



SMALL COMMUNITIES FUND CONTRIBUTION AGREEMENT

This Agreement is made as of the date of last signature.

BETWEEN: HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF NEW BRUNSWICK, as represented by the Minister of Environment and Local Government, and, **REGIONAL DEVELOPMENT CORPORATION/SOCIÉTÉ DE DÉVELOPPEMENT RÉGIONAL** ("New Brunswick")

AND: **THE CITY OF SAINT JOHN**
in the Province of New Brunswick ("Recipient")

WHEREAS CANADA AND NEW BRUNSWICK entered into a funding agreement, the *Canada – New Brunswick New Building Canada Fund Small Communities Fund Funding Agreement 2014-15 to 2023-24*, effective December 3, 2014 as amended by *Amendment No. 1* dated August 18, 2016 (SCF Funding Agreement), to establish the terms and conditions whereby Canada will provide funding to New Brunswick for Projects;

AND WHEREAS the New Building Canada Fund provides funds over ten (10) years towards the Small Communities Fund (SCF) for projects in smaller communities that address local priorities while contributing to national or regional objectives, and support economic growth, a clean environment and stronger communities;

AND WHEREAS Canada agrees to provide a maximum funding for a Project, from all federal sources, not exceeding one-third (1/3) of the total Eligible Expenditures for that Project, and New Brunswick agrees to provide funding for the Eligible Expenditures of a Project in an amount at least equal to Canada's funding of Eligible Expenditures for that Project;

AND WHEREAS New Brunswick agrees to enter into Agreements with Recipients for funding, namely the present *Small Communities Fund Contribution Agreement* (Agreement);

AND WHEREAS this Agreement is made pursuant to the *Canada - New Brunswick New Building Canada Fund Small Communities Fund Funding Agreement 2014-15 to 2023-24* as amended by *Amendment No. 1* (SCF Funding Agreement) and therefore all relevant provisions of that SCF Funding Agreement shall apply;

NOW THEREFORE, in accordance with the mutual covenants and agreements herein, the parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to establish the terms and conditions whereby New Brunswick will provide funding to the Recipient for the Project described in Schedule A.

2. ANNEXES AND SCHEDULES

The following schedules are attached to, and form part of this Agreement:

Schedule A – Project Description

Schedule B – Eligible and Ineligible Expenditures

Schedule C – Detailed Claim Form

Schedule D – Progress Report Form

Schedule E – Completion Documents

- E.1 Declaration of Substantial Completion

- E.2 Project Completion Form

Schedule F – Communications Guideline

3. INTERPRETATION

3.1 DEFINITIONS

In addition to the terms and conditions defined in the recitals and elsewhere in this Agreement, a capitalized term has the meaning given to it in this Section.

“Agreement” means this *Small Communities Fund Contribution Agreement* and all schedules, as may be amended from time to time.

“Agreement End Date” means the date at which the final payment is made to the Recipient which will, in any case, be no later than June 30, 2023.

“Asset” means any real or personal property or immovable or movable asset, acquired, constructed, rehabilitated or improved, in whole or in part, with funds provided by New Brunswick under the terms and conditions of this Agreement.

“Canada” means the Government of Canada, as represented by the President of the Queen’s Privy Council for Canada, Minister of Infrastructure, Communities and Intergovernmental Affairs.

“Community” means an entity of the Local Government pursuant to applicable provincial legislation. That is, having the status of a Local Government pursuant to provincial legislation in New Brunswick.

“Effective Date” means the date of last signature of this Agreement.

“Eligible Expenditures” means those costs incurred and paid that are eligible for reimbursement by New Brunswick, with funds from New Brunswick and Canada, as set out in Schedule B that have been approved as part of a Project approval.

“Fiscal Year” means the period beginning April 1 of a year and ending March 31 of the following year.

“Local Government” or **“Local Governments”** means one or more municipality, rural community, regional municipality and any other public authority responsible for delivering local services in New Brunswick, if that authority has been given the said responsibility by statute.

“Oversight Committee” means the committee established under the SCF Funding Agreement consisting of representatives from Canada and New Brunswick.

“Project” or **“Projects”** means the project approved by New Brunswick under the SCF Funding Agreement as described in Schedule A.

“Project Completion” means when a Project can be used for the purpose for which it was intended as declared in the Declaration of Substantial Completion as set out in Schedule E.

