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Municipality of Cumberland Policy 15-09

Carbon Surcharge Fund Policy

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**General**

1. The purpose of this Policy is to provide the guidelines of the Municipality of the County of Cumberland's Carbon Surcharge Fund Program.
2. This policy will apply to Councillors, CAO and Directors of the Municipality of the County of Cumberland; hereafter referred to as "program members".

**Program Outline**

3. The Carbon Surcharge Fund will be comprised of monies collected from program members as per the provisions set out in this policy.
4. A fee of \$5.00 will be deducted from the amount payable to program members on all travel expense claims submitted to the Municipality, as a Carbon Surcharge.
5. All money collected as a carbon surcharge will be deposited in the Municipality of the County of Cumberland's Carbon Surcharge Fund account.
6. The money in the Carbon Surcharge Fund account will be awarded based on recommendations from the Carbon Surcharge Funding Committee, to one or more not for profit organizations for projects that will decrease their carbon footprint.
7. A Carbon Surcharge Fund Committee comprised of 4 Councillors will review the applications and make recommendations to Council regarding awarding of funding.
8. Council will make the final decision on awarding the funding.
9. Carbon Surcharge funds will not be awarded to:
  - the same not-for-profit organization within a 5-year period, nor
  - to support plans, consultation or studies.
10. This Policy comes into effect upon adoption by Council.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider [7 days minimum]: Sept 2, 2015

Date of Passage of Current Policy: Sept 16, 2015

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date

# Municipality of the County of Cumberland

## Carbon Surcharge Fund

### Program Outline

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#### **Objective of the fund**

- The objective of the Municipality of Cumberland's Carbon Surcharge Fund is to support small-scale initiatives that help local not-for-profit organizations reduce their energy consumption thus reducing greenhouse gas emissions.

#### **Who will contribute to the fund?**

- Municipality of the County of Cumberland Councillors, CAO and Directors will contribute to the fund.

#### **How the money will be collected?**

- Money will be collected from Councillors by deduction of \$5.00 as a Carbon Surcharge from each travel claim submitted,
- All money collected as a carbon surcharge will be placed in the Municipality of the County of Cumberland's Carbon Surcharge Fund account.

#### **What will be done with the money?**

- The Municipality will announce the funding opportunity by advertising the program similar to the Grants to Organization funding program.
- The money will be awarded annually to one local not-for-profit organization.
- Funds will not be awarded to the same organization within a 5-year period.
- The money will not be awarded to support plans, consultation or studies.
- Preference will be given to smaller initiatives where the funds will have the greatest impact.

#### **How the money will be awarded**

- Local not-for-profit organizations wishing to be considered for the funding will be required to complete a brief application. Applicants will need to describe the project and provide a budget demonstrating how the funding will be used.
- A Carbon Surcharge Funding Committee consisting of Municipal Councillors will be formed to review the applications and make recommendations to Council regarding awarding the funding.
- All money collected in a fiscal year as a carbon surcharge will be dispersed annually based on recommendations from the Carbon Surcharge Funding Committee
- The deadline for submitting an application will be June 1<sup>st</sup>, and approved thru the budget process.
- The funding recipient will be notified after the approval of the annual budget.
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The following are potential projects/initiatives that could be supported by the Carbon Surcharge Fund:

**Energy Reduction/Improved Efficiency:**

- Install energy efficient lighting
- Improved insulation
- Install programmable thermostats
- Purchase equipment that improves efficiency of buildings and facilities, such as, efficient heating, ventilation and air conditioning systems, state-of-the-art heat pumps, etc.

**Transportation & Fleet Vehicles**

- Support initiatives that promote active transportation

**Water & Wastewater**

- Purchase low-flow equipment to reduce water use in buildings and facilities
- Support the development of a rain barrel program

**Food Security**

- Support an initiative that promotes community awareness of the benefits of supporting local food production

**MUNICIPALITY OF THE COUNTY OF CUMBERLAND  
CARBON SURCHARGE FUND APPLICATION FORM**

Please complete this application form and submit it to [kseaman@cumberlandcounty.ns.ca](mailto:kseaman@cumberlandcounty.ns.ca) by March 31, 2015.  
You can direct questions about the application process to Kellie Seaman at 667-2313 or [kseaman@cumberlandcounty.ns.ca](mailto:kseaman@cumberlandcounty.ns.ca).

<b>1. YOUR INFORMATION</b>		
Organization's Name		
Organization's Address		
Contact Person and Title		
Contact Person's Address	Phone:	
	E-mail:	
	Fax:	
<b>2. PROJECT DESCRIPTION</b>		
<b>Type of project:</b>	<b>Indicate with an "X"</b>	
Energy Reduction/Improved Efficiency		
Transportation & Fleet Vehicles		
Water & Wastewater		
Food		
a) Project Title		
b) Please provide a brief description of the project (250 words maximum)		
<b>3. PROJECT DELIVERABLES &amp; BENEFITS</b>		
a) Describe the specific objectives of the project and indicate how it will help your municipality reduce its energy use/greenhouse gas emissions (250 word maximum).		

**Organization's Name** \_\_\_\_\_

Carbon Surcharge Fund Application Form

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b) Identify any deliverables that will be achieved through the implementation of the project (150 word maximum).

c) Outline the timeframe for the project and include the start and end dates.

d) Provide a budget for the project to demonstrate how the money will be spent.

Thank you for your application to Municipality of the County of Cumberland's *Carbon Surcharge Fund*