



## **MEMORANDUM**

**DATE:** September 22, 2023  
**TO:** Sustainability Framework Advisory Committee  
**FROM:** Katherine Barnett, Sustainability Manager  
**SUBJECT:** Sustainability Framework Fund Projects criteria

At the August 25, 2023, Sustainability Framework Advisory Committee meeting Member Soph asked for information about how funding decisions are made when using the Sustainability Framework Fund.

To date, the Sustainability Framework Advisory Committee (SFAC) has annually recommended a Sustainability Framework Fund Workplan (FY2022 & FY2023) to City Council and both years City Council has approved the Workplan. The approved Workplan is the guide of how projects are identified and funded. With a FY2023 funding shortfall, explained at the August 25, 2023, meeting staff sought direction for prioritizing items in the Workplan. Based on the direction received, projects included in Transportation and Energy Efficiency will be the primary focus.

### Establishment of Framework Fund

On August 17, 2021, the Sustainability Framework Fund was created by City Ordinance 21-1689. It was subsequently funded on September 21, 2021, by City Ordinance 21-1986 in the amount of \$500,000 for immediate use.

### Work Plans and Funding

The FY2022 Framework Fund Workplan as recommended by SFAC was approved by City Council on March 2, 2022. The FY2022 Workplan contained projects totaling more than \$650,000 including a Climate Action & Adaptation Plan, Air Quality Monitoring, support for City Fleet Electrification, Education related to Food and Alternate Transportation and three Municipal Projects: Rainwater capture, Solar Structures and Building Efficiency.

On September 27, 2022, the Sustainability Framework Fund was budgeted at \$4,000,000 by City Ordinance 22-257. The FY2023 Workplan was recommended by SFAC and approved by City Council on January 10, 2023. The FY2023 Sustainability Framework Funds were **only to be spent as the revenue was received.**

## **OUR CORE VALUES**

Inclusion • Collaboration • Quality Service • Strategic Focus • Fiscal Responsibility

Environmental Services & Sustainability works with other departments to progress the Workplans. When approached by other departments, ESS's selection process includes:

1. Is the project identified in the FY2023 Workplan?
  - a. If yes – move to step 2.
  - b. If no – move to step 6.
2. Is the project funding request inline with budget estimate in the FY2023 Workplan?
  - a. If yes – move to step 3.
  - b. If no – move to step 3.
3. Review the proposed funding against:
  - a. Funding for the Focus Area
  - b. Other Focus Area projects to look for overlap.
4. If Item 3. Review does not identify needed funding place project on to be determined list.
5. If Item 3. Review identifies funding availability then move to Item 7.
6. Does the project progress the Simply Sustainable Framework?
  - a. If yes – draft memo for SFAC consideration on Workplan amendment.
  - b. If no – decline project.
7. Determine timeframe for project completion?
  - a. If within the current Fiscal Year – move to step 8.
  - b. If beyond the current Fiscal Year – review funding needs and assess need for inclusion in a future workplan. See Item 9.
8. Commit project funds and initiate project.
9. If project overlaps fiscal years, review project setup and funding commitment to determine best course of action.

As discussed in August funds are less than initially budgeted and priority will be given to projects related to Transportation and Energy Efficiency as the largest areas for improvement based on presentations to date from Sustainability Solutions Group for the Climate Action and Adaptation Plan.

#### Project Examples

Fleet electrification is an identified area. The City Fleet Services Division has responsibility for procuring new fleet vehicles, often more than a year in advance. Funding identified in the workplan would be available to pay the incremental cost increase to switch to an electric vehicle rather than add a new internal combustion engine vehicle. Supply chain challenges have delayed this effort. The first round of orders is expected to occur in the last quarter of 2023.

Privet removal and restoration project was identified in the FY2023 Workplan in both Land Use and Open/Natural Space (\$250,000) and Education, Communication and Engagement (\$25,000). Environmental Services & Sustainability and Parks & Recreation Departments are partnering to complete this multi-year effort. The result will be restored habitat with some educational aspects (e.g., signage explaining the resultant habitat