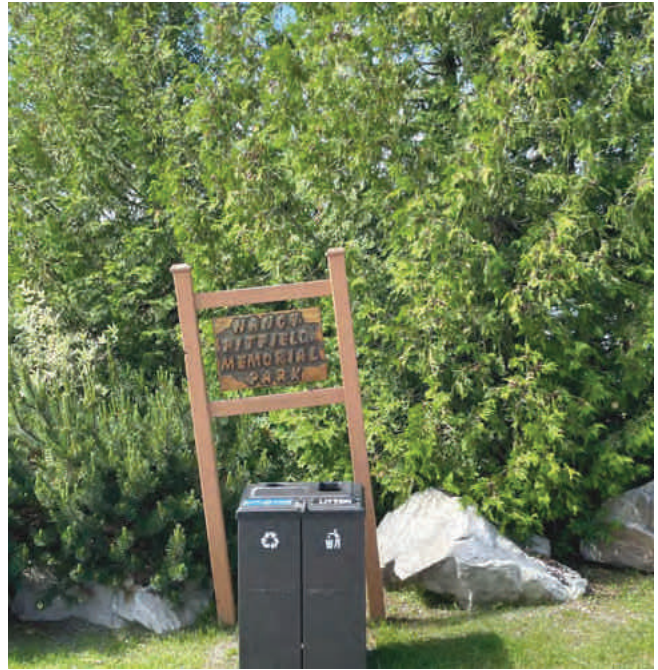
Location of Public Open Space and Parks.

General Guidelines:

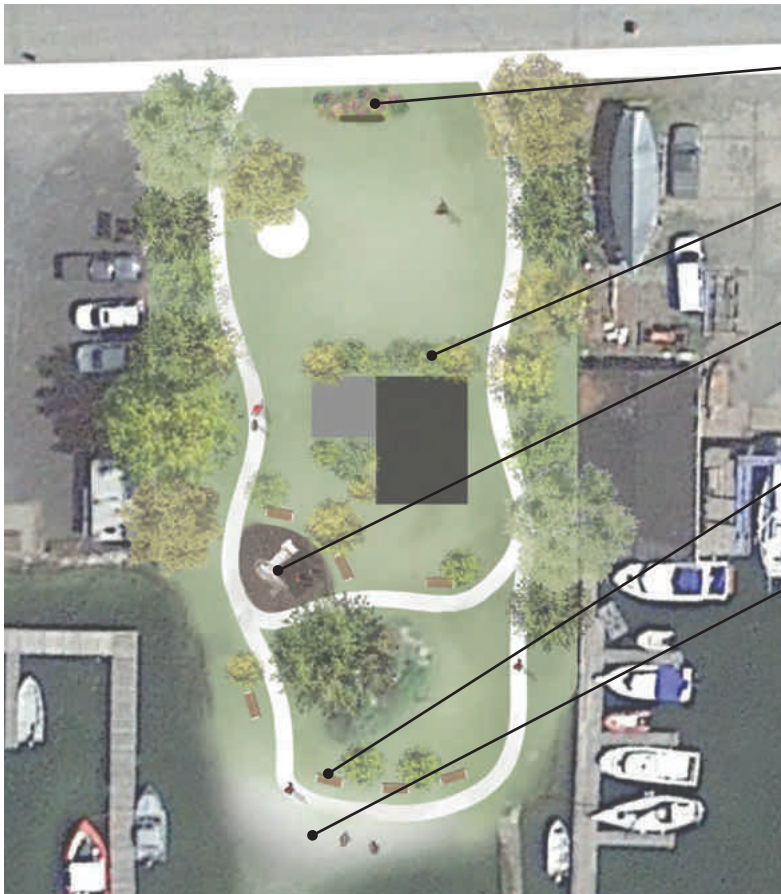
- The unique quality of the open space system should be maintained through the preservation and incorporation of significant natural and cultural features and key views to natural features.
- Any new public open space areas should be strategically located with respect to streets, views and other connections to contribute to their accessibility, regular use and safety through natural surveillance opportunities.
- Native plant species shall be used in any open space or park plantings.
- Improved or new public connections to the waterfront are encouraged along Channel Street and throughout the municipality.
- Public open spaces should be framed or flanked by public roads where possible to improve safety and visibility within these spaces. Any development adjacent to public open space should be designed to achieve eyes on the open space.

Specific Guidelines:

- The existing Nancy Pitfield Memorial Park on Channel Street represents an opportunity for improved public use and passive enjoyment of the waterfront. It is recommended that the municipality consider the following improvements to this public space:
 - » Removal of plantings along frontage of park that obscure sightlines into the space;
 - » Improved signage that makes it clear the space is for public use;
 - » The use of plantings to screen pump house;
 - » Improved seating at edge of waterfront;
 - and
 - » Potential addition of a small play structure.



Existing obstructed streetview into Nancy Pitfield Memorial Park.



Increased sightlines with low plantbed & wayfinding signage.

Planting used to screen pump house.

