

CIF Project #494 – Committee Report Templates for Small Municipalities

Background

In May of 2019, application was made to the CIF to develop a series of sample committee reports, scoped for use by small and rural municipalities, explaining the anticipated transition of the Blue Box program to an individual producer responsibility system.

Summary of Results

The project was subsequently approved by CIF in July of the same year. Archibald Engineering and ABGD were hired to develop several sample reports and background documents. A new CIF web page was created to host the content and a blog was distributed informing municipalities of the new information source.

Financials

A budget of \$15,000 was set for this work and final project costs were \$3,722.50 excluding CIF staff time.

Learnings

The information provided by the CIF proved to be a valuable resource for smaller municipalities across the province based on the feedback that was received shortly after publication of the blog. It is clear from this work that municipalities would benefit from the provision of additional information scaled to the size of their municipality.