



Climate Change and Environment Committee Agenda

September 21, 2023, 4:00 p.m. - 6:00 p.m.
HR Learning Room - Second Floor City Hall
City of Kitchener
200 King Street W, Kitchener, ON N2G 4G7

People interested in participating in this meeting can email Committee Administrator, Shannon Lodenquai at shannon.lodenquai@kitchener.ca. Please refer to the delegation section on the agenda below for the registration deadline. Written comments received will be circulated to the Committee prior to the meeting and will form part of the public record.

Accessible formats and communication supports are available upon request. If you require assistance to take part in a city meeting or event, please call 519-741-2345 or TTY 1-866-969-9994.

Chair: Brooklin Wallis

Vice-Chair: Morgan Garner

Pages

1. Commencement

The meeting will begin with a Land Acknowledgement given by the Chair.

The City of Kitchener is situated on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee Peoples.

We recognize our responsibility to serve as stewards for the land and honour the original caretakers who came before us. Our community is enriched by the enduring knowledge and deep-rooted traditions of the diverse First Nations, Metis and Inuit in Kitchener today.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

Members of Council and members of the City's local boards/committees are required to file a written statement when they have a conflict of interest. If a conflict is declared, please visit www.kitchener.ca/conflict to submit your written form.

3. Delegations

Pursuant to Council's Procedural By-law, delegations are permitted to address the Committee for a maximum of five (5) minutes. All delegations must register in order to participate in the meeting. Delegation registration is permitted up to the start of the meeting.

4. Discussion Items

4.1	DSD-2023-381 - Council Policy I-590 (Grant Program - Community Environmental Improvement) - Repeal, DSD-2023-381	15 m	1
4.2	CCEC Sub-Committee Progress Updates	15 m	

5. Information Items

NIL

6. Adjournment

Shannon Lodenquai
Committee Administrator

REPORT TO: Climate Change and Environment Committee

DATE OF MEETING: September 21, 2023

SUBMITTED BY: Natalie Goss, Manager Policy & Research,
519-741-2200 ext. 7648

PREPARED BY: Carrie Musselman, Senior Environmental Planner,
519-741-2200 ext. 7068

WARD(S) INVOLVED: All Wards

DATE OF REPORT: September 6, 2023

REPORT NO.: DSD-2023-381

SUBJECT: Council Policy I-590 (Grant Program – Community
Environmental Improvement) Repeal

RECOMMENDATION:

That the Climate Change and Environment Committee supports the repeal of Council Policy I-590 (Grant Program – Community Environmental Improvement).

BACKGROUND:

Council Policy I-590 (Grant Program – Community Environmental Improvement) (Attachment A) was established in 2001 and amended in 2004, 2008 and repealed and replaced in 2012. In 2015, as part of the corporate Policy Review it was recommended that to ensure policies are up-to-date and still relevant, they should be reviewed every 3-5 years and that each policy have a review date identified on the document.

REPORT:

When the Community Environment Improvement Grant (CEIG) program was created it was one of the first environmental grants available to residents.

The aim of the CEIG program has been to encourage residents to actively participate in environmental initiatives, by undertaking projects that meet the following objectives:

- increase awareness of how residents view and treat the air, water, and land resources.
- foster a sense of environmental stewardship.
- promote community environmental awareness.
- promote and initiate the development of community based environmental projects; and,

- support environmental research.

The grants approved have varied in nature but have primarily been environmental projects such as school yard greening or tree planting or for environmentally focused community awareness events.

In 2020, the program was suspended pending its review.

CEIG Review - Is the policy current and relevant?

Residents are now fortunate to have several environmental grants available, such as, the Region of Waterloo Community Environmental Fund, the Grand River Conservation Authority Community Conservation Grants, and the TD Friends of the Environment Foundation Grant. A chart with additional information for each of the grants mentioned has been included as Attachment B.

Additionally, the city now offers the Love My Hood Matching Grant through the Neighbourhood Development Office. This grant has a similar mandate that focuses on promoting neighbourhood greening initiatives such as community gardens, food hedges, pollinator gardens, tree planting and more.

CEIG Review - Is the policy having the desired effect?

Both in 2008 and 2012 staff reviewed the program and implemented changes to try and improve the program. Following these program improvements, applications submitted continued to be suboptimal, and as such, funds were not able to be fully dispersed.

