

Schedule A

Part 1 Conditions of Contribution

The obligation of FCM to disburse the Grant Amount is conditional upon the Recipient satisfying the following conditions, to the satisfaction of FCM:

- Completed Request for Contribution in the form of Schedule C, Part 1
- Receipt and acceptance of all reports which are a condition of disbursement
- Letter of Attestation in the format of Part 2 of Schedule C
- Confirmation that all expenses claimed are eligible including a completed Expense Claim in the form of Part 2 of Schedule C (Expense Claim).

The Recipient acknowledges and agrees that, notwithstanding the foregoing conditions, FCM's obligation to disburse the Grant Amount is subject to Article 7 of the Agreement.

Schedule A

Part 2 Description of Project, Statement of Work and Project Expenditures

The Recipient will undertake a Project in accordance with the phases, activities and/or milestones outlined in the below Statement of Work.

Project Number: MCIP 15346

Project Title: City of Kawartha Lakes Healthy Environment Plan

Project Sector: Energy

Project Type: Plan

The City of Kawartha Lakes will develop a Healthy Environment Plan to understand and address climate change in Kawartha Lakes. This plan will consider both climate change mitigation and adaptation. In addition, through this project, the City will be completing Milestones 1 through 3 of FCM's Partners for Climate Protection five-milestone framework for community sources of emissions.

Objectives of the Plan are outlined below:

1. Provide a city-wide baseline and forecast of GHG emissions and potential climatic impacts
2. Outline a comprehensive strategy for Kawartha Lakes to respond to climate change locally

To achieve this Plan, the city will:

- Quantify community GHG emissions to create a baseline inventory and forecasts;
- Identify potential climatic impacts that are likely in Kawartha Lakes;
- Assess the vulnerability and risks of the potential climatic impacts;
- Establish goals and targets for Kawartha Lakes to work towards;
- Identify, assess, and recommend strategies to achieve the goals and targets; and
- Develop an effective implementation approach to put the plan into action.

A key component of the planning process is extensive stakeholder and community engagement to provide robust outreach, soliciting input from a range of corporate and community stakeholders, and building buy-in and support.

Creation of the Healthy Environment Plan will enhance the community's ability to plan and adapt for the climatic changes that will likely occur in Kawartha Lakes. The intention is to foster measurable and sustained results in both mitigating and slowing down emission effects on the environment and having meaningful actions in progress to adapt to climate changes as they occur. An economic development lens is also being applied to keep energy dollars local, support green industry and skills training, and leverage business and tourism opportunities associated with changing climatic conditions. This approach will support families and businesses in Kawartha Lakes and make the City more resilient to environmental change.

Project Start Date	Project End date
01 FEB 2017	01 FEB 2019

Phases	Start date	End date	Eligible Expenditures (\$)	Ineligible Expenditures (\$)	Total Expenditures (\$)
Phase 1: Project Planning	01 FEB 2017	30 OCT 2017			
Milestone: Kick-Off Meeting and Steering Committee Meetings Completed; Detailed Workplan; Engagement & Communication Strategy; Working Group Terms of Reference/Working Group Formed; Intro Presentation Delivered					
Task 1.1: Project Initiation and Kick-Off Meeting				3,100	3,100
Task 1.2: Gather and Review Background Information				2,400	2,400
Task 1.3: Form the Organizational Structure			900		900
Task 1.4: Establish the Working Group				4,700	4,700
Task 1.5: Steering Committee Meeting #1			3,100		3,100
Task 1.6: Prepare the Engagement and Communications Strategy				3,700	3,700
Task 1.7: Introductory Presentation to Council and Communications Update			2,600		2,600
[Add task description here]					0
Phase 1 Subtotals			\$6,600	\$13,900	\$20,500
Phase 2: Define Current Conditions and Baseline Data	01 AUG 2017	28 FEB 2018			
Milestone: Current Conditions Report (with GHG baseline and climate projections); Vulnerability and Risk Assessments; Working Group and Steering Committee Meetings Delivered; Community & Stakeholder Engagement Round Completed					
Task 2.1: Collect Data for GHG Baseline			9,300		9,300
Task 2.2: Review Past Local Climate Information and Projected Climate Trends			8,000		8,000
Task 2.3: Prepare Draft Current Conditions and Baseline Report (Climate Science & GHG Inventory)			12,400		12,400
Task 2.4: Steering Committee Meeting #2			4,000		4,000
Task 2.5: Working Group Meeting #1			5,500		5,500
Task 2.6: Conduct Vulnerability and Risk Assessments			10,800		10,800
Task 2.7: Communications Update			500		500
Task 2.8: Community & Stakeholder Engagement Round #1			13,400		13,400
Phase 2 Subtotals			\$63,900	\$0	\$63,900

