

Report To: Environmental Issues Committee, November 14th, 2012
Report Date: October 22, 2012
Subject: Markham Environmental Sustainability Fund, Funding Applications, Fall 2012
Prepared by: Mavis Urquhart, Manager, Environmental Policy and Program Development, Environmental Services Department, Community and Fire Services Commission, Ext. 7502

Recommending:

- 1) THAT staff report “Markham Environmental Sustainability Fund (MESF) – Fall 2012 Funding”, be received;
- 2) THAT available funding from the MESF be reduced and capped at \$150,000 annually, which is reflective of recent annual expenditures, yet still ensures adequate financial support is available for a variety of environmental community and staff projects.
- 3) THAT the MESF program requirements for funding schools be amended to support the *Diversion Sub Committee Strategy - Markham's Roadmap to 80% Diversion*, starting in 2013, as follows:
 - i. a maximum of 10 schools be approved by Markham's Waste and Environmental Department for Zero Waste Programs per year, to a maximum funding limit of \$2,500 per school. This Program and its funding would be administered by the Waste and Environmental Management Department;
 - ii. a maximum of 3 schools continue to be approved per funding cycle (Spring and Fall) for all other qualifying environmental projects, *provided* the school has already adopted the Zero Waste practices to the satisfaction of Markham's Waste and Environmental Management Department.
- 4) AND THAT the following is recommended:
 - i. That the application by the Healthy Yards Program Coordinator - Toronto Region Conservation Authority (TRCA) for \$2,700 for a Demonstration Rain Garden Tour at Markham Museum, be approved, allowing for a minor exception. That exception would permit this application to be considered prior to TRCA reporting on their original project to install the garden, which is now in place but awaiting completion of signage and the opening ceremony. Also, that TRCA work with Environmental Services, Communication and Community Outreach staff and the Markham Museum staff to promote the tours to the public;
 - ii. That the application by Youth Environmental Network of York Region for \$9,970, for an Ecological Action Conference, be deferred, pending review and discussions with Environmental Services, Communications and Community Outreach and Operations staff;
 - iii. That the application from Lincoln Park Public School for \$1,627, for a zero waste program, be approved, provided they work with Waste and

Environmental Management Department staff and ensure the MESF is recognized in any promotional materials;

- iv. That the application by James Robinson Public School for \$5,000, for an outdoor garden as part of a wheelchair accessible schoolyard, be approved, subject to review of the plant species by Parks staff;
- v. That the application by Claudia Marsales, Waste and Environment Department, for \$5,000, for a multi-residential battery recycling program, be approved;

5) AND THAT funds come from the Markham Environmental Sustainability Fund (MESF), account #87 2800168;

6) AND FURTHER THAT Staff be authorized to do all things necessary to give effect to the above.

Executive Summary:

Since 2004, over 75 environmental projects have been facilitated in the community and corporation through the Markham Environmental Sustainability Fund. Over \$1 million has been invested resulting in approximately 40,000 volunteer hours dedicated to promoting the environment within the community and the corporation. An analysis of fund expenditures each year over that time shows that funding for MESF can be reduced from \$300,000 to \$150,000 annually, yet still ensure adequate financial support is available for the variety of environmental community and staff outreach projects.

This report also recommends approval of 4 projects for MESF funding, totaling \$14,327 in the second half of 2012. All of the recommended projects comply with the objectives and program requirements established by Council and have been circulated to affected Departments for feedback. The applications are appended to this report. One applicant has requested deferral.

Finally, this report recommends a change in MESF program requirements for the schools. This is intended to encourage schools to adopt Zero Waste programs which will assist Markham in achieving its waste diversion reduction target. As further incentive, the report recommends that participation in Markham's Zero Waste program be a prerequisite for schools seeking funding for other environmental projects through MESF.

Purpose:

The purpose of this report is to:

- Review MESF annual funding commitment;
- Recommend changes to MESF to encourage Zero Waste for Schools Program
- Recommend 2012 MESF Fall funding for Internal (Staff-initiated) and Community projects.

1. MESF BUDGET

MESF was created by the City of Markham Council in 2004, to provide financial assistance for internal (Staff-initiated) and community environmental projects. To date, over 75 environmental projects have been approved by the Environmental Issues Committee and delivered, resulting in approximately 40,000 volunteer hours.

The MESF was originally set up to be annually replenished to approximately to \$300,000. Community projects are allocated up to \$100,000 (1/3rd), with the remaining \$200,000 (2/3rd) available for internal City projects. These projects must meet the program requirements of the Fund.

Analysis of expenditures over the past 5 years (including 2012), shows that on average, 30% of the funds have been awarded annually. This is largely reflective of increased government funding support, such as the gas taxes being made available to pilot larger green infrastructure initiatives. Further, what were once regarded as leading demonstration projects in need of funding support, have now routinely been adopted as best practices corporately (i.e. 2009 demonstration photovoltaic panel on the Civic Centre, 2006 lighting retrofit in the Civic Centre underground garage). This has also been facilitated through adoption of the Greenprint.

It is therefore recommended in this report that starting in 2013, \$150,000 instead of \$300,000 be allocated annually to the Markham Sustainability Fund. Also, that the funding be aggregated and no longer separated so that 1/3rd of the funding goes to community projects and 2/3rd to internal projects. This will better reflect current commitments from the fund, yet ensure adequate financial support is available for a variety of initiatives. Expenditures can be monitored and possibly revisited again, if warranted.

2. ENCOURAGING ZERO WASTE FOR SCHOOLS

Schools play an important role in the community in diverting materials from landfill and encouraging sustainable waste management recycling behaviour/practices. Three waste reduction program/school audits have been approved and successfully completed over the life of the Fund. For these projects Waste Management staff successfully worked together with students, faculty and school support staff to practice waste reduction.

Markham Council recently adopted the *Diversion Sub Committee Strategy – Markham's Roadmap to 80% Diversion*, which includes a Zero Waste Program for schools. The strategy calls for development of an official multi-year "Zero Waste Challenge for Schools" program, financially supported by the MESF.

Currently, the MESF program requirements permit a maximum of 3 schools to be funded per funding cycle (Spring and Fall), to a maximum of \$5,000. To fully support the new Strategy and *Markham's Roadmap to 80% Diversion*, it is recommended that starting in 2013:

- i) a maximum of 10 schools be approved for funding for a Zero Waste Challenge for Schools' Program, per year, to a maximum funding limit of

\$2,500 per school. This Program and its' funding would be administered by Markham's Waste and Environmental Management Department;

- ii) a maximum of 3 schools continue be approved per funding cycle (Spring and Fall) for all other environmental projects, provided they have already adopted the Zero Waste practices to the satisfaction of the Markham Waste and Environmental Management Department.

3. FUNDING APPLICATIONS

This Section describes the community and internal (staff) applications which are evaluated based upon community funding criteria (Appendix 1). All funding for 2012 projects will come from Markham Environmental Sustainability Fund (MESF), account #87 2800168. The chart on page 8 shows proposed expenditures for this funding cycle and all of 2012. The next deadline for MESF applications is February 15, 2013.

A. Community Applications

- i) **Demonstration Rain Garden Tour, Markham Museum. Conservation Foundation of Greater Toronto - Toronto Region Conservation Authority (TRCA) - \$2,700 (Appendix 2)**

This application comes from the Healthy Yards Stewardship Coordinator at TRCA and is a proposal to run a series of 4 workshops at the Markham Museum. Funding for a demonstration rain garden at the Markham Museum was provided by MESF in Fall 2011. These workshops are intended to engage residents at the newly installed garden by educating them about storm water management and how to implement water conservation landscaping on their own properties, like rain gardens, (referred to as Low Impact Design – LID) and prevent storm water runoff. The rain garden installation was completed this Fall, signage development is underway and a Grand Opening will be held in the spring. The workshops would also be run in the spring and educate residents about rain gardens, rain barrels, infiltration trenches and permeable paving. Each workshop will be combined with a tour of the demonstration site, allowing residents to see firsthand the techniques discussed. The proposed budget for the workshops is as follows:

Presenters	\$ 800
Refreshments	\$ 200
Prizes	\$ 200
<u>Printing Brochures</u>	<u>\$ 1500</u>
TOTAL	\$ 2700

The total project cost is estimated to be \$8,000 with \$800 coming from other sources. 100 volunteer hours are to be provided. The application indicates that there will be financial support from York Region and additional sponsorships will be developed with local organizations, such as North American Native Plant Society, Markham Garden and Horticultural Society, Markham Environmental Committee and others. As the MESF Guidelines require that applicants report back on their current project prior to receiving funding for their next project and that TRCA garden report has not yet been received (the

garden was recently planted and work is ongoing as noted above), staff recommend a minor exemption. It is also recommended that TRCA work with Environmental Services and Communication and Community Outreach staff to promote the tours to the public.