Small childrens play structure

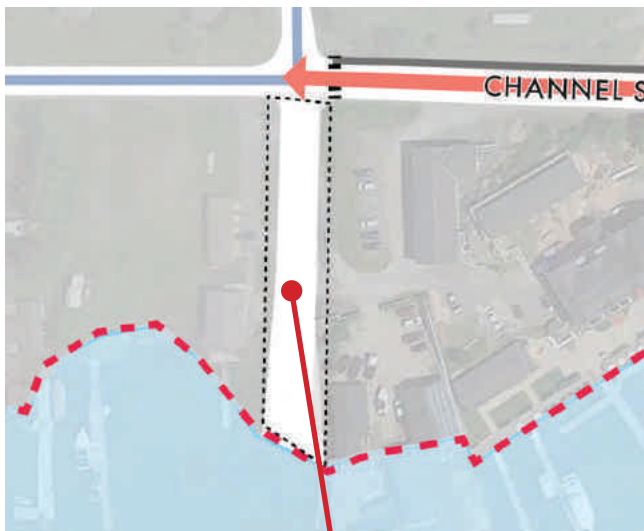
Improved seating at waterfront.

Potential for beach area.

Example of recommended improvements to Nancy Pitfield Memorial Park.

- The Tilley Street right-of-way (south of Channel Street) is publicly owned with a small portion (closer to the channel) currently leased to a private owner. When the current lease expires the municipality should maintain public ownership of the entire right-of-way as a potential public access point to the waterfront (while maintaining access to the abutting residential dwelling). Signage and landscaping should be incorporated to direct pedestrians to the water. Opportunity for a small boat dock should also be explored in this location.

- Publicly owned property at the eastern edge of Channel Street provides an opportunity for a small parkette/public look out space. The municipality should consider public realm improvements in this location, including a gazebo or other structure that allows for public seating and enjoyment of the natural views from this vantage point, see above graphic for example.



Existing crown owned property at the eastern edge of Channel Street.

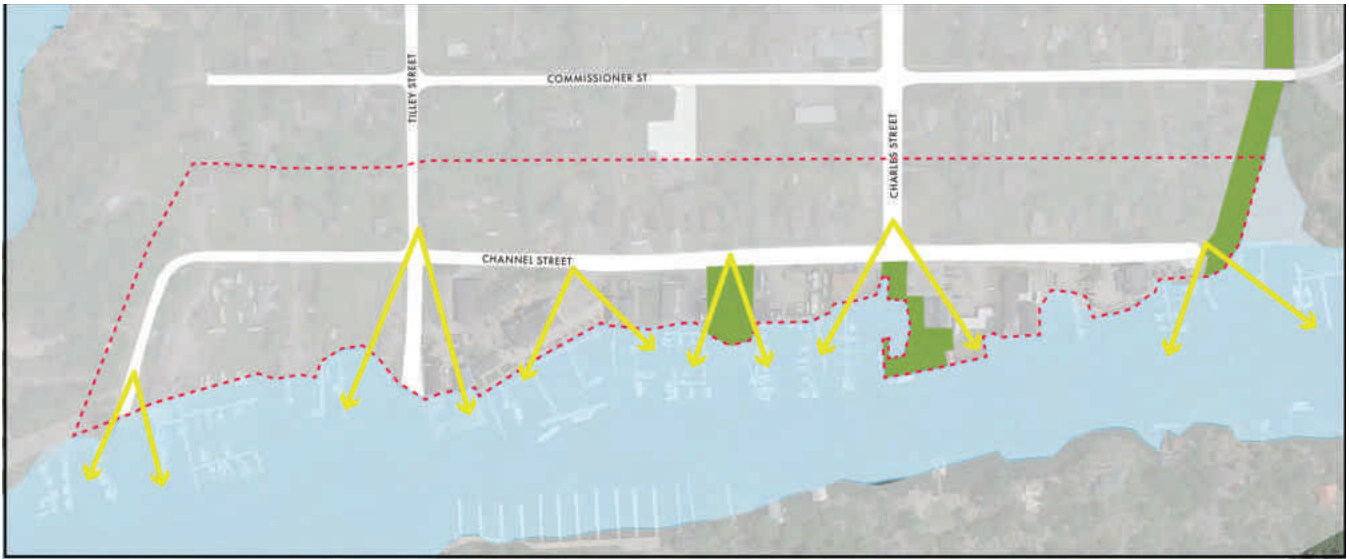


Example of potential public realm improvements.

2.2 Views & Vistas

Intent:

Views to the waterfront are a valued feature of Killarney that should be preserved and enhanced through careful infill development and positioning of community assets. The map below shows where the principal view corridors exist.



Example of key view and vista points along Channel Street.

Guidelines:

- The preservation of public views will be an important consideration during design and development.
- New buildings should not block significant views or solar access to adjacent buildings and open spaces.
- Applications for properties on the south side of Channel Street that seeks to increase building height, decrease side yard setbacks or increase coverage will be strongly discouraged. It is important to maintain views between buildings and views for properties on the north side of Channel Street.
- Public viewpoints associated within the Municipal Wharf should be reinforced by the placement of seating, open spaces, circulation routes and the location and orientation of buildings.
- Rights-of-way terminating at the waterfront including those that are unused, unopened, or consolidated within the development should be maintained and/or improved to support visual and physical connections to the water.