Phase 3: Develop Forecasts, Vision, Goals and Targets	01 JAN 2018	30 APR 2018			
Milestone: GHG Forecasts and Climate Change Scenarios; Established Vision, Goals, Targets; Working Group and Steering Committee Meetings Completed; Update Presentation to Council Delivered					
Task 3.1: Develop Business-As-Usual Forecasts and Climate Change Scenarios			9,500		9,500
Task 3.2: Steering Committee Meeting #3			4,000		4,000
Task 3.3: Develop Vision, Goals and Targets			6,400		6,400
Task 3.4: Working Group Meeting #2			5,500		5,500
Task 3.5: Finalize Vision, Goals and Targets			2,900		2,900
Task 3.6: Presentation to Council and Communications Update			4,300		4,300
[Add task description here]					0
[Add task description here]					0
Phase 3 Subtotals			\$32,600	\$0	\$32,600
Phase 4: Develop Climate Change Action	01 MAR 2018	30 NOV 2018			
Milestone: Long-List of Actions/Strategies Developed, Assessed, and Prioritized; Steering Committee and Working Group Meetings Completed; Community and Stakeholder Engagement Round Completed					
Task 4.1: Community & Stakeholder Engagement - Round #2			13,400		13,400
Task 4.2: Develop Long List of Mitigation & Adaptation Actions/Strategies			17,500		17,500
Task 4.3: Steering Committee Meeting #4			4,000		4,000
Task 4.4: Propose Criteria for Assessing Actions/Strategies			3,200		3,200
Task 4.5: Working Group Meetings #3 and #4			11,100		11,100
Task 4.6: Develop Forecasts to 2030 (with anticipated mitigation initiatives)			4,800		4,800
Task 4.7: Steering Committee Meeting #5			3,900		3,900
Task 4.8: Refine and Prioritize Actions			5,800		5,800
Phase 4 Subtotals			\$63,700	\$0	\$63,700

Phase 5: Prepare Healthy Environment Plan	01 AUG 2018	01 FEB 2019	
Milestone: Draft and Final Healthy Environment Plan; Steering Committee and Working Group Meetings Complete; Plan Presented and Adopted by Council; Final Reporting and Submissions to FCM			
Task 5.1: Prepare Draft Implementation and Monitoring Strategy	7,800		7,800
Task 5.2: Prepare Draft Healthy Environment Plan	19,700		19,700
Task 5.3: Steering Committee Meeting #6	4,000		4,000
Task 5.4: Working Group Meeting #5	5,500		5,500
Task 5.5: Steering Committee Meeting #7	4,600		4,600
Task 5.6: Prepare Final Healthy Environment Plan	6,400		6,400
Task 5.7: Presentation of Final Plan to Council	4,800		4,800
Project Management and Final Submissions	16,500		16,500
Phase 5 Subtotals	\$69,300	\$0	\$69,300
Total Expenditures	\$236,100	\$13,900	\$250,000

Total Eligible Expenditures	\$236,100
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Schedule A

Part 3 Reporting Requirements and Project Deliverables

The following reports are to be provided to FCM at the time a disbursement request is made or at the completion of the Project. The format of each report is as provided in Part 3 of Schedule C.

