

2026-07-28

Corporation of the Municipality of East Ferris
25 Taillefer Rd,
Corbeil, Ontario P0H 1K0

Dear Jason Trottier:

Re: Application ID# CP147479

I am delighted to inform you that the Ontario Trillium Foundation (OTF) has approved your Capital Grant Application (specified grant). We believe this investment in your project will enable more Ontarians to have access to safe, quality programs and services and we are excited to work with you.

This letter and Grant Contract form the basis of the information that your organization requires to embark on a successful relationship with OTF.

Please read the entire Grant Contract carefully. It outlines the Foundation's expectations of the Grantee and the Grantee's obligations. The Grant Contract includes:

- The Cover Page
- Terms and Conditions associated with your grant
- The Schedule A, with Approved Budget, selected Project Objective(s), Grant Reporting Requirements and Payment Schedule, and name of the person monitoring your grant
- A Declaration of Understanding which confirms that you have read the relevant policies and requirements stipulated
- Authorizing signatures, pre-signed by OTF, and requiring the electronic signature of the person authorized to legally bind on behalf of your organization (your verified Signatory Contact).

Sign and return your Grant Contract per directions provided within 60 days.

For projects ready to begin, OTF will be pleased to issue your first payment once the following is completed:

- You have completed OTF's grantee orientation
- OTF has received the signed Grant Contract
- Your organizations banking information has been successfully uploaded to your account in the Granting Portal

This payment will be made no earlier than the project start date identified in your contract. Please note project costs covered by this grant must align with Schedule A of the Grant Contract.

Additional important information:

- **Bank account:** All OTF grantees must provide OTF with the details for a bank account in the name of the grantee organization at a Canadian financial institution and must add this information to their account in the Granting Portal once the Contract has been signed. OTF grant funds will be electronically transferred into this account, and until used in accordance with the agreement, the grant funds must be kept in this account.
- **Required grantee orientation:** All OTF grantees are required to complete OTF's grantee orientation before returning their Grant Contract.
- **Final 10% grant holdback:** The final installment payment of the Grant will be released only after the final report has been submitted and OTF has verified the satisfactory completion of the Grant. The

holdback is identified in the Payment Schedule associated with the Grant.

- **Communications Embargo Period:** Grantees are required to observe a communications embargo period, which starts when OTF notifies the grantee of their grant and ends when OTF confirms the embargo is lifted. During this time, grantees cannot make any public or media announcements about their new grant. If a Member of Provincial Parliament (MPP) contacts the grantee to make a grant announcement, the grantee must contact [OTF's Communications Advisors](#). Once the embargo ends, grantees can begin their grant recognition activities.
- **Grant Recognition Activities:** Grantees are required to comply with [OTF's Grant Recognition Policy](#) and publicly recognize the Government of Ontario and OTF for the funding received. During the term of the grant, grantees must host a recognition event as per [OTF's Grant Recognition Requirements](#), include the OTF logo on their website and materials related to the grant, and acknowledge OTF's funding on applicable social media channels.

OTF is committed to building healthy and vibrant communities and we're excited to invest in your project. We can't wait to see the impact that your work will have on your community.

Yours sincerely,



Beth Puddicombe
Vice-President, Granting

GRANT CONTRACT

("the CONTRACT")

BETWEEN

Ontario Trillium Foundation

("The Foundation")

AND

Corporation of the Municipality of East Ferris ("The Grantee")

25 Taillefer Rd,

Corbeil, Ontario P0H 1K0

\$195,300 over 12 months

Municipality of East Ferris will use a \$195,300 Capital grant over 12 months to design and build two accessible playgrounds, providing inclusive, accessible recreation for growing neighbourhood families.