- Water access should include the development or continuation of a public walkway along the water's edge, and should also include:
 - » Lookouts; and/or
 - » Physical access to the water including boat launches, open shoreline access for pedestrians; fishing spots; docks; and other similar uses most appropriate to the location, site proposal, and reasonably expected use.
- Walkways, parks, and other public spaces adjacent to water courses and the waterfront shall provide lookouts for people to experience the natural features. These should be designed to provide undisturbed viewing areas away from vehicle, foot or bike traffic at locations that maximize the potential for users to comfortably experience these natural assets.
- Lookouts shall at a minimum contain the following features:
 - » Seating for at least three people;
 - » Shade tree or structure; and,
 - » Interpretive signage describing the natural feature being viewed or, public art.



2.3 Pedestrian Network

2.3.1

SIDEWALKS & WALKWAYS

Intent:

Sidewalks and walkways are important community places that should accommodate a wide range of potential uses, including the safe movement of pedestrians throughout the community.

Guidelines:

- The Municipality should explore opportunities for sidewalks along the south side of Channel Street.
- The Municipality should explore opportunities for improved public access to the waterfront on publicly owned land. Accesses should be clearly marked with appropriate wayfinding so that public access is clear.
- Appropriate accessibility components and design for persons with disabilities shall be integrated into the overall pedestrian circulation system including ramps and sight assistance strips and textured edges at grade transitions and street crossings.
- Consideration should be given to a more defined crossing at the intersection of Channel Street and Charles Street.
- Walkways should include adequate amenities, such as seating, trash receptacles, lighting, signage, route information, and educational/historic information.
- All walkways should be designed according to site-specific conditions. Where topography and environmental conditions allow, walkways should provide a surface that enables use by pedestrians, bicycles, and wheelchairs.
- Walkway entrances should be accessible and visible from the public street or other public



Example of creating a more defined crossing at the intersection of Charles Street and Channel Street.



Existing Channel Street Streetscape.



Example of recommended streetscape improvements to Channel Street.

2.3.2 WAYFINDING & SIGNAGE

Intent:

A hierarchy of signage should be implemented uniformly throughout the community, and should encompass street signs, directional signage, wayfinding, pedestrian scaled, and commercial signage.

Guidelines:

- A wayfinding system may be required to help direct pedestrians and improve accessibility, and legibility, of the development and evolving built environment.
- Wayfinding signage shall use combinations of forms, materials, universal symbols, tactile lettering, contrasting colours and fonts in sizes and type that are easy to read and appropriate for the intended use and location while avoiding visual clutter and creating an easily understood and orderly information system.
- Wayfinding systems shall include combinations of landmark features; indoor and outdoor signage; kiosks; imprinted and surface pavement markings; landscape and public art as landmarks; interpretive signs; and plaques, as appropriate.
- Wayfinding signage shall be included along streets to indicate the location of access points, parks, and access points to the waterfront.



2.4 | Streetscape

2.4.1 MID-BLOCK PATHS

Intent:

As a means to promote walking and cycling, walkways through blocks and to open spaces are encouraged to increase accessibility throughout the community, between public amenities and facilities, and to link recreational walkways.

Guidelines:

- Walkways should generally be lit from adjacent street lights; the length of a mid-block walkway should therefore not exceed the depth of the block.
- In general, new walkways should have a minimum 3.0 metre right-of-way incorporating a concrete surface that is suitable for pedestrian and bicycle use and requires minimal maintenance.



2.4.2 ON-STREET PARKING

Intent:

On-street parking within the community should be permitted, wherever possible, to animate the street, reduce vehicle speeds and serve as a buffer between pedestrians and vehicles. To minimize conflicts between pedestrians and vehicles, appropriate design standards for roadways, including bump-outs, should be developed over the longer term.

Guidelines:

- Maintain existing on-street parking and look for opportunities for new public parking areas.
- On-street parking may be situated within bump-outs, where appropriate.
- Bump-outs should be landscaped with street trees or low level ground cover and be designed to accommodate snow loading.
- Parallel on-street parking is preferred over perpendicular or angled parking to minimize the overall width of the roadway and optimize sightlines.
- Parking areas should be clearly signed, including the parking available at the Church of St. Bonaventure.

2.4.3 BICYCLE PARKING

Intent:

Creating a network of parks, open spaces and streets for cyclists that connect residents and visitors to Channel Street and the waterfront should establish cycling as a major mode of transportation. The accommodation of convenient bicycle parking is essential to support this option and ensure it remains a long-term transportation alternative.

Guidelines:

- Bicycle parking should be provided within areas of high pedestrian activity this includes public open spaces including the park and municipal wharf.
- Bicycle parking should be located close to building entrances where feasible.
- The placement of bicycle posts within the pedestrian realm should not impede pedestrian movement.



2.4.4 LIGHTING & STREET FURNITURE

Intent:

Pedestrian-scaled lighting and street furniture is encouraged to be placed in strategic places along Channel Street where feasible to create a welcoming atmosphere and a cohesive design aesthetic.