Name of Report	Due Date:	Content
Preliminary Report	31 MAR 2018	Current Conditions Report (with GHG baseline and climate projections); Vulnerability and Risk Assessments; Results of the Working Group and the Steering Committee Meetings.
Final Healthy Environment Plan	01 MAR 2019	Final Healthy Environment Plan; Evidence of the completion of all the milestones.
Completion Report	01 MAR 2019	See Schedule C, Part 2 for instructions

Schedule B

Part 1 Grant amount

Subject to the terms and conditions of this Agreement, FCM agrees to contribute towards the Eligible Expenditures an amount (the “**Grant Amount**”) that is equal to the lesser of:

the sum of One Hundred Seventy-Five Thousand dollars (\$175,000); or

Eighty percent (80%) of Eligible Expenditures;

Notwithstanding the foregoing, if the aggregate amount of funding received or to be received from all sources of funding, other than the Recipient, as described in Part 2 of Schedule B (all as determined and calculated by FCM) is greater than the total expenditures incurred by the Recipient in respect of the Project then FCM may reduce the Grant Amount to such amount as it deems appropriate, in its sole and absolute discretion.

Schedule B

Part 2 Particulars of the Sources of Funding

The funding sources for this initiative are outlined in the table below. Each funding source indicates the amount of funding and when the funding was confirmed or is expected to be confirmed.

Funding source	Description	Confirmed (Y/N)	Date committed DD-MM-YYYY	Amount (\$)	% of total budget
FCM Grant	Grant	O	21 NOV 2017	\$175,000	70%
City of Kawartha Lakes	Cash	O	18 SEP 2017	\$75,000	30%
Total funding: [Must equal budget total expenditures]				\$250,000	100%

Budget total expenditures	\$250,000
Budget total Eligible Expenditures	\$236,100

Schedule B

Part 3 Payment Schedule/ Period of Funding

FCM will disburse the Grant Amount as determined in this table upon completion of milestones or activities as evidenced by submission and acceptance by FCM of Milestone Report/ERR/Final Report and a Request for Contribution.

The Milestone Report/ERR/Final Report and Request for Contribution must be submitted at least 30 days prior to the date of disbursement.

The Recipient must notify FCM in writing of any anticipated delays in this disbursement schedule. FCM reserves the right to adjust dates of disbursement or amounts subject to Article 7 of the Agreement.

Milestone/deliverable	Date of Report Submission	Expected Date of Disbursement	Amount of Disbursement	% (Up to 80% of Eligible Expenditures)
Completion of Milestones 1 and 2	31 MAR 2018	-	\$56,400	32.23 %
Completion of Milestones 3, 4 and 5	01 MAR 2019	-	-	-
Completion Report	01 MAR 2019	01 APR 2019	\$118,600	67.77 %

Period of Funding.

The period of funding is defined as the period between Project Start Date and 90 days after the Project End Date as set out in Part 2 of Schedule A.

Schedule C

Part 1 Request for Contribution, Letter of Attestation and Expense Claim

[LETTERHEAD OF THE RECIPIENT]

[Address]

[Date]

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

Attention: Mr. Sami El Euch
Project Officer - MCIP

Ladies and Gentlemen:

Re: MCIP – no. 15346 Agreement between the Federation of Canadian Municipalities (as Trustee) and the Corporation of the City of Kawartha Lakes (“Recipient”) (the “Agreement”)

I, **[Instruction: insert the name of a person named in the agreement]**, the **[Instruction: insert the title]**, of the Recipient certify and confirm that the Recipient is requesting the **1st/2nd/3rd** or Final (Please choose which contribution you are requesting) Contribution and that the Recipient has satisfied each condition of contribution listed below. I understand that all information below must be submitted and accepted in order for FCM to be able to proceed to funds transfer.