Recommendation: Approval, subject to a minor exception as the garden project report has not yet been submitted and further that TRCA work with Environmental Services and Communication and Community Outreach staff to promote the tours to the public.

ii) Ecological Action Conference Youth Environmental Network of York Region (YENYR) - \$9970 (Appendix 3)

This application is from Vithusha Ganesh, President of the Youth Environmental Network of York Region (YENYR). YENYR is a non-profit organization run by a group of students working to raise awareness of environmental issues and to encourage youth to contribute to the well-being of communities. YENYR has been very active in the Markham community with past successful environmental events funded by the MESF, including the first environmental conference in 2007, the Annual Ecological Action Conference in 2008, Markham Eco-fest in 2010 and Markham Seeds for Change in spring 2012. The past conference was held at Rouge Park community Centre, focusing on a younger audience. An estimated 80 students attended. YENYR subsequently requested deferral of this application due to timing. Also, following last spring's conference staff had requested a meeting with YENYR in advance of applying for further MESF funds to discuss aspects of conference planning, including: timing; logistics; identifying local keynote speakers; broadening the target audience; encouraging participation/displays by Region of York/other organizations and reducing costs. This deferral will allow for those discussions.

Recommendation: Deferral

iii) Green Bin Compost Initiative – Lincoln Park Public School (38 Hillmount Road) - \$1,627 (Appendix 4)

This application is for funding a waste audit project from Lincoln Park Public School. The purpose of the project is to reduce the amount of waste from the school being collected and ultimately divert 95% of all compostable materials through the green box program. The project team consists of staff, students, caretakers, administration and community representatives according to the application. The purpose of this project is to reduce the amount of waste generated by the school and assist the City in achieving a greater diversion rate for organic materials. Students have already begun the initial steps for a waste audit by tracking daily waste vs. recycling materials in classrooms and workrooms. The MESF funding is proposed to be used to supply organic bins throughout the school. Through active participation in an organics program at school, students will be able to take what they learned from this project and apply their skills at home and in the community (i.e. restaurants). The total project cost is estimated to be \$1,627.00, to be funded by MESF. The budget breakdown is as follows:

• Organic green Bins (36 units)	\$ 889
• <u>Small Garbage containers (36 units)</u>	<u>\$ 738</u>
TOTAL	\$1,627

No volunteer hours and promotion of MESF are indicated on the application.

Recommendation: Approval, subject to working with Waste and Environmental Management staff and ensuring that the assistance of MESF is recognized in any promotional materials.

**iv) Accessible Outdoor classroom/garden at James Robinson Public School
90 Robinson Street - \$5,000 (Appendix 5)**

This application has come from the Principal and staff at the school, which is a certified gold Eco School. The school serves autistic and other special needs students. The goal of the school is to provide a wheelchair accessible schoolyard in Markham where all students can participate in gardening as part of the curriculum. The grounds are proposed to be used for programming with Markham Parks and Recreation and the York Region Board. To date, the school has received funding support from the MESF for a wheelchair accessible garden (Spring 2011) and a zero waste reduction program (Fall 2010). As a result, it would meet the proposed criteria requiring that a school undertake a zero waste program to eligible for funding for an outdoor garden project. This application indicates that staff has worked closely with the Markham Accessibility Advisory Committee who also donated to the project. They now are seeking funding for a seating area and plantings. The proposed budget is:

Rock seating	\$1400
Shrubbery	\$1080
Raised Vegetable Gardens	\$500
<u>Engrave stone signage</u>	<u>\$2020</u>
Total	\$5000

\$500 in funding is shown to come from other sources. Approximately 3000 hours of volunteer time is estimated. MESF will be promoted through signage, the newspaper and the media.

Recommendation: Approval, subject to the review and approval of plant species by Parks Staff.

B. Staff Applications

**i) Claudia Marsales, Waste and Environmental Management
Proposal for Multi-Residential Battery Collection - \$5,000 (Appendix 6)**

This application is a pilot project to increase participation rates in battery recycling at multi-residential buildings by making it easy for residents to dispose of their used batteries properly. Other forward thinking municipalities, like San Francisco, have implemented these types of programs already. MESF project funding would be used to purchase labels and bins for participating buildings. Building managers would be responsible for delivery of the batteries to recycling depots for disposal. The cost of disposal is covered by the Region of York. Should the pilot be expanded later to include future buildings, the cost of bin purchase would be covered by the developer. The pilot project would be promoted through the Mission Green Newsletter, Markham's website and the social media. Education about the environmental and health hazards posed by

improperly disposing batteries would also be an integral part of this project. The budget breakdown is as follows:

Battery Recycling Bins	\$3592
Print and Design of labels and flyers	\$1100
Student to collect and weigh bins	\$ 308
Total	\$5000

The total number of batteries diverted from landfill and increased battery recycling participation rates will be tracked to determine success.

Recommendation: Approval

4. FINANCIAL CONSIDERATIONS:

It is recommended that \$14,327 be allocated for the Fall 2012 MESF applications. The MESF reserve had a balance of \$212,141 at the beginning of the year, with \$70,710 (1/3 of \$212,141) allocated to Community Group projects and \$141,431 (2/3 of \$212,141) allocated to internal corporate projects. As part of the Spring MESF applications review, \$23,592 was approved, leaving a balance of \$188,549 (\$212,141 - \$23,592) in the MESF reserve. Funding of the Fall MESF applications recommended in this report, in the amount of \$14,327, will leave a balance of \$174,222 for the 2013 MESF applications. No funding requests have been made through the 2013 budget process to top up the MESF reserve.

APPENDICES:

APPENDIX 1	<i>Criteria for Community and Internal Applications</i>
APPENDIX 2	<i>Application - TRCA Healthy Yards Demonstration Rain garden Tour</i>
APPENDIX 3	<i>Application - YENYR Youth Conference</i>
APPENDIX 4	<i>Application - Lincoln Park PS Waste Reduction Program</i>
APPENDIX 5	<i>Application - James Robinson Outdoor Garden Classroom</i>
APPENDIX 6	<i>Application - Multi-Residential Battery Recycling Program</i>

The following chart shows recommended expenditures from the Fund for 2012:

MESF FUNDING 2012	
TOTAL FUNDING (A)	\$212,141
FUNDING AVAILABLE FOR COMMUNITY GROUPS (B=1/3 of A)	\$ 70,710
<i>Community Projects Approved – Spring</i>	
Ontario Streams	\$ 7,000
Wilclay Public School	\$ 3,392
3 rd Unionville Scouts	\$ 3,800
Armada Public School	\$ 5,000
St. Edward C.E.S.	\$ 4,400
Total (C)	\$ 23,592
<i>Community Projects Recommended for Approval - Fall</i>	
TRCA Healthy Yards Demonstration rain garden tour	\$ 2,700
YENYR Youth Conference	\$**
Lincoln Park PS Waste Reduction Program	\$ 1,627
James Robinson Outdoor Garden Classroom	\$ 5,000
Total (D)	\$ 9,327
Funding remaining for Community Projects (E = B-C-D)	\$ 37,791
FUNDING AVAILABLE FOR CORPORATE PROJECTS (F=2/3 of A)	
<i>Staff Projects Recommended for Approval – Fall</i>	
Multi-Residential Battery Recycling Program	\$ 5,000
Total (G)	\$ 5,000
Funding remaining for Corporate Projects (H=F-G)	\$136,431
TOTAL approved and recommended for 2012 (I=C+D+G)	
MESF FUNDS REMAINING for 2012 (J=A-I) or (J=E+H)	\$ 37,919
	\$174,222

** deferral requested



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

APPENDIX 1

Markham Environmental Sustainability Fund

Applicant's Guide and Application Form

What is the MESF?

The MESF is a municipal 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 Markham'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 City 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 City of Markham;
- the project promotes education, understanding and participation in environmental sustainability in the City of Markham; and,
- the project supports Markham'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 City of Markham and initiated by members of the City of Markham Community, or City 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 is awarded twice each year - in Spring (February application deadline) and Fall (September application deadline). For specific dates please refer to the website or contact the Manager, Policy & Program Development.

How Do I apply?

- Step 1** Carefully review these guidelines to ensure your group is eligible.
- Step 2** Speak with the Manager, Environmental Policy & Program Development about your proposed application.
- Step 3** Prepare any supporting information, such as illustrations and maps and attach them to the application form. 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 Policy & Program Development, City of Markham, Ontario, L3R 9W3. Telephone 905-415-7502, Fax 905-479-7772.

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 report and photos so we can review and promote your project, together with the completed consent forms permitting use of your photographs by the City (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



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

Markham Environmental Sustainability Fund

Internal Guide and Application Form

What is the MESF?

The MESF is a municipal 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 Markham's natural resources. The purpose of the fund is to provide demonstrable, widespread and lasting environmental benefits to the Markham community.

