



## STAFF REPORT ACTION REQUIRED

### The Live Green Toronto Community Investment Program and Capital Projects Fund

<b>Date:</b>	April 23, 2008
<b>To:</b>	Executive Committee
<b>From:</b>	Director, Toronto Environment Office
<b>Wards:</b>	All
<b>Reference Number:</b>	P:\2008\Cluster B\TEO\EXO8003

#### **SUMMARY**

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In July 2007, City Council unanimously adopted the Climate Change, Clean Air and Sustainable Energy Action Plan, which included a direction to establish a program under the name of Live Green Toronto. Live Green Toronto will be the key vehicle to catalyze and support community and neighbourhood action and simplify the process of accessing information and resources required to take action on climate change and clean air. Two key elements of the program are the Community Investment Program and the Capital Projects Fund. For 2008, City Council has approved funding of \$200,000 for the investment program and \$500,000 for the capital projects fund.

The purpose of the Community Investment Program is to build capacity within the local communities and neighbourhoods to identify, develop and initiate actions that will reduce greenhouse gas and smog-causing emissions.

The purpose of the Capital Projects Fund is to provide funds for implementing capital asset projects that result in significant reductions in greenhouse gas and smog causing emissions and which the local community has identified and is engaged in supporting.

This report outlines the proposed objectives, criteria and selection processes for the Community Investment Program and the Capital Projects Fund, which will enable the Live Green Toronto Program to achieve its primary goal of supporting Torontonians in taking action on climate change and clean air.

## RECOMMENDATIONS

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### The Director of the Toronto Environment Office recommends that:

1. City Council adopt the Live Green Toronto Community Investment Program framework as presented in Appendix 1 of this report;
2. City Council adopt the Live Green Toronto Capital Projects Fund framework as presented in Appendix 2 of this report;
3. Deputy City Manager Richard Butts appoint a three (3) member Community Investment Application Review Committee made up of a senior staff representative from a granting agency in Toronto, a senior staff representative from Toronto Hydro and a senior staff representative from the Executive Environment Team to make recommendations on applications for funds from the Live Green Toronto Community Investment Fund and the Live Green Toronto Capital Projects Fund;
4. on the recommendation of the Community Investment Application Review Committee, the Director of the Toronto Environment Office be delegated authority to award funds under the Live Green Toronto Community Investment Program and Live Green Toronto Capital Projects Fund; and
5. the Director of the Toronto Environment Office report back to the Executive Committee in the first quarter of 2009 on any proposed changes deemed necessary to the process of awarding funds under the Live Green Toronto Community Investment Program and the Live Green Toronto Capital Projects Fund.

### Financial Impact

Funding has been approved in the 2008 Climate Change Capital Budget in account CCL001-01 in the amount of \$500,000 for 2008 with a future year commitment of \$2,000,000 per year for 2009-2012. Funding has been approved in the 2008 Toronto Environment Office Operating Budget in the amount of \$200,000 and this amount will be included each year in the Operating Submissions for 2009-2012 .

Program	Year					Total
	2008	2009	2010	2011	2012	
Community Investment Fund	\$200,000 (operating)	\$200,000	\$200,000	\$200,000	\$200,000	\$1 million
Capital Projects Fund	\$500,000 (capital)	\$2 million	\$2 million	\$2 million	\$2 million	\$8.5 million

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

## **DECISION HISTORY**

In July 2007, City Council unanimously adopted the Climate Change, Clean Air and Sustainable Energy Action Plan the “*Climate Change Action Plan*”. Included in the Climate Change Action Plan was a direction to establish a program under the name of Live Green Toronto. The purpose of the program is to provide support for neighbourhood and community groups to take action to reduce greenhouse gas and smog causing emissions.

