

**Subject: West Carleton Environmental Centre Host Community Fee & Legacy
Fund Q2 2025 Update**

File Number: ACS2025-FCS-FSP-0011

**Report to Finance and Corporate Services Committee on 2 September 2025
and Council 10 September 2025**

**Submitted on August 21, 2025 by Svetlana Valkova, Deputy Chief Financial
Officer, Financial Services**

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Ward: Citywide

**Objet : Mise à jour du T2 2025 concernant les droits de la municipalité hôte
et les fonds restants du Centre environnemental de West Carleton**

Numéro de dossier : ACS2025-FCS-FSP-0011

**Rapport présenté au Comité des finances et des services organisationnels le 2
septembre 2025**

et au Conseil le 10 septembre 2025

**Soumis le 21 août 2025 par Svetlana Valkova, cheffe des finances adjointe,
Services financiers**

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Quartier : À l'échelle de la ville

REPORT RECOMMENDATION(S)

That the Finance and Corporate Services Committee recommend that Council receive this report for information.

RECOMMANDATION(S) DU RAPPORT

Que le Comité des finances et des services organisationnels recommande au Conseil de prendre connaissance du présent rapport.

EXECUTIVE SUMMARY

In the West Carleton Environmental Centre Host Community Fee – Criteria and Process report ([ACS2024-PWD-SWS-0005](#)), Council directed the Finance and Corporate Services Department to report annually on usage of the Host Community Fee and, via a subsequent direction to staff, to report annually on the usage of the remaining balance from the Community Initiative Fund (“Legacy Funds”) established through the 2001 Settlement Agreement between Waste Management and the City of Ottawa.

This report provides the balances for the Host Community Fee and for the Legacy Funds as of June 30, 2025, and lists the projects that have utilized the funds since January 1, 2024.

Since these Funds were established, there has been no usage of the Host Community Fee fund, and the balances remain available. Usage of the Legacy fund is captured within the report.

Future reporting of these balances will take place on an annual basis to the Finance and Corporate Services Committee via an Information Previously Distributed (IPD) communications.

RÉSUMÉ

Dans le rapport intitulé « Droits de la municipalité hôte du Centre environnemental de West Carleton – Critères et processus » ([ACS2024-PWD-SWS-0005](#)), le Conseil a demandé à la Direction générale des finances et des services organisationnels de présenter un rapport annuel sur l'utilisation des droits de la municipalité hôte et, au moyen d'instructions subséquentes au personnel, un rapport annuel faisant état du solde du fonds d'initiative communautaire (« les fonds restants ») créé dans le cadre de l'entente de règlement de 2001 passée entre Waste Management et la Ville d'Ottawa.

Ce rapport présente les soldes du Fonds communautaire hôte et les fonds restants au 30 juin 2025 et énumère les projets pour lesquels les fonds ont été utilisés depuis le 1^{er} janvier 2024.

Le Fonds communautaire hôte n'a pas été utilisé depuis sa création, et les soldes restent disponibles. Le rapport fait état de l'utilisation des fonds restants.

À l'avenir, ces soldes feront l'objet de rapports annuels au Comité des finances et des services organisationnels par l'intermédiaire de communications sur l'information distribuée auparavant (IDA).

BACKGROUND

In a 2021 report to Council ([ACS2021-ICS-LEG-0003](#)), the draft Municipal Host Agreement for the West Carleton Environmental Centre was approved, and Solid Waste Services staff were directed to work with the City Treasurer's Office to provide recommendations on the criteria and process for utilizing the funds generated by the Host Community Fee. In 2024, the criteria and process for utilizing these funds was approved in the West Carleton Environmental Centre Host Community Fee – Criteria and Process report ([ACS2024-PWD-SWS-0005](#)).

Usage Criteria & Allocations of Host Community Fees & Allocations of Host Community Fees

As per the 2021 Agreement between the City of Ottawa and Waste Management and the 2024 report, all funds generated by the Host Community Fee shall be directed into two accounts, with 70 per cent going to the five local wards and 30 per cent allocated to a citywide account.

Local Wards

The funds generated through the Host Community Fee should be spent to help offset the environmental, social and economic impact which can arise due to the operation of a landfill in a municipal area.

The Host Community Fee allocated to the five local wards should be spent on community initiatives within the ward boundaries and may not be used for office supply or enhancement purposes. Initiatives funded by the Host Community Fee will be a onetime capital expense and therefore cannot be used to support ongoing maintenance and renewal. The use of Host Community Fee funds must comply with the Council Expense Policy and all other relevant administrative policies. Suitable projects or community initiatives to use the Host Community Fee for include memorials, park infrastructure or enhanced traffic calming.

Due to the anticipated staff impact of some initiatives, each will require impacted-department's review and approval before the Host Community Fee can be allocated to said initiative; this will help ensure current staff capacity can support the initiative without impacting current levels of service to the City.