Who Can Apply?

City of Markham staff or member of Markham Council.

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 City of Markham;
- the project promotes education, understanding and participation in environmental sustainability in the City of Markham; and,
- the project supports Markham'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 Internal Funding Criteria for an Application?

- Projects must be within the City of Markham, initiated by City of Markham staff or members of Council
- Applicants must only be applying for one year at a time, although the project may be phased
- Materials and equipment costs will be a priority for funding from the MESF, however, other costs may be eligible and will be determined on an individual project basis
- The project must have widespread, lasting environmental benefits for the community
- The project promotes environmental sustainability
- The project promotes understanding and participation in environmental sustainability in the City of Markham
- The project will have measurable results
- Records are to be kept with respect to the project and a report is to be prepared upon completion of the project and submitted to the Environmental Issues Committee for their records
- The project is consistent with the City of Markham's objectives
- The project promotes the City of Markham and the City of Markham's commitment to environmental sustainability
- Work on the project must not have commenced
- Funding is intended for projects that would not normally be considered as part of a department's budget
- 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
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- 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 is awarded twice each year - in Spring (February application deadline) and Fall (September application deadline). For specific dates please refer to the website or contact the Manager of Environmental Policy & Program Development.

How Do I apply?

- Step 1 **Speak with the Manager of Environmental Policy & Program Development** 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. Sufficient and complete information must be provided for the Environmental Issues Committee to make a decision.
- Step 4 **Submit your application** to the Manager, Environmental Policy & Program Development, City of Markham, Ontario. L3R 9W3. Telephone 905-415-7502, Fax 905-479-7772.

Application Checklist

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

- A complete application form, signed by Department Head, including all budget and funding details
- All supporting documentation

What will happen next?

The Environmental Issues Committee will review all applications taking into account the established objectives and criteria described above. 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?

You will be contacted by the Manager, Environmental Policy & Program Development following Council's decision.

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.

What does a Project Report Contain?

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Multi-jurisdictional groups, such as NGOs, or other organizations may be considered if there are clearly demonstrable benefits in the City 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:

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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?

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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?

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How will I be notified?

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What happens after the Project is completed?

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Application Form

For Office Use Only - Project No.:

Group Information			
Name	The Living City Foundation - Toronto and Region Conservation		
Address	5 Shoreham Dr, Downsview, Ontario, M3N 1S4		
Phone	416-667-6279	Fax	416-667-6275
Email	ldn@lrca.on.ca	Website Address	www.lrca.on.ca
Charitable/Non Profit Organization registration # (If applicable) 11903 9493 RR0001		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:

The Living City Foundation raises money for projects undertaken by Toronto and Region Conservation (TRCA). Since its founding in April 1961, the Foundation has raised over \$22 million for TRCA's projects.

Toronto and Region Conservation (TRCA) has over 50 years of experience in the planning and implementation of environmental protection and enhancement programs, as well as public stewardship and outdoor education. Our mission is to work with partners to ensure that The Living City vision is built upon a natural foundation of healthy rivers and shorelines, greenspace and biodiversity, and sustainable communities. Through TRCA's various stewardship programs, including Healthy Yards, we empower watershed residents with the knowledge and tools to become effective stewards of the environment.

Projects Contacts			
Name	Cynthia Brown	Name	Vicki Puterbaugh
Title	Stewardship Coordinator, Healthy Yards	Title	Supervisor, Community Stewardship
Phone (work)	416-661-6600 x5786	Phone (work)	416-661-6600 x5676
Phone (home)		Phone (home)	
Email	cbrown@trca.on.ca	Email	vputerbaugh@trca.on.ca

Project Summary			
Title	Low Impact Development (LID) Workshop Series		
Location of Project	Markham Museum, 9350 Hwy. 48 (Markham Rd.), Markham, ON, L3P 3J3		
Name of Registered Owner of the Lands	City of Markham		
Address of Registered Owner of the Lands	101 Town Centre Boulevard, Markham, Ontario, L3R 9W3		
Contact Name for Registered Owner of the Lands	Calhy Molloy		
Phone # Registered Owner of the Lands	905-477-7000	Duration (months, maximum 12 months)	8
Request for	Spring Funding <input type="checkbox"/>	Fall Funding <input checked="" type="checkbox"/>	Either <input type="checkbox"/>
Start Date of Project	January 2013	End Date	August 2013

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 City of Markham;
- ❖ The project promotes education, understanding and participation in environmental sustainability in the City of Markham; and;
- ❖ The project supports the City's environmental policies and strategic plan.

Through nine years of program delivery, TRCA's Healthy Yards program has firmly entrenched itself in the Markham sustainability movement. The 2012 project builds upon a well-established partnership between Toronto and Region Conservation (TRCA), the City of Markham and York Region. It meets all the objectives listed, with a special focus on education.

Please see attached for details.

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 see attached

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	\$4,000.00	Amount requested from the MESF	\$2,700.00
Amount from other sources	\$1,300.00	In-Kind support hours	100

[illegible]

BUDGET FORM

[illegible]

Other Expenses

(e.g. Printing Brochures)	100	0.50	50.00	25.00	25.00
Printing Brochures	2000	0.50	1000.00	1000.00	
Advertisement	1	500.00	500.00	500.00	
Mileage			500.00		500.00
Total			4000.00	2700.00	1300.00

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

Markham 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 Policy & Program Development, City of Markham, 101 Town Centre Boulevard, Markham, Ontario, L3R 9W3. Telephone 905-415-7502. Fax 905-479-7772. Photos may be posted on Markham'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 City 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 City bears no responsibility or has any liability in any manner with respect to this project.
2. that the City reserves the right to review communications and communication materials to be presented to the public to ensure compliance with City policies, including the City'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 City 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 City 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 City of any conflict of interest situation should it arise in carrying out of the project.
7. that the City is not a partner with the MESF recipient.
8. to permit the City of Markham to claim ownership of greenhouse gas emission reductions, which resulted from the project.

Signature: [Signature] Title: Executive Director

Printed Name: Doreen Date: Sept 19, 2012

In the event the Registered Owner of the lands is an entity other than the City 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.

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

Markham Environmental Sustainability Fund

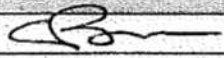
Photo Consent and Release Form

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

I acknowledge and agree that the City may publish or use the Image for any City purposes by any means whatsoever including, but not limited to electronic or digital means. I acknowledge that the City may not be able to control the distribution or use of the Image by other than City 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 City 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 City against any third party claims, actions, damages, injuries or losses brought or assessed against or incurred by the City for the use of the Image(s).

Contact Information					
Signature		Date	Sept. 19 / 12		
Address	5 Shoreham Dr.				
City	Drumsville	Province	ON	Postal Code	M3N 1S4
Telephone	416-661-6600 x5780	Email	cbrown@trca.on.ca		
City of Markham:					
City Representative		Date			

MESF Funding Application – 2012-2013

Due Date: September 21, 2012

Group Information

Name: The Living City Foundation – Toronto and Region Conservation

Address: 5 Shoreham Dr.

Phone: 416-667-6279 **Fax:** 416-667-6275

E-mail: fdn@trca.on.ca

Web site address: www.trca.on.ca

Charitable #: 11903 9493 RR0001

Briefly describe what your group does:

The Living City Foundation raises money for projects undertaken by Toronto and Region Conservation (TRCA). Since its founding in April 1961, the Foundation has raised over \$22 million for TRCA's projects.

Toronto and Region Conservation (TRCA) has over 50 years of experience in the planning and implementation of environmental protection and enhancement programs, as well as public stewardship and outdoor education. Our mission is to work with partners to ensure that *The Living City* vision is built upon a natural foundation of healthy rivers and shorelines, greenspace and biodiversity, and sustainable communities. Through TRCA's various stewardship programs, including Healthy Yards, we empower watershed residents with the knowledge and tools to become effective stewards of the environment.

Project Contact

Name: Cynthia Brown

Title: Healthy Yards Stewardship Coordinator

Work Phone #: 416-661-6600 x5786

E-mail: cbrown@trca.on.ca

Project Summary

Title: Low Impact Development (LID) Workshop Series

Location of project: Markham Museum, 9350 Hwy. 48 (Markham Rd.), Markham, ON, L3P 3J3

Name of registered owner of the land: City of Markham

Address of registered owner of the land: 101 Town Centre Boulevard, Markham, Ontario, L3R 9W3

Contact name of registered owner of the land: City of Markham

Phone number of registered owner of the land: 905-477-7000

Request for: Fall 2012

Start date: January 2012 **End date:** August 2012

Describe which of the following objectives your project meets and how:

Through nine years of program delivery, TRCA's Healthy Yards program has firmly entrenched itself in the Markham sustainability movement. The 2012 project builds upon a well-established partnership between Toronto and Region Conservation (TRCA), the City of Markham and York Region. It meets all the objectives listed, with a special focus on education.

