

Circular Cities & Region Initiative

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

Application Guide

Canadiancircularcities.ca

A collaboration of:



ABOUT THE CCRI

Canadiancircularcities.ca

Over one year, the Canadian Circular Cities and Regions Initiative (CCRI) will advance 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 15 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 approaches
- Identify key points of intervention for local governments
- Understand benefits, challenges and opportunities with peers from across Canada
- Engage directly with global and Canadian and international experts
- Access one-on-one mentoring, support and advice
- Explore how to measure circularity progress and success
- Create a community roadmap for your circular economy transition

THE CCRI WILL EXPLORE...

- How can a local government (city, municipality, region) get started and realize early successes?
- What are the benefits to adopting circular economy approaches at the local government level, and how do we measure success over time?
- What are the challenges, and opportunities, that need to be addressed, or explored, within the Canadian context for various sizes of municipalities?
- What are the key intervention points for local governments?

CCRI PHASES

Knowledge Sharing

A series of public-facing webinars and peer-to-peer cohort meetings to present innovative approaches and perspectives, and discuss common challenges and opportunities around key themes and intervention points

May – October 2021

October 2021 – January 2022

February 2022

Wrap-Up & Evaluation

Completion of Initiative summary report in both French and English; reporting out webinar; evaluation of pilot, and consideration to future work phases and disseminating findings broadly

Opportunity Identification & Mapping

Virtual group workshop(s) to help local governments assess circular economy opportunities; 1-on-1 support to help local government develop a roadmap that outlines opportunities for the 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, opportunities and challenges 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 half-day virtual workshops, additional guidance, and one-on-one support to help participating local governments in the P2P Network develop a circular economy roadmap for their 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

June 9 - P2P Network Kick-Off

SELECTION CRITERIA

15 local governments will be selected to participate in the CCRI P2P Network. All applications will be reviewed by the CCRI Team composed of representatives from the four partner organizations. Criteria that will guide the selection process are below. We encourage local governments from all sizes, provinces and territories, and official languages to apply.

- **Diversity:** The pilot seeks to represent the diversity of Canada's local governments with consideration to community size, 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:** Demonstrated resourcing to support participation in the program - i.e., making staff from various departments to engage in an online module and roadmapping workshop and to support the development of a community roadmap.
- **Readiness:** Your community's current level of circular economy literacy.

APPLICATION REQUIREMENTS – DUE APRIL 30

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, by email, two supporting documents, 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 & 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)
 - What topics of interest would you like to see explored through the CCRI?
- 2. Letter of Support:** A letter of support demonstrating senior-level commitment to pilot participation 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.
- Be ready to get started by May 26 - the P2P Network Meetings will kick-off in the last week of May or first week of June; please anticipate 1-3 meetings per month June - January (less group meetings anticipated in August and during the fall when the focus will be on workshop and roadmap development).
- 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 October - December), providing any requested data and information to the CCRI Project Team to inform the workshop development and key outputs.
- Dedicate staff and resources to the development of the Roadmap to be completed by the end of January 2022 - collating relevant data and completing a Community Roadmap and Roadmap Summary based on templates provided. The Project Advisor will provide support and guidance but each participating local government will be required to complete these two key documents using internal resourcing provided by the CCRI team from the workshop session.
- 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 Roadmap Summary developed through the workshop process.

THANK YOU

If you have any questions about the webinar or your registration, please email info@canadiancircularcities.ca.

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