



# 2023-2026 Centralized Climate Fund Program Delivery: Terms of Reference

## Background

The Centralized Climate Fund (CCF) was approved by Council as part of The City’s capital budget in the 2023-2026 Service Plans and Budgets to support the City of Calgary (The City) project managers and Civic Partner’s in integrating greenhouse gas (GHG) emissions reduction measures and climate risk reduction measures into their capital projects. Council approved a total of \$29,988,000 over the 2023-2026 business cycle from various funding sources (mix of Municipal Sustainability Initiative Grant (MSI), Canada Community-Building Fund (CCBF) and Pay As You Go) (Table 1). Each funding source has different eligibility and reporting requirements which will be considered and managed by the CCF Program Team as part of the project application and evaluation process.

Table 1: Centralized Climate Fund Program 2023-2026 Breakdown

Fund	Total (\$)	2023* (\$)	2024 (\$)	2025 (\$)	2026 (\$)
Centralized Climate Fund	29,988,000	3,518,000	9,720,000	11,350,000	5,400,000

\*Note: 78 per cent of the 2023 budget has been committed to two pilot projects. The remaining unused 2023 budget will be carried forward into the 2024 budget allocation.

The lack of adequate funding within project budgets has been recognized as a key barrier to implementing greenhouse gas (GHG), energy, and climate risk reduction measures into capital projects, particularly for projects that progressed through Stage 2 of The City’s stage gating processes prior to the Climate Emergency Declaration and focus on accelerating climate action. The CCF is intended to support projects to integrate these additional GHG and climate risk reduction measures into design and construction of the asset.

## Centralized Climate Fund (CCF) Program Team Membership

Lindsay Baez	Finance
Mercedes Broda	Corporate Planning & Performance
Jill Curley	Climate & Environment
Dawn Smith	Climate & Environment
Adam Stoker	Climate & Environment
Jennifer Isbister	Capital Investment Planning
Jaspreet Sandhu	Equity

## Scope & Eligibility

The CCF provides additional funding to City-owned and Civic Partner new and retrofit infrastructure projects, including natural infrastructure, to integrate GHG reduction and climate risk reduction into capital projects.

This funding opportunity prioritizes the implementation of on-the-ground projects, including piloting innovative technologies and solutions, and improvements to existing or baseline conditions in capital assets that also advance climate actions (i.e. renewable energy and low carbon technologies, climate resilient affordable housing, district energy decarbonization) and enhance community climate resilience (i.e., climate resilient natural infrastructure, flood reduction projects, and climate adaptive restoration programs).

Projects must result in improvements to capital assets which are owned, managed, or a majority owned by the City of Calgary or a Civic Partner ([see Glossary of Terms](#)).

Funding requests must demonstrate a clear connection with one of the following climate sub-categories:

- Low Carbon Built Infrastructure
- Climate Resilient Built Infrastructure
- Climate Resilient Natural Infrastructure

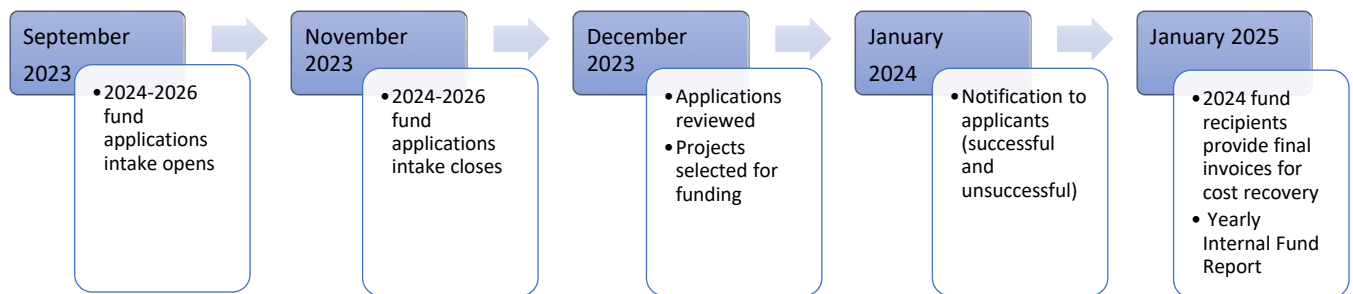
Funding will NOT be approved for City of Calgary positions (FTE's/LTE's), even if they are managing a capital project.