- **The project provides a demonstrable, widespread, and lasting environmental benefit to the community.**

Healthy Yards initiatives have a strong track record in Markham. Between 2010 and 2012, over 5000 pieces of educational material (fact sheets, native plant booklets, seed packets) were distributed to Markham residents, and there were over 400 participants at lawn & garden workshops.

In 2013, we plan to continue to engage residents by running a series of 4 workshops at the newly installed Demonstration Rain Garden at the Markham Museum. The workshops will complement the demonstration site (Installed in 2012 as a MESF-funded project) by educating residents about stormwater management and teaching them how they can implement Low Impact Development (LID) techniques like rain gardens on their own properties. Through additional public outreach pieces, such as fact sheets, web-based resources and future garden tours, we hope to increase overall public support for LID practices. LID practices, implemented on residential properties across the City, can help create widespread, lasting benefits to the local watersheds by helping to mitigate non-point source pollution and reduce the chances of localized flooding and stream bank erosion.

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

Low Impact Development is comprised of a set of landscape design approaches and small scale stormwater management practices that promote the use of natural systems for infiltration, evapotranspiration, and reuse of rainwater. These practices can effectively remove nutrients, pathogens and metals from stormwater, and they reduce the volume and intensity of stormwater flows. Rain gardens, rain barrels, infiltration trenches and permeable paving are some of the types of LID techniques appropriate for residential installations.

The proposed LID workshop series, in association with the new LID demonstration site, will showcase the City of Markham as a leader in stormwater management practices for residential landowners.

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

Low Impact Development is an innovative residential landscape design trend that is consistent with the York Region Water Conservation Strategy. Workshop participants will gain an understanding of the types of LID projects that can be implemented on their own property (rain gardens, rain barrels, infiltration trenches and permeable paving), encouraging these practices within the City of Markham.

- **The project supports the town's environmental policies and strategic plan.**

On June 14, 2011, Markham Council approved the Greenprint, Markham's Sustainability Plan. The plan positions Markham as a leader in community sustainability, and supports and guides future decisions to ensure that Markham remains a great place to live, work and play for generations to come. Specifically, the Green Plan aims to "protect, restore, maintain and enhance natural hydrological systems and functions as much as possible".

This project will assist homeowners in implementing water conservation landscaping techniques on their properties. It helps residents make the connection between stormwater management and the health of their local watershed, thus supporting the Green Plan.

Please provide a detailed description of your project. Please attach additional pages if necessary to fully explain your project.

As land use in Markham continues to shift from rural to urban, existing natural features are adversely affected. New homes and other buildings are typically landscaped with high-maintenance lawns, non-native plants and a high proportion of impermeable, paved surfaces. Compared to a natural environment, a typical urban area will experience 20-45% more stormwater run-off due to the high proportion of impervious surfaces. This increased run-off causes excessive erosion, degradation of stream channels and pollution of the watershed.

Even though a single residential yard occupies a small area, the combined effect of multiple yards implementing gardening practices and water conserving landscaping techniques can have a significant impact.

We are proposing a 4-part workshop series that will educate residents about stormwater management and teach them how they can implement different LID techniques on their own properties. The workshop series will focus on the residential LID techniques featured in the Markham Museum's Demonstration Rain Garden;

- Rain gardens
- Rain barrels
- Infiltration trenches
- Permeable paving

Each workshop will be combined with a tour of the demonstration site, allowing residents to experience first hand the techniques discussed.

The proposed workshop series will provide homeowners with technical advice to help get their project in the ground, will be supplemented with educational material such as fact sheets, a how-to guide, and web-based resources.

• Purpose of the Project

This LID workshop series will showcase the Rain Garden Demonstration Site and encourage Markham residents to implement similar projects on their own properties, while garnering support for the Town's water efficiency goals as outlined in the Green Plan.

• Description of the Project Team

The project team includes the City of Markham, the Markham Museum and Toronto and Region Conservation (TRCA), with financial support from York Region. Additional partnerships will be rekindled/developed with local organizations, including the North American Native Plant Society (NANPS), Markham Garden and Horticultural Society, Markham Environmental Committee, local horticultural organizations and LID contractors.

• What will your project accomplish? (Include workplan with timelines)

MESF funds will be used to coordinate, host, and promote a LID workshop series at the Markham Museum in the City of Markham. The Healthy Yards Co-ordinator will take the lead, and assistance from partners will be solicited as required.

Project Activities	Timeframe:
LID Workshop Series Planning <ul style="list-style-type: none">• Develop a workshop outline.	January – March 2012

<ul style="list-style-type: none"> • Develop workshop presentation slides, speaking notes and material. • Coordinate any special guests or speakers. • Work with Markham Museum staff to secure space and dates for the workshops. <p>Promoting LID - Public Education</p> <ul style="list-style-type: none"> • Develop promotional materials related to the workshop series (flyers, posters, brochures, newspaper ads, community newsletters, press release). • Work with City staff to distribute LID fact sheets and marketing material at public events and key public spaces in Markham. <p>General Administration</p> <ul style="list-style-type: none"> • Update Healthy Yards website with LID educational pieces and workshop information. • Develop a pre- and post- workshop survey for participants. • Manage registration for workshops. 	
<p>LID Workshop Series Implementation</p> <ul style="list-style-type: none"> • Facilitate workshops, including tours of the Markham Museum Demonstration Rain Garden. • Coordinate completion of pre-workshop surveys with participants. <p>Promoting LID - Public Education</p> <ul style="list-style-type: none"> • Continue to distribute LID fact sheets and marketing material at public events and key public spaces in Markham. <p>General Administration</p> <ul style="list-style-type: none"> • Continue to manage registration for workshops. • Technical assistance as needed. 	March – June 2012
<p>LID Workshop Series Follow-up</p> <ul style="list-style-type: none"> • Follow-up with workshop participants via post-workshop survey to determine if LID techniques have been implemented. <p>Promoting LID - Public Education</p> <ul style="list-style-type: none"> • Continue to distribute LID fact sheets at public events and key public spaces in Markham. <p>General Administration</p> <ul style="list-style-type: none"> • Provide final project summary to MESF staff. 	July – August 2012

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

TRCA staff will provide on-going support to residents interested in LID landscaping in the form of technical advice and web-based resources.

- **What are the measurable benefits of this project?**

Measurable benefits of this project include the following:

- number of workshop participants;
- number of website hits;
- number of residents implementing LID practices on their properties (as determined by the post-workshop participant survey).

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

The City of Markham logo will appear on all written material (e.g., newspaper ads, posters, surveys) and on signage at the workshops. Funding will also be acknowledged verbally at events.

- **Describe other funding sources/in-kind support.**

TRCA will provide support to this project through staff time, office space, coordination, web-resource development, marketing development and printing costs, through program funding received from York Region.

In-kind support will come from the City of Markham by providing space for running the workshops at the Markham Museum. In addition, City staff will assist with coordination and promotion.

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

This project will assist homeowners in implementing LID landscaping techniques on their properties, such as rain gardens, rain barrels, infiltration trenches and permeable paving. It is anticipated that this project, along with the Demonstration Rain Garden, will help foster a culture of LID landscaping in Markham that will continue to create lasting benefits to the watershed health into the future.



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 is awarded twice each year - in Spring (February application deadline) and Fall (September application deadline). For specific dates please refer to the website or contact the Manager of Environmental Leadership.

How Do I apply?

- Step 1 **Carefully review these guidelines** to ensure your group is eligible.
- Step 2 **Speak with the Manager of Environmental Leadership** about your proposed application.
- Step 3 **Prepare any supporting information**, such as illustrations and maps and attach them to the application form. 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 report 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	Youth Environmental Network of York Region		
Address	50 Walford Road, Markham, ON, L3S 0A1		
Phone	416 890 8274	Fax	
Email	vithusha@yenyr.com	Website Address	www.yenyr.com
Charitable/Non Profit Organization registration # (if applicable)		Our Group has a bank account in the name of our organization	
1742665		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Briefly describe what your group does:

The Youth Environmental Network of York Region is a group of students working to:

1. Raise awareness of environmental issues among youth in York Region;
2. Encourage youth to contribute to the well being of the communities;
3. Facilitate communications and create a network of environmental resources in the community.

The organization is run by youth from York Region with an overseeing board of directors and board of advisors who have plenty of experience in working in the field of environmental action. Some events and activities include, the annual Ecological Action Conference (held in Markham, Vaughan and Aurora), Markham EcoFest, EcoYouth Forum, GreenAction Brochure Campaign, Richmond Hill Clean Air Campaign, and many more.