I am attaching to this request for contribution all reports specified as a condition of disbursement in Part 3 of Schedule A:

- **[Instruction: insert the title of report]**
- Letter of Attestation.

In addition, I have also attached the following documents:

- The Expense Claim
- Updated statement of funding sources and amounts (Part 2 of Schedule B)

The [lead organisation] would like to have the Contribution to be disbursed to the following account:

Name of Bank:
Address of Bank:
Telephone no. of Bank: XXX-XXX-XXXX
Bank no.: XXX **[3 Digits]**
Transit no.: XXXXX **[5 Digits]**
to the credit of Recipient's Account no.:

Signature: _____

Date: _____

Letter of Attestation for Expense Claim

[LETTERHEAD OF THE RECIPIENT]

[Address]
[Date]

TO: The Federation of Canadian Municipalities

This letter of attestation (the “**Letter**”) is issued pursuant to the Agreement #_____ (project number) dated _____ (the “**Agreement**”) between the Federation of Canadian Municipalities (“**FCM**”) and _____ (the “**Recipient**”), and in support of the expense claim submitted by the Recipient to FCM for reimbursement of expenses incurred and paid by the Recipient in relation to the Project (the “**Expense Claim**”).

All defined terms used in this Letter and not otherwise defined shall have the corresponding meaning in the Agreement.

I am an authorized official of the Recipient and I hereby certify, in satisfaction of the terms and conditions of the Agreement, that:

- i. All expenses claimed in the Expense Claim have been incurred and paid by the Recipient;
- ii. All expenses claimed in the Expense Claim relate to the Project;
- iii. All expenses claimed in the Expense Claim relate to Eligible Activities in compliance with the eligible activity requirements described in Part 4 of Schedule C to the Agreement; and
- iv. All expenses claimed in the Expense Claim are Eligible Expenditures in compliance with the Eligible Expenditure requirements described in Part 4 of Schedule C to the Agreement.
- v. All expenses claimed have been incurred during the Period of Funding.

Name and title of authorized officer of Recipient

Signature

Date

Expense Claim

[LETTERHEAD OF THE RECIPIENT]

[Address]

[Date]

Project Number	MCIP 15346
Project Title	City of Kawartha Lakes Healthy Environment Plan

The following expenditures have been incurred from the period between XXXX and YYYY for the completion of the milestones identified.

Milestone Completed	Total Budgeted Expenditures (\$) (as per Part 2 of Schedule A per milestone)	Total Actual Eligible Expenditures Net of Tax Rebates per milestone(\$)	Total Actual Ineligible Expenditures Net of Tax Rebates per milestone (\$)	Total Actual Expenditures Net of Tax Rebates per milestone (\$)
Phase 1: Project Planning	6,600			
Phase 2: Define Current Conditions and Baseline Data	63,900			
Phase 3: Develop Forecasts, Vision, Goals and Targets	32,600			
Phase 4: Develop Climate Change Action	63,700			
Phase 5: Prepare Healthy Environment Plan	69,300			
Total Expenditures (\$)	\$236,100	\$	\$	

Expenditures Incurred by Expenditure Category (as per Part 4 of Schedule C)	Total Actual Eligible Expenditures Net of Tax Rebates (\$)	Total Actual Ineligible Expenditures Net of Tax Rebates (\$)	Total Actual Expenditures – Net of Tax Rebates (\$)
Administrative and Overhead Expenditures			
Capital Expenditures			
Equipment rental			
In-Kind	N/A		
Meetings, Training Sessions and public gatherings			
Professional and/or Technical Services			
Staff remuneration			
Supplies and materials			
Travel and accommodation			
Total Expenditures Incurred (\$)	\$		

Schedule C

Part 2: Reporting requirements (Plans)

As a recipient of MCIP funding, you must complete the following reporting requirements:

1) Completion report

MCIP grant recipients are required to submit a completion report at the end of their funded initiative. You will be required to submit the completion report using an online form, which includes the questions listed on the next page.