**Important to note:** If the quantity of eligible applications exceeds the available funds, the CCF program team may limit the amount of funding made available to specific project types, specific service lines, or aligned with specific climate sub-categories in order to achieve diversity in projects supported. In the event of a tie, preference will be given to the projects with the highest scores that provide positive climate outcomes for multiple climate sub-categories, addressing more than one climate outcome.

## Applications

Applications for the next three years (2024, 2025, and 2026) will be accepted during a September to November 2023 intake period. A project can apply for multi-year funding or for one year of funding. If funds are remaining following the initial intake period, intake for future years funding will be re-opened in each subsequent year during the same timeframe. See Attachment 3: Application Form. For support on your application process and/or potential eligibility, please reach out to [climate@calgary.ca](mailto:climate@calgary.ca)

## Centralized Climate Fund: 2024-2026 Intake



## Evaluation

Applications will be reviewed for eligibility by Finance for their fit with the funding sources identified for the CCF. Eligible applications will be scored by CCF Program Team to determine their alignment with the evaluation criteria, prior to final approval by the Climate &

Environmental Management Service Committee. The Climate & Environmental Management Service Committee can only approve or decline the full package of recommended projects for funding, they cannot pick and choose from the recommendations received. For more details see Attachment 2: Evaluation Criteria & Scoring Companion.

Applications must demonstrate how projects meet one of the three climate sub-categories, and how they will integrate additional GHG and/or climate risk reduction measures. The CCF Program team will take into consideration if a proposed project detrimentally impacts other climate & environment goals.

Applicants may be asked to submit additional information to support the review and decision-making process. The CCF Program Team may also reach out to applicants to ask clarifying questions.

Unsuccessful applicants may request feedback on why the application was not successful and what can be improved in the future. Requests for feedback may be made to [climate@calgary.ca](mailto:climate@calgary.ca)

### 2023 Timelines (for 2024-2026 Funding)

Date	Action
September 13, – November 13, 2023	The application period will be open. The application template and guidance documents will be available to download on the Climate Program webpage at <a href="https://mycity.calgary.ca/environment/climate/centralized-climate-fund.html">https://mycity.calgary.ca/environment/climate/centralized-climate-fund.html</a> Completed applications can be submitted to <a href="mailto:climate@calgary.ca">climate@calgary.ca</a> . <b>Applications will be accepted until November 13, 2023, at 5 p.m.</b>
November 20, 2023 – December 15, 2023	The CCF Program Team will review applications and score them based on evaluation criteria. Finance will complete a pre-screening of all submitted applications to determine eligibility and fit within funding sources.  NOTE: The Director of Climate & Environment will champion the projects selected for recommendation at the Climate & Environmental Management Service Committee meeting.
Week of January 8, 2024	Projects selected will be presented for approval to the Climate & Environmental Management Service Committee.
Week of January 15, 2024	All applicants will be notified on the outcome of their application after final selection.
2024 Ongoing	Successful applicants provide the required <b>supporting documentation</b> prior to funding being transferred (internal recovery).  <i>Supporting documentation examples include but are not limited to: design documents showing climate mitigation and/or adaptation actions, Climate Risk and Resilience Assessment (CRRA).</i>
January 31, 2025	Final reports will be due for all <b>2024</b> fund recipients. 2025 and 2026 fund recipients will report in January 2026 and 2027 respectively.