Projects Contacts			
Name	Vithusha Ganesh	Name	Vino Jeyapalan
Title	Current President	Title	Interim President & Board of Director
Phone (work)	416 890 8274	Phone (work)	416-833-4928
Phone (home)	905 201 0762	Phone (home)	
Email	vithusha@yenyr.com	Email	vino.jeyapalan@gmail.com

Project Summary			
Title		Ecological Action Conference 2012	
Location of Project		Markham Civic Centre	
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		Spring Funding <input type="checkbox"/>	Fall Funding <input type="checkbox"/> Either <input type="checkbox"/>
Start Date of Project	November 2012	End Date	January 2013

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 sustainability 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	\$11,105.00	Amount requested from the MESF	\$9,997.00
Amount from other sources	\$1,135.00	In- Kind support hours	115

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.

The Ecological Action Conference is YENYR's annual signature event and has been running successfully for the past 4 years. YENYR has recently been working to play a larger role in assisting student-run environmental teams by directly giving them the tools to act upon their visions and implement their initiatives in their own communities. We will be inviting 150-180 of the most involved and dedicated students from across the region to take part. EAC 2012's theme of environmental action will be focused on giving passionate and driven students the grounds on which they can start up their own environmental initiatives.

During EAC 2012, we will be inviting workshop hosts from our own partners and other local organizations to inspire and educate students about potential projects, as well as present what tools/services they have to offer. Our networking and booth networking session will give delegates the opportunity to meet students and representatives from environmental organizations from all across York Region, share ideas and possibly open up opportunities to work with each other in the upcoming year. We will also integrate a brainstorming session for delegates to gather into their groups at the end of their day to share what they have learned and discuss ideas they have for the upcoming year. Representatives from YENYR and our supporters will have the opportunity to personally meet with each group to discuss their ideas as well as plan for long term support. YENYR's diverse network and resources will be able to open up many opportunities for students to enhance their initiatives.

To follow through with EAC 2012's theme of environmental action, YENYR will be uploading several webinars and interviews from experts onto our website. The accessibility of their expertise will greatly impact on our reach. Although EAC 2012 will be focused on the initial stage of planning, the videos will help teams with stages further along the planning and implementation of their projects. We will be personally working with and providing further assistance to the winning teams and their projects. YENYR's website will also serve to feature and promote student-run environmental initiatives on a larger scale.

We are looking to use MESF to run the conference as well as film and release our two first webinars of the year.

Purpose of Event

Once the new school year commences, student groups from schools around the region will be looking for new inspiration for potential projects as well as seek out connections and tools to use in their action plans. The main goal of EAC 2012 is to ensure environmental groups have the best possible start to their year, by providing them the opportunity to be inspired and take away tools and connections to build upon their action plans. They will also be introduced to YENYR's new role as the supporter; as an organization which they can turn to for any assistance down the road.

Description of the Project Team

YENYR is a youth-run non-profit organization consisting of 9 high school and post secondary students from across York Region. The committee meets on a weekly basis to consolidate duties and consult as a group for future steps. The project team structure consists of the following:
Board of Directors/Advisors (3); President (1); Director of Operations (1); Director of Sponsorship (1); Director of Communications (1); Community Outreach Directors (3)

What will your project accomplish? (include workplan with timelines)

August – September 10: Researching and Initiating Contact

- Putting together invitational packages for partners
- Contacting workshop speakers
- Contacting booth hosts
- Contacting keynote/networking/endnote speakers

Sept 10 – Oct 1: Program confirmations and logistical planning

- Date and venue confirmed
- Putting in orders for promotional items
- Confirming speakers and booth hosts
- Putting together schedule for day of, filling in workshop slots
- Making marketing posters and send them off to YRDSB and YCDSB for approval and email distribution
- Putting together invitation packages for delegate recruitment (to be emailed through boards)

Oct 1 – Oct 12: Prepare promotion

- Confirmations complete
- Once approved by YRDSB and YCDSB, put up registration page on website
- Invite special guests
- Marketing through social media, partners, etc.
- Film and edit first webinar (marketing of EAC will be included)
- Notify volunteers and recruit if needed
- Communicating with workshop speakers for any materials needed day of

Oct 14 – Oct 28: Marketing and Recruitment of Delegates

- Release first webinar (marketing of EAC included)
- Reaching out to Markham schools for interested participants: visit schools and send delegate packages
- Advertise through schools, website, social media
- Sorting registered delegates into workshops of preference
- Putting in orders for promotional items and food

Oct 20 - to Nov. Date TBD): Final preparations

- Make transportation arrangements for schools if need be
- Visit venue and arrange for volunteer orientation
- Prepare materials for event

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

The project will be maintained and monitored by the Youth Environmental Network of York Region Conference Committee. The main contact would be Vithusha Ganesh (416 890 8274 or vithusha@yenyr.com)

Maintenance of the project will include:

- Contacting schools on a monthly basis to receive updates on projects
- Coming in to work in person with the schools on projects (maximum number of visits is twice a month)
- Rep. from Windfall Ecology Centre will be working closely with teams to provide ongoing support as well
- Uploading webinars and videos to assist in further stages of initiative planning and implementation.
- Provide ongoing contact via email

What are the measurable benefits of this Project?

With the Ecological Action Conference, we will be able to directly motivate and provide tools to 150-170 students and teachers involved in environmental initiatives. With knowledge and tools gained from the conference, they will then in turn be able to affect their own communities with their projects. YENYR will be closely involved with the planning and implementation of the projects. We will be sending a YENYR representative to visit these teams in their final unveiling of their project/event to feature their projects on our website. For certain projects, we may be able to provide measured benefits (ie. # of trees planned, # of people in the community educated, # of people benefiting from community garden, etc.) We will expand the reach of the EAC and the direct outcomes (ie. Projects, videos, etc) through various social media tools such as Facebook, YouTube, Twitter and the YENYR website. The event will also be covered by local media including the Markham Economist and Sun as well as Rogers TV. This will increase outreach and allow us to expand to a larger network of people, including residents of Markham besides students and those immediately involved.

How will you promote the MESF fund with this project?

Through funding EAC 2012, the MESF logo will be displayed on all promotional material that is distributed. MESF will be acknowledged during the conference in front of all the attendees during opening and closing ceremonies. MESF is free to send a representative or hold a booth the day of. Outside of the conference, the MESF logo will be displayed on all of our videos and webinars. The fund will be promoted through any media covering the conference (ie. Markham Economist and Sun, Rogers TV). Further exposure will continue with our follow up with the individual projects. These projects will affect those who are not immediately involved with environmental initiatives and promote MESF to those who would not normally come into contact with MESF promotion.

Describe other funding sources/in kind support

Other potential funding sources include Powerstream and TD Canada Trust. Potential in kind support include

- Windfall Ecology Centre (speaker, booth)
- David Suzuki Foundation (speaker, booth)
- Friends of the Rouge Watershed (speaker, booth)
- Zero Footprint (speaker, booth)
- YRDSB and YCDSB (delegates, advice, speaker)
- Ecospark (speaker, booth)
- Toyota Evergreen Brickworks (speaker)
- The Climate Change Project Canada (speaker)
- Mayor's Youth Task Force (venue, volunteers)

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

After the Ecological Action Conference, we will be heavily focussing our time on working with the individual teams and their planned projects. With plans in mind and a head start on building their action plan for the year, we will be spending the rest of the year helping them achieve their goals. We have support from both YRDSB and YCDSB and are planning our program in accordance with the EcoSchools Certification regulations. This ensures that our projects will help more schools in the region get certified. We meet regularly with both representatives from the boards and are currently working on the integration of EcoSchools into our initiative. We also have support from a representative from Windfall Ecology Centre's Youth Advisor Committee. The representative will also be working closely with the teams to support them with their individual projects.

YENYR's tools will still be accessible after the conference through information provided through our website as well as uploaded webinars and videos.

The key aspect of the program is the information and tools that will be provided to students. This program is designed to help students gain event planning experience and giving them the tools to take on future projects on their own.

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

Workshops during the event will be educating students about any issues pertaining to the community's environment or issues that the organization is particularly combatting. This concept will also apply to booths during the booth networking session. Our goal for the day is to educate students about issues our community faces and the potential project ideas that may benefit the cause. Through collaboration with different partners, organizations and YENYR representatives, students will be educated further about the issue they have chosen to focus on. Residents outside of the environmental community will be educated through contact with the individual teams in their community and the event/activity/initiative they have chosen to run.

Videos and webinars will also play a vital role in our educational component, as they will make an area of expertise and information more accessible.