Please prepare your answers prior to submitting them online, as the form will need to be completed in one session. In answering the questions, please use plain language that can be understood by non-specialists. Refer to the suggested word counts for an estimate of how much detail to provide for each question.

The Completion Report must be submitted within thirty days of the end date indicated in Schedule A and prior to requesting your final disbursement. The Completion Report is available at the following web address, and must be submitted online: <https://www.research.net/r/plancompletionreport>

Any supporting documents should be emailed to your assigned project officer, in either MS Word (.doc or .docx) or PDF format.

2) Final plan

You must email an electronic copy of the final plan to your assigned project officer, in either MS Word (.doc or .docx) or PDF format. Note that documents displaying headers, footers, titles or watermarks containing terms like “draft” or “for internal use only” will not be accepted.

Important information

COPYRIGHT: You must hold the copyright to the content that you submit to us, as we may post your Completion Report and supporting documents on the FCM website. This means that you own all the rights to the documents and can decide who is allowed to reproduce and distribute it.

CONFIDENTIALITY: If your Completion Report contains any confidential information that you would prefer not be made available to the public (e.g. through a case study or other materials produced by FCM that relate to your project), please indicate this in the respective area when answering the questions.

If you have questions about completing the above reporting requirements, please consult your assigned project officer.

Questions for Completion Report (Plans)

Summary information

1. What is your MCIP number?
2. What is the working title of your MCIP-funded initiative?
3. What is the climate focus of the plan? (e.g. adaptation or GHG emissions reduction)
4. What is the name of the lead applicant? (e.g. name of the organization)

5. In what province is the lead applicant located?
6. Please provide the contact information for the lead applicant (e.g. phone, email, and mailing address).
7. Please provide the contact information for someone who can be contacted for more information about the plan, if different from the lead applicant (e.g. name, title, phone, email, and mailing address).

Summary of the plan

8. What specific objectives does the plan seek to help the community attain and how will it reduce GHG emissions and/or reduce vulnerability to climate impacts? (e.g. relating to energy conservation, transportation, flooding, etc.) (200 words)
9. What is the expected # of tonnes of GHG emissions to be reduced following the implementation of the plan? (note: only for plans focused on mitigation)
10. What is the geographic scope of the plan? (100 words)
11. What date range does the plan cover and/or when will it next be revised?
12. How was the plan paid for? Please indicate the relevant funding sources and the amount provided through each one:

Funding source	Amount
Federal funding	
Provincial or territorial funding	
Municipal funding	
FCM funding	
Other (please specify)	

13. Briefly describe the methodology used to develop this plan, from the concept stage through to arriving at a final version. (200 words)
14. What are the next steps for the implementation of this plan and when do you expect them to occur? (e.g. Council approval, budget allocation, etc.) (200 words)
15. Were there any significant changes to the scope and/or costs for the development of this plan (as described in Part 2 of Schedule A of the Agreement) since the start of the work? If so, please describe these changes and provide a brief explanation. (300 words)

Who was involved?

16. Briefly describe who was involved in developing this plan and what their role was (e.g. municipal staff, elected officials, consultants, community groups, the general public, etc.) (200 words)
17. Was there a project champion who was instrumental to the completion of the plan? If so, please include his or her name, title and contact information, and describe his or her role in the preparation of the plan. (100 words)
18. If the lead applicant is not a municipality, briefly explain why your organization undertook the development of this plan. (200 words)

Benefits of the plan

19. What specific environmental, social, and/or economic objectives emerged in the development of the plan? (200 words)
20. What changes do you anticipate to municipal operations, policies, and/or programs as a result of having developed this plan? (200 words)

Lessons learned

In answering the questions in this section, please share reflections based on your experience in developing the plan, from the initial planning stages through to its completion.