For those grants approved, funding is often not adequate to complete projects. In a number of instances, the recipient has used the grant to leverage funding from other sources.

CEIG Review – Are staff resources used efficiently?

CEIG has one staff resource (a Senior Environmental Planner) who has the grant program included among their duties. Throughout the year they may answer calls or emails as they arise, once a year they would work with communications staff to advertise the program, update the city's website to receive applications, work with the former Environment Committee to review applications and select recipients, and work with finance staff to disperse the funds.

In comparison, under the Manager of Neighbourhood Development and Volunteer Engagement the city has a dedicated team of staff who champion the Love My Hood neighbourhood strategy and support the 'resident-led, city-supported' vision through grants, capital projects and other activities with a focus on building capacity, sense of belonging and ensuring equitable distribution of resident-led initiatives in neighbourhoods across the city.

For grants and resident-led projects the Neighbourhood Development Office has established a grant selection committee and internal circulation process that gathers feedback from 15 internal divisions within 5 business days. Staff in the Neighbourhood Development Office develop agreements, letters of understanding, and insurance packages

that serves as a project's road map to success that clearly outlines roles and responsibilities and creates accountability for residents and staff.

The staff in the Neighbourhood Development Office provide strong customer service through a dedicated phone line and email, as well as working closely with resident groups as a single point of contact, being available as a support on a project from start to finish.

CEIG Review – Are funds used efficiently?

Currently, \$5,000 is budgeted annually to facilitate CEIG with a maximum grant allocation of \$3,000 for any one project. For much of the time CEIG has been available, funds have not been fully utilized in each given year and therefore carried over to the next.

Up to 2020, the CEIG has supported 65 grants and dispersed approximately \$109,400 to organizations (i.e., neighbourhood associations, non-profits, schools) that operate within the city.

In comparison, the city's Love My Hood Matching Grant has a value of approximately \$150,000 annually. Applicants (i.e., informal neighbourhood-based community groups) may request amounts up to \$30,000. Projects occurring on non-city land are eligible to receive up to \$10,000 and events are eligible to receive up to \$2,000.

CEIG Review – Recommendation

The city has undergone many changes since CIEG was established including new departments whose role is to facilitate new neighbourhood grants.

To continue to provide the best grant opportunities to the community, make efficient use of staff resources, leverage other grant opportunities including Kitchener's Love My Hood Matching Grant, and be fiscally responsible, policies and procedures need to grow and adapt; therefore, it is recommended that the Council Policy I-590 (Grant Program – Community Environmental Improvement) be repealed and residents be encouraged to utilize the other grants available.

STRATEGIC PLAN ALIGNMENT:

This report supports Environmental Leadership and Great Customer Service.

PREVIOUS REPORTS/AUTHORITIES:

- DTS-04-095 Environmental Stewardship Grant Program
- CRPS-08-151 Environmental Committee Recommendation: Revised Community Environmental Improvement Grant Criteria & Submission Process
- CSD-12-041 Environmental Committee Recommendation: Revised Council Policy I-590 (Grant Program - Community Environmental Improvement)

REVIEWED BY: Josh Joseph, Manager Neighbourhood Development & Volunteer Engagement

ATTACHMENTS:

Attachment A – Council Policy I-590 (Grant Program – Community Environmental Improvement)

Attachment B – Environmental grants available to residents

COUNCIL POLICY RESOLUTION

POLICY NUMBER: I-590	DATE: OCTOBER 4, 2004
	AMENDED: OCTOBER 6, 2008
	AMENDED: MARCH 15, 2012
POLICY TYPE: FINANCIAL	
SUBJECT: GRANT PROGRAM - COMMUNITY ENVIRONMENTAL IMPROVEMENT	

POLICY CONTENT:

1. Purpose

Grants are provided to organizations that operate within the City of Kitchener. The purpose of the program is:

- a) to increase people's awareness of how they view and treat air, water and land resources and encourage them to be involved in solutions to improve the quality of those resources;
- b) to foster a sense of environmental stewardship;
- c) to promote community environmental awareness;
- d) to promote and initiate the development of community based environmental projects;
- e) to support environmental research.

2. Funding Source

Funding is available to a maximum of \$3,000.00 for each project in a given year to be funded from the Environmental Stewardship Capital Account.