In December 2007, City Council considered as part of the Capital Budget a report entitled, “*Climate Change Action Plan – Implementation of Key Program Initiatives*”, which outlined the major components of Live Green Toronto. City Council endorsed that report and the request for capital funding to establish the Live Green Community Animators program and a Live Green Toronto Capital Projects Fund. City Council also supported the direction that the Toronto Environment Office include in its operating budget submission for 2008 the establishment of the Live Green Toronto Community Investment Program. At its meeting of March 31/April 1, 2008 City Council approved the operating budget for the Toronto Environment Office.

When City Council approved the funding for the Capital Projects Fund and the Community Investments Program, it was identified that the Toronto Environment Office would report back to Council on the criteria for allocating and granting these funds and how the funds would be administered. This report responds to that directive of City Council.

The proposed objectives, criteria and selection processes have been developed with the support of staff in the Community Resources section and staff currently engaged in managing existing City investment programs focused on environmental issues. In addition, staff from the Toronto Environment Office held consultation sessions with non-governmental and community-based organizations to solicit their ideas in developing Live Green Toronto, including administering the Community Investment Program and Capital Projects Fund.

## **ISSUE BACKGROUND**

The City of Toronto is a recognized global leader in the effort to reduce greenhouse gas emissions and this has been due to the fact that the City and its residents, community and neighbourhood groups and businesses have been willing to undertake the actions and changes necessary to address the challenge of climate change. Included in the Climate Change Action Plan is a recognition that for Toronto to achieve its stated emission reduction targets there must be continued effort in helping people make changes in how they move about the city and how they operate their homes and businesses and that people need to understand why, what and how to change.

Live Green Toronto is the key vehicle to catalyze and support community and neighbourhood action and to simplify the process of accessing information and resources required to take action. The program elements of Live Green Toronto are:

- Community Animators/Facilitators;
- Community Investments;
- Capital Projects Fund;
- One-stop Live Green Toronto Website;
- Marketing/Communications Campaign;
- Community Events and Workshops; and
- Community Participation and Sponsorship program.

As outlined in the Financial Impacts Statement of this report, City Council as approved funding for the Community Investment and Capital Projects Funds. In addition, City Council has approved funding of \$500,000 in 2008 for the Community Animators, with funding to increase to \$800,000 in 2009 and \$1 million a year after that. The Toronto Environment Office is proceeding with the development of a Request for Proposals (RFP) to select organizations to provide the Community Animation services.

The Community Animators will be an on the ground resource with expertise able to help community groups, neighbourhoods and others turn an idea into reality. Furthermore, animators will be knowledgeable in a range of environmental issues, solutions, programs and resources; they will be able to facilitate the development of ideas; and they will be able to organize and deliver workshops and other forums. They will be a valuable resource in helping to advertise and support preparation of applications to the Live Green Toronto Community Investment Fund and Live Green Toronto Capital Projects Fund.

The City of Toronto does currently provide funds that can be accessed to support climate change, clean air, sustainable energy and other environmental initiatives, such as:

- the Sustainable Energy Funds administered by the Energy Efficiency Office;
- the Toronto Atmospheric Fund;
- the Greenroof Incentive Program administered by Toronto Water; and
- the Community Program for Storm Water Management administered for Toronto Water by the Toronto Region Conservation Authority.

The Live Green Toronto Community Investment and Capital Project funds address a gap in that the objective is to fund neighbourhood and community groups and activities that are designed to facilitate grassroots action on climate change and clean air. To ensure funds are being allocated in an effective manner and not overlapping with other funding sources, staff responsible for administering the Live Green Toronto funds will continue to meet on a regular basis with staff responsible for other environmental initiatives funding sources.

The purpose of this report is to outline a framework for the investment and capital project funding programs. This framework was designed in compliance with the City of Toronto's Grants Policy adopted by Council in October [1998](#) and the City of Toronto Grants Accountability and Risk Management Framework adopted by Council in February [2002](#).

## **COMMENTS**

### **Live Green Toronto Community Investment Program**

The purpose of the investment program is to build capacity within the local communities and neighbourhoods to identify, develop and initiate actions that will reduce greenhouse gas and smog causing emissions. The investments will serve as seed money to help community based organizations and groups get established and to develop their ideas for taking action on climate change. A detailed framework for the operation of the Live Green Toronto Community Investment Program is outlined in Appendix One of this report.

