

York Region Condominium Corpo

25 AUSTIN DRIVE, MARKHAM, ONTARIO, L3R 8H4 • TEL: (905) 470

APPENDIX 1

September 11th, 2006.

The Corporation of the Town of Markham,
Fire and Community Services Commission,
101 Town Centre Boulevard,
MARKHAM, Ontario,
L3R 9W3

Attention: Mavis Urquhart,
Manager of Environmental Leadership

Subject: Markham Environmental Sustainability Funding

Dear Ms. Urquhart:

We are in receipt of your letter of August 30, advising that our application for possible funding from the subject program, to assist us in the retrofit of our building boilers, does not meet the current requirements.

You advise that as of June 12, the criteria of the program was changed, and now reads that the Hunt Club approval was accepted as a "PILOT PROJECT", which certainly had not been our understanding, based on the internet information which was available to us. Needless to say we are very disappointed in the decision, in that we are strongly considering converting our boilers this fall, to high efficiency units, in order to reduce the fuel requirements, and participate in environmental savings, such as a dramatic CO2 gases reductions.

In this regard, The Hunt Club, will be reducing emissions by 323,893 kgs. of CO2, which would otherwise be dispensed into the air, we would be effectively reducing emissions by 304,522 kgs. of CO2, and #55 Austin Drive Condominium, (who we believe has also applied for your assistance), would reduce emissions by approx. 300,000 kgs. of CO2, for a net reduction of 928,415 kgs. of CO2!

It is important to note, that these three buildings with 528 home owners, with these retro fits, would be able to achieve major savings to your environmental program, which I think is one of your prime goals.

Con'd. page 2...

2.

We therefore request that you revisit these proposals for further consideration. Should this request again be denied, we would respectfully request that should the Hunt Club "Pilot Project" prove to be as successful as we predict, that consideration be then given to the approval of our application or perhaps a reconsideration of the amount of the grant, in order to assist us in this very costly program.

Your positive consideration would be very much appreciated.

Yours truly,

Douglas H. Wright
Vice President

for Doug Hortin,
President, Y.R.C.C 636 – Walden Pond 2

C.C. Councillor Erin Shapero,
Deputy Mayor Frank Scarpitti,
Deborah Aikman

August 30, 2006
Doug Hortin
YRCC #636 – Walden Pond II
25 Austin Drive
Town of Markham
Markham, Ontario
Sent by Fax

Subject: Markham Environmental Sustainability Fund

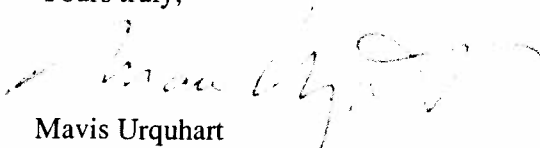
Dear Mr. Hortin:

Thank you very much for your application received August 29, 2006, requesting funding for a boiler retrofit. Unfortunately this request does not meet the current requirements of the MESF program since Markham Council approved changes to funding criteria on June 27, 2006, that would preclude any further applications with financial benefits to fund recipients following debate around approval of a similar application for YRCC #792 at 610 Bullock Drive (see **Change Memorandum and June 12, 2006 Staff Report** attached).

As well, this proposal would not meet the objectives of the Fund. The application for condominium YRCC #792 was a "pilot" project. A project of this nature had not been previously funded and so information from that project will be used to provide historical data related to energy consumption to Markham Energy Conservation Office to track current data, consumption and determine energy saving potential for all Markham condominiums. There are over 150 condominium corporations in the Town of Markham that otherwise could potentially apply for assistance, which of course is well beyond the scope of this Fund.

Thank you very much for your interest.

Yours truly,



Mavis Urquhart
Manager, Environment Leadership
Town of Markham

c. Deborah Aikman

APPLICATION FORM

For Office Use Only - Project No.:

Group Information

Name	YRCC #636 - WALDEN COND II		
Address	25 AUSTIN DRIVE		
Phone	905-470-8008	Fax	905-470-8009
Email	waldenpond2@delcondo.com	Website Address	
Charitable/Non Profit Organization registration # (if applicable)	Our Group has a bank account in the name of our organization Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Briefly describe what your group does:

WE ARE A CONDOMINIUM COMMUNITY OF 150 RESIDENTIAL HOMES (PRIMARYLY CONSISTING OF SENIOR CITIZENS) + ARE REPRESENTED BY A 7 MEMBER VOLUNTEER BOARD OF DIRECTORS WHO HAVE BEEN INVOLVED WITH ENERGY EFFICIENT INITIATIVES SINCE THE MID-1990'S TO PRESENT.

Projects Contacts

Name	DOUG HORTIN	Name	DEBORAH AIKMAN
Title	PRESIDENT	Title	PROPERTY MANAGER
Phone (work)	905-470-8008	Phone (work)	905-470-8008
Phone (home)	905-415-0255	Phone (home)	/
Email	doug.hortin@sympatico.ca.	Email	waldenpond2@delcondo.com

Project Summary

Title	BOILER RETROFIT		
Location of Project	25 AUSTIN DRIVE		
Name of Registered Owner of the Lands	YRCC #636		
Address of Registered Owner of the Lands	25 AUSTIN DRIVE		
Contact Name for Registered Owner of the Lands	DOUG HORTIN OR DEBORAH AIKMAN		
Phone # Registered Owner of the Lands	905-470-8008	Duration (months, maximum 12 months)	2-3 MONTHS
Request for	<input type="checkbox"/> Spring Funding	<input checked="" type="checkbox"/> Fall Funding	<input type="checkbox"/> Either
Start Date of Project	SEPT-OCT, 2006	End Date	DEC. 1, 2006

Please describe which of the following objectives your project meets and how:

- ☐ the project provides demonstrable, widespread and lasting environmental benefits for the community;
- ☒ the project is a leading environmental innovation that can be showcased by the Town of Markham;
- ☐ the project promotes education, understanding and participation in environmental sustainability in the Town of Markham; and,
- ☒ the project supports the Town's environmental policies and strategic plan.