21. What would you have done *differently* and why? (200 words)
22. What were the key factors that allowed for the plan to be developed successfully and why? (200 words)
23. What barriers and/or challenges did you encounter in developing this plan and how were these addressed? (200 words)

Knowledge sharing

24. Aside from the plan itself, did your work result in anything else that could be of use to other municipalities? If so, please briefly describe each item below, and email a copy to your project officer so that it can be shared. (note: this could include a new policy, operating practice, model by-laws, a public consultation manual, check-lists, a measurement tool to assess progress in adapting to the impacts of climate change and/or reducing GHG emissions, etc.) (200 words)
25. Did your municipality refer to any informational resources or consult with other municipalities in the development of this plan? If so, which ones and how? (200 words)
26. Is there a website where more information about the plan can be found? If so, please provide the link.
27. Would someone from your municipality like to provide a 50-100 word quote about the plan? If so, please include it below, along with the full name and title of the person. (note: the quote could highlight the plan's objectives and/or targets, anticipated outcomes, etc.)

Awards and recognition

28. Please describe any recognition, awards, or notable public support received relating to this plan. (200 words)

Schedule C

Part 3 Accepted Practices

The Recipient shall incorporate the following language into the Final Plan or Final Study or Final Capital Project, as applicable, and the Final Completion Report, unless it has received written notice to the contrary from FCM:

“© 201X, **[Recipient: Insert legal name here]**. All Rights Reserved.

The preparation of this [plan/ study/capital project] was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.”

Schedule C

Part 4 Eligible Activities and Expenditures

Eligible expenses must be incurred after the Eligible Expenditure Date of 11 JUL 2017

Eligible Activities

Expenditure Category	Eligible Expenditures	Ineligible Expenditures
1) Pre-application	N/A	<ul style="list-style-type: none"> Any expenditure incurred prior to FCM's eligible expenditure date. Expenditure of developing this proposal or application.
2) Administrative and Overhead Expenditures	<p>Administrative expenditures that are directly linked to and have been incurred for the project, such as:</p> <ul style="list-style-type: none"> Communication expenditures (e.g. long-distance calls or faxes). Permits or certifications required for the project. Outsourced printing or photocopying. Acquisition of documents used exclusively for the project. Document translation. Transportation, shipping, and courier expenditures for delivery of materials essential for the project. Design and production of communication products to promote project outcomes and benefits to the public. Advertising, website development, project education materials or expenditures to disseminate project communications products. Public engagement expenditures, such as surveys, web tools, other materials. 	<p>General overhead expenditures incurred in the regular course of business, such as:</p> <ul style="list-style-type: none"> Office space, real estate fees and supplies. Financing charges and interest payments. Promotional items. Hospitality expenses (food and drink, alcohol, entertainment, etc.).
3) Capital Expenditures	<ul style="list-style-type: none"> Specialized system hardware. Software expenditures up to a maximum of \$25,000 will be accepted, unless otherwise approved by FCM. For Capital Projects only: Expenditures essential for conducting the project. This would include construction expenditures, materials, renovation and modernization expenditures, and installations expenditures. 	<ul style="list-style-type: none"> Purchase or lease of real estate. Capital expenditures related to regular business activities and not a specific requirement of the project.