Guidelines:

- The design and location of lighting should consider sustainability and the impacts of light pollution.
- Pedestrian scaled lighting at the intersection of Channel Street and Charles Street would assist in visually marking this area as a node.
- Lighting of the street system, adjacent walkways, sidewalks, and public spaces shall be functionally appropriate, and properly scaled to increase security and comfort for users.
- Consideration should be given to providing additional pedestrian-scale lighting in areas with a high volume of pedestrian activity, gateways, the waterfront, trail crossings, mid-block connections, etc.
- Light standards should be chosen for their longevity, quality of materials, resilience to Canadian winters and use of de-icing salt as well as for style, scale, and lighting measures. Ideally, street lighting should be down cast to minimize light pollution.
- Character lighting fixtures should be located on all roads considered for gateway treatments.
- Cut-off lighting should be used to minimize light spillage into the atmosphere.
- The incorporation of street furniture, including seating, garbage receptacles, and bike racks is encouraged, especially within publicly accessible areas.
- Street furnishings should be developed within an overall thematic concept and should provide a consistent and unified streetscape appearance. Preference should be given to durable materials.
- Street furnishings should be placed in a coordinated manner that does not obstruct pedestrian circulation on sidewalks, and vehicular circulation to driveways, parking, loading and service areas.



Examples of aesthetic and cohesive street furniture.









2.4.5 PLANTING

Intent:

The purpose of landscaping is to: add visual interest; define pedestrian zones; distinguishing private and public realms; delineate different spaces and use areas on site; contribute to comfort and health of users; provide visual screens and buffers for incompatible uses; define the streetwall; and provide environmental benefits associated with air and water quality and habitat protection. The following guidelines are intended to apply to future municipal public realm projects that may include new plantings.

Guidelines for Street Trees:

- The municipality should look for opportunities for the incorporation of a continuous planting of street trees along both sides of Channel Street and Charles Street (between Commissioner and Channel Street). This will achieve a sense of arrival when one approaches Channel Street, and will also provide an element of cohesiveness.
- Street trees should be placed to grow to maturity under urban soil conditions (e.g. tree pits, minimal space, etc.). A mix of species should be used within each street for variety and in case of disease.
- To ensure that trees do not suffer from soil compaction that restricts water and air around their roots, the bases of trees should be planted with groundcover or shrubs and mulch, or metal tree grates for intensely used areas.
- Existing thriving street trees should be preserved wherever possible, as mature street trees create a greater sense of enclosure along streets.
- Streets aligning and leading to the Channel Street and key entrances waterfront, should ensure a high proportion of tree planting. Closely spaced will emphasize the tree canopy along these streets and walkways. More ornamental tree species may be used to reinforce the importance of these areas.
- Supplemental street trees should be considered where the existing tree canopy is reaching the end of its life-cycle.
- Trees should be spaced consistently at 6.0 to 9.0 metre intervals (ideally) based on mature size. Additional distance may be required (10.0 to 12.0 metres) to ensure appropriate clearances from utilities, street lights and sight triangles. Sight lines should also be considered in the location of trees planted at intersections.

<p>1. MAPLE, RED <i>Acer rubrum</i></p>  <p>Large Very sensitive Fast growing, green leaves with bright red fall colour.</p>	<p>2. MAPLE, SUGAR <i>Acer saccharum</i></p>  <p>Large Sensitive Fast growing, brilliant orange-red fall colour.</p>	<p>3. HACKBERRY <i>Celtis occidentalis</i></p>  <p>Large Hardy Interesting bark, attractive to pollinators.</p>	<p>4. KENTUCKY COFFEETREE <i>Gymnocladus dioica</i></p>  <p>Large Very hardy Provides dappled shade, open branching.</p>	<p>5. BASSWOOD <i>Tilia americana</i></p>  <p>Large Moderately sensitive Small, fragrant flowers in June, yellow fall colour.</p>	<p>6. OAK, RED <i>Quercus rubra</i></p>  <p>Large Hardy Slow growing, red leaves in fall, leaves remain over winter.</p>
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Examples of some native street trees.

2.5 | Channel Street Node

Intent:

To develop the intersection of Charles Street and Channel Street as a node along the Channel Street corridor. Any improvements along Charles Street will have to be coordinated with the Ministry of Transportation (MTO).

Guidelines:

- The node should be identified through enhanced streetscape design elements, which may include trees, feature planting and paving, seating, public parking, public art and pedestrian scale lighting. These enhancements may need to be limited to Channel Street which is municipally owned.
- Enhanced landscaping and other features should be located on municipal property where possible.
- New development within the node should be held to a high design standard and should create memorable landmarks to assist with City-wide wayfinding, including well designed buildings, , and/or special boulevard paving. Commercial uses, including restaurants are strongly encouraged within the node.
- The node as a whole should function as a meeting and gathering space, and should include a variety of public amenities, including seating, wayfinding and informational signage, pedestrian-scaled lighting, and waste receptacles. Planned improvements to the public Wharf will incorporate some of these features.
- Opportunities for public art pieces are encouraged within the node.
- Any future improvements to Charles Street advanced by MTO may provide an opportunity for Killarney to advance streetscape design upgrades.



Example of potential design enhancements to the Channel Street & Charles Street Community Node.