RECEIVED

AUG 29 2006

Strategic Services

Please provide a detailed description of your project in the following space. Please attach additional pages if necessary to fully explain your project. This description should include:

- ☐ Purpose for the project
- ☐ Description of Project Team
- ☐ What will your project accomplish? (include workplan with timelines)
- ☐ Who will maintain and monitor the project after its completion? (please provide contact information)
- ☐ What are the measurable benefits of this Project?
- ☐ How will you promote the MESF fund with this project?
- ☐ Describe other funding sources/in kind support
- ☐ How will the benefits to the environment and your community be maintained after your project has been completed?
- ☐ Will there be an educational sign component? If so, please describe

- TO REPLACE EXISTING INEFFICIENT ATMOSPHERIC BOILERS, SERVICING 150 HOMES, WITH HIGH-EFFICIENCY CONDENSING BOILERS (GOING FROM 8 TO 5).
- ESTIMATED PROJECTED SAVINGS IN ENERGY IS 161,123 m³ OR \$41,763 PER YEAR.
- THIS WILL ALSO AVOID AN ESTIMATED 304,522 kg OF CO₂ FROM ENTERING THE ATMOSPHERE.
- AFTER COMPLETION, THE PROJECT WILL BE MAINTAINED + MONITORED BY OUR SUPERINTENDENT (JOHN PELLETIER, 905-470-2290) + ALSO MONITORED VIA REMOTE AUTOMATED SYSTEMS BY PROVIDENT ENERGY MANAGEMENT @ 416-736-0630.
- ANNUAL SAVINGS WILL BE MONITORED + VERIFIED BY JOLANTA MCKAY, P. ENG, ROMAR ENGINEERING, 905-649-5439
- WE WILL PROMOTE THE MESF WITH ALL RESIDENTS + OTHER CONDOS (ALONG WITH OUR NEIGHBOURS @ THE HUNT CLUB) + WITH OTHER LEVELS OF GOV'T THROUGH POSTINGS, NEWS-LETTERS, WORKSHOPS, ETC.
- WE HAVE BEEN ALSO APPROVED FOR FUNDING FROM ENBRIDGE @ \$11,200. + NR CAN @ \$31,500.
- THE BENEFITS TO THE ENVIRONMENT + ENERGY SAVINGS TO OUR COMMUNITY WILL BE SELF-MAINTAINING FROM THE FIRST DAY AFTER COMPLETION AND ON GOING

Please also provide a cost summary including (please use attached budget forms on pages 4 and 5 to this application to provide details of the costs)

Total Project Cost	\$212,000. ⁰⁰	Amount requested from the MESF	\$10,000. ⁰⁰
Amount from other sources	\$42,700. ⁰⁰	In Kind support hours	N/A

BUDGET FORM - HUMAN RESOURCES

[illegible]

BUDGET FORM

Materials, Supplies and Equipment	Cost			MESF Funding \$	Other Funding \$
	# of units	Unit Cost \$	Total Cost \$		
(e.g. native seedlings)	500	1.00	500.00	200.00	300.00
5 CAMUS DYNA FLAME BOILERS			\$212,000.00	10,000.00	42,700.00
RELATED PUMPS + PIPING					
MESF FUNDING + ALSO OTHER GRANTED FUNDING FROM OTHER SOURCES WITH BE APPLIED TO THE CAPITAL COST OF THE PROJECT.					
Other Expenses (please note that consulting services are not eligible for MESF funding)					
(e.g. printing brochures)	100	0.50	50.00	25.00	25.00
Total			\$212,000.00	10,000.00	42,700.00

How did your organization hear about the MESF?	
<input type="checkbox"/> Town website <input type="checkbox"/> Newspaper advertisement	<input checked="" type="checkbox"/> Word of mouth <input type="checkbox"/> Other
Upon completion of this Project please submit your project report, as well as original invoices, photos and records to Manager, Environmental Leadership, Town of Markham, 101 Town Centre Boulevard, Markham, Ontario, L3R 9W3. Telephone 905-415-7516. Fax 905-475-4710. Photos may be posted on the Town's website.	

APPLICANT'S SIGNATURE

I hereby make application for funding from the Markham Environmental Sustainability Fund, declaring that all information contained herein is true and correct and acknowledging that the Town of Markham will assess this application based upon the information contained in this application.

If approved for funding I further acknowledge and agree:

1. to comply with all relevant policies and secure all permits required for this project and acknowledge that the Town bears no responsibility or has any liability in any manner with respect to this project.
2. that the Town reserves the right to review communications and communication materials to be presented to the public to ensure compliance with Town policies, including the Town's Communication Standards.
3. to promote the Markham Environmental Sustainability Fund on any communication materials, or signage associated with this project and will provide a detailed report on the project outlining how the funds were used to support the project upon completion of the project and no later than 1 year from receipt of the funding.
4. to allow the Town of Markham to use the project name and any images associated with the project to promote the Markham Environmental Sustainability Fund.
5. to return all unspent funds to the Town of Markham upon completion of the project.
6. that there shall be no personal benefit directly, or indirectly, from this funding and I will notify the Town of any conflict of interest situation should it arise in carrying out of the project.
7. that the Town is not a partner with the MESF recipient.

Signature

Title

PRESIDENT

Printed Name

DOUG HORTIN

Date

August 24, 2006

In the event the Registered Owner of the lands is an entity other than the Town of Markham, a letter must accompany the application stating that: the Owner consents to this application; acknowledges that the proposed project complies to all its applicable policies and requirements; and, that the writer has the authority to give its consent.

Submission of this application form does not guarantee approval of your application.

Personal information contained herein is subject to the Municipal Freedom of Information Act and the Personal Protection and Electronic Documents Act. The information collected may be used for promotional purposes. Completion of this form constitutes consent by the applicant to these terms and uses.

FOR OFFICE USE ONLY			
Date Application Received:		New Applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved/Not Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Acknowledgement Letter Sent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Sent:	
Letter of Approval or Rejection Sent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Sent:	
Final Report Received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received:	
Photos Received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received:	
Consent for Photographs received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Photos posted on Website?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Attachment to this application: Consent form for photos

Markham Environmental Sustainability Fund

Photo Consent and Release Form

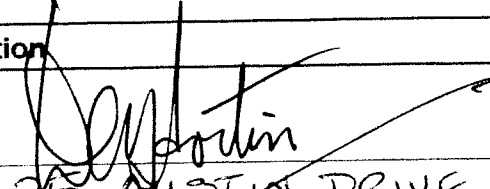
I, DOUG HORTIN hereby permit and authorize the Town of Markham (the "Town") to
(Print in full - first, middle initial & last name)

take my photograph/image.

