City of Kingston
Information Report to Kingston Environmental Advisory Forum
Report Number KEAF-20-003

To: Chair and Members of the Kingston Environmental Advisory Forum
From: Peter Huigenbos, Commissioner, Business, Environment & Projects
Resource Staff: Julie Salter-Keane, Manager, Climate Leadership
Date of Meeting: September 23, 2020
Subject: Kingston’s Community Climate Action Fund Overview

Council Strategic Plan Alignment:

Theme: 1. Demonstrate leadership on climate action

Goal: 1.5 Develop and promote incentives for residents to reduce their energy use and become part of city-wide solutions to meet Kingston’s carbon neutral target.

Executive Summary:

At the July 7, 2020 meeting, Council endorsed the establishment of the Community Climate Action Fund through Report Number 20-131. The staff report was brought to Council in response to two motions passed by Council in 2019.

The Community Climate Action Fund grants will focus on projects that: reduce greenhouse gas (GHG) and/or air emissions; increase energy conservation or efficiency; reduce or divert organic waste; or assist with Climate Change adaptation and technology innovation. With the COVID-19 economic recovery being launched, over the next 3 years preference will be given to projects that have direct and measurable GHG reductions that can also stimulate the economy in the near term.

Applicants are to be registered charities or non-profit organizations (including indigenous associations, churches/faith groups or registered not-for-profit co-operatives). Non-profits must partner with a registered charity to be eligible. Partnerships with the City could be considered to meet this eligibility criterion, such as Sustainable Kingston.
The purpose of this report is to allow staff the opportunity to discuss the details of the Kingston Community Climate Action Fund and provide an overview of the participation of the Kingston Environmental Advisory Forum (KEAF) in the evaluations of the eligible projects later this year.

The current call for proposals runs from September 9th to October 7th and it is anticipated that staff will present the applications for evaluation to KEAF in November 2020.

**Recommendation:**

This report is for information purposes only.
Consultation with the following Members of the Corporate Management Team:

- Paige Agnew, Commissioner, Community Services
  - Not required
- Brad Joyce, Acting Commissioner, Corporate Services
  - Not required
- Jim Keech, President & CEO, Utilities Kingston
  - Not required
- Desirée Kennedy, Chief Financial Officer & City Treasurer
  - Not required
- Sheila Kidd, Commissioner, Transportation & Public Works
  - Not required
Options/Discussion:

Council passed the following motion on July 7, 2020, establishing the Community Climate Action Fund:

**That** Council establishes the Kingston Community Climate Action Fund, as outlined in Report Number 20-131, including the objectives that the community projects will reduce greenhouse gas (GHG) and/or air emissions; increase energy conservation or efficiency; reduce or divert organic waste; or assist with Climate Change adaptation technologies, eligibility criteria, administrative and fundraising process; and

**That** the Mayor and Clerk be authorized to execute an agreement with Canada Helps for the City of Kingston to use the online donation platform for the Kingston Community Climate Action Fund and other City programs where donations are received, in a form satisfactory to the Director of Legal Services; and

**That** the Mayor and Clerk be authorized to execute an agreement with Kingston Community Credit Union for the City of Kingston to partner with the Credit Union for the collection of donations for the Kingston Community Climate Action Fund in a form satisfactory to the Director of Legal Services; and

**That** Council approves funding of up to $10,000 to be funded from the Environmental Reserve Fund to cover any associated third-party administrative fees, promotional and fundraising expenses related to the development and launch of the Kingston Community Climate Action Fund; and

**That** Council approves funding of up to $15,000 to be funded from the Environmental Reserve Fund to match the equivalent public charitable donations raised in the inaugural round of the Kingston Community Climate Action Fund; and

**That** Council direct staff to incorporate costs of the program in future annual operating budgets; and

**That** Council direct staff to provide an annual report on the Kingston Community Climate Action Fund which will include details on the effectiveness of the fund and the allocation of the funds to support implementation of eligible community projects.

The following outlines the process from the call for proposal for local community project ideas to the collection of donations and finally the reporting out on the project completion.
A call for funding applications was issued by staff to attract funding applications based on the established eligibility criteria as outlined below:

A. Applicants are to be registered charities or non-profit organizations (including indigenous associations, churches/faith groups or registered not-for-profit co-operatives). Non-profits must partner with a registered charity to be eligible. Partnerships with the City could be considered to meet this eligibility criterion, such as Sustainable Kingston.

B. Projects must be implemented within Kingston City boundaries and demonstrate substantial completion within 12 months of receiving financial support from the fund.

C. Projects must be tangible and have direct and measurable GHG reductions (which are further described below) once the project is fully complete. Applicants must commit to monitoring impacts of the project and publicly reporting results. Over the next 3 years, preference will be given to projects that have direct and measurable GHG reductions that can also stimulate the economy in the near term. It is recommended that education programs and related events-based initiatives be ineligible at this time in order to prioritize actions achieving actual emission reductions.

D. Projects may require other viable sources of funding to complete the proposed initiative in case donations collected do not fully cover all associated costs. Proof of other pending
grant applications or confirmed financial support from other sources of funding may be required prior to the launch of the donation campaign.

Council endorsed staff’s recommendation that KEAF would be the body that would evaluate the applications against the eligibility criteria to screen the project proposals that best fit the objectives of the fund. Upon review by KEAF, a recommendation will be presented to Council on the eligible projects. Upon the approval of the projects by Council, staff would prepare a summary outline of the projects to be posted online for donors to select where they would like to direct their donation.

**Existing Policy/By-Law:**
None

**Notice Provisions:**
None

**Accessibility Considerations:**
None

**Financial Considerations:**
None

**Contacts:**
Julie Salter-Keane, Manager, Climate Leadership Division 613-546-4291 extension 1163

**Other City of Kingston Staff Consulted:**
Dave Roewade, Project Manager, Climate Leadership Division

**Exhibits Attached:**
None