BUDGET FORM – HUMAN RESOURCES (Volunteers)

[illegible]

BUDGET FORM

[illegible]

Other Expenses

(e.g. Printing Brochures)	100	0.50	50.00	25.00	25.00
Motivational Speaker	1	5,000.00	5,000.00	5,000.00	0
Networking Speaker	1	1,000.00	1,000.00	1,000.00	0
Printing Expenses	180	0.75	135.00	0	135.00
Lanyards	180	1.50	270.00	270.00	0
Promotional Items	180	8.00	1,440.00	1440.00	0
Catering	180	7.00	1,260.00	1,260.00	0
Workshop Speakers	10	50.00	500.00	500.00	0
Total			11,105.00	9,997.00	1135.00

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

Town Website	_____	Newspaper advertisement	_____	Word of mouth	_____	Other	_____
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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.

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.
8. to permit the Town of Markham to claim ownership of greenhouse gas emission reductions, which resulted from the project.

Signature Gurthusha Title President of the Youth Environmental Network of York Region

Printed Name Vithusha Ganesesh Date September 19 2012

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.

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

Markham Environmental Sustainability Fund

Photo Consent and Release Form

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



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 municipal 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 Markham'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 City 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 City of Markham;
- the project promotes education, understanding and participation in environmental sustainability in the City of Markham; and,
- the project supports Markham'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 City of Markham and initiated by members of the City of Markham Community, or City 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 is awarded twice each year - in Spring (February application deadline) and Fall (September application deadline). For specific dates please refer to the website or contact the Manager, Policy & Program Development.

How Do I apply?

- Step 1 **Carefully review these guidelines** to ensure your group is eligible.
- Step 2 **Speak with the Manager, Environmental Policy & Program Development** about your proposed application.
- Step 3 **Prepare any supporting information**, such as illustrations and maps and attach them to the application form. 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 Policy & Program Development, City of Markham, Ontario, L3R 9W3. Telephone 905-415-7502, Fax 905-479-7772.

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 report and photos so we can review and promote your project, together with the completed consent forms permitting use of your photographs by the City (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	Lincoln Alexander Public School		
Address	38 Hillmount Road, Markham ON L6C 2H4		
Phone	905-284-4513	Fax	905-284-8242
Email	gary.young@yrdsb.edu.on.ca		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 an elementary school (grades JK-8) in Markham and part of the York Region District School Board. We are responsible for the education and well being of 500 elementary students.			
Projects Contacts			
Name	Gary Young	Name	Natalie Campannaro
Title	Principal	Title	Teacher and Eco Team Leader
Phone (work)	905-284-4513	Phone (work)	905-284513
Phone (home)		Phone (home)	
Email	gary.young@yrdsb.edu.on.ca	Email	natalie.campannaro@yrdsb.edu.on.ca
Project Summary			
Title	Green Box Compost Initiative		
Location of Project	Lincoln Alexander Public School		
Name of Registered Owner of the Lands	York Region District School Board		
Address of Registered Owner of the Lands	same as above		
Contact Name for Registered Owner of the Lands			
Phone # Registered Owner of the Lands		Duration (months, maximum 12 months)	
Request for	Spring Funding <input type="checkbox"/>	Fall Funding <input checked="" type="checkbox"/>	Either <input type="checkbox"/>
Start Date of Project	September, 2012	End Date	June, 2013
Please describe which of the following objectives your project meets and how:			
<ul style="list-style-type: none"> ❖ 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 City of Markham; ❖ The project promotes education, understanding and participation in environmental sustainability in the City of Markham; and; ❖ The project supports the City's environmental policies and strategic plan. 			
Through active participation in an organics program at Lincoln Alexander PS, students will be able to apply their new skills, knowledge and attitudes in their homes and communities. This supports our school and Board goals of developing environmental literacy with a view to a sustainable future. This will also support the Town of Markham in reaching their goal of high diversion rate.			

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

The purpose of our project is reduce the amount of waste from LAPS being collected in garbage and eventually being deposited in land fill sites. We hope to divert all compostable materials through the green box program. Our project team consists of staff, students, caretakers, admin. and community representatives. The team meets regularly to establish plans and objectives, review data and plan initiatives for the school community. We hope to accomplish a 95% diversion rate based on periodic waste audits conducted in partnership with the City of Markham. The benefits of this program will be that our garbage will be reduced significantly thus reducing weight be deposited in land fill sites and a reduced cost to the YRDSB. This will allow funding to be re-deployed to support the teaching learning process.

Currently we track daily the waste vs. recycling materials in our classroom and workrooms. The green box compost program will be added to this existing process.

If we are successful in receiving this Environmental Sustainability Grant, we will direct the funds to purchase a green box compost receptacle for each classroom, washroom, staff room, gym and workroom. The total number of green boxes required is 36. In addition, we will use the funds to replace each of our existing large, open top garbage containers with smaller bins which have flip style lids. The number of small garbage containers required is 36. This will assist in the diversion of recyclable and organic materials.

Students will receive ongoing education to support them in making environmentally sound decisions. The program is also supported by the YRDSB with informative and colourful posters which will be posted at each waste diversion site in the school.

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	\$1627.00	Amount requested from the MESF	\$1627.00
Amount from other sources		In-Kind support hours	

BUDGET FORM – HUMAN RESOURCES (Volunteers)

[illegible]

BUDGET FORM

[illegible]

Other Expenses

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

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

Markham Website	<input type="checkbox"/>	Newspaper advertisement	<input type="checkbox"/>	Word of mouth	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
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Upon completion of this Project please submit your project report, as well as original invoices, photos and records to Manager, Environmental Policy & Program Development, City of Markham, 101 Town Centre Boulevard, Markham, Ontario, L3R 9W3. Telephone 905-415-7502. Fax 905-479-7772. Photos may be posted on Markham'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 City 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 City bears no responsibility or has any liability in any manner with respect to this project.
2. that the City reserves the right to review communications and communication materials to be presented to the public to ensure compliance with City policies, including the City'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 City 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 City 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 City of any conflict of interest situation should it arise in carrying out of the project.
7. that the City is not a partner with the MESF recipient.
8. to permit the City of Markham to claim ownership of greenhouse gas emission reductions, which resulted from the project.

Signature  Title Principal, Lincoln Alexander Public School
 Printed Name Gary Young Date Friday, September 21, 2012

In the event the Registered Owner of the lands is an entity other than the City 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.

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

Markham Environmental Sustainability Fund

Photo Consent and Release Form

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

I acknowledge and agree that the City may publish or use the image for any City purposes by any means whatsoever including, but not limited to electronic or digital means. I acknowledge that the City may not be able to control the distribution or use of the image by other than City 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 City 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 City against any third party claims, actions, damages, injuries or losses brought or assessed against or incurred by the City for the use of the image(s).

Contact Information					
Signature	<u>[Signature]</u>	Date	<u>Sept. 21/12</u>		
Address	<u>381 Hillmont Rd</u>				
City	<u>Markham</u>	Province	<u>ON</u>	Postal Code	<u>L6R 2H4</u>
Telephone	<u>905-284-4513</u>	Email	<u>gary.young@yrdsb.edu</u>		
City of Markham:					
City Representative		Date			

September 21, 2012

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

**Attention: Mavis Urquhart, Manager, Environmental Policy & Program
Development**

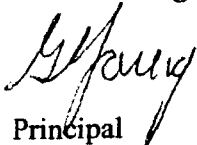
**Re: Consent for Application for M.E.S.F. Funding for Lincoln Alexander Public
School**

The Registered Owner of the lands at Lincoln Alexander Public School is the York Region District School Board.

The York Region District School Board (Owner) consents to the application by Lincoln Alexander Public School for funds from the Markham Environmental Sustainability Fund (M.E.S.F.). In this capacity, the York Region District School Board acknowledges that the proposed project complies with all Board applicable policies and requirements. Gary Young, Principal of Lincoln Alexander Public School, as the "Applicant for M.E.S.F." has the authority to give consent for the project.