I acknowledge and agree that the Town may publish or use the image for any Town purposes by any means whatsoever including, but not limited to electronic or digital means. I acknowledge that the Town may not be able to control the distribution or use of the image by other than Town representatives.

I agree that this Consent and Release is given in perpetuity and for no consideration, credit, acknowledgment or financial recompense, now and in the future.

I hereby hold the Town harmless for any claims, actions, debts, damages, injuries or losses that may arise or be incurred as a result of the taking, use, publication or distribution of the image and I agree to indemnify the Town against any third party claims, actions, damages, injuries or losses brought or assessed against or incurred by the Town for the use of the image(s).

Contact Information			
Signature:			Date: August 24/2006
Address:	25 AUSTIN DRIVE, SUITE 420		
Town:	MARKHAM	Province:	ONT.
Telephone:	905-415-0255	Postal Code:	L3R 8H4
Email:	doug.hortin@sympatico.ca		
Town of Markham			
Town Representative:			Date:

York Region Condominium Corporation No. 636

25 AUSTIN DRIVE, MARKHAM, ONTARIO, L3R 8H4 • TEL: (905) 470-8008 • FAX: (905) 470-8009

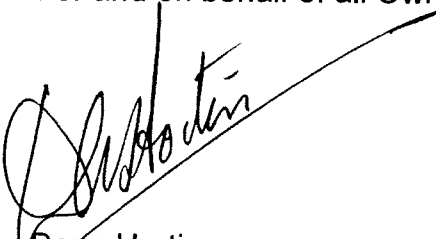
August 23, 2006

Manager
Environmental Leadership
Town of Markham

To Whom It May Concern:

This is to confirm that all owners of Y.R.C.C. #636 consent to this application and that the proposed project complies with all its applicable policies and requirements and that the undersigned has the authority to give its consent and bind the Corporation.

Yours truly,
YORK REGION CONDOMINIUM CORPORATION #636
For and on behalf of all Owners



Doug Hortin,
President

REVISED

APPENDIX 2

For Office Use Only - Project No.:

APPLICATION FORM

PROJECT MANAGER

Name & Position	Lorenzo Mele		
Department	Engineering		
Phone	(905) 477-7000 x. 4000 cell. 416 881-4502		
Fax	(905) 479-7773		
Email	lmele@markham.ca	Website Address	www.markham.ca

PROJECT'S CONTACTS

Name	Irene McNeil	Name	Basil Marcello
Dept.	York Region Transit	Dept.	Smart Commute 404-7
Phone	(905) 762-1282 ext. 5628	Phone	(905) 474-0730
Email	Irene.McNeil@york.ca	Email	bmarcello@markhamboard.com

PROJECT SUMMARY

Community Shuttle – Pilot Project

The 'Community Shuttle' pilot project will offer a free of charge passenger transportation service for employees of businesses located in the Highway 404 and 7 areas. The service will operate on Thursdays and Fridays only from 11:30 am to 2:30 pm for 16 weeks beginning on November 15, 2006 and will target individuals who typically use a private automobile (drive alone) for making midday trips in and around the area for the purposes of shopping and dining.

The pilot project will be administered by the Town of Markham Engineering Department (TDM) in collaboration with York Region Transit (YRT) and the Smart Commute 404-7 Transportation Management Association (TMA). YRT will be responsible for planning and establishing the shuttle route and schedule, supporting marketing efforts and conducting project evaluations such as surveys, focus groups, and maintaining operating and use statistics. The TMA will work with local business stakeholders to promote and market the service and begin establishing possible sponsorship opportunities to support the continued operation of the 'Community Shuttle' beyond the pilot project period.

It is anticipated that over the course of the pilot project the service will result in a reduction of over 10,000 vehicle kilometers traveled and an associated 2,000 kilograms of carbon dioxide. The service will also reduce parking demand in the destination locations and provide approximately 1,000 auto drivers with a first hand experience of the Viva bus rapid transit vehicles and public transportation in general.

Location of Project (if applicable)	Hwy. 404 and 7 area		
Duration (months, maximum 12 months)	4 months		
Request for: Fall 2006	Spring Funding <input type="checkbox"/>	Fall Funding X <input checked="" type="checkbox"/>	Either <input type="checkbox"/>
Start Date of Project	Nov. 16, 2006	End Date	March 9, 2007

RECEIVED

SEP 28 2006

Strategic Services

Please describe which of the following objectives your project meets and how:

❖ **The project provides demonstrable, widespread and lasting environmental benefits for the community.**

The community shuttle pilot project is intended to serve as a market and operational test of an alternative to the private automobile for midday trips originating in business parks and destined for commercial locations in the Hwy 404 and 7 areas. When it operates the proposed shuttle could remove up to 150 automobile trips, their associated air impacts and the required parking. The initiative will also serve as a transit marketing (sampling) opportunity, an important part of social marketing campaigns, targeting car drivers who may never have experienced public transit in Markham.

❖ **The project is a leading environmental innovation that can be showcased by the Town of Markham.**

The express services that YRT currently operate in Markham from TTC Subway Stations to employment centres, and the recently introduced 'Community Bus' service, are becoming increasingly popular with commuters and off-peak travelers. An opportunity exists to explore the feasibility of expanding this type of 'niche market' transit service for midday local trips in the Hwy 404 and 7 areas. The project will bring together the local municipality, transit operator, a TMA (transportation management association) operated by the local Board of Trade and the private sector (restaurants and shopping centers, employers, property managers and others), to form a unique partnership and test a shared transit service delivery model. If successful the initiative could be expanded in scope and service other areas in Markham and York Region.

❖ **The project promotes education, understanding and participation in environmental sustainability in the Town of Markham.**

The costs and impacts associated with our current transportation patterns and behaviors continue to take their toll on our air, water, economy and public health. There is a growing awareness among residents and the business community of Markham that alternatives to the drive alone trip by private automobile are necessary. Shared modes of transportation like public transit and carpooling and active travel - cycling and walking are becoming increasingly popular. Shifting the public away from the drive alone trip and into more sustainable travel will become vital to achieving our community objectives.