Potential recipients will be able to apply for one grant a year of up to a maximum of \$25,000. Groups eligible for grants include community based organizations, such as residents' associations, ethnic groups, service clubs, and youth/school groups. A priority is placed on funding proposals that are grassroots in nature, have significant engagement of local community members and residents, and will lead or foster long term behaviour change required to achieve significant reductions in emissions.

The investment program will be administered by the Toronto Environment Office and staff from this office will have responsibility for assisting potential applicants in preparing their applications, preparing preliminary evaluations for the Review Committee, conducting evaluations of funded projects and ensuring all appropriate City policies, standards and guidelines are followed in the delivery of this program.

The Review Committee will consist of three members:

- a senior staff representative from a granting agency in Toronto;
- a senior staff representative from Toronto Hydro; and
- a senior staff representative from the City's Executive Environment Team as determined by the Chair of the Executive Environment Team (the Deputy City Manager, Cluster B).

Members of this committee will be knowledgeable in the areas of climate change and air quality and community development. There is no remuneration for participating as a member of the committee.

The investment program will be monitored and evaluated on an ongoing basis and the Director of the Toronto Environment Office will provide the Executive Committee with

an annual report summarizing the outcomes of the program, issues of concern and recommendations, if necessary, for modifying and changing the program design.

To facilitate a timely response to applications, it is proposed that the Director of the Toronto Environment Office be delegated the authority to award the grants on the advice and recommendation of the Review Committee. The Director of the Toronto Environment Office will provide a report in the first quarter of 2009 on alternative processes for reviewing and allocating grants.

### **Live Green Toronto Capital Projects Fund**

The purpose of the Capital Projects Fund is to provide a source of funds for implementing projects that result in reductions in greenhouse gas and smog-causing emissions and which the local community or neighbourhood has identified and is engaged in supporting. A detailed framework for the operation of the Live Green Toronto Capital Projects Fund is outlined in Appendix Two of this report.

Potential recipients will be able to apply for funding of a minimum of \$25,000 up to a maximum of \$250,000, once a year. A priority is placed on funding proposals that are grassroots in nature, have significant engagement of local community members and residents, and will lead or foster long term behaviour change required to achieve significant reductions in emissions. Projects to be funded from this source should be developed with the assistance of the Live Green Toronto Community Animators. The Capital Projects Fund can include projects being proposed for City operations and for private property or activities.

Organizations, such as, School Boards, Universities, Hospitals, Colleges, and individual businesses and residents are not eligible to apply for funding. Furthermore, proposals for City operations which can be funded by other City programs, such as energy retrofits of City facilities, are not eligible to apply for funding.

Potential projects can be identified in one of two ways:

- (i) by the local community or neighbourhood, with the assistance of City staff or the Live Green Toronto Community Animators, to fund partially the implementation of an environmental initiative in their community that results in significant improvements to the natural environment; or
- (ii) by City staff or the Live Green Community Animators on the grounds that it will help achieve the goals of the Climate Change Action Plan and it will engage the local community to build knowledge and capacity for future actions.

To determine the allocation of these funds in 2008, it is proposed that the Review Committee, as established for the Live Green Toronto Community Investment Program be authorized to review applications and make recommendations for awarding funds.

Individual allocations under this fund would be up to a maximum of \$250,000. Members of this committee will be knowledgeable in the areas of climate change and air quality and community development.

To facilitate timely allocation of these funds, it is proposed that the Director of the Toronto Environment Office be delegated the authority to award funds on the advice and recommendation of the Review Committee. The Director of the Toronto Environment Office will provide a report to City Council in the first quarter of 2009 and at that time propose any changes deemed necessary to the process of awarding funds under the Live Green Toronto Capital Projects Fund.