3. Criteria

- a) Applicants:
 - i. Applications will be accepted from non-profit groups, neighbourhood associations and communities of interest. A community of interest is defined as a group of individuals who voluntarily associate with each other because they have identified common environmental concerns that impact the city.
 - ii. Applicants must demonstrate an ability to initiate and follow through on projects by having an organizational structure in place to lead and manage the activities and to account for finances.

- iii. Applicants must submit a completed community environmental improvement grant application form, along with all supporting documents as noted in the application form, by the deadline to the City of Kitchener.
- iv. Applicants are encouraged to propose projects that provide as much public participation and access as possible, e.g. minimum charge or no admission charge whenever possible.
- v. Applicants seeking continual support for a project are encouraged to seek other funding sources but may reapply every three years.
- vi. A limit may be placed on the number of applications considered from schools or school related entities in a given year.

b) Projects:

- i. Each project for which funding is requested must demonstrably meet Council's strategic objectives as documented in the City of Kitchener Strategic Plan for the Environment and other policy documents, namely: Natural Heritage Systems and Recreational Amenity Areas, Water Resources, Air Quality, Land Resources and Growth Management, Energy Systems, Resource Consumption and Waste Management, and Environmental Education and Public Awareness.
- ii. Projects must consider inclusion and accommodation of persons with disabilities.
- iii. Projects should normally be completed within one calendar year from the date the application is approved.
- iv. Projects that conflict with or are in direct competition with projects performed by the City will not be supported.
- v. Projects provided by the applicant for which funding is requested must be provided directly to the citizens of Kitchener.

c) Financing:

- i. Projects that bring additional external financing, material or human resources to a project through partnerships are favoured over projects that are only sponsored by the City of Kitchener.
- ii. Funding for consultants or professional salaries will only be eligible if provided within the context of a partnership with other funders. Applicants must be operating for City of Kitchener residents. A pro-rated contribution may be considered where residence of participants is mixed with other municipalities. Such fees may be allowed to a maximum of \$500.00.

- iii. Where applicable, proof of adequate liability insurance should be presented by the applicant requesting the grant.
- iv. Projects that are the responsibility of other levels of government Municipal, Regional, Provincial or Federal will not be eligible for a Community Environmental Improvement Grant.
- v. Projects having received funding through the City's Budget process, Tier 1 or 2 Community Grants or Community Garden Grant will not be eligible for a Community Environmental Improvement Grant.
- vi. Community Environmental Improvement Grants are intended for one time funding only for a specific project.
- vii. Projects that distribute funds to other organizations will not be considered, e.g. fundraising events.
- viii. Costs that are associated with ongoing business activity and not a specific requirement of the proposed initiative will not be eligible for a Community Environmental Improvement Grant, e.g. office supplies, telephone/internet fees, salaries, in-kind donations or volunteer time, travel and accommodation costs etc.

d) Revisions:

- i. Any changes to the project timeline, nature and or content of an approved project shall be subject to a revised proposal being submitted to the Environmental Committee which will forward a recommendation to City council as to whether the previously approved funding should be withdrawn.
- ii. Failure to submit a revised proposal may result in the withholding or repayment of funds.

e) Recognition:

- i. Applicants receiving funds from the City of Kitchener will recognize the City's contribution. The City will provide its corporate logo and corporate name for use in promotional literature and material that may be prepared by the organization/group for which a grant has been received. Such promotional material and literature is to be developed in accordance with the City's Corporate Standards Manual. The format of the recognition will be negotiated by staff and the organization/group.
- ii. Applicants receiving a grant must give a presentation to the Environmental Committee at the June Committee meeting. A final report detailing grant

expenditures, summary of activities undertaken, environmental outcomes achieved that include photographs, copies of media coverage received or written feedback must be submitted within one month of the completion of the project or at the November committee meeting, whichever occurs first.

- iii. All project documentation and photographs become the property of the City of Kitchener for use on its website or other educational material or events.