❖ **The project supports the Town's environmental policies and strategic plan.**

In 2003, the Engage 21st Century Markham strategy was completed and outlined a 20-year vision for the Town of Markham. Through this process Markham redefined the Community Vision and Corporate Mission and identified seven Corporate Goals. The number one concern facing residents of Markham as determined by the Engage 21st Century process was traffic congestion on our crowded roadways. On January 15 and 16, 2004, the Members of Council participated in a retreat, the purpose of which was to provide an opportunity for the Mayor and Councilors to determine their strategic priorities for the new term of Council. The first priority was addressing gridlock and supporting the regional plans for the introduction of Rapid Transit. The proposed pilot project compliments these goals directly by providing an opportunity for commuters to reduce single occupant vehicle travel and exposing a significant number of auto drivers to the benefits of public transit.

Please provide a detailed description of your project in the following space. Please attach additional pages if necessary to fully explain your project. This description should include:

❖ **Purpose for the project**

The 'Community Shuttle' Pilot Project is intended to support overall transportation demand management objectives and specifically to reduce private vehicle drive alone trips during the midday (11 am – 2pm) period in the Hwy. 404 and 7 areas. The shuttle would operate on Thursdays and Fridays only for a 16 week period beginning November 17, 2006. The employment centers in the area contribute a significant number of trips over the lunch period (11am – 2pm) and Thursdays and Fridays tend to generate higher traffic volumes and associated parking demand. As a secondary outcome the pilot project will also serve various local marketing opportunities including; retail and restaurants, the area TMA (Transportation Management Association) Smart Commute 404-7 and public transit in general since it is anticipated that many of the shuttle users will not be current transit customers or 'choice riders'.

❖ **Description of the Project Team**

The Town of Markham, Engineering Department - Transportation Group under the general direction of the Transportation Demand Management Coordinator will administer the pilot project in collaboration with the York Region Transit (YRT) -- Service Planning and Marketing Departments and the Smart Commute 404-7 Transportation Management Association (TMA).

YRT (Service Planning) will be responsible for supporting the shuttle route development and confirming that the proposed routing meets YRT operational guidelines. They will also maintain ridership statistics and conduct participant evaluations. YRT Marketing will support communication efforts by promoting the pilot project in their existing communiqués such as the MYTransit newsletter and on the web-site and support outreach activities as required.

Smart Commute 404-7 (TMA) will be responsible for working with YRT and local businesses to develop and implement a marketing campaign to promote the use of the service. The campaign will target area businesses on two fronts - where trips originate and at the destination point (restaurants and shopping centres). The TMA will also work with local business to engage their support to promote and market the service and explore possible sponsorship opportunities for the community shuttle operation beyond the pilot project.

❖ **What will your project accomplish? (include work plan with timelines)**

The project will establish, promote, operate and evaluate a free of charge 'Community Shuttle' service over a 16 week period beginning November 16, 2006. It is estimated that over the project period the shuttle will reduce over 10,000 vehicle kilometres and 2,000 kilograms of CO2. Through the pilot project over 1,000 commuters whose primary mode of transportation is a private automobile will experience, some for the first time a ride on the Viva Bus Rapid Transit (BRT) vehicle.

ACTIVITY	START DATE	END DATE
Research and plan route/schedule	October 2, 2006	November 24, 2006
Stakeholder relations	October 2, 2006	March 2007
Prepare and distribute posters and schedule cards	October 17, 2006	November 2006
Prepare and distribute e-mail messages	October 17, 2006	March 2007
Plan and host launch event	October 17, 2006	November 24, 2006
Project evaluation	December 8, 2006	March 2007

❖ **Who will maintain and monitor the project after completion? (please provide contact information)**

The objective of the pilot project is to conduct an operational and market test for this type of shared/public transit service. The test will determine actual operating expenses and provide a good indication of market demand for the service. The information would then be used to develop a case for the continuation of the shuttle including a proposed financial and sponsorship strategy. If accepted, the shuttle could be operated by YRT with promotional and marketing support from Smart Commute 404-7 (TMA).

❖ **What are the measurable benefits of this Project?**

Efficiency:	reduced vehicle kilometres travelled and carbon dioxide emissions
Demand Management:	vehicle trip reductions (roads and parking)
Transit Awareness:	choice riders will experience and learn more about transit and ridesharing/carpooling
Market Development:	businesses (employees and retailers) will be exposed to alternatives to the private automobile and learn about the value of reducing automobile trips to commercial destinations (shopping centres and restaurants)

❖ **How will you promote the MESF fund with this project?**

All program promotional and marketing materials including media and publicity will list the Town of Markham as a lead sponsor and include the Town and MESF logos.

❖ **Describe other funding sources/in kind support**

York Region Transit (YRT) and the Smart Commute 404-7 TMA are the other two lead sponsors of the project and both organizations have a long term vested interest in the successful outcome of public transit. YRT (Service Planning) will provide support and direction to the route and schedule development, conduct service evaluations, and maintain rider/user statistics. Program marketing and communications will be carried out by the Smart Commute 404-7 TMA with the support and assistance of YRT (Marketing) and the Town of Markham.

❖ **How will the benefits to the environment and your community be maintained after your project has been completed?**

The aim of the pilot project is to demonstrate and test the viability of offering this type of premium transit shuttle service on an on-going basis. During the pilot project period Smart Commute 404-7 and YRT will work with local businesses to determine possible sponsorship opportunities and test financial strategies to support the continuation of the service. The enhanced transit marketing opportunity (taking a ride on Viva) also supports long term transit mode share goals.

❖ **Will there be an educational sign component. If so, please describe**

The service will feature both origin and destination temporary way finding signage to help promote the service and assist customers in locating the shuttle pick-up and drop off points.