4) Equipment Rental	<ul style="list-style-type: none"> • Rental of tools and equipment. • Related operating expenditures such as fuel and maintenance expenditures. 	<ul style="list-style-type: none"> • Rental of tools or equipment related to regular business activities.
5) In-Kind	N/A	<ul style="list-style-type: none"> • Any goods and services received through donation
6) Meetings, Training Sessions, and Public Gatherings	<ul style="list-style-type: none"> • Expenditures associated with accessing reference materials such as standards, templates and toolkits. • Expenditures related to meetings and public gatherings that communicate the project to the public and that collect feedback: Examples: facility rental and audiovisual equipment 	<p>Any hospitality expenses such as:</p> <ul style="list-style-type: none"> • Food and drink • Alcohol • Door prizes • Entertainment • Music • Decorations • Flowers, centerpieces • Etc.
7) Professional and/or Technical Services	<ul style="list-style-type: none"> • Fees for professional or technical consultants and contractors, incurred in support of eligible activities. 	<ul style="list-style-type: none"> • Expenditures associated with regular business activities not related to the project. • Legal fees.
8) Staff Remuneration	<ul style="list-style-type: none"> • Daily rates actually paid by the Eligible Recipient to its Employees in Canada for time actually worked on the implementation of the Project. The daily rate per employee shall include the following costs: <ul style="list-style-type: none"> a) direct salaries: actual and justifiable sums paid by the Eligible Recipient to Employees in accordance with the Eligible Recipient's pay scales as regular salary <u>excluding</u> overtime pay and bonuses. b) fringe benefit: in accordance with the Eligible Recipient's policies, as follows: <ul style="list-style-type: none"> i. time-off benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project): allowable number of days to be paid by the Eligible Recipient for the following payable absences: statutory holidays, annual vacation, and ii. paid benefits: actual sums paid by 	<ul style="list-style-type: none"> • In-kind contribution of services. • Participant salaries. • Expenditures related to regular business activities • Overtime Pay • Bonuses / performance pay • Fringe benefits such as; <ul style="list-style-type: none"> ○ sick days ○ pension plan ○ any other fringe benefits not listed as eligible • Costs related to ongoing or other business activities and not specifically required for the project. • Staff wages while receiving training or attending learning events. • Professional membership fees or dues.

	<p>the Eligible Recipient for paid benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project): the Eligible Recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits;</p> <p><i>Note: Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.</i></p>	
9) Supplies and Materials	<ul style="list-style-type: none"> Supplies and materials required to undertake the project. 	<ul style="list-style-type: none"> Expenditures related to regular business activities
10) Taxes	<ul style="list-style-type: none"> The portion of Provincial/ Harmonized Sales Tax and Goods and Services Tax for which your organization is not eligible for rebate. 	<ul style="list-style-type: none"> The portion of Provincial /Harmonized Sales Tax and Goods and Services Tax for which your organization is eligible for rebate, and any other expenditures eligible for rebates.
11) Travel and Accommodation	<p><u>For individuals on travel status</u> (individuals travelling more than 16 km from their assigned workplace - using the most direct, safe and practical road.);</p> <ul style="list-style-type: none"> Travel and associated expenses for implementing partners, guest speakers and consultants to the extent that the travel and accommodation rates comply with the Treasury Board of Canada guidelines, and to the extent that such travel is necessary to conduct the initiative. www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html <p><i>Where justified, participant travel costs may be claimed with prior written consent from FCM. Under no</i></p>	<ul style="list-style-type: none"> Any travel expense that is not paid in accordance with the Treasury Board of Canada guidelines Any expenditure that is not necessary to conduct the project. Participant honorariums.

	<i>circumstances will participant honorariums be covered.</i>	
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Note: Invoices, receipts and timesheets (where applicable), must be sufficiently detailed to enable verification of expenditure eligibility and level of effort.

Schedule D

Contact Information

Notices and Requests.

Any notice, demand, request or other communication to be given or made under this Agreement to FCM or to the Recipient, other than a notice of default, shall be in writing and may be made or given by personal delivery, by ordinary mail, by facsimile or by electronic mail. A notice of default shall be in writing and delivered by registered mail. Notices shall be addressed as follows:

FCM

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

Attention: **Sami El Euch**
Email: **seleuch@fcm.ca**

Recipient

The Corporation of the
City of Kawartha Lakes
P.O. Box 9000, 26 Francis Street,
Lindsay, ON K9V 5R8

Attention: **Denise Williams**
Email: **dwilliams@city.kawarthalakes.on.ca**