“Project Completion Date” means the date as shown on the executed Declaration of Substantial Completion as set out in Schedule E.

“SCF Funding Agreement” means the *Canada – New Brunswick New Building Canada Fund Small Communities Fund Funding Agreement 2014-2015 to 2023-2024* as amended by *Amendment No. 1* which sets out the roles and responsibilities of Canada and New Brunswick for the delivery of the program, including attached Schedules.

“SCF Funding Agreement End Date” means March 31, 2024.

3.2 ENTIRE AGREEMENT

This Agreement comprises the entire agreement between the parties. No prior document, negotiation, provision, undertaking or agreement in relation to the subject of the Agreement has legal effect, unless incorporated by reference into this Agreement. No representation or warranty express, implied or otherwise, is made by New Brunswick to the Recipient except as expressly set out in this Agreement.

3.3 DURATION OF AGREEMENT

This Agreement will be effective as of the Effective Date and will terminate on the Agreement End Date.

4. OBLIGATIONS OF THE PARTIES

4.1 COMMITMENTS BY NEW BRUNSWICK

- a) New Brunswick agrees to provide funding from Canada and New Brunswick to the Recipient in a total amount not to exceed two-thirds (2/3) of the Eligible Project Expenditures of the Project as set out in paragraph b) and in accordance with Schedule A.

- b) The maximum federal funding for a Project, from all federal sources, will not exceed one-third (1/3) of the total Eligible Expenditures for that Project. The maximum provincial funding for a Project, from all provincial sources, will not exceed one-third (1/3) of the total Eligible Expenditures for that Project.
- c) Subject to paragraph 4.2 c) the parties agree that New Brunswick's role is limited to providing funding to Projects and that New Brunswick and Canada will have no involvement in the implementation of any Project or its operation. New Brunswick and Canada are neither a decision-maker nor an administrator of the Project.

4.2 COMMITMENTS BY THE RECIPIENT

- a) The Recipient agrees to complete the Project, claim only for Eligible Expenditures in a diligent and timely manner, and is responsible for any unapproved expenditures and cost overruns.
- b) The Recipient will be responsible for the costs of producing and installing federal and provincial program signs. Signage costs are an Eligible Expenditure.
- c) If the Project is not completed or is cancelled, the Recipient agrees to return any previous payments to New Brunswick within thirty (30) days of written notification to that effect.
- d) The Recipient shall allow any authorized representative of New Brunswick or Canada reasonable access to the project site to assess the Project's progress, to review all records and accounts maintained and to carry out the evaluation process required for the implementation of the SCF Funding Agreement. The Recipient shall provide all records and accounts as requested by New Brunswick.
- e) The Recipient agrees to bear all operating expenditures of the Project.

4.3 APPROPRIATIONS

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

5. PROJECT IMPLEMENTATION

- 5.1 The Recipient shall not change the project scope, timing or location without the prior written approval of New Brunswick. The Recipient will promptly inform New Brunswick should the project be cancelled.
- 5.2 For the duration of the Project, the Recipient will provide New Brunswick with progress report forms as set out in Schedule D, updated every June 15 and November 15.
- 5.3 The Recipient will be responsible for arranging the engineering design, calling of public tenders and awarding of the contract to the successful bidder, and overall management of the contract. The Recipient will award and manage all contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Agreement on Internal Trade and applicable international and interprovincial trade agreements, and all other applicable laws, including the *Procurement Act*, SNB 2012, c.20.
- 5.4 The Recipient agrees to ensure that the Project work shall be carried out in accordance with all federal, provincial, or municipal (local government) rules, regulations and laws governing such works and in accordance with the best general practices then current at the time of construction of the project.
- 5.5 The Recipient consents to the participation of New Brunswick or its representative at all public tender openings.
- 5.6 New Brunswick reserves the right to request additional information for review and approval purposes, including assessment of risks, or to make a determination as per Sections 7 (Environmental Assessment and Licensing) and 8 (Aboriginal Consultation).
- 5.7 Repair, restoration or replacement of property that was required to be removed, altered, damaged or destroyed in the course of carrying out the Project will be performed to bring the property to its pre-existing condition, meaning the same condition that the property was in at the time of the removal, alteration, damage, or destruction. Except as may be required by law, the work and materials required to bring the property to its pre-existing condition shall not exceed the quality or quantity as originally existed. Eligible Expenditures will not include any expenditures for enhancements or improvements.