The Live Green Toronto Capital Projects Fund will be administered by the Toronto Environment Office, in compliance with all appropriate City policies, procedures and guidelines. The Capital Projects Fund will be monitored and evaluated on an ongoing basis and the Director of the Toronto Environment Office will provide the Executive Committee with an annual report summarizing the outcomes of the program, issues of concern and recommendations, if necessary, for modifying and changing the program design.

## **CONCLUSION**

In support of the goals and objectives of the Climate Change Action Plan, this report proposes how the Live Green Toronto Community Investment Program and the Live Green Toronto Capital Projects Fund will function, be administered, monitored and evaluated. To facilitate decisions on the how these two funding sources are allocated, mechanisms are recommended for reviewing applications and to ensure the funds are allocated in a timely manner recommendations are made to delegate approval authorities to appropriate bodies.

## **CONTACTS**

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Lawson Oates, Director  
Toronto Environment Office

## **ATTACHMENTS**

Appendix One: Framework for the Live Green Toronto Community Investment Program  
Appendix Two: Framework for the Live Green Toronto Capital Projects Fund

## **Appendix One: Framework for the Live Green Toronto Community Investment Program**

### **1) Objective**

To build capacity within the community to identify, develop and initiate collective actions that reduce greenhouse gas and smog causing emissions or help adapt to the changes that will occur as a result of climate change.

A priority is placed on funding community based organizations and groups seeking funds to get established and to investigate and develop an idea for grassroots action in reducing emissions.

### **2) Annual Funding**

\$200,000 is available in 2008. Will be an annual program with funding of \$200,000 a year until 2012 (subject to approval by City Council).

### **3) Size of Grants**

The minimum grant is \$1,000 and the maximum grant available in any one year is \$25,000.

### **4) Description**

#### **4a) Priority Setting**

All investment applications will be evaluated against the stated objective of the program, with a priority placed on funding community based groups seeking funding to investigate and develop an idea for grassroots action in reducing greenhouse gas and smog causing emissions. A key principle is to fund organizations working in a defined neighbourhood or with a defined community group.

#### **4b) Outreach**

The Live Green Toronto Community Investment program will be advertised and promoted as part of the Live Green Toronto marketing/communications strategy and will be featured prominently on the Live Green Toronto Website. Highlights from the communications strategy include advertising using internet, print, radio and television sources. The goal will be to advertise in as many diverse media as possible in order to attract a wide range of applications from different socio-economic and cultural backgrounds. The Investment program will be accessible to every resident in the City. Staff from the Toronto Environment Office will be available to support potential applicants in the preparation of their application, as will the Live Green Toronto Community Animators.



#### **4c) Application**

The application process and requirements were designed based on the public consultations held on the City's Community Partnership and Investment Programs, which identified how to improve the City's grants process. Starting in 2009 applications for grants will be received every six months (March and September) during the year. In 2008, only one granting round will occur in September, with the investment fund for 2008 to be allocated at that time.

To be considered for funding, the project must lead to a reduction in greenhouse gas and smog causing emissions by:

- a) directly enhancing the ability of individuals or the community/neighbourhood group to engage in activities that will result in a reduction; and
- b) fostering long-term changes in behaviour that result in a reduction.

Priority is given to projects that:

- a) are grassroots community/neighbourhood oriented initiatives;
- b) show significant community engagement or interest;
- c) include measurable indicators;
- d) do not duplicate a program already being delivered within the targeted community or neighbourhood;
- e) facilitate residents taking responsibility and ownership for improving their local natural environment;
- f) initiate longer term sustained actions to reduce greenhouse and smog causing emissions; and
- g) create conditions which engage people of all ages, abilities, economic levels and cultures.

Groups eligible for funding include, but are not limited to:

- Residents' associations/organizations;
- Community organizations;
- Service clubs;
- Youth and School groups; and
- Non-governmental organizations.

Live Green Toronto Community Investments can be matched with funding from other sources and organizations.

Proposals by groups or organizations located outside of the community or neighbourhood which is the focus of the proposal will be accepted as long as the proposal clearly demonstrates the relationship or partnership with the local residents, groups or

organizations where the project is to be undertaken. Letters verifying the relationship or partnership are required from the local residents, groups or organizations.