Application ID: CP147479

Terms and Conditions

1. Use of Grant Funds

- Grant funds may only be used for the exclusive purpose of the project as it is described in Schedule A ("The Grant"). Grant funds may only be spent for the items and activities described in Schedule A.
- Grant funds are not to be used for the purchase, sale or use of alcohol or cannabis. Grant funds are not to be used by or for any organization or individual other than those specified in Schedule A.
- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Reallocation of Grant Funds Policy" published on the Foundation's website at otf.ca (the "OTF Website"), including that Policy as it may be amended from time to time.
- The Grantee acknowledges that the amount of grant funds available to it is based on the actual costs to the Grantee, less any costs (including HST and other taxes) for which the Grantee has received, will receive, or is eligible to receive a rebate, credit or refund.
- Any unspent grant funds must be returned to the Foundation, unless the Foundation has given prior written approval for such funds to be spent on other items or activities that are consistent with the Grant's purpose.
- The Grantee fully understands that all payments of grant funds to the Grantee are funded by the Ontario Government and are wholly conditional upon the Foundation receiving sufficient funding from the Ontario Government. The Grantee understands that if funding is not provided to the Foundation, or is provided in an insufficient amount by the Ontario Government, the Foundation is not obligated to make any payments of grant funds to the Grantee and the Foundation may reduce the amount of grant funds, otherwise modify the Grant, or terminate the Grant.

2. Maintaining Eligibility Status

- By signing this Grant Contract, the Grantee represents, warrants, acknowledges, and confirms that the eligibility status of the Grantee set out in the Grantee's application to the Foundation for grant funds is current and in good standing.
- The Grantee represents and warrants that the Grantee has read, is in compliance with and agrees to comply in the future with the Foundation's "Eligibility Policy" published on the OTF Website, including that policy as it may be amended from time to time.
- The Grantee represents and warrants that the Grantee has and will, for the duration of the Grant, maintain its current status as cited in the Grantee's Organization Information as provided by the Grantee, and will immediately inform the Foundation of any change in or challenge to the Grantee's eligibility status as set out in the Grantee's Organization Information with the Foundation.
- The Grantee acknowledges that it is the Grantees exclusive responsibility to take reasonable care in screening and supervising volunteers and employees who are in any way engaged in the initiative described in Schedule A, to ensure a safe and secure environment. OTF expects the Grantee to have or establish a policy for the purpose of satisfying its exclusive screening and supervising responsibility, and to ensure that there is compliance with the policy.

3. Payment of Grant Funds

- The Foundation will pay grant funds according to the terms stated in Schedule A.
- The Grantee must have - or must establish - a bank account in its own name at a Canadian financial institution. Until used in accordance with this Grant Contract, the grant funds will be kept in this account. The Grantees bank account information must be uploaded to their account in the Granting Portal at the Foundations website and linked to the Grant before the first grant payment is sent to the Grantee.
- The Foundation must receive an electronically signed copy of this Grant Contract before the first grant payment is sent to the Grantee.
- The Grantee must complete the Foundations grantee orientation before the first grant payment

is sent to the Grantee.

- The final grant payment of the Grant, identified in Schedule A, will not be released until the Grantee has submitted its final report regarding the Grant and the Foundation has verified the satisfactory completion of the Grant.
- The Foundation may withhold grant payments or terminate the Grant if, in the Foundation's opinion, the Foundation:
 - is not satisfied with the Grantee's progress;
 - determines that the Grantee is unable to complete the Grant in a satisfactory manner or within the approved timelines;
 - determines that the Grantee is not complying with this Grant Contract, as defined in Section 16 below; or
 - determines that continuing the Grant is not in the general public's interest.
- If the Grantee has received more than one Grant from the Foundation and OTF terminates one or more of those Grants, OTF may withhold payments under or terminate any or all of the other Grants of the Grantee.
- The Foundation may withhold grant payments or terminate the Grant if the Grantee ceases to operate, is insolvent or otherwise unable to pay its debts, makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or proceedings are commenced to adjudge bankrupt, place in receivership, wind up, dissolve or liquidate the Grantee.

4. Mandatory Grantee Orientation

- The Grantee will complete OTF's grantee orientation in order to understand its role and responsibilities as an OTF Grantee.

