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Staff Report

Infrastructure & Public Works

Report To: Committee of The Whole
Meeting Date: September 11, 2017
Report Number: CSPW.17.090
Subject: Environmental Sustainability Fund Details
Prepared by: Jeffery Fletcher, Manager of Solid Waste and Environmental Initiatives

A. Recommendations

THAT Council receive Staff Report CSPW.17.090, "Environmental Sustainability Fund Details";

AND THAT Council direct an Environmental Sustainability Fund be created and that \$5,000 be allocated annually to benefit local sustainable initiatives and distribute funds through the funding program as outlined in Report CSPW.17.090.

B. Overview

The disbanding Sustainability Committee recommended to Town Council that a \$5,000 sustainability fund be established to support local sustainable projects. The Sustainability Committee has recognized that the Town and many local organizations and groups are working on improving the environmental footprint of their activities. Providing financial support to projects can help to get big ideas and efforts going and raise the profile of the innovation throughout the local area.

C. Background

An earlier report (CSPW.17.064) discussed the concept of introducing a Sustainability Fund of \$5,000 to be distributed to local sustainable/environmental projects. Council agreed with the concept in principle, however wanted more details regarding how the funds would be distributed.

D. Analysis

Staff have considered how the funds would be allocated and feel the fund should be distributed by the Town annually through a call for applications. The applicants would need to meet eligibility requirements as outlined in the Terms of Reference (Attachment 1). The funds would be awarded to the applicant that meets eligibility and scores highest on the selection criteria as evaluated by the Review Committee. The attached Terms of Reference outline the guidelines and priorities and below is a general list:

- Measurable environmental benefit;
- Innovation;
- Sound financial benefits;
- Reduces strain on municipal infrastructure, finances and/or facilities;
- Technical merit and chance of success and long lasting benefits;
- Potential for collaboration and reproducibility;
- Contributes to climate adaptation and/or mitigation; and
- Benefit to the local Blue Mountains area.

Town Staff recommend the establishment of the Environmental Sustainability Fund be created and that \$5,000 be allocated in 2017 and annually thereafter to benefit local sustainable initiatives and distribute funds through the funding program.

The proposal receiving the highest score above the minimum required will be the preferred candidate. If the funding ask is less than \$5,000, the second place proposal will be allocated the remaining funds, until \$5,000 is expended, provided the minimum score is obtained.

The funding must represent less or equal to 20% of the project's total costs. Funds will be provided once approved by the Town selection committee and endorsed by Council. Half of the funds will be provided to start and the remaining upon project completion. Operational costs will not be supported by funding. The intention is for projects to be completed within one year of approval. Funds not distributed will not be rolled over into the next year – only \$5,000 will be available for each year.

E. The Blue Mountains Strategic Plan

Goal #1: Create Opportunities for Sustainability

F. Environmental Impacts

This fund will work to provide significant financial resources to meaningful projects and provide demonstrable, widespread and lasting environmental benefits in The Blue Mountains.

G. Financial Impact

The Town will donate \$5,000 to the successful applicant. The 2017 Budget does not include \$5,000 for sustainable initiatives, however the Town received \$62,207 from 2 property tax sales forfeited. This money has been taken into the Town's revenue and will form part of any 2017 surplus. Staff is recommending that \$5,000 will come from the money received from the forfeited tax sales.

H. In consultation with

Ruth Prince, Director of Finance

I. Attached

Attachment #1 – Budget Template
Attachment #2 – Proposal Form
Attachment #3 – Terms of Reference

Respectfully submitted,

Jeffery Fletcher, B.A.
Manager, Solid Waste and Environmental Initiatives

Reg Russwurm, MBA, P.Eng
Director of Infrastructure and Public Works

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| TBM Sustainability Fund Budget Template | | | | |
|---|--------------------|---|---|---|
| Application Number: | Column A | Column B | Column C | Comments |
| EXPENDITURES (Round to nearest dollar) | Total project cost | Amount of project cost supplied by applicants | Amount in Column A requested from the Sustainability Grant Fund | Explain how the total costs in Column A were derived at (attach additional documents if needed) |
| Labour Costs | | | | |
| Consultants/Professional Fees | | | | |
| Staff | | | | |
| Volunteer Honourariums | | | | |
| Other (specify): | | | | |
| Fees Sub-total: | \$0 | \$0 | \$0 | |
| Direct Costs | | | | |
| Site Preparation | | | | |
| Equipment rental | | | | |
| Equipment purchase | | | | |
| Construction / building materials | | | | |
| Other (specify): | | | | |
| Direct Costs Sub-total: | \$0 | \$0 | \$0 | |
| Communications or Training | | | | |
| Training Fees | | | | |
| Training or Educational Materials | | | | |
| Travel Costs Related to Training | | | | |
| Brochures or program notes | | | | |
| Pre-printing including design, layout | | | | |
| Printing/copying | | | | |
| Web site/Social Media sites design/production | | | | |
| Marketing, publicity and promotion | | | | |
| Other (specify): | | | | |
| Communications Sub-total: | \$0 | \$0 | \$0 | |
| Overhead | | | | |
| Insurance | | | | |
| Administration | | | | |
| Office supplies | | | | |
| Rental of space | | | | |
| Other (specify): | | | | |
| Overhead Sub-total: | \$0 | \$0 | \$0 | |
| ADD ALL SUB-TOTALS | \$0 | \$0 | \$0 | |
| Contingency Amount (please include 10% of the Sub-Total as a contingency amount): | \$0 | \$0 | \$0 | |
| TOTAL OF ALL COLUMNS | \$0 | \$0 | \$0 | |

TBM Support Maximum \$5,000 and no more than 20% of the Project Budget.