Projects not eligible for funding are:

- a) Projects that are outside the geographic boundaries of the City of Toronto;
- b) Projects that are city-wide in nature, unless it can be shown that the focus is to work with a specific community group (e.g. ethnic or cultural group);
- c) Projects that are seeking funding solely for staff salaries;
- d) Projects that are solely for research purposes;
- e) Projects that are focused on product inventions;
- f) Projects that involve lobbying or advocacy activities;
- g) Projects that duplicate an existing initiative in the targeted community or neighbourhood;
- h) Projects that are seeking funding solely to build organizational capacity; and
- i) Projects that are seeking funds to attend conferences.

#### **4d) Allocation**

The Review Committee will consist of three members: a senior staff representative from a granting agency in Toronto, a senior staff representative from Toronto Hydro and a senior staff representative from the City's Executive Environment Team as determined by the Chair of the Executive Environment Team. Members of this committee will be knowledgeable in the areas of climate change and air quality. There is no remuneration for participating in the committee.

The grants will be awarded by the Director of the Toronto Environment Office based on the recommendations of the Review Committee.

#### **4e) Appeals**

An unsuccessful applicant, who is not recommended for approval or not recommended to receive the total requested funds, can appeal the decision of the Committee. Two percent of the investment funds will be held in reserve to accommodate successful appeals.

Appeals will be made to the Live Green Program Appeals Committee which will be composed of one member from the Review Committee, a senior staff representative from one City Division involved with the Executive Environment Team as selected by the Chair of the Executive Environment Team, and one member from outside of the City of Toronto. The outside member will be chosen from the selection committees of a granting agency in Toronto such as the Metcalfe Foundation or the Toronto Community Foundation. In keeping with the expertise of representatives on the Review Committee, members of the Appeals Committee will be knowledgeable in the areas of climate change and air quality.

Applicants that are unsuccessful in the application process, but with modifications would have a better chance of receiving funding, will be informed that they could be considered in the next round of funding and staff from the Toronto Environment Office will work with applicants to improve their applications.

#### **4f) Administration**

The Live Green Toronto Community Investment Program will be administered by the Toronto Environment Office in accordance with all applicable City policy and procedures. Staff from the Toronto Environment Office will work with grant recipients to develop a monitoring plan which will include site visits. All successful applicants will be required to provide a report at the conclusion of their funded project identifying the outcomes of the project.

#### **4g) Evaluation**

The Director, Toronto Environment Office will provide the Executive Committee with an annual report identifying outcomes, issues of concern and recommendations on changing any aspect of the Live Green Toronto Community Investment Program.

## **Appendix Two: Framework for the Live Green Toronto Capital Projects Fund**

### **1) Objective**

To provide capital funding for the implementation of community/neighbourhood identified capital asset projects for either public or private property, operations or activities that result in quantifiable reductions in greenhouse gas and smog-causing emissions.

A priority is placed on funding community based organizations or initiatives that will inspire community/neighbourhood action.

### **2) Annual Funding**

\$500,000 is available in 2008, with \$2 million a year for 2009-2012 as part of the City's five-year capital plan (subject to approval by City Council).

### **3) Size of Grants**

The minimum grant is \$25,000 and the maximum grant available in any one year is \$250,000.

### **4) Description**

#### **4a) Priority Setting**

All proposals for funding must result in measurable reductions in greenhouse gas and smog causing emissions, with a priority placed on projects that engage the local community and residents in a manner that inspires them to develop and implement additional actions for reducing their greenhouse gas and smog causing emissions.

Projects must result in a capital asset being put in place for City operations or for public activities.

#### **4b) Outreach**

The Live Green Toronto Capital Project Fund will be advertised and promoted in the same manner as the Live Green Toronto Community Investment Program.