3

PRIVATE REALM GUIDELINES

3.1 | Development, Redevelopment and Infill Along Channel Street

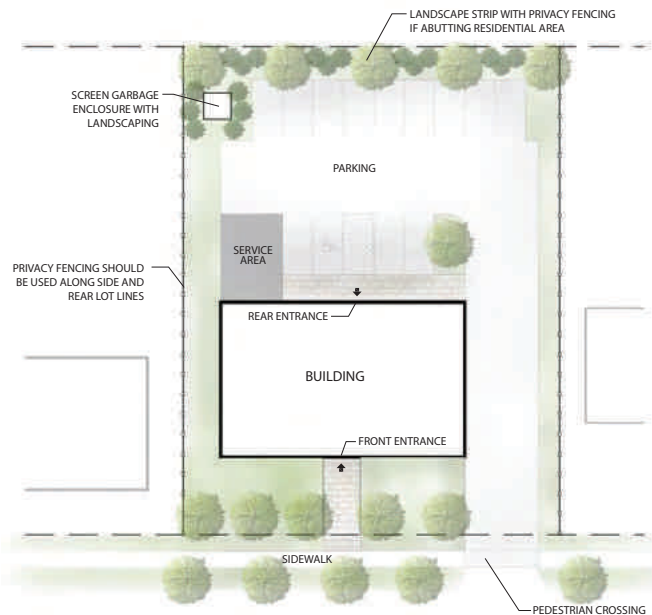
Intent:

The following guidelines apply to private development along Channel Street and within the Channel Street/Charles Street node and shall be considered as part of any future planning application.

3.1.1 LAND USE

Guidelines:

- The predominant use of buildings on the south side of Channel Street should be commercial. Residential units may be appropriate on the second storey.
- Residential uses, including multiple residential buildings, may be provided on the north side of Channel Street, however, within the Channel Street/Charles Street Node, commercial uses are encouraged.
- Encourage ground floor commercial uses within all buildings along Channel Street with high-quality flexible design to activate streetscapes.
- Mixed-use development should be promoted for infill sites along Channel Street. Residential apartments above street level shops are encouraged. Mixed-use development contributes to increased street animation, safety, supports active transportation, and economic vitality.



Example site layout for a small apartment/multiple residential site that could be developed on the north side of Channel Street.

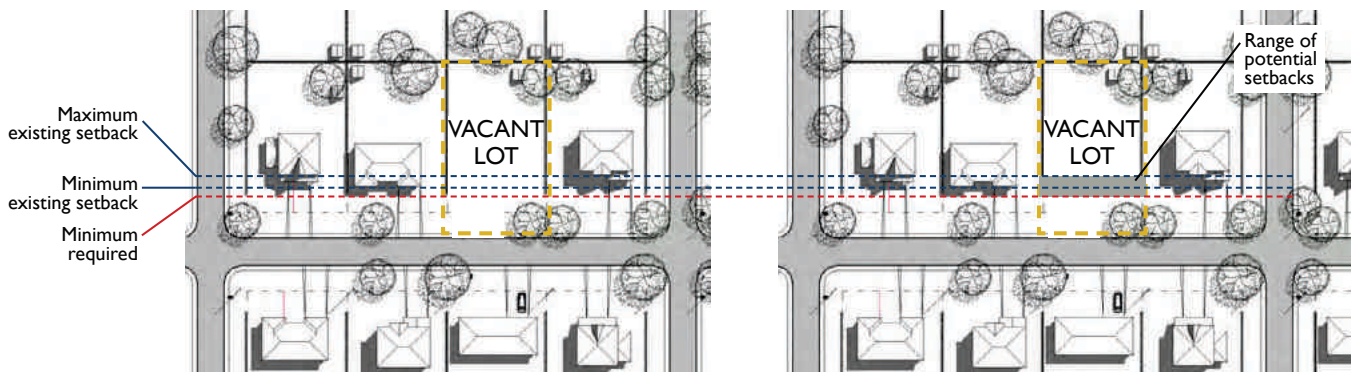


Example of opportunity to enhance ground floor commercial uses and improve facade along the south side of Channel Street.

3.1.2 SETBACKS

Guidelines:

- Where setbacks adjacent to a proposed development vary, a range of setbacks may be appropriate for proposed development with consideration to the minimum and maximum setbacks of surrounding buildings (see diagram below). Consideration should be given to setbacks that provide opportunity for seating and landscaping between the building and the public right-of-way.
- Infill buildings should generally be located at the same setback as adjacent buildings development. Where a replacement building is being provided, the historic setback should be maintained where feasible.
- Increased setbacks may be appropriate in order to maintain mature trees or other features.



In the example streetscape diagram above, the vacant lot is located along a street with varying setbacks. The above diagram illustrates the minimum and maximum existing setback and the minimum setback required by the zoning by-law. In the second diagram, the gray area illustrates the range of potential setbacks for new development on the vacant lot. This approach would apply to all development.

