

REGIONAL MUNICIPALITY OF OTTAWA-CARLETON  
MUNICIPALITÉ RÉGIONALE D'OTTAWA-CARLETON

REPORT  
RAPPORT

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DATE 01 October 1996

TO/DEST. Co-ordinator, Planning and Environment Committee

FROM/EXP. Director, Finance and Administration  
Environment and Transportation Department

SUBJECT/OBJET **FINAL REPORT - PILOT, COMMUNITY ENVIRONMENTAL  
PROJECT GRANTS PROGRAM (CEPGP)**

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**DEPARTMENTAL RECOMMENDATIONS**

**That the Planning and Environment Committee recommend Council approve:**

- 1. The continuation of the Community Environmental Project Grants Program (CEPGP) for 1997 in the amount of \$40,000;**
- 2. That CEPGP's process and guiding principles abide by the terms included in the Corporate Grants Review;**
- 3. That the current Allocations Panel members continue for the 1997 program;**
- 4. That CEPGP be reviewed following the 1997 program and recommendations be brought forward regarding the renewal of the program and/or program changes.**

**BACKGROUND**

In May 1995, Regional Council approved the establishment of a one year pilot in the amount of \$75,000 called the Community Environmental Project Grants Program (CEPGP). CEPGP was designed to assist the RMOC in meeting its objectives in the areas of solid waste diversion, water efficiency, wastewater and the water environment. The program provided for not-for-profit organizations such as community associations, service clubs, and schools to participate in the environmental betterment of our community. CEPGP has been particularly well suited to supporting innovative undertakings on a small scale, providing the opportunity for a future adoption on a wider-scale application by the Department.

At the outset, an Allocations Panel was established to review project proposals and make funding recommendations. The Panel included three members of the Environment and Transportation Department, one member of the Planning and Environment Committee, and three representatives of the community-at-large. Advertisements were placed in community newspapers to solicit for the community members. All applicants were interviewed before any decisions were made.

Authority to review and fund proposals received under \$1,000 was granted to the RMOC members and the Planning and Environment Committee member of the Allocations Panel. Recommendations to fund proposals over \$1,000 were agreed upon by all Panel members and forwarded to the Planning and Environment Committee and Regional Council for approval.

## DISCUSSION

The initial CEPGP grants budget was set at \$75,000. Two Call for Proposals were held; one in June, 1995 and another in October, 1995. No funding was sought for the 1996 program due to the spill-over of 1995 proposals into 1996 and the time taken to evaluate the 1995 program including those projects that were funded. It is proposed that the 1997 Call for Proposals would be held immediately following Regional Council approval of this report.

The 1995 program received 37 project proposals with a total request for funding in the amount of \$244,260. Of these, 20 proposals received full or partial funding totalling \$53,249 (Annex A). The remaining \$21,751 in unspent dollars was returned to the appropriate Departmental budgets.

CEPGP is now the only mechanism the Corporation has to support community group initiatives and respond to requests for assistance in carrying out environmental projects. Over the past year and a half, more than 200 calls have been received on the program, and a mailing list of more than 100 organizations has been established. This encouraging level of community interest comes at a time when the Department is meeting its goals with less resources and funding. CEPGP has allowed the Department to continue to reach its environmental objectives while providing an opportunity for the residents of Ottawa-Carleton to fulfil their goals in enhancing their individual communities and neighbourhoods.

Specifically, some of the accomplishments CEPGP has allowed the Department to cost-effectively pursue are:

- Four individual educational initiatives targeted towards students and the general public on water and solid waste issues.
- The clean-up and enhancement of three natural areas.
- Three composter sales initiatives where the distribution of 850 composters is underway.
- The rehabilitation of an urban wetland and the creation of a naturalization park.
- The development of two solid waste databases.
- The development of a video and multi-media presentation on water quality in the Region's water ways.
- The implementation of a water-efficient watering system in a community garden.
- The creation of a network of Riverbank stewards to enhance Ottawa-Carleton's river banks.

### Application and Funding Process for 1997

It is proposed that the Application and Funding Process Guiding Principles for CEPGP remain the same for 1997 (Annex B) with three exceptions to keep the program consistent with the approved Corporate Grants Review: (1) the development and use of a standard application form for all applicants; (2) the implementation of a Rights of Reconsideration process to ensure proper procedures are followed when reviewing applications; and (3) the final grant approval be by the Allocations Panel with a report to the Planning and Environment Committee for information.

### CONSULTATION

The nature of CEPGP is to allow for public participation in meeting some of the environmental goals of the RMOC. Extensive public participation was sought via the program's communications efforts which generated extensive interest, dialogue and involvement from the community. As approved by Regional Council, three members of the community also serve on the seven member Allocations Panel.