5. Project Objective(s) for Specified Grant

- The Grantee, as specified in Schedule A, will track and report on objective(s) for the Grant.

6. Reporting and Grant Monitoring

- The Grantee will immediately notify the Foundation of any changes to the finances, governance, management, staffing or operations of the Grantee such as a change to the legal status or name, or any other matter that might impact, delay or stop the successful completion of the Grant.

Progress and Final Reports

- The Grantee will submit complete progress reports and/or a final report to the Foundation at the times specified in Schedule A.
- In these reports the Grantee will clearly explain the Grantee's use of the grant funds and the progress the Grantee has made toward achieving the objective(s) of the specified Grant as specified in Schedule A.
- All reports will be submitted according to the Foundation's requirements.
- The Foundation will review the progress the Grantee makes toward achieving the objective(s) of the specified Grant. Monitoring progress may involve on-site visits by Foundation representatives.
- The Foundation may also ask to consult with the Grantee's personnel regarding the Grantee's expenditures, records, progress, and achievements relating to the Grant. The Grantee will co-operate with any such inquiry by the Foundation and will make the Grantee's reports, records (as described in Section 7 below), and the Grantee's personnel available for the purpose of the inquiry.
- If the Foundation does not receive progress reports in a timely manner or the Foundation receives progress reports which are not in compliance with this Grant Contract, the Foundation may withhold payments until the late reports or reports considered by the Foundation to be satisfactory, as the case may be, are received, and may require that reports be provided to the

Foundation with increased frequency and in accordance with such further requirements as the Foundation may specify. The Foundation may terminate the Grant if any progress report is not received within sixty (60) days of the date on which it was due.

- If the Foundation does not receive final reports in a timely manner, this may be taken into consideration in assessing a future grant application.

Additional Reporting

- In addition to the regular scheduled reports, the Foundation may ask the Grantee to submit additional interim reports, verbally or in writing, which the Grantee will provide on a timely basis.
- The Grantee acknowledges and agrees that OTF has the unrestricted right to use all information provided by the Grantee, including sharing best practices and lessons learned to promote knowledge mobilization in the community and the Foundation; building evidence-based policy and program design in the public benefit sector; and sharing information with the public. As an agency of the Government of Ontario, the Foundation may use and disclose all information provided to it in carrying out its mandate, consistent with access to information and privacy legislation and the government's Open Government commitment.
- In addition, for applicable Grantees with a Grow grant, the Grantee will make every reasonable effort to measure and report on the results of the project objectives and will share key results, learning, data or observations.

7. Records

- The Grantee will keep all reports (including supporting documentation) submitted to the Foundation as outlined in the previous Section 6, Reporting and Grant Monitoring.
- The Grantee will maintain accounting records that clearly show the receipt of grant funds and how the money has been spent. All related records and supporting documentation will be available for inquiries, evaluations or audits by the Foundation for the purposes of this Grant Contract. Such records and supporting documents shall include but are not limited to a general ledger listing of detailed Grant expenses for all products, services, and salaries; corresponding invoices and proof of payment documents; bank statements, employment contracts, payroll registers, employee paycheques, Canada Revenue Agency records, and certificates of completion.
- The Grantee will keep records substantiating the fulfillment of objectives of the specified Grant, conditions, and requirements, if any, and make them available to the Foundation on request.
- The Grantee will keep records relating to operations, employees, volunteer and program participants, including but not limited to registration forms of members, volunteers, and participants, and make them available to the Foundation on request.
- The Grantee will retain all records of Grant receipts and expenditures (including supporting documentation) as outlined in detail in Sections 6 and 7 of this Grant Contract for at least six (6) years after the completion of the Grant.

8. Advocacy

- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Eligibility Policy" published on the OTF website, including that Policy as it may be amended from time to time, and represents and warrants that it will not engage in political activity supporting or opposing any political party, elected representative, or candidate for public office, or use of grant funds for any activity meant to bring about change in law or government policy, including public policy dialogue and development.