6. DISPOSAL OF ASSETS

- 6.1 Unless otherwise agreed to by New Brunswick, the Recipient agrees to retain title to and ownership of an Asset for five (5) years after the Project Completion Date.
- 6.2 If at any time within five (5) years from the Project Completion Date of a Project, the Recipient sells, leases, or otherwise disposes of, directly or indirectly, any Asset purchased, acquired, constructed, rehabilitated or renovated, in whole or in part, under this Agreement, other than to Canada, New Brunswick, a Local Government, or with New

Brunswick's written consent, the Recipient may be required to reimburse New Brunswick any funds received from New Brunswick and Canada for the Project.

7. ENVIRONMENTAL ASSESSMENT AND LICENSING

- 7.1 The Project may be subject to, among others, New Brunswick *Regulation 87-83 Environmental Impact Assessment Regulation – Clean Environment Act*. That Regulation contains a list of undertakings found in Schedule A of the Regulation, which are required to be registered and screened to determine whether a full Environmental Impact Assessment is warranted. If the project requires registration, a determination on the project must be obtained from the Minister of Environment and Local Government prior to any site work on the Project beginning.
- 7.2 The Project may also be subject to, among others, *Canadian Environmental Assessment Act (2012)*. This Act contains a list of physical activities found in *Regulations Designating Physical Activities* of the Act, which are required to be a designated project for an environmental assessment. If the Project is a designated project under the *Canadian Environmental Assessment Act (2012)*, a decision statement must be obtained prior to any site work on the Project beginning.
- 7.3 If the Project requires registration under New Brunswick *Regulation 87-83 Environmental Impact Assessment Regulation – Clean Environment Act* and/or is deemed to be a designated project under the *Canadian Environmental Assessment Act (2012)*, no funds will be advanced to a recipient for expenditures related to construction work until a copy of the signed letter of determination and/or a copy of the decision statement has been received by New Brunswick.
- 7.4 The Recipient will obtain all necessary licenses, permits, and approvals required for the Project by applicable legislation, regulations and by-laws be they Federal, Provincial or Municipal.

8. ABORIGINAL CONSULTATION

- 8.1 Funding for the Project is conditional upon New Brunswick and Canada being satisfied that obligations with respect to the legal duty to consult, and if applicable, requirement to accommodate Aboriginal groups are met.
- 8.2 Recipient will comply with all obligations (i) under Applicable Law; (ii) as required by regulatory bodies having jurisdiction over the subject matter of the Project; and (iii) under common law, to engage in Aboriginal consultation and consider Aboriginal interests.

9. CLAIMS AND PAYMENT

- 9.1 Each claim for reimbursement of Eligible Expenditures shall be submitted on forms herein provided in Schedule C. Claims will include copies of invoices along with all supporting

documents, proof of payment of each invoice submitted for reimbursement, and such other documents as may be requested by New Brunswick.

- 9.2 When any other federal or provincial assistance is given or is to be given in respect of the Project which was not taken into consideration in the original application, the contribution hereunder may be reduced by a corresponding amount.
- 9.3 New Brunswick reserves the right to withhold any or all reimbursements of Eligible Expenditures until completion documents provided in Schedule E are completed and returned to New Brunswick by the Recipient.
- 9.4 No claim for reimbursement shall be paid by New Brunswick unless it is received on or before January 20 of the year following the Fiscal Year in which the Eligible Expenditure is incurred and in all circumstances, no later than March 31, 2023.

10. REPORTING

- 10.1 Recipient will provide to New Brunswick at minimum on a semi-annual basis a Project progress report in a format acceptable to New Brunswick and in accordance with Schedule D (Progress Report Form); and will submit, in a format acceptable to New Brunswick, a final project report in accordance with Schedule E (Completion Documents).

11. AUDITS

The Recipient agrees to allow New Brunswick reasonable and timely access to all its documentation, records and accounts and those of their respective agents or third parties related to the Project, and all other relevant information and documentation requested by New Brunswick, or their designated representatives, for the purposes of audit, evaluation, and ensuring compliance with this Agreement.

