

PROCEDURE

TITLE: Category #8 Green Initiatives

NUMBER: PRO-R-2012-0001

CATEGORY: Corporate

DATE: January 2012

REFERENCES AND RELATED DOCUMENTS:

Policy:

- [Municipal Assistance Program](#)

Procedure:

- [How to Apply for the Municipal Assistance Program](#)

Forms:

- [Municipal Assistance Program Proposal Form](#)
- [Municipal Assistance Program Green Initiatives Application](#)

Resources:

- Town's sustainability initiatives www.haltonhills.ca/sustainability

Note:

If you have a questions regarding this procedure, please contact recreation@haltonhills.ca or 905-873-2601 ext. 2261

PURPOSE:

To provide the related documents and process for proposals seeking funding/support from the area of Green Initiatives of the Municipal Assistance Program

DEFINITIONS:

- **Individual:** a resident or business owner who pays property taxes to The Town of Halton Hills, directly or indirectly.
- **Group:** two or more individuals who share a common purpose.
- **Community Organization:** duly constituted group, club, association or society.
- **Business:** commercial entity who pay taxes to The Town of Halton Hills, directly or indirectly.

SCOPE/STAFF PRIMARILY AFFECTED:

The scope of this procedure affects individuals, groups, community organizations and businesses located in Halton Hills, who are interested in applying for Municipal Assistance for local activities/events.

This policy affects all departments within the Town of Halton Hills and is managed through the Recreation and Parks Department.

PROCEDURE:

Expenses may be provided for approved community-wide special events, upon completion of the Green Initiatives form and confirmation that event profits are reinvested into future event programming. The Town may contribute up to 25% of costs to a maximum of \$750.00 per organization, per year. These funds can only be used for eco-friendly green initiatives as outlined in the Municipal Assistance Program's "Green Initiatives" Procedures.

Requirements:

- a) The applicant must complete required paperwork as per How to Apply Municipal Assistance Program.
- b) The applicant must also complete and submit the 'Green Initiatives' form explaining their event.

Eligible:

- a) Funds are available to organizations in good standing.
- b) Initiatives are to comply with the following criteria:

WASTE DIVERSION - initiatives that promote sorting of waste from recyclables, reduced packaging, digital promotions, re-usable supplies, water fill stations.

USE OF RECYCLED PRODUCTS – offsetting costs associated with premiums for re-cycled products such as cups, plates, paper.

REDUCED EMISSIONS – use of local products and supplies, electric powered equipment and event-based transportation, shuttle bus for participants, carpooling programs.

Ineligible:

- a) Fundraising activities/events.
- b) Post event initiatives e.g. e-mail thank yous to Green Event suppliers

MUNICIPAL ASSISTANCE PROGRAM DECISION PROCESS:

- A. Proposals will be reviewed by staff for accuracy, completeness and compliance with the Municipal Assistance Policy and Procedures.
- B. Only complete proposals will be forwarded under a staff report to the Community Affairs Committee of Council for consideration at the designated meetings (see Deadlines for Applications).
- C. All proposals are subject to available funds.
- D. Community Affairs Committee of Council may request a presentation of the applicant's proposal.
- E. Special consideration may be granted to proposals at the discretion of the Community Affairs Committee of Council.
- F. All applicants will receive written notification regarding the decision of their proposal, as made by the Community Affairs Committee of Council and ratified by Council.

RESPONSIBILITIES:

- This procedure is the responsibility of the Department of Recreation and Parks in conjunction with various Town departments.

We have created a new 'Green Initiatives' category in the Municipal Assistance Program application. The Green Initiatives category is designed to reward applicants who operate in an eco-friendly manner while delivering their services within the community of Halton Hills. Please complete the following application and submit for grant approval following your event.

For further information regarding Town's sustainability initiatives please visit, www.haltonhills.ca/sustainability

Name of Organization:
Event:
Contact Person and Phone Number:

Tell us about your Green Initiatives:

Please provide details (in 500 words or less) on what initiatives made your event eco-friendly.

For example;

WASTE DIVERSION - initiatives that promote sorting of waste from recyclables, reduced packaging, digital promotions, re-usable supplies, water fill stations.

USE OF RECYCLED PRODUCTS – offsetting costs associated with premiums for re-cycled products such as cups, plates, paper.

REDUCED EMISSIONS – use of local products and supplies, electric powered equipment and event-based transportation, shuttle bus for participants, carpooling programs.

Use the back of this form if necessary. The information provided above will be reviewed by the Recreation and Parks Department in consultation with the Office of Sustainability.

Please return to Community Development Assistant at recreation@haltonhills.ca or call 905-873-2601 ext. 2269 for more information.