9. Recognition of Funding

- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Grant Recognition Policy" published on the OTF website, including that Policy as it may be amended from time to time. The Grantee understands that its compliance with the

Recognition Policy will be monitored.

- The Grantee agrees to host a recognition event as per the Grant Recognition Requirements (<https://otf.ca/resources/current-grantee-resources/grant-recognition-requirements>), publicly acknowledge their funding on materials related to the Grant, and use the OTF logo on their website, as applicable.
- When acknowledging the Grant, use the following: Funding provided by the Ontario Trillium Foundation.
- The Grantee acknowledges that project photos that are shared by the Grantee and photos taken at recognition events that are shared with OTF may be used by OTF on its website and/or in other communications.
- Once a grant is closed, the Grantee will remove or take down certain public acknowledgments of the Foundation.

10. Evaluation and Audit

- The Foundation or the Auditor General of Ontario may conduct or commission an evaluation or audit of this Grant. (The Foundation currently audits a minimum of 10% of its grants annually.) The Grantee will co-operate with any such evaluations or audits, including but not limited to making the Grantee's records as described in Sections 6 and 7 of this Grant Contract and the Grantee's personnel available to Foundation personnel or consultants, or those of the Auditor-General of Ontario, for the purpose of the evaluation or audit. If the project for which the grant funds are to be spent is funded by parties in addition to the Foundation, the Grantees duty of co-operation with any evaluation or audit of this Grant by the Foundation shall include making available to the Foundation the entirety of the Grantees records with respect to the project where required by the Foundation for the purpose of its evaluation or audit of this Grant.

11. Applicable Laws

- By signing this Grant Contract, the Grantee represents, warrants, acknowledges, and confirms that the Grantee has complied and will comply with all applicable federal and provincial laws and regulations, municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Grant. This includes but is not limited to - where applicable - the Ontario Human Rights Code, the Ontario Employment Standards Act, and the Income Tax Act.
- The Grantee further represents and warrants that it has read and agrees to comply with the Foundation's "Anti-Discrimination Policy" published on the OTF Website, including that Policy as it may be amended from time to time.
- The Grant Contract will be interpreted in accordance with the laws of Canada, the Province of Ontario, any municipality in the Province of Ontario, and any court order.

12. Insurance

- The Grantee will purchase and maintain insurance, including but not limited to property insurance, casualty insurance, and general liability insurance, which is adequate for the purposes of the Grantee's operations. Adequate insurance coverage must be maintained for the duration of the Grant.

13. Indemnity

- The Grantee agrees to indemnify and save the Foundation, its officers, directors, employees, and agents harmless from and against any and all costs, claims, demands, expenses, actions, causes of action, and for any and all liability for damages to property and injury to persons (including death) howsoever caused, including any claim for negligence of the Foundation, arising out of or in any way related to the Grant, the Grantee, or the payment or non-payment of grant funds to the Grantee. The Foundation holds this indemnity in trust for parties who are not parties to this Grant Contract. The Grantee will purchase and maintain insurance that names His Majesty the King in right of Ontario, his ministers, agents, appointees and employees as Indemnified Parties.

14. Termination

- If the Grantee violates any of the provisions of this Grant Contract including the attached Schedules, the Foundation has the right to terminate the Grant.
- If the Grant is terminated, the Foundation will withhold any further payments of grant funds.
- If the Grant is terminated, the Grantee must repay any unspent portion of the grant funds to the Foundation. The Grantee will also repay to the Foundation grant funds that the Grantee has spent if, in the Foundation's sole opinion, such grant funds have not been spent in accordance with this Grant Contract.
- Any decision by the Foundation to terminate this Grant will be final and legally binding.