## Supporting Documentation & Annual Reporting

To contribute to the transparency and accountability of the Fund's allocation process and outcomes, in alignment with the Climate Strategy: Pathways to 2050, the following reporting requirements have been developed for this Fund:

1. **Supporting Documentation:** Successful applicants will be required to fulfill supporting documentation obligations, providing evidence of alignment with the climate outcomes. Some ideas of the documents that could be provided for each climate outcome are below:
  - GHG emission reduction – design documents showing climate mitigation actions.
  - Climate risk reduction – Climate Risk and Resilience Assessment (CRRA), simplified climate risk screening, or similar; design documents showing the climate adaptation actions.
2. **Annual Reporting:** Successful applicants will need to report back to the CCF Program Team via a year-end report, due annually in January following each funding year (i.e., 2024 funded projects will need to submit a final report in January 2025). A template will be provided to support ease of information gathering.
  - GHG emission reduction – Emissions reduction measures implemented and updated estimates or actual measurement of GHG reductions (tCO<sub>2</sub>e).
  - Climate risk reduction – Climate adaptation measures implemented, and key hazards addressed. If possible, demonstrate a cost-benefit analysis as a risk reduction ratio (e.g., \$ avoided damages/\$ invested).

Note: Projects receiving funding over multiple years will be required to report annually until funding agreement ends.

## Glossary of Terms

**Canada Community-Building Fund (CCBF)** – a funding program for public infrastructure related projects.

**Civic Partner** - an independent organization that has either been created by The City or with whom The City partners:

- to deliver a Council-approved strategy or mandate through an operating grant or other form of investment over \$500,000; or
- to deliver programs and services, operate major City-owned facilities or steward land, artifacts or other assets through the management or use of a Regional Recreation Centre, a nominal lease, or an operating or capital grant over \$500,000.

**Climate change adaptation** - refers to actions that reduce the negative impacts of climate change on built infrastructure, the natural environment and Calgarians (e.g., risk reduction), while taking advantage of potential new opportunities.

**Climate change mitigation** - refers to actions that reduce greenhouse gas emissions and decrease Calgary's contribution to global climate change, in line with our target of net-zero emissions by 2050.

**Climate Resilient Built Infrastructure** - projects related to built infrastructure that reduce the impacts on people, infrastructure, service provision or the environment from a changing climate.

**Climate Resilient Natural Infrastructure** - projects related to natural infrastructure that reduce the impacts on people, infrastructure, service provision or the environment from a changing climate.

**Climate Risk** - Impacts of climate change on City services and activities, such as: severe weather, drought, flood, etc.

**Climate Risk and Resilience Assessment** - An assessment that uses a risk management approach to identify, manage, and adapt to climate related hazards and impacts. For more information: <https://mycity.calgary.ca/environment/climate/risk-resilience-assessment-process.html>

**Equity Denied Group** - used to describe groups of people who do not benefit equally from City services due to needs and barriers related to intersecting identity factors, demographics, and geographic location, and more explicitly recognizes the refusal to include certain groups. Another alternative to this term is **Equity Deserving Group**.

**Full Time Equivalent (FTE)** - in reference to staff positions, one FTE equals one employee working fulltime hours for one year.

**Limited Time Equivalent (LTE)** - in reference to staff positions, LTE refers to one employee working fulltime hours for a limited term.

**Low Carbon Built Infrastructure** - projects related to built infrastructure that result in a net decrease or avoided increase in greenhouse gas emissions.

**Municipal Sustainability Initiative (MSI)** - the Province of Alberta's commitment to provide significant long-term funding to enhance municipal sustainability to enable municipalities to meet the demands of growth, predominantly for capital infrastructure. Municipalities determine capital projects and activities to be funded by the MSI based on local priorities, within the general qualification criteria set out in the program guidelines. The City has used MSI only for capital-related investment. This will be replaced by the *Local Government Fiscal Framework in 2024*.

**Natural Infrastructure** - includes a range of assets which rely on ecological and hydrological processes to provide ecosystem and societal services such as stormwater management and heat reduction. Natural assets within this spectrum include the grasslands, forests, trees, riparian areas, watercourses, and wetlands in Calgary.

**Pay as You Go** - unrestricted reserve to help fund City maintenance and upgrade projects, project producing assets with a useful life of five years or less and fund ineligible costs for grant-funded projects.

## Attachments

Attachment 1: Overview Presentation

Attachment 2: Evaluation Criteria & Scoring Companion

Attachment 3: Application Form

Attachment 4: Yearly Reporting Template