Sincerely,

Mr. G. Young



Principal
Lincoln Alexander Public School
York Region District School Board

ENVIRONMENTAL SERVICES

SEP 24 2012

Application Form

For Office Use Only - Project No.:

RECEIVED

Group Information

Name	James Robinson Public School		
Address	90 Robinson Street		
Phone	905-294-3484	Fax	905-294-4626
Email		Website Address	www.jamesroblnsonps.yrdsb.edu.on.ca
Charitable/Non Profit Organization registration # (if applicable)	Our Group has a bank account in the name of our organization		
Yes, the registration number is available from the York Region District School Board Office (Y.R.D.S.B.)	Yes	___	No <u>X</u>

Briefly describe what your group does:

James Robinson Public School (JRPS) is a 50+ year old school, servicing 250 students located in the old Town of Markham near Highways #7 and #48. It is certified as a gold Eco School. JRPS has 2 classes of special needs students. One class is a Transition Class. Autistic students are taught specific skills for a specific amount of time before returning to their home school. (Please note that this class currently provide school-wide leadership in the Battery Retrieval Contest offered through www.ecowatch.ca) The other is a Community Class. These students have multiple exceptionalities which may include: Cerebral Palsy, low vision, global developmental delays and non-verbal communication. They have been featured in the local paper. (Appendix #1)

Project Contacts

Name	Lara Chebaro	Name	Debora Manni and Jeanette McLellan
Title	Principal	Title	Special Education Teachers
Phone (work)	905-294-3484	Phone (work)	905-294-3484
Phone (home)		Phone (home)	905-475-0878
Email	lara.chebaro@yrdsb.edu.on.ca	Email	jeanette.mclellan@yrdsb.edu.on.ca

Project Summary

Title	Accessible Eco Schoolyard		
Location of Project	James Robinson Public School		
Name of Registered Owner of the Lands	York Region District School Board (Y.R.D.S.B.)		
Address of Registered Owner of the Lands	60 Wellington Street, Aurora ON		
Contact Name for Registered Owner of the Lands	Jacquie Copithorn or Robert Selvazzo		
Phone # Registered Owner of the Lands	905-727-0022	Duration (months, maximum 12 months)	
Request for	Spring Funding	Fall Funding	Either
Start Date of Project	August 2012	End Date	June 2013 (Ongoing)

It is our goal to provide a wheelchair accessible schoolyard in Markham whereby all students can benefit from year 'round, out-of-door experiences and meaningful integrated recreation that includes gardening as part of the curriculum. In collaboration with Markham Parks and Recreation (Marsha Mariani) and Continuing Education at the York Region Board of Education (Drew McNaughton - YRDSB) we are developing a "reverse integrated" summer program at the school as well as hosting Markham's Fun in the Sun camp program and perhaps the CNIB Score program. Our new program will target special needs students, inviting able bodied children to join them, not the other way around. To date, we have created a wheelchair accessible sensory garden (MESF Funded Oct.2011), and are working on an accessible outdoor classroom and the "Learning Trail." (Aug. 2012+) We welcome M.E.S.F. to showcase this innovative project as it directly reflects the inclusive nature of the City of Markham and its policies. We have worked closely with the Markham Accessibility Advisory Committee who donated \$650.00 to the project from their BBQ and Accessibility Fair. (June 2012)

JRPS has partnered with Hawkins Contracting (Richard Hawkins) to develop the outdoor classroom, shrub bed and the first 60m of the Learning Trail which will connect different learning centres throughout the yard. (We are still looking for a corporate donation to have it paved. The limestone base is ready.) We have also partnered with Seeds for Change (Lynne Koss) to supply and install 3, 3'x6' raised food gardens. (See Appendix 2 for the approved plan and brochure about the committee.) The native shrub bed near the outdoor classroom will increase the biodiversity of the yard and the new trees (from another funding/donation source) will provide shade, which is very important to children taking certain medications. Two trees that were rescued from the widening of Warden Ave. and transplanted into our schoolyard last April have survived this past summer because of neighbour, student, staff and parental volunteer watering efforts.

The number of summer program referrals, wait lists and attendance will measure success. Because gardening will be part of the therapeutic program, success will be measured in terms of plant material (trees/shrubs) surviving and food production. The Seeds For Change organizers request that unused food is donated to the Food Bank, which happens to be within walking distance of the school! The summer program students will maintain the trees/gardens that the students planted as part of their curriculum during the school year. This reciprocal relationship ensures sustainability of the living elements of the project.

As a minimum, M.E.S.F. will be promoted through the monthly newsletters home and by word of mouth through Staff and Parent Council meetings. They will be included on the school's website and in the YRDSB's Leading Edge, a weekly internal blog/newsletter. The school welcomes any signage provided by the City and will display it in a central location. We are planning to honour major contributors (like MESF) to the project by engraving their names on a rock located near the outdoor classroom in the shrub bed. The Toronto Star and Markham Economist and Son newspapers and the CBC News at 6 will be invited to document the historical opening day of the schoolyard.

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	\$ 5500	Amount requested from the MESF	\$ 5,000
Amount from other sources	* See Budget Notes \$ 500	In- Kind support hours	3006

BUDGET FORM – HUMAN RESOURCES (Volunteers)

[illegible]

BUDGET FORM

Materials, Supplies and Equipment	Cost			MESF	Other
	# of units	Unit Cost \$	Total Cost \$		
(e.g. Native seedlings)	500	1.00	500.00	200.00	300.00
Rock Seating (Armour Stone - Required)	? sold by weight	market value	1400	1400	Note 1
Downy Serviceberry (amelanchier Canadensis)	3, 200cm W.B.	360.00	1080	1080	
Raised Vegetable Gardens	3, 3"x6"		500	500	Note 2
Engraved Stone Signage for 12+ Names (Rhodes Rock)	1, 5'x3"	2520	2520	2020	500 Note 3
NOTES					
1 R. Hawkins has secured donations/discounts on our behalf					
- Half price screening, Lee Sand & Gravel					
- 40sqm Unilock bricks					
- Stone seating (some), Kawartha Quarry/Foundry Lane					
(Value of Building materials uncertain at this point in time)					
-Hawkins Contracting donation and "at cost" labour					
2 Seeds For Change contribution uncertain at this point in time					
3 \$500 from JRPS School Council					

Other Expenses

(e.g. Printing Brochures)	100	0.50	50.00	25.00	25.00
Total			5500	5000	?

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

Markham 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 Policy & Program Development, City of Markham, 101 Town Centre Boulevard, Markham, Ontario, L3R 9W3. Telephone 905-415-7502. Fax 905-479-7772. Photos may be posted on Markham's website.



JAMES ROBINSON PUBLIC SCHOOL

90 Robinson Street
Markham Ontario
Phone: (905) 294-3484
Fax: (905) 294-4626

Attention: Mavis Urquart
Manager, Environmental Leadership

Re: Consent for Application for E. M. S.F. Funding
James Robinson Public School

The registered owner of the lands at James Robinson Public School is the York Region District School Board (Y.D.R. S. B).

The York Region District School Board consents to the application by James Robinson Public School for funds from the Markham Environmental Sustainability Fund (M.E.S.F.). In this capacity, the Y.R.D.S.B. acknowledges that the proposed project complies with all Board applicable policies and requirements. Principal of James Robinson Public school, as the "Applicant for M.E.S.F." has the authority to give consent for the project.

Respectfully Submitted,

Principal
James Robinson Public School

Sept. 24/2012

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 City 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 City bears no responsibility or has any liability in any manner with respect to this project.
2. that the City reserves the right to review communications and communication materials to be presented to the public to ensure compliance with City policies, including the City'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 City 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 City 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 City of any conflict of interest situation should it arise in carrying out of the project.
7. that the City is not a partner with the MESF recipient.
8. to permit the City of Markham to claim ownership of greenhouse gas emission reductions, which resulted from the project.

Signature

Title

Principal

Printed Name

Date

Lara Chebos

Sept 24/2012

In the event the Registered Owner of the lands is an entity other than the City 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.

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



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

Markham Environmental Sustainability Fund Internal Guide and Application Form

What is the MESF?

The MESF is a municipal 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 Markham's natural resources. The purpose of the fund is to provide demonstrable, widespread and lasting environmental benefits to the Markham community.

Who Can Apply?

City of Markham staff or member of Markham Council.

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 City of Markham;
- the project promotes education, understanding and participation in environmental sustainability in the City of Markham; and,
- the project supports Markham'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 Internal Funding Criteria for an Application?

- Projects must be within the City of Markham, initiated by City of Markham staff or members of Council
- Applicants must only be applying for one year at a time, although the project may be phased
- Materials and equipment costs will be a priority for funding from the MESF, however, other costs may be eligible and will be determined on an individual project basis
- The project must have widespread, lasting environmental benefits for the community
- The project promotes environmental sustainability
- The project promotes understanding and participation in environmental sustainability in the City of Markham
- The project will have measurable results
- Records are to be kept with respect to the project and a report is to be prepared upon completion of the project and submitted to the Environmental Issues Committee for their records
- The project is consistent with the City of Markham's objectives
- The project promotes the City of Markham and the City of Markham's commitment to environmental sustainability
- Work on the project must not have commenced
- Funding is intended for projects that would not normally be considered as part of a department's budget
- 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 is awarded twice each year - In Spring (February application deadline) and Fall (September application deadline). For specific dates please refer to the website or contact the Manager of Environmental Policy & Program Development.

How Do I apply?

- Step 1** **Speak with the Manager of Environmental Policy & Program Development** 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. Sufficient and complete information must be provided for the Environmental Issues Committee to make a decision.
- Step 4** **Submit your application** to the Manager, Environmental Policy & Program Development, City of Markham, Ontario, L3R 9W3. Telephone 905-415-7502, Fax 905-479-7772.

Application Checklist

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

- A complete application form, signed by Department Head, including all budget and funding details
- All supporting documentation

What will happen next?