12. RECORD KEEPING

The Recipient will keep proper and accurate financial accounts and records, including but not limited to its contracts, invoices, statements, receipts, and vouchers in respect of the Project, for at least six (6) years after the SCF Funding Agreement End Date and will provide New Brunswick and their designated representatives with reasonable and timely access to documentation for the purposes of audit, evaluation, and ensuring compliance with this Agreement.

13. INDEMNIFICATION

The Recipient will at all times indemnify and save harmless New Brunswick and Canada, its officers, servants, employees, or agents, from and against all actions, whether in contract, tort or otherwise, claims and demands, losses, costs, damages, suits or other proceedings by whomsoever brought or prosecuted in any manner based upon or occasioned by any injury to

persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by, in connection with or arising directly or indirectly from this Agreement, the SCF Funding Agreement, or a Project, except to the extent to which such actions, claims, demands, losses, costs, damages, suits or other proceedings relate to the negligence or breach of this Agreement or the SCF Funding Agreement by an officer, servant, employee or agent of New Brunswick or Canada in the performance of his or her duties.

14. COMMUNICATIONS

14.1 No public announcement of an activity related to the Project shall be made by the Recipient without the prior written consent of New Brunswick.

14.2 The parties shall comply with the communications guideline set out in Schedule F referred to as the Communications Guideline.

15. GENERAL

15.1 SURVIVAL

Any provision in this Agreement which imposes an obligation after the termination or expiration of this Agreement, shall survive the termination or expiration of this Agreement.

15.2 ACCOUNTING PRINCIPLES

All accounting terms will have the meanings assigned to them, all calculations will be made and all financial data to be submitted will be prepared, in accordance with the generally accepted accounting principles (GAAP) in effect in Canada.

15.3 REPAYABLE CONTRIBUTIONS

Any funding provided to a Recipient that is a private sector body intended to allow the business to generate profits or to increase the value of the business, will be repayable to New Brunswick.

15.4 COUNTERPART SIGNATURE

This Agreement may be signed in counterpart, and the signed copies will, when attached, constitute an original Agreement.

15.5 SEVERABILITY

If for any reason a provision of this Agreement that is not a fundamental term of this Agreement between the parties is found to be or becomes invalid or unenforceable, in whole or in part, and if both parties agree, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.

15.6 AMENDMENTS

This Agreement may be amended from time to time on written agreement of the parties.

15.7 WAIVER

A party may waive any of its rights under this Agreement only in writing. Any tolerance or indulgence demonstrated by the party will not constitute a waiver.

16. OTHER

16.1 New Brunswick and the Recipient acknowledge that the financial contribution by Canada under this Agreement and, in consideration of that contribution and notwithstanding that Canada is not a signatory to this Agreement, the parties agree that the terms of this Agreement applicable to or with respect to Canada, are for her sole benefit.

16.2 Nothing in this Agreement is to be construed as authorizing one party to contract for or to incur any obligation on behalf of the other or to act as an agent for the other. Nothing in this Agreement is to be construed as authorizing the Recipient or any third party to contract for or to incur any obligation on behalf of either party or to act as an agent for either party.

16.3 If there is a conflict between this Agreement and the SCF Funding Agreement, the provisions of the SCF Funding Agreement will apply.

16.4 The Recipient will ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada or New Brunswick applies will derive direct benefit from the Project's funding, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

16.5 This Agreement is subject to the provincial *Right to Information and Protection of Privacy Act* as well as the federal *Access to Information Act* and the *Privacy Act*.

16.6 In the event of a breach of any of the terms and conditions of this Agreement by the Recipient, no further contributions shall be made by New Brunswick and all previous payments shall be returned to New Brunswick within thirty (30) days of written notification to that effect.

17. NOTICE

Any notice or communication authorized or permitted with respect to this Agreement shall be effectively given if:

- a) delivered by hand; or
- b) sent by letter; or
- c) sent by electronic mail; or
- d) sent by facsimile (FAX); or
- e) prepaid to the address or FAX number, as given in this Agreement.

Any notice or communication required or permitted by this Agreement to be made by the Recipient to New Brunswick shall be provided to:

Community Funding Branch
Province of New Brunswick
Department of Environment and Local Government
P.O. Box 6000
Fredericton, NB E3B 5H1
Phone: 506-457-4947
Fax: 506-444-2734
Email: SCF-FPC@gnb.ca

Any notice or communication that is made by New Brunswick to the Recipient may be sent to the coordinates indicated in the Project application form or such other address or electronic mail the Recipient designates in writing to New Brunswick.

