



June 25, 2015

Mr. Graham Seaman, P.Eng., LEED AP
Manager, Climate Change & Energy
Sustainability Office
City of Markham
101 Town Centre Boulevard
Markham, ON
L3R 9W3

Dear Graham,

RE: Bayview Glen SNAP – Funding Contributions for Year 1 Implementation

With completion of the planning phase of the Bayview Glen Sustainable Neighbourhood Retrofit Action Plan (SNAP), the Toronto and Region Conservation Authority (TRCA) is excited to reconfirm our ongoing partnership with the City of Markham for the implementation of the plan. The SNAP plan has identified timely opportunities associated with the City's ongoing flood remediation infrastructure work to create multi-functional projects and complementary initiatives that achieve many broader objectives, including those of Markham's *Greenprint Sustainability Plan* and the *Don Watershed Regeneration Plan*.

We trust that the City is satisfied that we have completed all expected deliverables associated with our 2014 partnership agreement and associated funding. Those deliverables included a final Action Plan report with supporting technical analyses, extensive community engagement and market research, overall project management and securement of additional innovative funding sources to support planning and implementation.

In follow-up to the multi-year budget we proposed last year and updated workplanning discussions over the past two months, we provide the following revised funding request and an outline of the funding we can contribute to support implementation of the SNAP Action Plan in 2015.

2015 TRCA Funding Request

At this time, we respectfully request a contribution of funding in the amount of \$100,000 from the City of Markham in support of TRCA's roles in project management and program design this first year of implementation. This funding contribution represents 50% of the costs associated with the following deliverables: project management and partnership development, residential retrofit program design, demonstration pilot home assessments and community engagement. Further details are outlined in the table below.

Project Management and Program Design Deliverables	Total Budget	Proposed Markham Contribution (50%)*
Project Management and Partnership Development <ul style="list-style-type: none">• Workplan coordination with Project Management Team• Securement of innovative design advice and external sources of funding for non-flood related elements of Glencrest Park renewal project, and advancing other public infrastructure renewal projects as opportunities arise.• Ongoing partnership development for future phases of SNAP implementation and demonstrations	\$105,000	\$52,500
Action Plan (Phases 2&3) Finalization <ul style="list-style-type: none">• Management of Consultant for Action Plan finalization• Coordination of revisions and comments from Markham and TRCA technical staff and other partners• Lead/ coordination of public consultation: Presentation of final Action Plan concepts to the public and development of consultation report	\$5,000	\$2,500
Residential Retrofit Program Design <ul style="list-style-type: none">• Complete residential program design, including service to be offered, marketing strategy, incentives, etc., based on:<ul style="list-style-type: none">○ Previous experiences in other SNAPs○ Lura's recommendations○ Additional public consultation○ Utilities' and partner input○ Learnings from pilot audits○ PMT direction• Outline implementation strategy, including roles, responsibilities, timing and budget.	\$65,000	\$32,500
Demonstration/ Pilot Home Assessments and Community Engagement <ul style="list-style-type: none">• Coordination of demonstration/ pilot home audit program including finalizing details of audit options.	\$25,000	\$12,500

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recruitment of homeowners, partner arrangements/agreements, selection and payment of auditor, post pilot evaluations, potential follow-ups for demonstrations <ul style="list-style-type: none">• Coordination of 1-2 events (e.g. SNAP participation at School Fair, community open house, etc.)• Exploration of a demonstration project in the school grounds• Identification of potential home demonstration projects that may arise from opportunities identified from pilot home audits (e.g. partner confirmation, design concepts).		
TOTAL	\$200,000	\$100,000

*Remaining 50% to be matched by TRCA.

2015 TRCA Funding Contribution

In addition to the \$100,000 matching funds contributed by TRCA in support of the overall project management and program design, TRCA can also contribute funds in the amounts noted below toward specific implementation activities. In instances where the City of Markham is taking the lead with the project implementation and incurring those costs, an appropriate mechanism for transfer of the funds to the City can be determined. Please note that some of these funds are associated with grants that TRCA or our partner, the Living City Foundation, have secured, and there are specific provisions for the types of expenses to which the funds may be applied and also for the recognition of the funding partner.

Implementation Project	Funding Commitment
Glencrest Park Renewal (ephemeral stream restoration and associated valleyland regeneration plantings)	\$50,000*
Park Renewal or Demonstration Project	\$40,000
Total	\$90,000

*Additional in-kind contributions (e.g. plant material, services) may be possible pending detailed design review with TRCA's Restoration Services group.