The Environmental Issues Committee will review all applications taking into account the established objectives and criteria described above. 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?

You will be contacted by the Manager, Environmental Policy & Program Development following Council's decision.

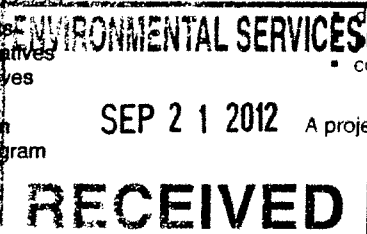
What happens after the Project is completed?

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.

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



For Office Use Only - Project No.:

APPLICATION FORM

PROJECT MANAGER

Name & Position	Claudia Marsales, Senior Manager, Waste Management		
Department	Waste Management		
Phone	905-477-7000 ext. 3560		
Fax	905-479-7772		
Email	cmarsales@markham.ca	Website Address	www.markham.ca

PROJECT'S CONTACTS

Name	Shayne Hartin	Name	
Dept.	Waste Management	Dept.	
Phone	905-477-7000 ext. 3710	Phone	
Email	shartin@markham.ca	Email	

PROJECT SUMMARY

Title	Pilot Battery Collection Program for Multi-Residential		
Location of Project (If applicable)	83 Markham Apartments		
Duration (months, maximum 12 months)	12 Months		
Request for:	Spring Funding	___	Fail Funding <u>x</u> Either ___
Start Date of Project	February 1, 2013	End Date	February 1, 2014

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 City of Markham's Waste Management Department is a leader in waste diversion and is striving to be the "best of the best" in North America with a new diversion target of 80%. Diverting waste from landfill through recycling programs, education on re-use and proper disposal procedures for materials is essential to create lasting environmental benefits within the community of Markham.

When batteries are sent to landfill, heavy metals such as Mercury, Lead, and cadmium, to name a few, leach into the soils surrounding the landfill, which then seeps into the water table. This not only poses a health and safety risk, but has environmental consequences as well. Through this pilot project the anticipated environmental benefits include – a reduction in household hazardous waste going to landfill and therefore a decrease in the amount of hazardous material in our environment, increased public awareness on the importance of proper battery disposal, increase recycling and an increase in the City of Markham's waste diversion rate.

The Waste Management Department will demonstrate the pilot project's success by weighing the battery bins upon collection and monitoring the results. It is proposed that collection will be determined via appointment. A building manager will notify the Waste Management Department when the bin requires collection. The frequency of collection will be monitored in addition to bin weight. Participation rates can then be quantified and measured against current battery recycling rates.

- ❖ The project is a leading environmental innovation that can be showcased by the City of Markham;

The majority of municipal battery recycling programs in Canada utilize drop off depots throughout the community as a means of recycling batteries. Similarly, Markham also has been utilizing this method for battery recycling. However, the problem lies in low participation rates, especially from multi-residential buildings. Other forward thinking municipalities like San Francisco in the United States have implemented household battery collection. Making battery recycling easy for residents is essential to increase participation and therefore increase hazardous waste diversion from landfill. Markham's Waste department intends to distribute battery collection bins to all of its 83 multi-residential buildings. This initiative will make battery recycling easy for residents who will now simply have to take their batteries with their recycling to dispose of in the designated bin. This innovative approach to battery recycling can be showcased on Markham's waste webpage, through social media outlets and by utilizing the Mission Green newsletter.

- ❖ The project promotes education, understanding and participation in environmental sustainability in the City of Markham; and;

This project will promote education, participation and understanding of Markham's recycling, sustainability and waste diversion initiatives by highlighting the project in the Mission Green Newsletter, the City's webpage and educational flyers to building residents. Educating residents and generating community awareness on the environmental and health hazards posed by improperly disposing of batteries is an integral part of this project.

- ❖ The project supports the Markham's environmental policies and strategic plan.
This project supports Markham's 80% waste diversion target and the Green Print Sustainability 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
The purpose of this project is to determine if the implementation of a residential battery collection program would increase diversion from landfill and more specifically increase diversion of hazardous waste from landfill; increase awareness on the importance of battery recycling; and to determine if Multi-residential battery recycling programs will have a significant benefit to our community and environment.
- ❖ Description of the Project Team
Project team consists of staff from the City of Markham's Waste Management Department and their students.
- ❖ What will your project accomplish? (include work plan with timelines)
 - Improve public participation in battery recycling
 - Improve public awareness on the importance on proper household hazardous waste disposal
 - Increase Markham's diversion rate
 - Increase diversion of hazardous waste from landfill
 See attached project timeline
- ❖ Who will maintain and monitor the project after completion? (please provide contact information)
 - Shayne Hartin, Supervisor, Waste Operations, Waste Management Department
| shartin@markham.ca 905-477-7000 x3710
- ❖ What are the measurable benefits of this Project?
Total batteries diverted from landfill, increased battery recycling participation rates, increased public understanding of the importance of proper hazardous waste disposal
- ❖ How will you promote the MESF fund with this project?
MESF will be promoted through our public communications, including our waste webpage, signage and our Mission Green Newsletter
- ❖ Describe other funding sources/in kind support
 - N/A
- ❖ How will the benefits to the environment and your community be maintained after your project has been completed?
 - If project is successful, a full program may be implemented.
 - Behaviour and attitude change toward waste diversion
 - Increased battery recycling participation
 - Increased waste diversion from landfill
- ❖ Will there be an educational sign component. If so, please describe
 - Creation of labels to affix to the containers
 - Educational signage at building
 - Flyers to residents

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	\$5000.00	Amount requested from the MESF	\$5000.00
Amount from other sources	N/A	In-Kind support hours	N/A

BUDGET FORM – HUMAN RESOURCES (Volunteers)

[illegible]

BUDGET FORM

[illegible]

Other Expenses

(e.g. Printing Brochures)	100	0.50	50.00	25.00	25.00
Print and Design of labels and flyers			\$1100.00	\$1100.00	
Student to collect and weigh bins	1 student	23 Hours	\$308.00	\$308.00	
Total			\$5000.00	\$5000.00	

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

Markham Website	Newspaper advertisement	Word of mouth	Other
		x	

Upon completion of this Project please submit your project report, as well as original invoices, photos and records to Manager, Environmental Policy & Program Development, City of Markham, 101 Town Centre Boulevard, Markham, Ontario, L3R 9W3. Telephone 905-415-7502. Fax 905-479-7772. Photos may be posted on the Markham's website.

DEPARTMENT HEAD'S AUTHORIZATION

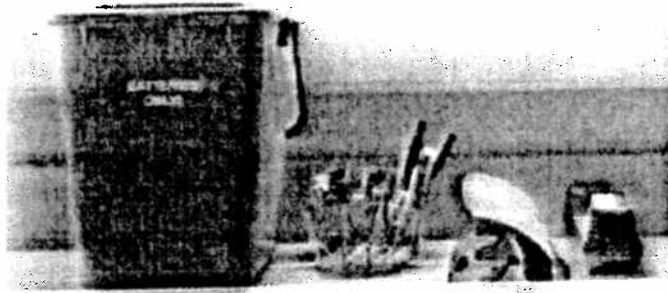
Signature Uem Title Senior Manager, Waste & Environment
 Printed Name CLAUDIA MARSALLES Date Sept 20/2012

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

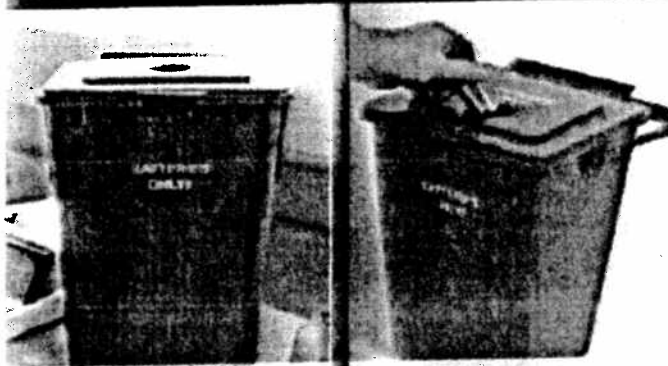
ATTACHMENT 1: WORK PLAN

Battery Recycling Project Timeline – Work Plan												
ITEM	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
Order containers	x											
Design Labels		x										
Distribute containers		x										
Educational campaign			x	x	x	x	x	x	x	x	x	
Advertise			x	x	x	x	x	x	x	x	x	
Collection via notification			x	x	x	x	x	x	x	x	x	x
Measure collection participation (weigh collected bins)			x	x	x	x	x	x	x	x	x	x
Report on Results												x
Communicate project results												x

ATTACHMENT 2: BIN PICTURE



Convenient size for small office battery collection



Stamped with
BATTERIES ONLY!

Pre-cut battery opening