18. COMPLIANCE WITH LAWS

The Recipient will comply with all applicable laws, regulations, all requirements of regulatory bodies having jurisdiction over the subject matter of the Project and any common law obligations to consult with, and where appropriate, will engage in Aboriginal consultation and consider Aboriginal interests.

19. GOVERNING LAW

This Agreement is governed by the laws applicable in the Province of New Brunswick.

SIGNATURES

**HER MAJESTY THE QUEEN IN RIGHT OF
THE PROVINCE OF NEW BRUNSWICK**

Original signed by:

Hon. Serge Rousselle, Q.C.
Minister of Environment and
Local Government

Date

Witness

THE CITY OF SAINT JOHN

Original signed by:

His Worship Donald Darling
Mayor

Date

**REGIONAL DEVELOPMENT CORPORATION
SOCIÉTÉ DE DÉVELOPPEMENT RÉGIONAL**

Name: _____
Title: _____

Jonathan Taylor
Clerk

Date

Date



Recipient Seal

SCHEDULE A – Project Description

Recipient: The City of Saint John

Project Number: 6920-2041

Project Title: Carleton Community Centre Improvements

Project Description:

The Carleton Community Centre serves a large community in the lower West Side of the City. It hosts community programming, a Wellness Clinic, a Food Bank, and many other amenities. The project will supply and install a new ventilation system including a heat recovery system to provide heating, cooling, and fresh air to the building in an energy efficient manner. Project will also include replacement of exterior windows with new energy efficient windows.

Eligible Project Expenditures:

The Canada – New Brunswick New Building Canada Fund Small Communities Fund shall contribute a financial incentive of two-thirds (2/3) of the aforementioned eligible project expenditures of \$426,528 being an amount not exceeding \$284,352. Subject to this Agreement, the Recipient shall be responsible for contributing at least one-third (1/3) of the Eligible Expenditures of the project implemented under this Agreement.

Expenditure overruns will not be considered as Eligible Expenditures and will be the responsibility of the Recipient. No contributions shall be made by the Canada – New Brunswick New Building Canada Fund Small Communities Fund with respect to any expenditure incurred other than the eligible project expenditures.

Financing of Project:

Federal: \$142,176

Provincial: \$142,176

Recipient: \$142,176

Total: \$426,528

Environment Impact Assessment (EIA) is required (or additional information is needed to determine that it is not required): No

Forecasted construction start dates (YYYY/MM/DD): 2017/07/04

Forecasted construction end dates (YYYY/MM/DD): 2017/07/30

Project Category Outcomes/Benefits that will need to be quantified:

- Extends the life of an existing asset.

SCHEDULE B – Eligible and Ineligible Expenditures (as amended by *Amendment No. 1* dated August 18, 2016)

Eligible Expenditures

For the purposes of this Agreement, Eligible Expenditures mean all direct and necessary expenditures incurred and paid by a Recipient towards the Project, associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP). This also specifically includes the following:

- a) Expenditures directly associated with joint federal communication activities and with federal project signage.
- b) The incremental costs of the Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:
 - i. The Recipient is able to demonstrate that it is not economically feasible to tender a contract;
 - ii. The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
 - iii. The arrangement is approved in advance and in writing by New Brunswick.
- c) Costs of Aboriginal consultation, and where appropriate, accommodation.

Ineligible Expenditures

The following are deemed ineligible expenditures:

- a) expenditures incurred before the approval of the Project by Canada;
- b) expenditures incurred after the Project Completion Date with the exception of expenditures related to audit and evaluation requirements pursuant to the Agreement;
- c) the expenditures related to developing a business case or proposal for funding;
- d) the expenditures related to purchasing land, buildings and associated real estate and other fees;
- e) financing charges and interest payments on loans;
- f) leasing land, buildings, equipment and other facilities except for equipment directly related to the construction of the Project;
- g) furnishings and non-fixed assets which are not essential for the operation of the Project;
- h) general repairs and maintenance of a Project and related structures, unless they are

part of a larger capital expansion project;

- i) services or works normally provided by the Recipient, incurred in the course of implementation of the Project, except those specified as Eligible Expenditures;
- j) the expenditures related to any goods and services which are received through donations or in kind;
- k) any overhead expenditures, including salaries and other employment benefits of any employees of the Recipient, direct or indirect operating or administrative expenditures of Recipient, and more specifically expenditures related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff except in accordance with subsections in the Eligible Expenditures above;
- l) taxes for which the Recipient is eligible for a tax rebate and all other expenditures eligible for rebates;
- m) for administration of this Agreement administration expenditures involving the salaries and benefits of existing staff and general administration expenditures unrelated to Agreement implementation; and,
- n) legal fees.