3.1.3 MASSING

Guidelines:

- Infill building heights should match or complement pre-existing building heights of adjacent developments. Applications to increase the height beyond the by-law permissions are discouraged for properties along the south side of Channel Street given the potential of blocking existing views.
- Roof lines for infill development should match or complement pre-existing heritage roof lines if adjacent or proximate to the site of redevelopment. A-frame and peaked roofs are predominant along Channel Street.
- New buildings should not block significant views or solar access to adjacent buildings and open spaces.
- Enhance and maintain the continuity of the existing historic streetscape when incorporating new development or redevelopment. This may include continuity in setbacks, landscaping, building heights, massing, etc.
- It is important to not block or interfere with the view and prominence of adjacent built heritage resources where views are significant.



Example of how new building heights should match or complement the existing building heights of adjacent developments.

3.1.4 ADDITIONS & RENOVATIONS

Guidelines:

- Special consideration should be given to match existing roof lines.
- When adding structure to an existing building, particularly a heritage structure, care should be taken to include materials that complement those used in the original building. This doesn't mean that materials need to be the same-as, the addition should be recognizable as a new portion of the building and more contemporary elements can be included, provided they work with and do not detract from the original portion of the structure.
- Existing buildings should not be altered through embellishment or other decorative means against their initial stylistic intent.
- Additions visible from the public realm may have a greater impact on the character of the area than rear additions and will therefore require greater design consideration.
- Building additions should reference the building to which they are being added both volumetrically and materially. Additions should reference adjacent buildings but only if they complement the primary building.



Example of a thoughtful renovation on Channel Street.

3.1.5 HERITAGE BUILDINGS

Guidelines:

- The Municipality may identify buildings along Channel Street that have potential heritage value. Where such properties have been identified, the Municipality may require a Heritage Impact Assessment (HIA) as part of a development application. The HIA shall identify the impact of the proposed development on the building, and where demolition is proposed should confirm whether or not demolition is appropriate.
- For buildings with heritage value, the original building fabric should be preserved. Repair rather than replace deteriorated architectural features. When replacement is necessary, match the original. Replacement of missing features should be based on historical accuracy.
- Original elements that lie beneath contemporary alterations should be preserved and replicated where necessary if damaged.
- Renovate shop fronts in keeping with the original building design, using those elements that are intact, and replacing missing features.
- The base panel (ground floor) of heritage storefronts provides a visual and functional building base. Original base panels should be maintained when they exist with materials of the same colour and texture as the display window frame, or the pilaster materials.
- Doors are a very important functional design feature of heritage buildings. The location, size, shape, and style of doors establish our most immediate impression of a building. The style of heritage doors should be preserved where possible, respecting the shape of the opening, the divisions within it, and the surrounding trim. Replacement windows should duplicate the originals in style, type and material. Custom wood sashes should be used to provide a near-perfect match for the original. If an exact duplicate is not possible, windows with similar operation and internal divisions should be installed.
- Heritage buildings should be painted in colours matching the original selection. Historic photographs (supplied by the local heritage society), and paint samples/fragments (retrieved from the structure if possible) will provide useful information. Non-traditional colours should be discouraged, e.g. primary colours, pastels and excessively bright tones and hues. Traditional colours should be used for heritage buildings. A number of paint companies include historic colour palettes.



3.1.6 ARCHITECTURAL DETAIL

Guidelines:

- Ensure that design and construction reflect a high level of craftsmanship and are of similar or superior quality to buildings in the immediate context.
- Reinforce the continuity of the street and create a strong community character by using consistent rhythms of similar pre-existing details and positive architectural elements.
- Design buildings so there are no blank facades. Side or rear facades that face streets or public spaces should have a design and materials standard equal to the front facade.
- Break up the facade of buildings by using a variety of materials and architectural details, both vertical and horizontal.
- Divide mixed-use or multi-unit buildings with wide frontages into visually functional and visually smaller units through the use of facade articulation and landscaping.
- For ground related dwellings (singles, semis, row-housing), use greater architectural expression on the dwelling facade than the garage facade to ensure garages are not a dominant feature of the streetscape.
- By reducing the number of jogs in exterior walls, penetrations or other projections, and providing visual interest through careful material selection and design, construction costs can be reduced, and energy efficiency increased.



3.1.7 BUILDING FAÇADE

Guidelines:

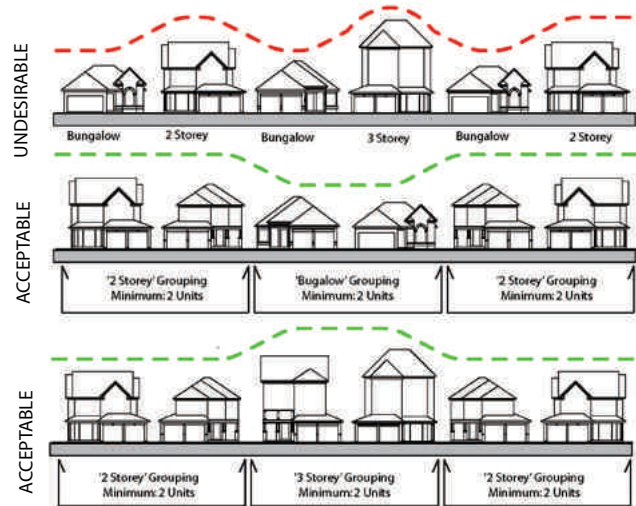
- Facades shall provide visual interest through a combination of windows, entrances, architectural details, projections, and recesses. These elements shall create a consistent rhythm, and express a hierarchy of entrances, and identify individual businesses where applicable.
- Façade materials should avoid frequent changes, with material and colour changes generally relating to changes in plane, floor plate, and mass, generally maintaining consistent wall material throughout the upper façade areas
- Street front façades shall incorporate pedestrian oriented lighting.
- All sides of a building shall be architecturally designed to be consistent with regard to style, materials, colours, and details.
- The predominant building façade material along Channel Street is siding, typically in historic colour palettes. The use of siding as the exterior building material is strongly encouraged.