TBM Sustainability Fund

Proposal

Using the Sustainability Fund Terms and References as a guide, please complete this application form, using additional pages if necessary.

All applications must also complete the TBM Sustainability Fund Budget Template. Applications are encouraged to include an original 90 to 120 second YouTube video link about their project. Any submitted videos will be uploaded to the website of the Town.

Deadlines for Proposal submissions are: **TBD** at midnight. Applicants will be notified whether their proposals are accepted or not by **TBD**.

Application

| | | |
|---|---|-------------|
| Name of project | Date | |
| Contact Person First Name | Last Name | |
| Organization (charitable or non-profit) | | |
| Address | | |
| City | Province | Postal Code |
| Phone | Email | |
| Project descriptions and Articulation of Benefits | Describe the over-all nature of the project in 500 words or less. How does the proposal demonstrate meaningful environmental/sustainability benefits to TBM? | |
| People, Partnerships, and performance Measurement | Include a list of all people and partnerships involved, along with their roles in the project. What is the plan for measuring the project's performance in relation to the above mentioned benefits? | |

| | |
|---------------------|--|
| Level of Impact | How will the project advance The Town of the Blue Mountains' Strategic Planning document and Sustainable Path Document? Are there education or outreach opportunities with the project? |
| Project Feasibility | Describe the project teams' skills, knowledge and experience necessary to carry out this project. Is the proposal cost effective? Does the project have reasonable expectations in regards to its size, implementation time, and target audience? Please include a full and reasonable description of the budget. All applications must use the Excel document Sustainability Fund Budget Template on the website. (Please disregard all sections in the budget template that do not apply) |
| Planning | If formal permission is required, please outline all preliminary discussions that have been held with all relevant departments/organizations. |

Proposals can be submitted in one of the following ways:

Email: jfletcher@thebluemountains.ca

Mail to: The Blue Mountains Town Hall
32 Mill St. PO Box 310
Thornbury Ontario, NOH 2P0

Drop off: Town Hall, 2nd floor, IPW
32 Mill St. PO Box 310
Thornbury Ontario, NOH 2P0

Questions or comments can be directed to:

Jeffery Fletcher, Manager of Solid Waste and Environmental Initiatives
519-599-3131 x238
jfletcher@thebluemountains.ca



TBM Sustainability Fund

Terms of Reference

MISSION

Town of The Blue Mountains (Town or TBM) Sustainability Fund was created with the goal to advance sustainability in the Town. Funds are awarded to improve the Town's environmental performance, foster sustainability literacy and community engagement, advance climate change adaption and mitigation, and demonstrate the viability of sustainability technologies.

Proposed projects must support the goals and objectives outlined in The Sustainable Path and must be consistent with the major planning documents of the Town including the Strategic Plan. The fund accepts small or large project proposals from charity and non-profit groups from or doing work in the Town. Approximately \$5,000 will be available for each application intake to be allocated amongst successful proposals, and there will be one intake each year.

The Fund will be reviewed after the fifth year of operation to look at issues including funding take-up and consistency with Town priorities.

GENERAL INFORMATION

Types of projects funded

- Reducing strain on Municipal Infrastructure
- Climate Adaption or Mitigation
- Behaviour Change & Education: Activities that foster culture of sustainability, such as efforts to improve sustainability literacy and stimulate behaviour change.

The Review Committee will allocate funds to projects that include but are not limited to:

- Decreasing The Town of the Blue Mountains' carbon emissions
- Increasing indoor and/or outdoor water efficiency
- Improving transportation options
- Reducing the amount of waste generated
- Education, research, and outreach initiatives directly related to sustainability
- Community awareness of sustainability

PROJECT GUIDELINES

- Projects must address environmental, social, or economic sustainability in Town of The Blue Mountains.
- All funded projects will be required to prepare a mid-point progress report as well as a final project report.
- Projects will normally be implemented and completed within 12 months of project funding.
- Projects must be stand-alone projects. This fund provides one-time funding for start-up projects and does not cover continuing operational expenses.

Priority will be given to projects that:

- Address the themes and goals in the Towns' planning documents: The Strategic Plan and The Sustainable Path;
- Have measurable environmental benefits;
- Are Innovative;
- Have Sound financial benefits;
- Reduce strain on municipal infrastructure, finances and/or facilities;
- Have technical merit and chance of success and long lasting benefits;
- Potential for collaboration and reproducibility;
- Contribute to climate adaptation and/or mitigation;
- Benefit to the local The Blue Mountains area.
- Have a broad community impact.
- Use leveraged funds or matching funds.
- Are effective in educating or changing behaviour beyond the project itself.
- Are interdisciplinary and engage multiple stakeholders across Town of The Blue Mountains' community.