SCHEDULE D – Progress Report Form

A progress report will be provided to New Brunswick at a minimum on a semi-annual basis, by **June 15** and by **November 15**. Changes must be highlighted. Changes in the progress report are not an acceptance by the Minister of a change of scope or change of funding from that as set out in the Agreement. An amendment to the Agreement may be required. Submit progress reports electronically to SCF-FPC@gnb.ca.

Small Communities Fund Progress Report	
Project Number	6920-2041
Recipient	The City of Saint John
Project Title	Carleton Community Centre Improvements
Project Description	The Carleton Community Centre serves a large community in the lower West Side of the City. It hosts community programming, a Wellness Clinic, a Food Bank, and many other amenities. The project will supply and install a new ventilation system including a heat recovery system to provide heating, cooling, and fresh air to the building in an energy efficient manner. Project will also include replacement of exterior windows with new energy efficient windows.
Federal Contribution (Eligible Expenditures)	\$142,176
Provincial Contribution (Eligible Expenditures)	\$142,176
Recipient Contribution (Eligible Expenditures)	\$142,176
Other Contribution (Eligible Expenditures - must include details on any other sources of federal funding)	\$0
Federal Signage Installed (Y/N) If Yes, at What Date?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Forecasted Construction Start Date (YYYY/MM/DD)	2017/07/04
Forecasted Construction End Date (YYYY/MM/DD)	2017/07/30
Actual Construction Start Date (if known) (YYYY/MM/DD)	
Actual Construction End Date (if known) (YYYY/MM/DD)	

Environment Impact Assessment (EIA) is required (or additional information is needed to determine that it is not required)	No
Project Status (Approved, Contract Signed, In Construction, Completed)	
Project Complete? (Y/N)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Percentage of Project Complete	
Additional Information	
Forecasted Amounts to be Claimed	
Timeframe	Amount to be Claimed
Now – February 15, 2018	
February 16, 2018 – February 15, 2019	
February 16, 2019 – February 15, 2020	
February 16, 2020 – February 15, 2021	
February 16, 2021 – February 15, 2022	
February 16, 2022 – February 15, 2023	

SCHEDULE E – Completion Documents

DECLARATION OF SUBSTANTIAL COMPLETION (E.1)

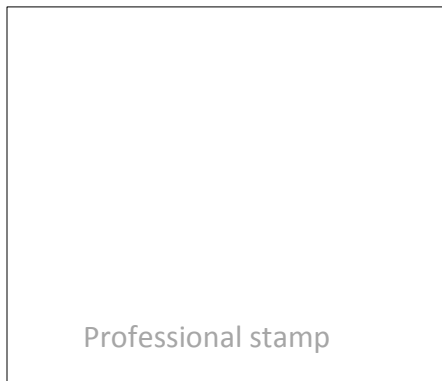
In the matter of the Agreement entered into between Her Majesty the Queen in Right of the Province of New Brunswick, represented by the Minister of Environment and Local Government and REGIONAL DEVELOPMENT CORPORATION/SOCIÉTÉ DE DÉVELOPPEMENT RÉGIONAL, and The City of Saint John, represented by the Mayor and Administrator/Clerk.

I, _____, a Licensed Engineer or Architect in the Province of New Brunswick, do solemnly declare as follows:

1. That I am the _____(title, department, company), and as such have knowledge of the matters set forth in this affidavit;
2. That the work identified as Project No. 6920-2041 in the above-mentioned Agreement has been substantially completed as described in Schedule A; and
3. That the work:
 - a. was carried out by _____(the prime contractor(s)), between the dates _____(start date) and _____(completion date);
 - b. was supervised and inspected by qualified staff;
 - c. conforms with the plans, specifications and other documentation for the work; and
 - d. conforms with applicable environmental legislation, and appropriate mitigation measures have been implemented.

Declared at _____(city), in the Province of _____ this ____ day of _____, 20__.