3.1.8 ROOFLINES

Guidelines:

- Roof forms should apply a generally consistent roofline in mass and height to adjacent buildings.
- Roof materials and colours should complement the building materials and the proposed building design.
- Roof elements including chimneys, dormers, pitches, cupolas, and vents should be incorporated as distinct elements providing the potential for additional variety in the image of one dwelling to the next.
- The use of dormers on sloped roofs is encouraged to ensure livability in top storeys, or to allow future conversion of attic spaces. Dormer windows should be of the same type and proportion as those used for windows in the lower storeys.



3.1.9 WINDOWS

Guidelines:

- Window design should be primarily an expression of the interior dwelling use. Creative arrangements of windows should have a functional role in providing natural ventilation and light, views, and privacy to the individual and adjacent dwellings.
- On front and flankage elevations windows for portions of the building that are located above grade should be consistently employed to suit the front façade
- Large ground floor windows are encouraged wherever feasible to promote “eyes on the street”.
- Primary upper and lower story windows on street-facing elevations should be aligned in an organized manner to enhance the facade.
- Window proportions should reflect the architectural style of the building.



3.1.10 BUILDING MATERIALS

Guidelines:

- All exterior building finishes should be durable, easy to maintain and reflect a high quality of workmanship.
- The rear of the building or any exposed sides should be finished in similar materials as the principal street facade, though usually with fewer decorative elements.
- Building materials and colour schemes shall be consistent with the chosen architectural style.
- Architectural colour palletes shall be selected to complement:
 - » First, the local historic context of Killarneys architecture;
 - » Second, the context of the immediate adjacent and surrounding developments on the same block or street section; and,
 - » Third the colour palette chosen to define the unique architectural style/ character of the building or development.
- Generally historic colour palettes are preferred. These colours are available through most major paint companies.
- Choose building materials for their functional and aesthetic quality including their energy and maintenance efficiency. Siding is encouraged as the predominant building material along Channel Street.
- Do not use large expanses of uninterrupted, single material exteriors without window trim, accent features, or other detailing.

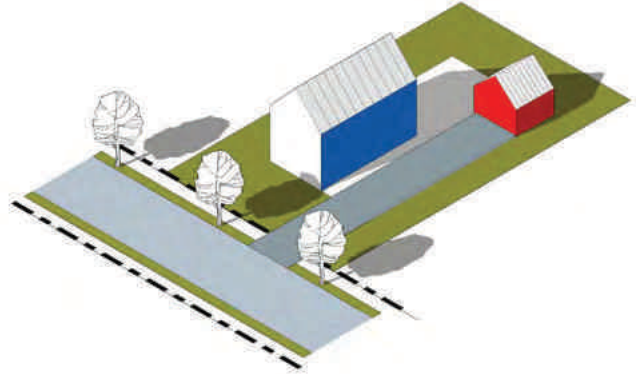


Historic colours are encouraged for any develop or redevelopment and are available through most major paint companies.

3.1.11 GARAGES & ACCESSORY STRUCTURES

Guidelines:

- New garages should be built as separate buildings recessed from the house or off of a private laneway where possible.
- Garages and outbuildings should reinforce and complement the character of the house in terms of style, shape and materials.
- Garages and coach houses should be complementary in character and quality of detail to the principal dwelling.
- Accessory buildings shall not be built on a lot prior to the development of the principal building as outlined in the Zoning By-Law.
- Accessory buildings shall have a maximum height of 5.0 metres and a maximum of 1 storey in height.
- Accessory buildings cannot be built within 1.5 metres of the principal building as outlined in the Zoning By-Law. No water-based boathouse, deck, dock, or other similar use shall encroach into a side yard setback of 3.0 metres, if the side lot lines were extended into the water.
- Automobile and water vehicle storage should be subordinate. Garages should not be readily visible from the street; this allows the house façade to have greater expression through the emphasis on the front entrance, porch, bay windows, etc.
- Where garages are visible from a public street, they should include a high level of architectural detailing to ensure they do not detract from the streetscape.



Example of accessory structure design at an appropriate scale to the principal dwelling.