Thank you and next steps

We very much look forward to continuing to work with you on implementation of this innovative plan! We will work closely with City staff, through you, to carry out this work, and we will continue to pursue even further sources of innovative ideas and funding to support this work. Please see Attachment A for an updated outline of our relative roles and responsibilities, as we understand them, and please let us know if you have any concerns or changes you wish to make at any time.

Please confirm your ability to contribute the requested funding for the above-noted work in writing by July 30, 2015.

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If you have any questions, please do not hesitate to contact me at (416) 661-6600 ext. 5253 (or by Email: smeek@trca.on.ca) or Adriana Gomez at (416) 661-6600 ext. 5708 (or by Email: agomez@trca.on.ca).

Yours sincerely,

A handwritten signature in blue ink that reads "Sonya Meek".

Sonya Meek
Senior Manager, Watershed Planning
Watershed Strategies Division

cc. Adriana Gomez, Project Manager Bayview Glen SNAP, TRCA

Attachment A

Bayview Glen SNAP

Updated Roles and Responsibilities- June 25, 2015

TRCA		Markham's Sustainability Office
Project Management		
<ul style="list-style-type: none"> • Guide the overall SNAP process, based on TRCA's model • Coordinate workplan with project management team (PMT) • Coordinate meetings' agendas & minutes and follow up on action items & commitments • Develop innovative partnerships with utilities, organizations, businesses, etc. • Develop monitoring and tracking strategy • Document processes, programs and results • Secure external sources of funding 	<ul style="list-style-type: none"> • Ensure support for SNAP projects from Markham's Sr. Mgmt. • Champion SNAP within the City of Markham • Coordinate communications & consultation with Markham's diverse divisions • Communicate to the PMT up to date information on Markham's projects that could have an impact to SNAP • Find best meeting dates for Markham staff and book rooms • Write reports to council to secure SNAP endorsement • Flag opportunities for partnerships to the PMT • Co-fund project management and provide seed funding for implementation 	
Expert Advice		
<ul style="list-style-type: none"> • Offer advice on SNAP model and share experiences/ learnings from other SNAPs • Bring in TRCA and external expert advice as needed (i.e. on water/energy/ ecosystem integrity, health, landscape design, public art, community engagement, etc.) • Research and share precedents from other jurisdictions 	<ul style="list-style-type: none"> • Bring in technical advice from City of Markham's divisions, as needed 	
Public Consultation and Engagement		
<ul style="list-style-type: none"> • Lead/ coordinate public consultation and events • Document community input and share with the PMT • Integrate community input into SNAP program design and implementation strategies 	<ul style="list-style-type: none"> • Main point of contact with residents and "face in the community" (i.e. send out communications, respond e-mails, come out to events, etc.) • Main point of contact with the school principal and local councillor • Document individual communications with residents, councillor, principal, and share with the PMT 	

Residential Program design and implementation*	
<ul style="list-style-type: none"> • See Project Mgmt., Public Consult. and Expert Advice above • Outline overall residential program design based on: <ul style="list-style-type: none"> ◦ Previous experiences in other SNAPs and jurisdictions ◦ Lura's recommendations ◦ Additional public consultation ◦ Learnings from pilot audits ◦ PMT direction • Outline implementation strategy, including roles, responsibilities, timing and budget. • Support implementation (exact roles and responsibilities to be decided through the program design process) 	<ul style="list-style-type: none"> • See Project Mgmt., Public Consult. and Expert Advice above
Parks and ROW	
<ul style="list-style-type: none"> • See Project Mgmt., Public Consult. and Expert Advice above • Provide support in the preparation of terms of reference for detailed design • Develop innovative maintenance/ monitoring strategy to alleviate pressure to the City. • Offer implementation alternatives 	<ul style="list-style-type: none"> • See Project Mgmt., Public Consult. and Expert Advice above • Fund detailed designs and issue terms of reference
Demonstration Projects	
<ul style="list-style-type: none"> • See Project Mgmt., Public Consult. and Expert Advice above • Coordinate demonstration pilot audits • Identify, in consultation with the PMT, potential demonstration project in home or school to encourage uptake of home retrofits • Develop partnerships for implementation • Lead and coordinate design and implementation 	<ul style="list-style-type: none"> • See Project Mgmt., Public Consult. and Expert Advice above

*Specific roles and responsibilities for the full implementation of the Residential Program will be defined once the program design is finalized