BUDGET FORM – HUMAN RESOURCES

Service	Details		In- Kind Value (in hours worked)
	Number of People	Estimated Time for Each (hour)	
- project administration	1	20	20
- shuttle service planning	2	5	10
- marketing plan development	2	5	10
- marketing and outreach	2	20	40
- service and market evaluations	3	10	30
- project evaluation and recommendation report	3	10	30
Total			140

BUDGET FORM

Materials, Supplies and Equipment	Cost			MESF	Other
	# of units	Unit Cost \$	Total Cost \$		
- shuttle operations (charter)	192hrs.	\$60.00	\$11,520	\$11,520	
- creative development	40 hrs.	\$100	\$4,000	\$4,000	
- web site (SC404-7)	10 hrs.	\$75	\$750	\$750	
- posters	100	\$3	\$1,000	\$1,000	
- schedule cards	20,000	\$0.10	\$2,000	\$2,000	
- banners	6	\$100	\$600	\$200	
- signs	20	\$15	\$300	\$300	
- evaluation forms	1,000	\$0.10	\$100	\$100	
- incentive prizes	20	\$20	\$400	--	\$400
Total			\$20,670	\$20,270	\$400

How did you organization hear about the MESF? (Please check one)


Town Website ☐ Newspaper advertisement ☐ Word of mouth ☒ Other ☐

Upon completion of this Project please submit your project report, as well as original invoices, photos and records to Manager, Environmental Leadership, Town of Markham, 101Town Centre Boulevard, Markham, Ontario, L3R 9W3. Telephone 905-415-7502. Fax 905-475-4710. Photos may be posted on the Town's website.

Please also provide a cost summary including (please use attached budget forms on pages 4 and 5 to this application to provide details of the costs)

Total Project Cost	\$20,670	Amount requested from the MESF	\$20,270
Amount from other sources	\$400	In- Kind support hours	140

DEPARTMENT HEAD'S AUTHORIZATION

Signature  Title Director of Engineering

Printed Name Alan Brown Date Sept. 28 2006

OFFICE USE ONLY

Date Application Received			New Applicant?	Yes	No
Approved/Not Approved	Yes	No			
Acknowledgement Letter Sent?	Yes	No	Date Sent:		
Letter of Approval or Rejection Sent?	Yes	No	Date Sent:		
Final Report Received?	Yes	No	Date Received:		
Photos Received?	Yes	No	Date Received:		
Consent for Photographs received	Yes	No	Photos posted on website?	Yes	No



Lunch Time Community Shuttle

This map is made available in accordance with the Terms of Use described at <http://www.region.york.on.ca/disclaimer>. Information presented is NOT A PLAN OF SURVEY.

Printed on: 19-Sep-2006 1:57:21 PM

York Region

Geomatics

ROUTE MAP



101 Town Centre Boulevard,
Markham, Ontario, L3R 9W3

Markham Environmental Sustainability Fund

Applicant's Guide and Application Form

What is the MESF?

The MESF is a Town program that funds innovative and leading environmental initiatives that contribute to the sustainability and health of the natural environment. The fund provides financial resources for projects in Markham that promote environmental responsibility and enhance the protection of the Town's natural resources. The purpose of the fund is to provide demonstrable, widespread and lasting environmental benefits to the Markham community.

Who Can Apply?

Eligible organizations include: other levels of government, public agencies, school boards and Markham Community Groups including: Markham-based community ratepayer associations and local organizations, such as conservation groups, Scouts, etc.

Multi-jurisdictional groups, such as NGOs, or other organizations may be considered if there are clearly demonstrable benefits in the Town of Markham, conditional on such groups working with a local Markham community group.

A maximum of 3 schools may receive funding per funding cycle, to a maximum of \$5,000 each.

Individuals and "for profit" organizations are not eligible. Any project that results in a direct financial private benefit to the fund recipient is not eligible.

What are the Program's Requirements?

Applications will be considered by the Environmental Issues Committee for recommendation to the Finance and Administrative Committee and Council. The following objectives shall be considered by the Environmental Issues Committee when reviewing applications:

- the project is a leading environmental innovation (i.e. pilot project) that can be showcased by the Town of Markham;
- the project promotes education, understanding and participation in environmental sustainability in the Town of Markham; and,
- the project supports the Town's environmental policies and strategic plan.

Projects will be expected to meet at least one of these objectives, if not more. Applications that do not meet any of these criteria will not be approved.

What are the Community Funding Criteria for an Application?

- projects must be within the Town of Markham and initiated by members of the Town of Markham Community, or Town of Markham Community Groups;
- applicants can request a maximum of \$10,000 from the MESF per project per year;
- applicants may only apply once a year, for projects that will be completed within that same one-year time frame (12 months from issuance of cheque);
- only materials and equipment costs (not consulting services) are eligible for funding from the MESF;
- the project should have measurable results;
- the project should have demonstrable, widespread and lasting environmental benefits for the Markham community;
- any groups that received funding for projects which have not been completed and reported on are not eligible for future funding; and
- Funding will not be granted where projects have been commenced.

What are some Suggested Projects?

- energy efficiency initiatives / pilot projects
- climate change reduction and Kyoto initiatives
- clean air awareness activities and initiatives
- water management promotion
- green roof promotion and implementation
- downspout disconnection/rain barrel program
- wildlife habitat restoration/naturalization activities

- water conservation/efficiency initiatives
- natural features study update/implementation
- environmental and natural gardening promotion and information
- clean-up activities
- environmental management activities
- school environmental projects

When are the application deadlines?

Funding will be awarded twice a year in Spring and Fall. Applications must be submitted by February 6, 2006 for Spring funding and September 8, 2006 for Fall funding.

How Do I apply?

- Step 1 Speak with the Manager of Environmental Leadership about your proposed application;
- Step 2 **Complete the Application Form.** Please ensure that it is legible and signed.
- Step 3 **Prepare any supporting information**, such as illustrations and maps and attach them to the application form. In the event the Registered Owner of the lands is an entity other than the Town of Markham, a letter must accompany the application stating that: the Owner consents to this application; acknowledges that the proposed project complies with all its applicable policies and requirements; and, that the writer has the authority to give its consent. Sufficient and complete information must be provided with the application for the Environmental Issues Committee to make a decision.
- Step 4 **Submit your application to the Manager, Environmental Leadership, Town of Markham, Ontario, L3R 9W3. Telephone 905-415-7502, Fax 905-475-4710.**

Application Checklist

Please ensure that your application is complete. Are the following included in your submission?

- A complete and signed application form, including all budget and funding details
- All supporting documentation such as a map, species list, etc.
- Consent letter from registered owner, if applicable

What will happen next?