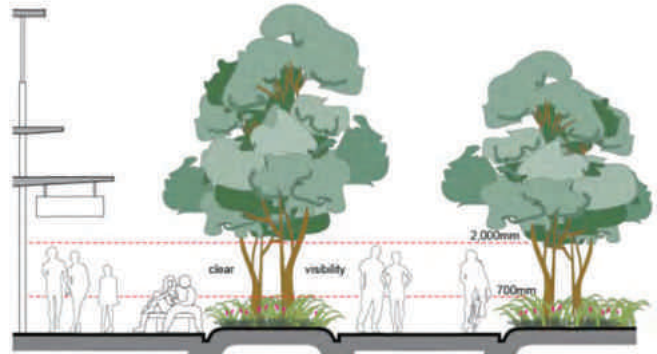


Examples of well designed garages/accessory structures.

3.1.12 LANDSCAPING

Guidelines:

- The design and detailing of each frontage should offer opportunities for uniqueness of expression through landscaping.
 - » Landscape materials shall include native species.
 - » The design of frontages should consider seasonal views and the presence/absence of foliage as screening.
- Layout of space shall consider adjoining structures and adjacent uses to encourage use and social interaction, while considering need for privacy.
 - » For residential buildings where there are instances of floor to ceiling glazing facing public sidewalks consider strategic plantings to offer the necessary privacy screening.
 - » For commercial buildings, opportunities for public patios should be considered.
 - » Landscaping can be used to emphasize entrances to commercial buildings and can be coordinated with signage.
 - » Elements such as arbors, trellises, paving materials and texture, low walls elements, bollards and planting can be used to create transitions between public, semi-private, and private pedestrian realms.
 - » Small trees and shrubbery are encouraged to signal a separation of one residence from another.



Example of landscape elements selected for views and safety/



Example of landscaping used to enhance the building facade and public realm.



4

IMPLEMENTATION

4.1 | Implementation

Staff will implement these guidelines as part of their review of development applications and in consultation with the public and members of the development community. Many of the design guidelines can be implemented through the mechanisms available in the Planning Act. These mechanisms are applied, in part, through the Municipality of Killarney Zoning By-law, through the review of Site Plan Control applications, and through the variance and consent processes of the Committee of Adjustment.

Zoning By-Laws:

Outline what a parcel of land may be used for and regulates lot size, parking requirements and building height. Design guidelines will support the requirements under Zoning. Where amendments to the current zoning are requested as part of a development application, consideration will be given to these guidelines in determining if site specific regulations should be incorporated as part of the amendment.

Committee of Adjustment:

Is a quasi-judicial tribunal appointed by Council. It derives its jurisdiction from the Planning Act of Ontario. The Committee's mandate is, in part, to hear Applications for "Minor Variances" where a requirement of a Zoning By-law cannot be met (under Section 45 of the Planning Act) and to hear Applications for Consent to "Sever" a property. This document is a tool to guide development. Applicants will have regard for the guidelines as they prepare their submissions; the Committee of Adjustment will equally have regard to the guidelines as they evaluate development applications.

For a 'Consent (to sever) Application' where an infill lot is being created, even if the lot conforms to the requirements of the Zoning By-law, Planning staff may request specific conditions for the design of the building to be constructed on the lot (e.g. a condition that requires building permit applications to be generally consistent with a consent sketch provided as part of the application).

Site Plan Control:

Is the process that is used to control or regulate the various features on the site of an actual development including building location, landscaping, drainage, parking, and access by pedestrians and vehicles. Section 41 of the Planning Act provides local municipalities with the ability to implement exterior design control through the site plan process. Exterior Design Control is an essential tool in shaping the character, materiality and design of new buildings, site plans, and adjacent boulevards (i.e. street trees, furniture, etc.). Exterior Design Control allows a mandatory review and commenting process. Using the guidelines contained herein Staff will be able to review the appropriateness of a building's design and determine what amendments, if any, are needed. The Municipality is encouraged to include properties along Channel Street within a Site Plan Control Area.

Building Permit:

The Building Permit stage is sometimes the only time an infill project will be reviewed. For example, it may be reviewed only at Building Permit stage if it is exempt from Site Plan Control and all other Zoning By-law provisions have been met; it is not a Designated Heritage Building or within a Heritage Conservation District under the Ontario Heritage Act, and there is no requirement for a severance. The Building Code review process is technical only; designed to ensure that once the building or addition etc. is completed, the minimum building standards for health, safety, structural sufficiency, accessibility and energy conservation will have been incorporated and that applicable law has been met. While applicants are encouraged to consider these guidelines prior to apply for building permit, there is no mechanism to require this.

Design Guideline Updates & Monitoring:

Staff from various departments should meet at regular intervals to discuss any and all recurring issues or challenges with implementing the guidelines. A general file can be kept on the Guideline Update and should contain a summary of guideline issues as they arise. Required amendments to the guidelines should be identified as a part of the regular meetings, and it is recommended that the guidelines be reviewed, and amended as required, every five years.

Exceptions to the Guidelines:

When implementing design guidelines it is important to recognize that exceptions can be warranted and that at times a project that strives for excellence in design can demonstrate that a specific guideline is not appropriate in that instance. It is the responsibility of the designer/developer/builder to demonstrate to the Municipality where this exception exists and it is at the discretion of the Municipality to support or not support that justification.

Floodplain Considerations:

Any development or redevelopment along Channel Street shall be in accordance with any floodplain related policies or technical requirements. Where a potential conflict exists between these guidelines and floodplain policies, the floodplain policies shall prevail.