### FINANCIAL IMPLICATIONS

The CEPGP budget for the 1997 year would be set at \$40,000 from existing funds. Subject to budget discussions, this would include equal amounts from each of the following capital budgets: Solid Waste Management Initiatives, Water Environment Short Term Initiatives Program and the Water Efficiency Program.

### CONCLUSION

This program has provided a unique opportunity to support communities in advancing the waste diversion, water efficiency, and wastewater environment goals of the RMOC. The support for community-based initiatives and the establishment of innovative community environmental programs has assisted the RMOC in raising wider community awareness about the environmental issues being addressed by the larger scale, on-going programs of the Department.

An encouraging level of interest has been shown by the community during CEPGP's pilot year. No funding was requested for the 1996 program given the spill-over of 1995 projects and the evaluation of the program. The level of interest shown by the community to revitalize the program for 1997 has been strong in recent months.

The quantity and diversity of the proposals received indicates a strong community interest to undertake cost-effective projects to enhance Ottawa-Carleton's environment. The continuation of CEPGP for the 1997 calendar year will allow the Department to continue to tap into and channel the well-known enthusiasm and strength of many community organizations, while increasing the public participation, understanding, and support for the environmental concerns which are central to the work of the RMOC.

*Approved by*  
*J. Yelle-Weatherall*  
/cs

<b>Project Funded</b>	<b>Group</b>	<b>Scope of Project</b>	<b>Date Funded</b>	<b>\$</b>	<b>Status</b>
<b>Water Art Display/Tour</b>	Lester B. Pearson High School	Students tour Britannia Water Plant and ROPEC and later create water-related artwork	Nov. '95	950	75-85 students have visited ROPEC & Britannia. Currently working on a 8' x 10' tile mosaic, which will be rotated between ROPEC and the school.
<b>Book Re-Use</b>	Nepean-Kanata Rotary Club	Divert educational books from Regional landfill sites to developing countries.	Nov. '95	1,054	Books shipped to Philippines, 09/95 and to Jamaica 12/95.
<b>Clean up of Carlington Hill by Community Youth</b>	Carlington Community Association	Employ students to separate and dispose of garbage.	Nov. '95	208	Event held Oct. '95. 2-3,000 people participated. More than 100 bags of garbage were collected.
<b>Composter Program</b>	Riverview Park Community Association	Sell composters at a reduced price to Riverview community residents.	Sept. '95	500	Composter Picnic and sale held 10 June 1995. 50 composters sold.
<b>Advertise, proper use of composters.</b>	Nepean-Kanata Rotary Club	Sale blitz of composters	Mar. '95	4,000 in goods	Club was given 400 composters to sell during spring/summer '96. 150 sold to date.
<b>Give-Away-Day Kanata</b>	Kanata Beaver-brook Community Association	Advertise give-away day and encourage re-use of material goods by placing them at the curbside	Sept. '95	500	Event held June 3, 1995. Rainy day, but participation good.
<b>Subsidize composters for Green Home Visits</b>	Envirosense	Incorporate the sell of composters as part of the Green Home Visit Program.	Mar. '95	4,000 in goods	Club was given 400 composters to distribute as part of their "Green Home Visit" program.

<b>Groundwater Public Education Series</b>	Greenprint	Subsidize public information seminars across the Region to help educate the public on groundwater education, care and maintenance	Nov. '95	1,400	Seminars are being held throughout the Region in rural areas. Seminars are co-ordinated with the RMOC Health Dept.
<b>Natural Area Clean Up</b>	Champlain Park Community Association	Clean up garbage and Purple Loosestrife from beach and wooded area in Champlain Park Area	Nov. '95	2,000	1st event held: May 1 '96. Second event held in July '96. Good community participation despite poor weather.
<b>Oxbow Park Wetlands</b>	OPIRG - Carleton University	Rehabilitate and show case on urban wetlands	Nov. '95	1,817	Program underway- research, education, public awareness. Program to continue throughout year
<b>Protect Trees and Reduce Erosion</b>	Trend-Arlington Woods Community Association	Community volunteers placed bans on trees to protect them from beavers and erosion.	Nov. '95	2,950	Event held October '95. Left over materials stored for future use.
<b>Reduce Compostable Waste in Rural Areas</b>	Cumberland Community Association	Reduce volume of compostable waste in landfill site from rural homeowners.	Nov. '95	5,450	Phase 1 complete: Leaf & yard waste collected - @ 25% of households participated. Two more collections planned for fall '96.
<b>Lean &amp; Green Training Project</b>	Action for Sustainable Communities	Survey of Solid Waste use develop database, train, youth, develop video.	Nov. '95	4,213	Survey underway. Industrial/Commercial Institutions. Will provide subdivision stats on who's complying to the 3R's. Education done as well.
<b>Video and Multi Media Production on fish habitat</b>	South-Carleton High School	Develop video and multi-media presentation on water quality and preserving	Nov. '95	7,500	Environmental science students working on project. Script complete. Final video production scheduled for Spring, 1997.

