



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

GREEN MUNICIPAL FUND  
PREREQUISITES

**GMF Prerequisites and Supporting Documents for a Capital Project in the Brownfields Sector**

The prerequisites and documents required are determined based on whether your organization is a municipal government or a partner of a municipal government (municipally owned organization or non-municipally owned organization) and on the type of initiative. The list also outlines the requirements and conditions that your organization must fulfill before you submit an application. **Please note that additional documentation may be requested.**

To be eligible for funding, all capital projects must meet our [eligibility criteria](#), which vary depending on the sector of the environmental initiative.

Checklist of Required Documents	
	<p><b>For site remediation or risk management projects:</b></p> <ol style="list-style-type: none"> <li>1. Phase I Environmental Site Assessment(s) (or equivalent) of the site</li> <li>2. Phase II Environmental Site Assessment(s) (or equivalent) of the site</li> <li>3. Remedial action plan or risk management plan (or equivalent) for the site</li> </ol> <p><b>Optional:</b> Site redevelopment plan</p>
	<p><b>For renewable energy production projects (brightfields)</b></p> <ol style="list-style-type: none"> <li>1. Feasibility study supporting the renewable energy initiative</li> <li>2. Phase II Environmental Site Assessment(s) (or equivalent) of the site</li> <li>3. (a) Remedial action plan or risk management plan for the site, <b>OR</b> (b) "Record of site condition" or equivalent from a provincial or territorial</li> </ol>
	<p>authority <b>For redevelopment projects on a brownfield:</b></p>

Checklist of Required Documents	
	<ol style="list-style-type: none"> <li>1. Phase II Environmental Site Assessment(s) (or equivalent) of the site</li> <li>2. A feasibility study that supports the initiative and demonstrates the expected environmental benefits of the project. <b>Note:</b> Projects must align with our capital project <a href="#">eligibility criteria</a> in the energy, transportation, waste or water sectors. If your project will be built on a remediated brownfield, we accept projects targeting an anticipated reduction in design energy consumption of at 45 per cent compared to the National Energy Code for Buildings (NECB) 2011.</li> </ol>
	A municipal plan, such as a sustainable community plan, strategic plan, or sector plan, which supports the need for this capital project and has been approved by the municipal government's council.
	Evidence of consultation with your provincial or territorial government. A <a href="#">letter</a> is sufficient evidence of consultation. <b>Note:</b> This requirement does <b>not</b> apply to municipal governments in Quebec.
	An executive summary from an environmental assessment of your initiative, if required under federal and/or provincial laws.
	A <a href="#">letter from each confirmed funding source</a> identified in the Sources of Funding table. The letter must indicate the amount of cash and/or in-kind contributions to the initiative.
	A risk management plan for the project, which describes how your organization plans to minimize the environmental, business and financial risk of the project activities and outcomes.
	Audited financial statements for the last three years.
For Municipal Governments only :	
	A signed municipal council resolution describing your organizational commitment to, and financial support for, the project and funding application to GMF.
	<b>New Brunswick municipalities (other than the City of Saint John):</b> Evidence that you have obtained the New Brunswick Municipal Capital Borrowing Board's authorization to borrow funds.

Checklist of Required Documents	
	<b>Nova Scotia municipalities:</b> Evidence that you have obtained the Minister of Service Nova Scotia and Municipal Relations' authorization to borrow funds.
	<b>For local boards of municipal governments:</b> a copy of the legislation that created your organization.
For Partners of Municipal Governments only :	
	<a href="#">Official documentation</a> demonstrating that a municipal government is partnering on the project.
	A signed letter from your organization's chief executive officer or chief financial officer confirming your level of financial commitment, and giving evidence of your board of directors' support for the proposed environmental project and GMF funding application.
	A business plan and any associated contracts that demonstrate revenue generated from the environmental initiative.
	A complete wire diagram of the corporate structure (including sponsors, shareholders, borrowers, guarantors, and their material subsidiaries).

**NOTES:**

**Phase I Environmental Site Assessment**

A report prepared to identify any existing or potential environmental contamination of a property. No physical analysis or testing of any type is performed during the Phase I assessment. This assessment is based on previous land use, surrounding land use, interviews, historical records and other data.

**Phase II Environmental Site Assessment**

A property investigation in which samples of soil, groundwater or building materials are collected to analyze for various contaminants. This investigation is normally undertaken to characterize and delineate the extent of contamination.

**Remedial action plan or risk management plan for the site**

A plan that outlines a specific program that would lead to the restoration, clean-up, management and/or long-term monitoring of a contaminated site.

**Redevelopment plan**

A detailed planning document describing the use of the brownfield site post-remediation including, but not limited to, the numbers, types and features of any structures to be constructed on the site.

This plan is not mandatory, but submitting a redevelopment plan may lead to a higher overall score for the project.

**Feasibility study — renewable energy**

A detailed study that examines on-site renewable energy production including, but not limited to, the number, type and features of any structures to be placed on the site and their expected energy generating capacity.

**Feasibility study — redevelopment**

An assessment of the technical and financial feasibility, as well as the environmental, social, and economic impacts of a potential municipal environmental project. At a minimum, your feasibility study must compare the expected environmental performance of the project in the energy, waste and/or water sectors against a baseline, to demonstrate the anticipated environmental results. GMF considers that a strong feasibility study will also contain the following:

- Models that support the expected environmental performance
- Analysis of the recommended option from a life cycle perspective (i.e. including construction, operation, renewal and end of life)
- Financial or business case for the recommended option
- Methodology that will be used to measure the actual results/project performance

**Record of site condition**

Document from the provincial or territorial authority attesting that the site is suitable for its intended use.

**Sustainable community plan**

A plan developed through public consultation that identifies a vision and includes environmental, social, and economic goals and targets for the community. The plan also describes the short-, medium-, and long-term strategies for reaching its goals and targets, and integrates all areas of a municipal government concern, such as energy use, neighbourhood and transportation planning, and waste and water management (e.g. integrated community sustainability plan).

Other plans, such as a master plan or official plan, can also fulfill this requirement.

**Sector plan**

A plan that identifies sustainability goals or targets for a sector of municipal government activity (e.g. sustainable transportation plan, solid waste management plan, solid waste diversion plan, water conservation strategy).

**Risk management plan for the project**

A plan that describes how your organization plans to minimize the environmental, business and financial risk of the project activities and outcomes. Typically, it includes:

- identification of the various types of risks to the project
- the probability that each risk will occur
- potential impacts of risks
- measures to decrease the risk probability
- measures to mitigate the potential impacts

The risk management plan may be part of a feasibility study or business plan.