The Environmental Issues Committee will review all applications taking into account the established objectives and criteria described above. They may choose to grant the right to the applicant to present their proposal, if requested. They will determine which projects should be funded and how they should be funded (in a single payment or in phases) and make a recommendation to General Committee and Council.

How will I be notified?

A letter of acknowledgement will be sent upon receipt of an application. If your project is approved for funding, you will be contacted. If your application is not approved, you will be informed in writing.

What happens after the Project is completed?

Upon completion of the project and no later than 12 months from delivery of the funding, you are required to submit your project report. Include a project summary and photos so we can review and promote your project, together with the completed consent forms permitting use of your photographs by the Town (copy attached).

What does a Project Report Contain?

- accounting of how all funding has been spent
- original copies of paid invoices
- description of the success/any shortfalls of the project
- photographs for review and promotion of the project
- completed consent form for use of photographs

A project format will be provided to assist you in preparing the report

APPLICATION FORM

For Office Use Only - **Project No.:**

Group Information

Name			
Address			
Phone		Fax	
Email		Website Address	
Charitable/Non Profit Organization registration # (if applicable)	Our Group has a bank account in the name of our organization Yes____ No____		

Briefly describe what your group does:

Projects Contacts

Name		Name	
Title		Title	
Phone (work)		Phone (work)	
Phone (home)		Phone (home)	
Email		Email	

Project Summary

Title			
Location of Project			
Name of Registered Owner of the Lands			
Address of Registered Owner of the Lands			
Contact Name for Registered Owner of the Lands			
Phone # Registered Owner of the Lands		Duration (months, maximum 12 months)	
Request for	<input type="checkbox"/> Spring Funding	<input type="checkbox"/> Fall Funding	<input type="checkbox"/> Either
Start Date of Project		End Date	

Please describe which of the following objectives your project meets and how:

- ☐ the project provides demonstrable, widespread and lasting environmental benefits for the community;
- ☐ the project is a leading environmental innovation that can be showcased by the Town of Markham;
- ☐ the project promotes education, understanding and participation in environmental sustainability in the Town of Markham; and,
- ☐ the project supports the Town's environmental policies and strategic plan.

Please provide a detailed description of your project in the following space. Please attach additional pages if necessary to fully explain your project. This description should include:

- ☐ Purpose for the project
- ☐ Description of Project Team
- ☐ What will your project accomplish? (include workplan with timelines)
- ☐ Who will maintain and monitor the project after its completion? (please provide contact information)
- ☐ What are the measurable benefits of this Project?
- ☐ How will you promote the MESF fund with this project?
- ☐ Describe other funding sources/in kind support
- ☐ How will the benefits to the environment and your community be maintained after your project has been completed?
- ☐ Will there be an educational sign component? If so, please describe

Please also provide a cost summary including (please use attached budget forms on pages 4 and 5 to this application to provide details of the costs)

Total Project Cost		Amount requested from the MESF	
Amount from other sources		In Kind support hours	

BUDGET FORM - HUMAN RESOURCES

[illegible]

BUDGET FORM

[illegible]

How did your organization hear about the MESF?	
<input type="checkbox"/> Town website <input type="checkbox"/> Newspaper advertisement	<input type="checkbox"/> Word of mouth <input type="checkbox"/> Other
Upon completion of this Project please submit your project report, as well as original invoices, photos and records to Manager, Environmental Leadership, Town of Markham, 101 Town Centre Boulevard, Markham, Ontario, L3R 9W3. Telephone 905-415-7516. Fax 905-475-4710. Photos may be posted on the Town's website.	

APPLICANT'S SIGNATURE

I hereby make application for funding from the Markham Environmental Sustainability Fund, declaring that all information contained herein is true and correct and acknowledging that the Town of Markham will assess this application based upon the information contained in this application.

If approved for funding I further acknowledge and agree:

1. to comply with all relevant policies and secure all permits required for this project and acknowledge that the Town bears no responsibility or has any liability in any manner with respect to this project.
2. that the Town reserves the right to review communications and communication materials to be presented to the public to ensure compliance with Town policies, including the Town's Communication Standards.
3. to promote the Markham Environmental Sustainability Fund on any communication materials, or signage associated with this project and will provide a detailed report on the project outlining how the funds were used to support the project upon completion of the project and no later than 1 year from receipt of the funding.
4. to allow the Town of Markham to use the project name and any images associated with the project to promote the Markham Environmental Sustainability Fund.
5. to return all unspent funds to the Town of Markham upon completion of the project.
6. that there shall be no personal benefit directly, or indirectly, from this funding and I will notify the Town of any conflict of interest situation should it arise in carrying out of the project.
7. that the Town is not a partner with the MESF recipient.

Signature

Title

Printed Name

Date

In the event the Registered Owner of the lands is an entity other than the Town of Markham, a letter must accompany the application stating that: the Owner consents to this application; acknowledges that the proposed project complies to all its applicable policies and requirements; and, that the writer has the authority to give its consent.

Submission of this application form does not guarantee approval of your application.

Personal information contained herein is subject to the Municipal Freedom of Information Act and the Personal Protection and Electronic Documents Act. The information collected may be used for promotional purposes. Completion of this form constitutes consent by the applicant to these terms and uses.

FOR OFFICE USE ONLY			
Date Application Received:		New Applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved/Not Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Acknowledgement Letter Sent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Sent:	
Letter of Approval or Rejection Sent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Sent:	
Final Report Received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received:	
Photos Received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received:	
Consent for Photographs received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Photos posted on Website?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Attachment to this application: Consent form for photos

Markham Environmental Sustainability Fund

Photo Consent and Release Form

I, _____ hereby permit and authorize the Town of Markham (the "Town") to
(Print in full - first, middle initial & last name)
take my photograph/image.

I acknowledge and agree that the Town may publish or use the image for any Town purposes by any means whatsoever including, but not limited to electronic or digital means. I acknowledge that the Town may not be able to control the distribution or use of the image by other than Town representatives.

I agree that this Consent and Release is given in perpetuity and for no consideration, credit, acknowledgment or financial recompense, now and in the future.

I hereby hold the Town harmless for any claims, actions, debts, damages, injuries or losses that may arise or be incurred as a result of the taking, use, publication or distribution of the image and I agree to indemnify the Town against any third party claims, actions, damages, injuries or losses brought or assessed against or incurred by the Town for the use of the image(s).