Signature



**Canada-New Brunswick New Building Canada Fund – Small Communities Fund /
Nouveau Fonds Chantiers Canada – Fonds des Petites Collectivités Canada-Nouveau-Brunswick
PROJECT COMPLETION FORM / FORMULAIRE D'ACHÈVEMENT DU PROJET (E.2)**

Recipient / Bénéficiaire : The City of Saint John	Project Number / Numéro du projet : 6920-2041
Project Title / Titre du projet : Carleton Community Centre Improvements	
Contact / Personne-ressource :	Tel. / Tél. :
Project Description / Description du projet : The Carleton Community Centre serves a large community in the lower West Side of the City. It hosts community programming, a Wellness Clinic, a Food Bank, and many other amenities. The project will supply and install a new ventilation system including a heat recovery system to provide heating, cooling, and fresh air to the building in an energy efficient manner. Project will also include replacement of exterior windows with new energy efficient windows.	
I hereby certify the following / J'atteste par la présente ce qui suit :	
Has the final claim been submitted to New Brunswick/ Est-ce que la demande finale de paiement a été soumise auprès du Nouveau-Brunswick?	<input type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON
Has the project been completed? / Est-ce que le projet a été achevé?	<input type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON
Have the holdbacks been released? / Est-ce que les retenues ont été débloquées?	<input type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON If no, when are they due / Si non, quand sont-elles dues? _____
Were necessary environmental mitigation measures adhered to?/ Est-ce que les mesures d'atténuation environnementale nécessaire ont été appliquées?	<input type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON
Were the following project benefits achieved? / Est-ce que les avantages du projet suivant ont été concrétisés?	<input type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON
<ul style="list-style-type: none"> • Improvement in air quality. • Renewal of existing infrastructure. • Improvement in energy efficiency. • Reduce maintenance costs. 	
Did you provide quantified results regarding the following Project Category Outcomes/Benefits? / Avez-vous fourni des résultats quantifiés pour les Résultats et avantages du projet suivants?	
<ul style="list-style-type: none"> • Extends the life of an existing asset. 	
<input type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON	

Final Project Cost / Coût final du Projet :	
Federal Share / Part fédérale :	
Provincial Share / Part provinciale :	
Recipient Share / Part du Bénéficiaire :	
<p>Federal funding was spent on Eligible Expenditures in accordance with the terms and conditions of the Agreement</p> <p style="text-align: right;"><input type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON</p> <p>Le financement fédéral a servi à financer des dépenses admissibles, conformément aux modalités de l'Entente.</p>	
<p>The undersigned hereby certifies that the information above is accurate, and he /she agrees that the project file will be closed and all unclaimed funds will be decommissioned.</p>	<p>Le/La soussigné(e) atteste par la présente que l'information fourni ci-dessus est juste, et qu'il/elle est d'accord que le dossier du projet sera fermé et que tout fonds non-réclamé seront mis hors service.</p>
<p>_____</p> <p>Recipient Signature / Signature du Bénéficiaire</p>	<p>_____</p> <p>Date (YA / M / DJ)</p>

SCHEDULE F – Communications Guideline

PURPOSE

This Communications Guideline outlines the roles and responsibilities of each of the parties to this Agreement, as well as those of Canada, with respect to communications activities related to the Project.

This Communications Guideline shall guide all communications activity planning, development and implementation with a view to ensuring efficient, structured, continuous and coordinated communications to the Canadian public.

The provisions of this Communications Guideline shall apply to all communications activities related to any Projects funded through the SCF, or allocations; and by consequence the Project funded under this Agreement. Such communications activities may include, but are not limited to, public or media events, news releases, reports, web and social media products or postings, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, and multi-media products.

1. GUIDING PRINCIPLES

The parties recognize the importance of managing the delivery of coherent communications activities based on the principle of transparent and open discussion and collaboration.

Communications activities undertaken through this Communications Guideline should ensure that Canadians are informed of infrastructure investments made to help improve their quality of life and that they receive consistent information about the funded Project and its benefits.

The communications activities undertaken jointly by Canada, New Brunswick and the Recipient shall recognize the funding of all parties to the Project.

2. GOVERNANCE

The Oversight Committee shall be responsible for monitoring the implementation of this Communications Guideline.