<b>Waste Audit Reduction Program in Rochester</b>	Somerset West Community Health Centre/ Rochester Recycling	Conduct waste audit.	Nov. '95	4,545	Waste audit done. Deliverable will be an outline of tools needed to successfully deliver a recycling program within an ethnic community.
<b>Student Waste Audit</b>	Lisgar Environmental Action Force	Conduct Waste Audit at Lisgar Collegiate	Nov. '95	472	Waste audit held successfully in fall '95.
<b>Purchase rain barrels for Community gardens</b>	Britannia Community Gardens	Purchase rain barrels and soaker hoses for alternative water methods	Fall '95	290	Rainbarrels and hoses implemented in spring '96.
<b>Network of River Bank Stewarts</b>	Adopt-a- Riverbank	Promotion of stewardship of Ottawa-Carleton river banks to enhance river bank areas	Feb. '96	2,800	1 yr project - Deliverable 03/97. Research and 10 pt action plan underway.
<b>Naturalization Project</b>	Alta Vista Community Association	Creation of a wetland habitat and naturalization Park	Sept. '96	8,000	Signage, site designs and pathways in process. Full project to begin in spring '97.
<b>Greenfest '96</b>	Action Sandy Hill	Workshop held on Solid Waste management, 3R's and water conservation	Feb. '96	600	Event held May 4. More than 300 people attended.

ANNEX B**The Application and Funding Process**  
**Guiding Principles**

These Guiding Principles are in accordance with the Corporate Grants Review.

**Allocations Panel**

The Allocations Panel allows a fair and open evaluative process in the review and evaluation of grant applications. The Panel consists of three members of staff, one elected official, and three members of the community at large. These members are in a position to evaluate the technical and environmental merits of each prospective project.

The Panel members from the 1995 pilot year will remain the same for 1997.

**Applications**

Applications are submitted to the Allocations Panel. Advertising for the receipt of proposals will be done on a Region-wide basis in the most cost-effective manner.

All applicants will be asked to complete a standard application to submit their project proposal. This form will ensure a consistent review of all applications.

Authority to review and fund applications under \$1,000 is granted to the three Departmental representatives and the elected official member of the Allocations Panel.

**Reporting Requirements**

Financial statements and program evaluation reports must be submitted to the Environment and Transportation Department by grant recipients as set out in the terms of agreement. The degree and nature of the reporting requirements will be determined in accordance with the size of the grant, and the complexity of the project.

**Grant Approval**

All recommendations of the Allocations Panel will be presented to the Planning and Environment Committee for information.

**Right of Reconsideration**

A Right of Reconsideration process will be used for all Regional grant applicants and the Right of Reconsideration will be heard by the original Allocations Panel.

### **Eligibility and Guiding Principles**

1. **Eligible Groups** - groups and organizations can apply only if based in Ottawa-Carleton and organised along not-for-profit principles. Examples of eligible groups include: community associations, community groups, youth groups, schools, industry and trade associations.
2. **Project benefits** - the project clearly identifies the likelihood of potential environmental benefits for the RMOC in the areas of water efficiency, solid waste diversion, wastewater and/or the water environment, and has an evaluation plan to measure effectiveness.
3. **Project Focus** - the project clearly demonstrates new or innovative ways of helping to achieve the environmental goals of the RMOC.
4. **Community Collaboration** - the project proponents have the support of their relevant decision making body and/or membership and are prepared to co-operate with other related environmental initiatives in the Region.
5. **Duplication of services** - the project does not duplicate the work being done adequately by any other community organizations or the RMOC.
6. **Other Funding** - the application provides evidence that the agency or organization will not receive duplicate funding from another source.
7. **Program viability** - the project clearly states the project goals and objectives and describes the activities that will lead to the achievement of the goals and objectives. The project is realistic, logical and attainable in terms of timing and resources.
8. **Program Originality** - the project will be original, feasible and be able to be undertaken by other groups or the RMOC. The results of the project should be such that the project could be used as a demonstration guide for others in the future.
9. **Budget** - all applications must submit a detailed budget as part of the application for funding.
10. **Letter of agreement** - all groups receiving funding throughout this program must sign and adhere to a letter of agreement which will set out such obligations as the evaluation and reporting on the project.
11. **Number of Applications** - Only one application per Call for Proposals will be received per organization.

### **Ineligibility**

The Community Environmental Project Grants Program is not available to fund:

1. For-profit companies, groups or other organizations.
2. Other government or government agencies such as municipalities, conservation authorities, provincial ministries.
3. Organizations which have a political affiliation.
4. Deficit financing for an organization in debt.
5. Major capital costs such fixed assets, the purchase of buildings, vehicles or large equipment.
6. Projects targeted at audiences exclusively outside the RMOC.
7. Individuals.
8. Business development plants and projects.
9. Any project receiving any other grant from the RMOC.