4. Grant Submission Process

- a) All grant requests will be reviewed and evaluated by the Environmental Committee and City of Kitchener staff.
- b) Community Environmental Improvement Grant applications will be received once per year, normally in mid-September (specific deadline dates will be published annually).
- c) A sub-committee of the Environmental Committee will make grant recommendations based upon input from Environmental Committee members to allocate resources within budget.
- d) Applicants will be notified of the sub-committee's grant recommendations prior to consideration by the Environmental Committee, normally in October (specific deadline dates will be published annually).
- e) Applicants who request a grant will be afforded the opportunity to address the Environmental Committee or appropriate Standing Committee of Council as a delegation pursuant to Council's Procedural By-law; delegations are permitted to address the Committee for a maximum of five (5) minutes.
- f) Generally, grant recommendations will be brought forward for consideration by Council at an appropriate Standing Committee of Council meeting, normally in November or December (specific date will be published annually).
- g) All decisions made by the appropriate Standing Committee of Council must be ratified by City Council before they are final. The Committee's decision from this meeting will be considered at the next regularly scheduled meeting of City Council.
- h) Formal notification of successful grant recipients and amounts will be sent to applicants following decisions by Council.
- i) Payment of grants will occur after Council approval.

Appendix B - Environmental grants available to residents

Grant	Who can apply	Max Amount(s)	Deadline(s)	For projects that...
Kitchener The LoveMyHood Matching Grant	<ul style="list-style-type: none"> formal and informal neighbourhood-based community groups in Kitchener 	<ul style="list-style-type: none"> city land up to \$30,000 non-city land up to \$10,000 events up to \$2,000 	<ul style="list-style-type: none"> 4 per year 	<ul style="list-style-type: none"> Renew or revitalize neighbourhood public and green spaces, contributing to neighbourhood beautification and celebration. Foster neighbourhood pride and sense of belonging. Develop stronger relationships between neighbours and neighbourhood groups. Improve safety, accessibility and/or mobility. Entrust residents to become more actively involved in their neighbourhoods through working together as neighbours. Build capacity for long-term change built by neighbours working together
Region of Waterloo Community Environmental Fund	<ul style="list-style-type: none"> Charitable or non-profit organizations (clubs, associations, land trusts) Neighbourhood associations and other unincorporated community-based groups Co-operative corporations Schools, school boards, universities, colleges, hospitals, library or other public institutions Individuals/students with a documented collaborative agreement with an eligible applicant. Stewardship Grants are also available for: Private landowners (including commercial or business owners who provide matching funds) Area Municipalities, the Grand River Conservation Authority or Regional departments 	<ul style="list-style-type: none"> \$15,000 per project \$5,000 research and education projects \$3,000 school greening 	<ul style="list-style-type: none"> 1 per year 	<ul style="list-style-type: none"> Provide a positive and lasting environmental return, Engage citizens and encourage collaboration, Seek innovative solutions and/or increase knowledge, and Produce measurable and achievable outcomes
Community Conservation Grants (Grand River Conservation Foundation)	<ul style="list-style-type: none"> groups and schools community groups must have, or have access to, a registered charitable number 	<ul style="list-style-type: none"> up to \$1,000 are available for community groups up to \$750 for elementary schools 	<ul style="list-style-type: none"> 1 per year 	<ul style="list-style-type: none"> conservation projects must be located in the Grand River watershed and available for the use or benefit of the entire community
TD Friends of the Environment Foundation Grant	<ul style="list-style-type: none"> Registered Canadian charities with a Charitable Registration Number (CRN) Educational institutions (primary/secondary/post-secondary) Municipalities Indigenous groups/communities 	<ul style="list-style-type: none"> Needs based, no set minimum or maximum amount 	<ul style="list-style-type: none"> 2 per year 	<ul style="list-style-type: none"> a wide range of environmental initiatives, with a primary focus on environmental education and green space programs i.e., community gardens, environmental education projects, outdoor classroom and nature play, tree planting and urban greening projects
Ontario Community Environment Fund	<ul style="list-style-type: none"> First Nation and Métis communities and organizations academic institutions (such as schools, colleges and universities) conservation foundations municipalities incorporated non-profit organizations incorporated community-based groups 	<ul style="list-style-type: none"> minimum funding request is \$5,000, no maximum if funds are available 	<ul style="list-style-type: none"> 1 per year 	<ul style="list-style-type: none"> environmental restoration and remediation activities that repair environmental harm resilient communities and local solutions to environmental issues
Federal EcoAction Community Funding Program	<ul style="list-style-type: none"> Non-profit and non-governmental groups and organizations 	<ul style="list-style-type: none"> minimum funding request is \$25,000, up to 50% of eligible project expenditures up to max \$100,000 	<ul style="list-style-type: none"> 1 per year 	<ul style="list-style-type: none"> contribute to improving freshwater quality through actions that reduce harmful substances in fresh water and/or restore and protect freshwater ecosystem health