New Brunswick is responsible for communicating the requirements and responsibilities outlined in this Communications Guideline to the Recipient and for ensuring their compliance.

New Brunswick shall communicate to the Recipient any deficiencies and/or corrective

actions identified by Canada or by the Oversight Committee.

3. DISPUTES, MONITORING AND COMPLIANCE

The Oversight Committee will monitor the parties' compliance with this Schedule, and may, at its discretion, advise the parties of issues and required adjustments.

4. PROGRAM COMMUNICATIONS

Notwithstanding Section 6 of this Communications Guideline, Canada retains the right to meet its obligations to communicate information to Canadians about the SCF and the use of funds through its own communications products and activities.

Canada, New Brunswick and the Recipient may include general program messaging and Project examples in their own communications products and activities. The party undertaking these activities will provide each party with an opportunity to participate and shall recognize the funding of the parties.

Canada, New Brunswick and the Recipient will not unreasonably restrict the other parties from using, for their own purposes, public communications products related to the Project funded through the SCF and if web-based, from linking to it.

5. OPERATIONAL COMMUNICATIONS

The Recipient is solely responsible for operational communications with respect to Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy; however, operational communications as described above are subject to the provincial official language policy.

The Recipient shall share information promptly with New Brunswick should significant media inquiries be received or emerging media or stakeholder issues arise relating to the Project.

6. MEDIA EVENTS AND ANNOUNCEMENT FOR PROJECTS

Media events include, but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases. Canada, New Brunswick and the Recipient will have regular media events about the funding and status of the Projects. Key milestones may be marked by public events, news releases and/or other mechanisms.

Each of the parties or Canada may request a media event. Media events related to the Project shall not occur without the prior knowledge and agreement of all the parties. The requestor of a media event shall provide at least fifteen (15) business

days' notice to the other parties of their intention to undertake such an event. The event shall take place at a mutually agreed date and location.

The party undertaking these activities shall provide the opportunity for the other parties to participate through a designated representative and shall recognize the funding of all parties. Each party shall choose their own designated representative. The conduct of all joint media events and products shall follow the *Table of Precedence for Canada* as outlined at www.pch.gc.ca/eng/1359384273319/1359384663213.

All joint communications material related to media events shall be approved by Canada and recognize the funding of all funding partners (Canada, New Brunswick, Recipient and others, as appropriate).

All joint communications material shall reflect Canada's policy on official languages and the federal identity program.

7. SIGNAGE

Canada, New Brunswick and the Recipient may each have a sign recognizing their funding contribution to the Project.

Unless otherwise agreed by Canada and New Brunswick, New Brunswick shall produce and the Recipient shall install a federal sign to recognize federal funding at each Project site in accordance with current federal signage guidelines. Additionally, New Brunswick shall produce and the Recipient shall install a provincial sign to recognize provincial funding at each Project site in accordance with current provincial signage guidelines. The federal sign design, content, and installation guidelines will be provided by Canada to New Brunswick.

Where the Recipient decides to install a permanent plaque or other suitable marker with respect to the Project, it shall recognize the federal and provincial contributions and be approved in writing by both Canada and New Brunswick.

The Recipient agrees to inform in writing New Brunswick of program sign installations. Program signage shall be installed at the Project site(s) thirty (30) days prior to the start of construction, be visible for the duration of the Project, and remain in place until thirty (30) days after construction is completed and the infrastructure is fully operational or opened for public use.

Federal signage shall be at least equivalent in size and prominence to Project signage for contributions by other orders of government and be installed in a prominent and visible location that takes into consideration pedestrian and traffic safety and visibility.

8. COMMUNICATIONS COSTS

The eligibility of expenditures related to communication activities will be subject to Schedule B.

9. COMMUNICATING SUCCESS STORIES

New Brunswick agrees to facilitate, as required, communications between Canada and the Recipient for the purposes of collaborating on communications activities and products including but not limited to Project success stories, vignettes, and multi-media products.

10. ADVERTISING CAMPAIGNS

Recognizing that advertising can be an effective means of communicating with the public, Canada and New Brunswick may, at their own cost, organize an advertising or public information campaign related to the SCF or eligible Projects. However, such a campaign shall respect the provisions of this Agreement and the SCF Funding Agreement. In the event of such a campaign, the sponsoring party or Recipient shall inform the other parties of its intention no less than twenty-one (21) working days prior to the campaign launch.