#### **4c) Application**

The application process and requirements are designed in keeping with the recommendations made during the public consultations held on the City's Community Partnership and Investment Programs, which identified how to improve the City's grants process. Starting in March 2009 applications for grants will be received every two months during the year. In 2008, because it will be June or July before the City will be

ready to receive applications, only one granting round will occur, with the full capital projects fund of \$500,000 for 2008 to be subsequently awarded.

To be considered for funding, the project must:

- result in a measurable reduction in greenhouse gas and smog causing emissions;
- be utilized to implement a project, not develop or investigate a proposal;
- contribute towards the installation or development of a capital asset; and
- have a financial commitment from other funding sources or the applicants.

Groups eligible for funding include, but are not limited to:

- Residents' associations / organizations;
- Community organizations;
- Service clubs;
- Non-profit organizations;
- Non-governmental organizations;
- Business Improvement Areas; and
- Youth and school groups.

The Live Green Toronto Capital Fund will not provide funding to:

- An individual resident or business;
- Other orders of government; and
- Public institutions, such as, School Boards, Universities, Colleges and Hospitals.

Proposals made by City of Toronto staff for City operations are also eligible as long as the project includes components that will inspire a local community or neighbourhood. The project must be designed in a manner to engage the community in its development and lay the foundation for bringing the community/residents together to initiate additional Live Green initiatives in the community. Proposals for City operations, which can be funded by other City programs, such as energy retrofits of City facilities, are not eligible to apply for funding.

Priority is given to projects that:

- a) are grassroots community/neighbourhood oriented initiatives;
- b) show significant community engagement or interest;
- c) include measurable indicators;
- d) do not duplicate a program already being delivered within the targeted community or neighbourhood;
- e) facilitate residents taking responsibility and ownership for improving their local natural environment;
- f) initiate longer term sustained actions to reduce greenhouse and smog causing emissions; and

- g) create conditions which engage people of all ages, abilities, economic levels and cultures.

Proposals by groups or organizations located outside of the community or neighbourhood which is the focus of the proposal will be accepted as long as the proposal clearly demonstrates the relationship or partnership with the local residents, groups or organizations where the project is to be undertaken. Letters verifying the relationship or partnership are required from the local residents, groups or organizations.

Projects not eligible for funding are:

- a) Projects that are outside the geographic boundaries of the City of Toronto;
- b) Projects that are city-wide in nature, unless it can be shown that the focus is to work with a specific community group (e.g. ethnic or cultural group);
- c) Projects that are seeking funding solely for staff salaries;
- d) Projects that are solely for research purposes;
- e) Projects that are focused on product inventions;
- f) Projects that involve lobbying or advocacy activities;
- g) Projects that duplicate an existing initiative in the targeted community or neighbourhood;
- h) Projects that are seeking funding solely to build organizational capacity; and
- i) Projects that are seeking funds to attend conferences.

#### **4d) Allocation**

In 2008 proposals will be considered by the Live Green Toronto Community Investment Review Committee.

The funds will be awarded by the Director of the Toronto Environment Office based on the recommendation of the Review Committee.

The Committee will meet every two months or at the direction of the Capital Review Committee Chair.

#### **4e) Appeals**

An unsuccessful applicant, who is not recommended for approval or not recommended to receive the total requested funds, can appeal the decision of the Committee. Two percent of the capital funds will be held in reserve to accommodate successful appeals.

Appeals will be made to the Live Green Program Appeals Committee as outlined in the Live Green Toronto Community Investment program.

#### **4f) Administration**

The Live Green Toronto Capital Projects Fund will be administered by the Toronto Environment Office in the same manner as it administers the Live Green Toronto Community Investment Program.

A report will be required at the completion of all projects and potentially, depending upon the project, annual monitoring reports evaluating the project's performance against expected outcomes.

#### **4g) Evaluation**

The Director, Toronto Environment Office will provide the Executive Committee with an annual report discussing the outcomes of funded projects, issues of concern and recommendations for modifications and changes to the program.

# Live Green Toronto Community Investment Program & Capital Projects Fund - Decision Flow Chart