Contact Information					
Signature:				Date:	
Address:					
Town:		Province:		Postal Code	
Telephone:			Email:		
Town of Markham					
Town Representative:				Date:	

For Office Use Only - Project No.:

APPLICATION FORM**PROJECT MANAGER**

Name & Position

Department

Phone

Fax

Email

Website Address

PROJECT'S CONTACTS

Name

Name

Dept.

Dept.

Phone

Phone

Email

Email

PROJECT SUMMARY

Title

Location of Project (if applicable)

Duration (months, maximum 12 months)

Request for:

Spring Funding

Fall Funding

Either

Start Date of Project

End Date

Please describe which of the following objectives your project meets and how:

- ❖ The project provides demonstrable, widespread and lasting environmental benefits for the community;
- ❖ The project is a leading environmental innovation that can be showcased by the Town of Markham;
- ❖ The project promotes education, understanding and participation in environmental sustainability in the Town of Markham; and;
- ❖ The project supports the Town's environmental policies and strategic plan.

Please provide a detailed description of your project in the following space. Please attach additional pages if necessary to fully explain your project. This description should include:

- ❖ Purpose for the project
- ❖ Description of the Project Team
- ❖ What will your project accomplish? (include workplan with timelines)
- ❖ Who will maintain and monitor the project after completion? (please provide contact information)
- ❖ What are the measurable benefits of this Project?
- ❖ How will you promote the MESF fund with this project?
- ❖ Describe other funding sources/in kind support
- ❖ How will the benefits to the environment and your community be maintained after your project has been completed?
- ❖ Will there be an educational sign component. If so, please describe

Please also provide a cost summary including (please use attached budget forms on pages 4 and 5 to this application to provide details of the costs)

Total Project Cost		Amount requested from the MESF	
Amount from other sources		In- Kind support hours	

BUDGET FORM – HUMAN RESOURCES (Volunteers)

[illegible]

BUDGET FORM

[illegible]

Other Expenses

(e.g. Printing Brochures)	100	0.50	50.00	25.00	25.00
Total					

How did you organization hear about the MESF? (Please check one)

Town Website	Newspaper advertisement	Word of mouth	Other
--------------	-------------------------	---------------	-------

Upon completion of this Project please submit your project report, as well as original invoices, photos and records to Manager, Environmental Leadership, Town of Markham, 101Town Centre Boulevard, Markham, Ontario, L3R 9W3. Telephone 905-415-7502. Fax 905-475-4710. Photos may be posted on the Town's website.

DEPARTMENT HEAD'S AUTHORIZATION

Signature

Title

Printed Name

Date

OFFICE USE ONLY					
Date Application Received			New Applicant?	Yes	No
Approved/Not Approved	Yes	No			
Acknowledgement Letter Sent?	Yes	No	Date Sent:		
Letter of Approval or Rejection Sent?	Yes	No	Date Sent:		
Final Report Received?	Yes	No	Date Received:		
Photos Received?	Yes	No	Date Received:		
Consent for Photographs received	Yes	No	Photos posted on website?	Yes	No

For Office Use Only - Project No.:

APPLICATION FORM**PROJECT MANAGER**

Name & Position	Lorenzo Mele		
Department	Engineering		
Phone	(905) 477-7000 x. 4000 cell. 416 881-4502		
Fax	(905) 479-7773		
Email	lmele@markham.ca	Website Address	www.markham.ca

PROJECT'S CONTACTS

Name	Dr. Quentin Chiotti	Name	Sharon Philpott
Dept.	Pollution Probe	Dept.	Environment Canada
Phone	(416) 926-1907 x.236	Phone	(819) 994-1643
Email	qchiotti@pollutionprobe.org	Email	Sharon.Philpott@ec.gc.ca

PROJECT SUMMARY

**ENVIRONMENTAL PROFESSIONALS
INTERNSHIP PROGRAMME –
TRANSPORTATION DEMAND
MANAGEMENT (TDM)**

This EPI internship position focuses on sustainable transportation through work assignments with Environment Canada, Pollution Probe and the Town of Markham. The intern will work with each organization for eight months addressing environmental issues relating to sustainable transportation and transportation demand management. Specific activities for the Town of Markham are described below.

The EPI intern will work with the TDM coordinator for the Town of Markham to provide support for the Engineering Department in developing and promoting sustainable transportation options. The Town of Markham has been a municipal leader in sustainable transportation, and is actively engaged in supporting numerous options to single occupant vehicle use. To support their sustainable transportation plan, the intern may be required to work with municipal staff, local schools, rate payers/community associations and the general public. Duties may include:

- Assisting with the research and implementation of the Community TDM Program;
- Conducting TDM policy research;
- Assisting with Cycling Program implementation;
- Awareness building for TDM supportive land use planning;
- Ongoing Program support and planning

Location of Project (if applicable)	Town of Markham – Civic Centre		
Duration (months, maximum 12 months)	8 months		
Request for: Fall 2006	Spring Funding <input type="checkbox"/>	Fall Funding X <input checked="" type="checkbox"/>	Either <input type="checkbox"/>
Start Date of Project	June 18, 2007	End Date	January 25, 2008

RECEIVED
SEP 25 2006
Strategic Services

RECEIVED
SEP 25 2006
Strategic Services

Please describe which of the following objectives your project meets and how:

❖ **The project provides demonstrable, widespread and lasting environmental benefits for the community.**

This program is a pilot initiative to help emerging environmental managers to develop a range of skills, contacts and perspectives. Whether making the transition from academia to the workforce, or into a new environment-focused career, the goal of the internship is to provide hands on training for a new generation of environmental managers. The program enhances the transfer of information and experience in the context of environmental management between "generations" and between sectors. Interns are able to grow and develop their environmental knowledge, as well as acquire new skills and a new appreciation for how to make environmental progress while working under the guidance of experienced environmental mentors in different organizations.