15. Acquisition of Goods and Services; Distribution of Assets

- If the Grantee acquires supplies, equipment, or services (including the hiring of staff) with Grant funds, it shall do so through a process that promotes the best value for money and is free from an actual or potential conflict of interest.
- A conflict of interest includes any circumstances in which the Grantee or any person who has the capacity to influence the Grantee's decisions has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Grantee's objective, unbiased and impartial judgment. The Grantee will disclose to the Foundation, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest, and comply with any terms or conditions that the Foundation may prescribe as a result of the disclosure.
- The Grantee will not, without the Foundation's prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the grant funds or for which grant funds were provided.
- If within five years of receiving the grant funds the Grantee dissolves or no longer needs assets, whether real or personal property, purchased with the grant funds, the Grantee will at the request of the Foundation transfer any such assets with a value of \$5,000 or more, for no consideration and clear of such encumbrances as the Foundation may in its discretion specify, to a non-profit organization that meets the Foundation's eligibility requirements as set out in the Foundation's "Eligibility Policy" or, in the discretion of the Foundation, to the Foundation. The Grantee will co-operate with due diligence inquiries by the Foundation or other qualified transferee prior to the transfer and will make all relevant documentation of the Grantee available for the purpose of such inquiries prior to the transfer.

16. Entire Agreement

- This Grant Contract, including these Terms and Conditions, all Schedules to this Grant Contract, the Declaration, the Signature Page(s), the Foundation Policies referred to in this Grant Contract, all additional Foundation Policies posted on the Foundation's website at <https://otf.ca/who-we-are/our-policies>, including as they be amended from time to time, and any amending agreement entered into as provided for below, constitute the entire agreement between the Foundation and the Grantee and supersedes all prior oral or written representations and agreements.

17. Modification and Waiver

- This Grant Contract may only be modified by an amendment in writing duly executed by authorized personnel of the Foundation and the Grantee. If the Grantee fails to comply with any term of this Grant Contract, the Grantee may only rely on a waiver of the Foundation if the Foundation has provided a written waiver to the Grantee. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply.

18. Acknowledgement

- The Grantee acknowledges that it has read and understands the provisions contained in the

entire Grant Contract, including these Terms and Conditions, all Schedules to this Grant Contract, the Declaration, the Signature Page(s) and the Foundations policies referred to in this Grant Contract, and agrees to be bound by the terms and conditions contained in the entire Grant Contract.

19. Capital Grants (For Grants with a Capital Component Only)

- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Capital Grants requirements" published on the OTF Website, and outlined in the Eligibility Policy as it may be amended from time to time.
- Without limiting the application of Section 12 above to the capital project, the Grantee will purchase and maintain insurance including but not limited to property insurance, casualty insurance, and general liability insurance which is adequate for the purposes of the capital project of the Grantee, including operations at the project site and any equipment used as part of the project. Adequate insurance coverage must be maintained for the duration of the Grant.
- Without limiting the application of Section 13 above to the capital project, the Foundation is not responsible or liable for the quality of design, construction, maintenance, or operation of the capital project. The Foundation is not responsible or liable for any loss or damages arising out of or relating to the design, construction, maintenance, or operation of the capital project.
- The Grantee will ensure that all renovations, modifications, and additions meet or exceed all applicable by-laws, building codes and project specifications, and will obtain and keep all relevant certificates of completion.

20. No Partnership or Joint Venture

- It is expressly acknowledged and agreed that this Grant Contract, the Grant or the conduct of the Foundation and the Grantee relating to the Grant shall not create any form of partnership or joint venture between the Foundation and the Grantee.

21. Non-Assignability

- This Grant Contract shall not be assigned by the Grantee without the written consent of the Foundation.

22. Reliance by Foundation

- The Grantee acknowledges that in providing the Grant to the Grantee, the Foundation has relied on the representations and warranties contained herein and all information provided to the Foundation in the Grantee's application to the Foundation for grant funds and all other information provided in writing to the Foundation by the Grantee. The Grantee further represents, warrants, and agrees that such information is correct, will continue to be correct, and contains no material misrepresentations. The Grantee agrees to immediately notify the Foundation if any such information ceases to be correct.

