

Circular Cities & Region Initiative

Providing Canadian local governments with the knowledge and tools to accelerate circular economy solutions

P2P Application Guide 2022/23

[Canadiancircularcities.ca](https://canadiancircularcities.ca)

A collaboration of:



ABOUT THE CCRI

[Canadiancircularcities.ca](https://canadiancircularcities.ca)

The Canadian Circular Cities and Regions Initiative (CCRI) advances circular economy knowledge and capacity among the Canadian local government sector – offering a national webinar series on innovative approaches and providing direct support, guidance and peer-to-peer exchange for a group of local governments as they take steps to become more circular. If you are a Canadian local government interested in playing a more active role in advancing the circular economy, read on to find out how to get involved.

REASONS TO JOIN

- Learn how to get started and advance circular economy strategies and approaches
- Identify key points of intervention for local governments
- Discuss benefits, challenges and opportunities with peers from across Canada
- Engage directly with Canadian and international experts
- Access one-on-one mentoring, support and advice
- Explore how to measure circularity progress and success
- Embark on a process of opportunity identification and action planning
- Engage staff in a facilitated half-day workshop
- Receive a Circular Opportunities Report for your community

Program Highlights

Webinar Series

A series of public knowledge-sharing webinars exploring innovative circular city approaches from across Canada and globally

Peer-to-Peer (P2P) Network

In-depth access to circular economy experts and the opportunity to discuss approaches with peers from across the country

With two foundational workshops and key resources on circular economy provided by the Ellen MacArthur Foundation

Action Planning

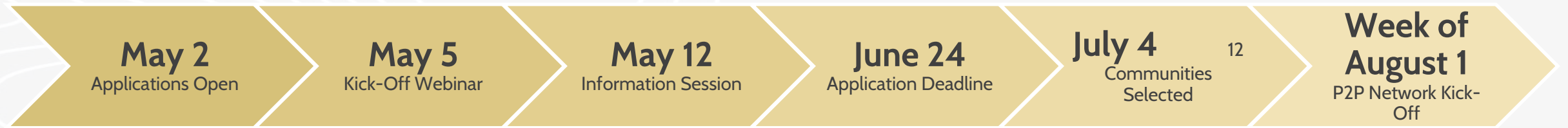
Facilitated virtual workshops, additional guidance, and one-on-one support for local governments in the P2P Network, culminating in the development of a Circular Opportunities Report for each community

About the P2P Network

The P2P Network will enable participating local governments to exchange ideas with peers across the country, while having direct access to national and international circular economy experts.

Network participants will....

- Be involved in interactive presentations and discussions with leading local governments to review relevant opportunities and challenges with regards to advancing a circular economy locally.
- Shape themes and topics to be explored through the Network, such as building a circular strategy, circular economy and climate at the local level, food waste reduction, plastic and textiles waste management, innovation in the built environment sector, and the sharing economy.
- Gain exclusive access to a circular economy capacity building sessions and training materials developed by the Ellen MacArthur Foundation and other expert organizations, including dedicated tools and resources aimed at policymakers, that will enable you to build capacity and knowledge across the organization.



PROJECT APPLICATION PROCESS



SELECTION CRITERIA

This year, 12 local governments will be selected to participate in the CCRI P2P Network. All applications will be reviewed by the CCRI Project Management Team representing the four partner organizations. The following criteria will guide decision-making:

- **Diversity:** We will seek diversity in the cohort in terms of community size, geographic location, and key characteristics.
- **Commitment:** Demonstrated commitment to, or strong organizational interest in, advancing circular economy approaches in your community and across the organization.
- **Resources:** Senior-level commitment for participation of key staff in the program. This should include: one senior staff lead as a primary point of contact; subject matter experts from various departments to engage in P2P Network sessions on relevant themes; and broad staff engagement in the virtual workshops (approx. ½ day commitment) to support the development of the Circular Opportunities Report for your community.
- **Readiness:** Your community's current level of circular economy literacy and capacity. We will consider communities at all phases of readiness. Information that will help us determine your readiness includes: what relevant plans and policies do you have in place; which departments, if any, are already using the circular economy as a framework or guiding principle; is there senior-level commitment and/or ambition to advance the circular economy following participation in the program.

APPLICATION REQUIREMENTS – DUE JUNE 24

All interested local governments are asked to register their interest early by completing the online form. Upon submission of this form, you will be asked to submit two supporting documents by email no later than the application deadline. Applications are not considered complete until supporting documentation is received. Applications can be submitted in French or English. There is no cost to participate in the P2P Network.

1. **Statement of Intent:** A short 1 - 2 page summary that addresses the following questions:
 - Why do you want to participate?
 - What benefits do you hope to realize through participation?
 - How will participating in this initiative support and align with your current, or future strategic plans and policies?
 - What is your current state of readiness? (i.e., what is the level of understanding of the circular economy in the organization and your community and to what degree are you already using the circular economy as a framework for your decision-making and planning?)
 - What topics of interest would you like to see explored through the CCRI?
 - What level of commitment/ambition exists within the organization to advance the circular economy?
2. **Letter of Support:** A letter of support demonstrating senior-level commitment to participate on organization letterhead, signed by Mayor and Council, CAO or equivalent, and confirming staff resources and commitments to the Initiative.

Local Government Resource Commitments

Participating local governments will be required to:

- Dedicate a senior level staff person as a primary contact for participation in P2P Network meetings and agree to engage additional staff with relevant subject matter expertise in the P2P Network meetings as it relates to the themes being explored (e.g., procurement, built environment, asset management, etc.).
- Be ready to get started by July - the P2P Network Meetings will kick-off in the first week of July; please anticipate 1-2 meetings per month (less meetings in August and December).
- Promote and facilitate staff participation in the National Webinar Series and any other learning offerings that may be made available through the P2P Network.

Local Government Resource Commitments

Participating local governments will be required to:

- Work with CCRI Project Team to convene a virtual workshop for key staff across the organization (to take place December – March), providing any requested data and information to the CCRI Project Team to inform the workshop development and key outputs.
- Provide feedback throughout the project and possibly participate in a CCRI Wrap-Up Webinar.

Local Government Permissions

- Each participating local government will be required to complete a Sign-Up Form, outlining commitments and providing permission for the CCRI and Project Partners to use their logo and acknowledge their participation on the CCRI website, as well as in presentations and supporting project documents.
- Additionally, each local government will be required to provide for the CCRI website: corporate logos, a one-paragraph summary, a provided photo that captures the community, and the circular opportunities summary developed through the workshop process.

THANK YOU

If you have any questions, please email info@canadiancircularcities.ca.

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