ELIGIBILITY

- Project implemented and physically located in Town of The Blue Mountains.
- Recipients are ineligible to apply again with other projects until they have successfully closed their previous project by submitting final reports and any other applicable materials.
- There is no limit on the number of proposals that may be submitted by one applicant, however only one project grant will be awarded per applicant per year.
- Members of the Review Committee cannot apply for funding or be on a project team of a new proposal while they are serving as a committee member.
- Not for profit or charity groups.

APPLICATION PROCESS

The application process consists of a proposal and selection stage. Applications will be accepted once yearly. Application intake deadlines are as follows:

- **TBD** – Full proposals due
- **TBD** – Proponents notified of results
- **TBD** – Awarded funds must be spent

Proposals can be submitted in one of the following three ways:

Email: jfletcher@thebluemountains.ca

Mail to: Town Hall
32 Mill St. PO Box 310
Thornbury Ontario, N0H 2P0

Drop off: Town Hall, 2nd floor, IPW
32 Mill St. PO Box 310
Thornbury Ontario, N0H 2P0

Proposal

Complete the application form. The application form covers the following areas:

| | |
|------------------------------|---|
| Project Description | Include an abstract that gives a brief yet comprehensive summary of the project in less than 500 words. |
| People | Identify all project members, their roles, contact information, and relevant experience. |
| Partnerships | Identify all potential partnerships or collaborations and include letters of support to demonstrate all partners' commitment to your project. |
| Community Engagement | Describe how your project will involve and/or benefit the community. |
| Project Timeline | List anticipated project start and completion dates, order tasks and milestones chronologically, and estimate how long each task will require for completion. |
| Impacts | Outline the desired environmental/sustainability impacts. Clearly demonstrate how you will measure the results of the projects, either quantitatively or qualitatively. |
| Permitting | Include a letter of support from organizations whenever the success of your project is contingent on permitting. |
| Budget and Purchasing | Prepare a detailed budget using Sustainability Fund Budget template. If it is a continuing project, describe your strategy for financially supporting the project long-term. Itemize all sources of matching funding (including |

| | |
|--|---|
| | in-kind donations) in support of the proposed project. Include funding that has been applied for but not yet awarded. |
|--|---|

Selection

Selection of the projects will be done by the Review Committee, membership of which is comprised of the following:

Chair:

- Manager of Solid Waste and Environmental Initiatives

Members:

- Two staff members appointed by the CAO

Administrative Support

- Infrastructure and Public Works

Five Selection Criteria

Selection will be made by the Review Committee. The committee will identify successful projects based on the total score of the following five selection criteria. Each of the five criteria will be scored out of the amounts shown under the Criteria Weighting, and then given a final score out of 100. A minimum score of 70 must be obtained.

| Five Selection Criteria | Description of Criteria | Criteria Weighting |
|---|---|---------------------------|
| Project description and articulation of benefits | The proposal demonstrates meaningful environmental and sustainability benefits to Town of The Blue Mountains | 25 |
| People, Partnerships, and performance measurement | The proposal includes a sound plan for measuring the project’s performance in relation to environmental and sustainable benefits | 15 |
| Level of Impact | The impact measurement must include: <ul style="list-style-type: none"> - The level of community involvement in the project; - A description of how the project advances Town strategic planning documents; and - Education or outreach opportunities with the project | 25 |
| Project | Project feasibility is based on the following criteria: | 20 |

| | | |
|-------------|---|-------------------------|
| Feasibility | <ul style="list-style-type: none"> - whether the applicant and project team have the knowledge, skills, time, and initiative to carry out this project; - The proposal is cost effective; - The proposal includes a full and reasonable description of the budget; and - The project size, implementation time, and target audience is reasonable | |
| Planning | <p>Where permitting is required, preliminary discussions have been held with all relevant organizations.</p> <p>Proposal includes a plan for sustained funding</p> | 15 |
| | | Total out of 100 |

Recommendations

Projects will be recommended for funding on the basis of consensus decisions of the committee. The proposal receiving the highest score above the minimum required will be the preferred candidate. If the funding ask is less than \$5,000, the second place proposal will be allocated the remaining funds, until \$5,000 is expended, provided the minimum score is obtained.

Final Approval

Funding decisions will be made by Town Council following receipt of the recommendations of the Review Committee.

Meetings

Meetings will normally occur following the intake each year at the call of the chair. The number of meetings required will be related to the number and complexity of proposals being considered and whether or not additional information is requested from applicants.

Records and Reports

The Review Committee must keep the following on record:

- Minutes of all meetings, the names of those present and the proceedings.
- Adequate and correct books and records of account, including amount of assets, receipts, disbursements, gains and losses
- Record of projects selected each year and the funds allocated to each project.

ADDITIONAL NOTES

In the event of a lack of suitable applications, the funds will not be distributed and will not be rolled over to the next year.