23. Severability of Provisions

- The invalidity or unenforceability of any provision of this Grant Contract will not affect the validity or enforceability of any other provision of the Grant Contract. Any invalid or unenforceable provision will be deemed to be severed.

Declaration of Understanding

**I declare that I have read and understand the Grant Contract between
the Ontario Trillium Foundation (OTF)
and my organization (Corporation of the Municipality of East Ferris)**

This includes OTF Policies, published at otf.ca.

In addition to the Grant Contract, I further declare that:

I, or the appropriate person in my organization for this Grant, have completed OTF's grantee orientation and understand the role and responsibilities of an OTF grantee.
I understand and that I must provide OTF with the details for a bank account in the name of my organization at a Canadian financial institution and have added this information to my account in the granting portal.
I understand that if my grant includes capital renovations to land or property, my organization must hold proof of ownership or a minimum five-year lease agreement.
I understand that OTF sets parameters to support the effective use of grant funds while ensuring accountability and the appropriate use of public funds and that grant funds can only be reallocated in accordance with the terms of the "Reallocation of Grant Funds Policy".
I have reviewed and understand the OTF reporting requirements for this program, including timing and tools for reporting to OTF.
I understand what information needs to be tracked and how to complete the reports.

**IN WITNESS WHEREOF, the Grant Contract has been signed on behalf of the parties
as of the dates indicated below. I have the authority to legally bind the organization
in this Grant Contract.**

Ontario Trillium Foundation

Per:



Beth Puddicombe
Vice-President, Granting
2026-07-28

Corporation of the Municipality of East Ferris

Per:

X

Name : Jason Trottier

Schedule A

Grantee	Corporation of the Municipality of East Ferris
Grant type	Capital
Application ID	CP147479
Grant Start Date	2026-08-15
Approved Amount	\$195,300.00
Grant Term	12 Months
Assigned Staff	Jennifer Sea

The Grant to your organization is based on information provided in your application.

Approved Project

Purpose: To design and build two accessible playgrounds, providing inclusive, accessible recreation for growing neighbourhood families

Funding Priority: Foster physically active lifestyles

Objective: Maintain or increase access to a program or service

Activities:

- Purchase equipment
- Enhance or improve an outdoor structure or space

Space made available (created, maintained or improved) for community use:

- 3600 Square feet

Budget

Incurred costs and spending must not start before the approved project start date for the itemized costs and amounts in each of the categories, as below. Moving spending between categories must receive prior written consent from OTF.

Budget Item	Approved Amount	Approved Cost Breakdown	Amended Amount	Amended Cost Breakdown
Budget Category: Construction/Renovation Costs				
Site preparation	\$21,800.00	Playground structure border materials Timbermart Quote \$6,126.56 (both parks) Sod, Fabric and Drainage Stone Near North Hydro Seed Quote, \$15,671.04 (both parks)	\$21,800.00	Playground structure border materials Timbermart Quote \$6,126.56 (both parks) Sod, Fabric and Drainage Stone Near North Hydro Seed Quote, \$15,671.04 (both parks)
Budget Category: Equipment Costs				
Playground Equipment, Benches Bike Racks, Shade Canopies	\$173,500.00	Playground structures(2), benches(4) Blue Imp Quotes - Hillside Park \$81,702.09, MacPherson Park \$82,325.88 Bike Racks(2) - Uline \$1,396.67 Shade Canopies(2) - Blue Imp \$8,016.66	\$173,500.00	Playground structures(2), benches(4) Blue Imp Quotes - Hillside Park \$81,702.09, MacPherson Park \$82,325.88 Bike Racks(2) - Uline \$1,396.67 Shade Canopies(2) - Blue Imp \$8,016.66
Total Project Budget	\$195,300.00		\$195,300.00	

Payment and Report Schedule

Scheduled Event	Payment Amount	Date
Payment	\$97,700.00	2026-08-16
Grantee Engagement		2027-01-14
Payment	\$78,100.00	2027-02-11
Final Report		2027-09-14
Payment	\$19,500.00	2027-10-04