Citywide

The citywide portion of the Host Community Fee will be allocated to Solid Waste general revenues. This is the same practice as with other host community fees. The funds generated through the West Carleton Environmental Centre Municipal Host Agreement will be allocated to initiatives approved through the 2024 Council-approved Solid Waste Master Plan ([ACS2024-PWD-SWS0004](#)).

Annual Reporting

In the 2024 report, Council also directed the Finance and Corporate Service Department to report on usage of the Host Community Fee via the Annual Use of Delegated Authority Report submitted to the Finance and Corporate Services Committee annually.

The following direction to staff was also approved at committee: “That staff consult with Waste Management and provide an annual report to Council outlining the remaining balance from the Community Initiative Fund (“Legacy Funds”) established through the 2001 Settlement Agreement between Waste Management and the City of Ottawa. This report shall include the total balance remaining in the fund, the balance remaining for each ward, and a list of projects utilizing the Legacy Funds in the previous calendar year.”

DISCUSSION

In the West Carleton Environmental Centre Host Community Fee – Criteria and Process report ([ACS2024-PWD-SWS-0005](#)), all funds generated by the Host Community Fee were to be directed into two funds with:

- Seventy per cent allocated directly to the following local wards:
 - Thirty per cent to Ward 5 (West Carleton-March)
 - Twenty-five per cent to Ward 6 (Stittsville)
 - Five per cent to Ward 4 (Kanata North)
 - Five per cent to Ward 21 (Rideau-Jock)
 - Five per cent to Ward 23 (Kanata South)
- Thirty per cent allocated to a citywide account.

Thirty per cent of the total 70 per cent allocated to local wards was to be allocated to Ward 5 (West-Carleton March), given that the landfill itself falls within this ward’s boundaries and this community is more impacted by its activities and operations. As

Ward 6 (Stittsville) is the nearest neighbour, this ward was allocated 25 per cent of the total 70. The remaining three local wards were to receive five percent each.

In addition to, and at the same time as the Host Community Fee, Waste Management pays the City a further amount (called the “Local Initiatives Amount”) of \$0.05 per metric tonne on all eligible waste disposed of at the landfill. All Local Initiative Amounts will be allocated to initiatives within the local wards.

Table 1 provides the balances allocated to each ward for the Host Community Fee (HCF) and the Local Initiatives Amount (LIA).

Since being established, there has been no usage of these funds. These balances remain available.

Table 1 – Balances as of June 30, 2025 in the Host Community Fee (HCF) and the Local Initiatives Amount (LIA) accounts

	West Carleton – March Ward 5	Stittsville Ward 6	Kanata North Ward 4	Rideau- Jock Ward 21	Kanata South Ward 23
HCF	\$83,535.29	\$69,612.75	\$13,922.55	\$13,922.55	\$13,922.55
LIA	\$1,248.31	\$1,074.93	\$381.43	\$381.43	\$381.43
Total	\$84,783.60	\$70,687.68	\$14,303.98	\$14,303.98	\$14,303.98

Table 2 provides the balances allocated to each ward for the Legacy account. These balances reflect the usage in 2024 of \$13,000.00 in Ward 5 for free community concerts held at Fitzroy Provincial Park and \$14,084.33 for tree lighting events in five communities in Ward 23. Within Ward 6’s balance of \$102,246.20, \$50,000 has been reserved for a future planned project.

Table 2 – Balances as of June 30, 2025 in the Legacy account

	West Carleton – March Ward 5	Stittsville Ward 6	Kanata North Ward 4	Kanata South Ward 23

Balance	\$39,251.54	\$102,246.20	\$52,246.20	\$38,156.87
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Annual Reporting

Going forward, reporting of these balances will take place on an annual basis to the Finance and Corporate Services Committee as Information Previously Distributed (IPD) communications, which is consistent with established practices for similar items, such as the Cash-in-Lieu of Parkland reporting.

This annual reporting will reflect the year-end balances in the Host Community Fee, Local Initiatives Amount and Legacy accounts.

The next report will reflect the 2025 year-end information.

FINANCIAL IMPLICATIONS

The financial implications are described in the report.

LEGAL IMPLICATIONS

There are no legal impediments to receiving the information in this report.

ENVIRONMENTAL IMPLICATIONS

Funding for initiatives as a result of the Host Community Fee should be used to help offset the environmental, social and economic impact which can arise due to the operation of a landfill in a municipal area.

TERM OF COUNCIL PRIORITIES

The expenditure of the Host Community Fee and Legacy Funds, within local wards and citywide, directly supports the 2023-2026 Term of Council priority of "a city that is green and resilient."

For local wards with direct impact from the waste management facility, the funds generated should be spent to help offset the environmental, social and economic impact.

The citywide portion of the funds will be allocated to Solid Waste general revenues and will go towards initiatives approved through the 2024 Solid Waste Master Plan.

DISPOSITION

Future reporting of these fund balances will take place on an annual basis to the Finance and Corporate Services Committee.