❖ **The project is a leading environmental innovation that can be showcased by the Town of Markham.**

Markham's participation in the program will allow the intern to gain local government experience as an emerging environmental manager. The intern will be supported through select work assignments where they develop a range of skills, contacts and a broad understanding of a specific policy relevant environmental theme. This experience will stay with the individual as an appreciation for the unique perspectives of the different sectors interested in environmental policy and the Town through its collaboration with the other agency partners will benefit from

❖ **The project promotes education, understanding and participation in environmental sustainability in the Town of Markham.**

The costs and impacts associated with our current transportation patterns and behaviors continue to take their toll on our air, water, economy and public health. There is a growing awareness among residents and the business community of Markham that alternatives to the drive alone trip by private automobile are necessary. Shared modes of transportation like public transit and carpooling and active travel - cycling and walking are becoming increasingly popular. Shifting the public away from the drive alone trip and into more sustainable travel will become vital to achieving our community objectives.

❖ **The project supports the Town's environmental policies and strategic plan.**

In 2003, the Engage 21st Century Markham strategy was completed and outlined a 20-year vision for the Town of Markham. Through this process Markham redefined the Community Vision and Corporate Mission and identified seven Corporate Goals. The number one concern facing residents of Markham as determined by the Engage 21st Century process was traffic congestion on our crowded roadways. On January 15 and 16, 2004, the Members of Council participated in a retreat, the purpose of which was to provide an opportunity for the Mayor and Councilors to determine their strategic priorities for the new term of Council. The first priority was addressing gridlock and supporting the regional plans for the introduction of Rapid Transit. The proposed TDM Internship compliments these goals directly by providing additional staffing resources to support a community based approach to the development and implementation of transportation demand management programs and services.

Please provide a detailed description of your project in the following space. Please attach additional pages if necessary to fully explain your project. This description should include:

❖ **Purpose for the project**

Pollution Probe established the Environmental Professionals Internship (EPI) Program and the Town of Markham and Environment Canada are proposing to participate to build individual and organizational capacity to achieve positive and tangible environmental change. The program is structured around 'the Pollution Probe Approach to Environmental Renewal' including the specific objectives listed below.

- Build partnerships with government agencies, private businesses and other non-profit organizations that have a legitimate interest in an issue;
- Choose scope of activities to ensure that we can achieve results;
- Consider all facets of an issue;
- Seek professional competence in all aspects of our business.

❖ **Description of the Project Team**

The Town of Markham, Engineering Department - Transportation Group under the general direction of the Transportation Demand Management Coordinator will administer the TDM Internship position in collaboration with Environment Canada - Transportation Systems Branch and Pollution Probe – Air Programs.

❖ **What will your project accomplish? (include work plan with timelines)**

The Town's involvement in the EPI Program will allow the Engineering Department – Transportation Group to develop a framework to deliver a

ACTIVITY	DETAILS
Community TDM Program <i>June 2007 – January 2008</i>	<ul style="list-style-type: none"> • Best practices review of other cities for community-based programs • Research on existing travel behaviours/patterns in Markham • Develop and evaluate service delivery models for a community-based program • Identifying an appropriate community for a pilot project • Research and test program strategies to affect behaviour change • Program implementation, evaluation and monitoring
Retail Shuttle Project <i>June – August 2007</i>	<ul style="list-style-type: none"> • Intern would provide assistance as needed on this project by working closely with the key stakeholders such as YRT, Smart Commute 404-7 and the retail outlets to conduct service and program evaluations.
Bike Implementation Plan <i>June – September 2007</i>	<ul style="list-style-type: none"> • Intern would assist in delivering various cycling promotions and events including the development and delivery of a Markham Bike Festival.

❖ **Who will maintain and monitor the project after completion? (please provide contact information)**

All programs and initiatives developed during the internship program period will benefit the long term demand management objectives as outlined in the Markham Transportation Plan Study – MTPS 2002. The Engineering Department – Transportation Group is responsible for the implementation of MTPS 2002 in collaboration with; Town of Markham – Community Services Commission, York Region (Transit and Transportation Planning), Markham Board of Trade (Smart Commute 404-7 TMA), community associations and other stakeholders.

❖ **What are the measurable benefits of this Project?**

Education and Awareness: The public, community associations, service clubs and other target audiences will experience and learn more about the alternative transportation options available to them such as transit, ridesharing, carpooling and cycling.

Program Development: The Intern will be directly involved in the research, development and trial of a community based social marketing (CBSM) program to influence travel behaviour.

Reduction in VKT: In the pilot project areas trip diaries, on-site observations and other evaluations will determine the effectiveness of program delivery models and approaches and they relate to the reduction in overall VKT (vehicle kilometres travelled).

Changes in attitudes and behaviours: It is anticipated that residents receiving and participating in various alternative transportation program activities will begin to make a transition to a more car-lite lifestyles. Pre and post market research and assessment activities (surveys and focus groups) will allow for program evaluations.

❖ **How will you promote the MESF fund with this project?**

Pilot programs developed during the internship period and all associated promotional and marketing materials including media and publicity will list the Town of Markham as a lead sponsor and include the Town and MESF logos. In addition, the other two project partners, Environment Canada and Pollution Probe will cross promote the Town's participation with EPI.

❖ **Describe other funding sources/in kind support**

Environment Canada and Pollution Probe as the other project partners will contribute cash and in-kind (mentoring/supervision) resources to the internship program over the 2 year duration of the program.

❖ **How will the benefits to the environment and your community be maintained after your project has been completed?**

As the Town of Markham Official Plan (OP) – Transportation Section is amended and consolidated TDM (transportation demand management) will become an increasingly important aspect of our transportation planning approach.

❖ **Will there be an educational sign component. If so, please describe**

Not applicable.

Please also provide a cost summary including (please use attached budget forms on pages 4 and 5 to this application to provide details of the costs)

Total Project Cost	\$80,000.00	Amount requested from the MESF	\$26,667.00
Amount from other sources	\$53,334.00	In- Kind support hours	420 hours

DEPARTMENT HEAD'S AUTHORIZATION

Signature  Title Director of Engineering

Printed Name Alan Brown Date Sept. 28 2006

OFFICE USE ONLY				
Date Application Received			New Applicant?	Yes No
Approved/Not Approved	Yes	No		
Acknowledgement Letter Sent?	Yes	No	Date Sent:	
Letter of Approval or Rejection Sent?	Yes	No	Date Sent:	
Final Report Received?	Yes	No	Date Received:	
Photos Received?	Yes	No	Date Received:	
Consent for Photographs received	Yes	No	Photos posted on website?	Yes No