

**Agreement Between
Grand River Environment Network (GREN)
and
Environment Hamilton Incorporated**

July 17, 2020

Environment Hamilton has received a Grant (“the Grant”) from the Greenbelt Foundation to be used for supporting the work of the members of the Ontario Greenbelt Alliance Steering Committee (OGA SC). This agreement between GREN, a Steering Committee member, and Environment Hamilton sets out the expectations for both parties regarding the Grant.

1. Names and addresses of parties:

Lynda Lukasik
Executive Director
Environment Hamilton
22 Wilson Street, Suite 4
Hamilton, ONT L8R 1C5

Kevin Thomason
Vice-Chair
Grand River Environmental Network
1115 Cedar Grove Road
Waterloo, Ontario N2J 3Z4
kevinthomason@mac.com
(519)-888-0519

2. Grant Timeline:

Initiative Start Date: July 2020
Initiative Completion Date: December 31, 2020

3. Specific activities for Grant funds to be transferred:

In fulfillment of the Grant, GREN agrees to carry out the tasks outlined in “Appendix A: Scope of Work”

4. Payment

Environment Hamilton agrees to pay GREN \$10,000 for carrying out the activities listed in Appendix A: Scope of Work in fulfillment of the Grant.

Payment will be made as follows:

-\$5,000 upon signing this agreement
-\$5,000 by October 31, 2020

Payment will only be made when the following two conditions have been met:

- an invoice has been received by Environment Hamilton
- Environment Hamilton is confident that GREN is carrying out the activities outlined in Appendix A.

4. Responsibilities:

GREN will:

- carry out all activities listed in Appendix A: Scope of Work to the best of their abilities
- provide documentation to Environment Hamilton in a timely manner on the progress and/or completion of all activities in Appendix A.

Environment Hamilton will:

- only request documentation for activities in Appendix A in order to fulfill its contractual obligations to the Greenbelt Foundation for the Grant
- report to the Greenbelt Foundation on the activities carried out by GREN
- pay invoices in a timely manner.

5. Termination of this Agreement

Both parties agree Environment Hamilton can terminate this agreement without cause should the Greenbelt Foundation decide to terminate its Grant agreement with Environment Hamilton. Should this occur, Environment Hamilton will notify GREN within 24 hours of receiving any termination notification from the Greenbelt Foundation. In addition, both parties agree GREN will suspend any further activities unless Environment Hamilton provides written direction to GREN.

Under these termination circumstances, both parties agree Environment Hamilton only has an obligation to make a payment to GREN with money it has received from the Greenbelt Foundation for the Grant. Moreover, both parties agree that Environment Hamilton has the sole right to determine the amount of any final payment, taking into account the fact that the Grant includes funds to other organizations and to a Coordinator.

Finally, should the Greenbelt Foundation direct Environment Hamilton to immediately refund all money entrusted with Environment Hamilton and not spent in accordance with the Budget (as outlined in the Termination Clause in their agreement), both parties agree that GREN will return to Environment Hamilton all money entrusted with GREN and not spent in accordance activities outlined in Appendix A.

6. Changes to this Agreement

Changes can only be made to this agreement with the consent of both parties. Environment Hamilton reserves the right to not accept any changes if it believes the changes would jeopardize its contractual obligations to the Greenbelt Foundation.

7. Signatures of all parties to this agreement:

Lynda Lukasik
for Environment Hamilton Incorporated

Date: July 16, 2020

Kevin Thomason
for Grand River Environment Network

Date: July 16, 2020

Appendix A: Scope of Work

GREN agrees to carry out the following activities:

1. As a member of the OGA Steering Committee:
 - a. help guide OGA activities to achieve the Grant Deliverables set out below this section
 - b. work with the Greenbelt Foundation and the Municipal Leaders for the Greenbelt to advance the Greenbelt and sound Growth Plan principles
2. Provide intelligence and advice about what local municipalities the OGA should focus on
3. Offer assistance and advice in the development of OGA resources designed to help municipal leaders and community groups better understand smart growth and the impact local planning decisions can have on the health of the Greenbelt and surrounding lands.
4. Use your organizational capacity and networks to distribute the resources mentioned in Point 3.
5. Use your organizational capacity and networks to meet with local officials, local stakeholders and engaged community members and discuss smart growth and the need for good planning to assist the Greenbelt
6. Use your organizational communications tools to promote OGA communications and engage your organizational supporters in education and advocacy around the Greenbelt and smart growth planning.
7. Connect with OGA members in your region at least twice to keep them informed about OGA activities and to get on-the-ground intelligence which can then be passed on to the OGA Steering Committee.
8. Promote to and attend OGA webinars and meetings, as required.

Grant Deliverables

Activities		Performance Measures and Targets
1	Strategically focus on municipal planning in key areas, while supporting local OGA member engagement across the region. Priorities reflect areas where decisions may have the biggest impact on the long-term integrity of the Greenbelt and future planning directions	- # local OGA members supported across the region
2	Develop resources that increase understanding of planning needs and decisions and share with municipal leaders and community groups	- # resources developed - # municipal leaders and community groups received the resources
3	Increase outreach and engagement with local municipal leaders and community voices to build support for Greenbelt and Growth Plan principals: <ul style="list-style-type: none"> ● Host conversations with local Mayors, Councillors and Councils ● Connect with local stakeholders (e.g. farmers) ● Meet with engaged community members ● Build a constituency of leaders and support 	- # conversations/meeting hosted with local Mayors, Councillors and Councils

		<ul style="list-style-type: none"> - # local stakeholder engaged (e.g. farmers) - # community members engaged
4	Collaborate with the Greenbelt Foundation and Municipal Leaders for the Greenbelt on research and other activities to support and advance Greenbelt and Growth Plan principals	<ul style="list-style-type: none"> - collaborated with Greenbelt Foundation and Municipal Leaders for the Greenbelt on research and other activities
5	<p>Communications</p> <ul style="list-style-type: none"> • Develop an easy-to-use and public-friendly powerpoint presentation on smart growth local planning using materials from municipalities, Ryerson City Building Institute and others, Greenbelt Foundation and professional planning experts; • Use OGA website, social media and email lists to transmit smart growth local planning ideas; and, • Hold webinars with OGA members to train and create competency for understanding and promoting various smart growth tools. 	<ul style="list-style-type: none"> - municipal presentations developed (target: 12-25) - used OGA website, social media and email lists to transmit smart growth local planning ideas - # people engaged through website and social media - webinars held (target: 2)