

## CIF 2023 Draft Work Plan Update

CIF is currently operating under an interim operations plan for Q1 of 2023. The following draft work plan reflects preliminary feedback gathered from CIF Transition Working Group (TWG) subcommittee members regarding their transition support needs. This draft work plan will be further consulted on and developed into an Operations Plan and Budget for the balance of 2023. A plan and budget for the windup in 2024 will also be developed. These will be brought forward for consideration and approval by the CIF governance committees in March.

Please send feedback for consideration to Carrie Nash, CIF Managing Director at [cnash@thecif.ca](mailto:cnash@thecif.ca) or Jessica Landry, CIF Project Manager at [jlandry@thecif.ca](mailto:jlandry@thecif.ca).

Overarching objectives are to:

1. Work to support local communities in a *smooth transition* to the Full Producer Responsibility framework. Specifically, to support:
  - Decision making (opt in/out) - interpret contract offers, financial implications, etc.
  - Planning (opt in/out) budget, daily logistics, approvals, communications
2. Work to establish baseline metrics to benchmark current performance (i.e., blue box)
3. Work with M3RC to provide technical support for their waste data and analysis strategy
4. Develop a Windup Implementation Plan to inventory, consolidate and transfer CIF's assets and resources to RPRA per the Windup Plan

Tasks to achieve the objectives:

#	Objective / Tasks	Description	Timeline
1	<b>Work to support local communities in a smooth transition</b>		
A	<b>TWG:</b> <ul style="list-style-type: none"> <li>• Meetings Information Sharing</li> <li>• Outreach &amp; Information gathering</li> </ul>	<b>Meeting &amp; Information Sharing</b> Through regularly scheduled meetings over zoom and written updates via email, share/explain/discuss: <ul style="list-style-type: none"> <li>• CIF transition project updates &amp; learnings</li> <li>• Current PRO activities &amp; timelines related to procurement &amp; transition practices (e.g., managing non-eligible sources, P&amp;E for opt-outs)</li> </ul> <b>Outreach, Information Gathering &amp; Resource Sharing</b> Provide ongoing assistance to local communities on transition through:	Maintain schedule for the 6 TWG subcommittees: <ul style="list-style-type: none"> <li>• EOW engagement - rotation 1 via zoom, &amp; - rotation 2 via email</li> </ul> Ongoing

#	Objective / Tasks	Description	Timeline
		<ul style="list-style-type: none"> <li>1:1 follow ups with local communities (meeting attendees &amp; non attendees)</li> <li>Attendance at meetings with PROs, RPRA and government</li> <li>Other information sessions (e.g., ORW)</li> <li>CIF website and transition portal maintenance with project reports and other resources including sample council reports and workshop slides</li> </ul>	
B	<b>Data Monitoring &amp; Reporting:</b> <ul style="list-style-type: none"> <li>Municipalities as Producers</li> <li>Audits</li> </ul>	<p><b>Municipalities as Producers</b> Calculator to determine Producer status, reporting requirement and fees due to RPRA and PROs</p> <p><b>Audits</b> Carry out physical audits, consolidation of data and analysis of key metrics</p>	<p>Ongoing, RPRA dependent</p> <p>Ongoing, yr 7 end Q3 2023, analysis Q4 2023</p>
C	<b>Change Management &amp; Communications:</b> <ul style="list-style-type: none"> <li>Communication Planning Tools</li> <li>Communication Resources/Templates</li> <li>Ineligible Source Planning Workshop</li> <li>Ineligible Source Audits &amp; Report</li> </ul>	<p><b>Communication Planning Tools</b> Checklist tool to assist staff in identifying the internal &amp; external communications needs, specifically, the who, what, when, and hows of pursuing an opt in or opt out position</p> <p><b>Communication Resources (P&amp;E)</b> <i>*Scope development &amp; further consideration needed*</i> Sample P&amp;E templates (print, web, social media) directing residents to keep blue box items out of other waste streams (e.g., “don’t put this in your green bin”). Potential third issue of the transition backgrounder</p> <p><b>Ineligible Source Planning Workshops</b> Update and delivery additional ineligible source workshops</p>	<p>Initiated, Q1 2023, completed Q2 2023 (earlier, if possible)</p> <p>TBD</p> <p>Q1 2023, end Feb/ Mar</p>

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		<p><b>Ineligible Source Audits &amp; Report</b>  <i>*Scope development &amp; further consideration needed*</i></p> <p>Material composition audits in a series of communities to develop typical generation rates and profiles for various non-residential sources (BIAs, businesses embedded within residential routes, municipal facilities) to aid in planning</p>	TBD
D	<p><b>Contracts &amp; Fair Compensation:</b></p> <ul style="list-style-type: none"> <li>Community Cooperation MOU</li> <li>Curbside Projects</li> <li>Depot Projects</li> </ul>	<p><b>Community Cooperation MOU</b>            Clauses and engagement terms and conditions for communities who divest (e.g., new developments)</p> <p><b>Curbside</b>            Project work to find solutions to the unique challenges faced by curbside operators</p> <p><b>Activity Based Costing initiatives:</b>  <i>*Scope development &amp; further consideration needed*</i>            How-to budget tool that addresses implications of transition for activities such as enforcement, convenience depots post 2026, &amp; ineligible sources</p> <p><b>Depot</b>            Project work to find solutions to the unique challenges faced by depot operators given longer term planning needs (i.e., ongoing PRO procurement 2026 onward)</p> <ul style="list-style-type: none"> <li>ineligible source field study</li> </ul>	<p>Feb 2023</p> <p>TBD</p> <p>Ongoing</p> <p>Q1 2023, end of Feb/ Mar 2023</p>
E	<p><b>Post Collections:</b></p> <ul style="list-style-type: none"> <li>CIF Price Sheet Alternatives</li> <li>London's Flexible Film Project</li> </ul>	<p><b>CIF Price Sheet Alternatives Analysis</b>            Complete analysis and develop recommendation for when CIF Price Sheet is no longer viable</p>	End of Feb 2023

#	Objective / Tasks	Description	Timeline
	<ul style="list-style-type: none"> <li>Shared Property Usage Agreement</li> </ul>	<p><b>London's Flexible Film Collection &amp; MRF Study – Project Wrap Up</b> Pilot study to determine diversion viability of flexible film and other difficult to recycle plastics (i.e., anticipating system changes 2026 onward)</p> <p><b>Shared Property Usage Agreements/ Operating Procedures</b> <i>*Scope development &amp; further consideration needed*</i> Development of site coordination agreements for post collection assets on shared plots owned and accessed by the local communities. This work will consider arrangements for shared use of common items (e.g., scales, driveways).</p>	<p>Ongoing</p> <p>TBD</p>
F	<p><b>First Nations:</b></p> <ul style="list-style-type: none"> <li>Resource Development:</li> </ul>	<p><b>Resources</b> Modify/customize existing resources to meet First Nation unique needs. Resource deliverables may include: RPRA liaison work, modified transition backgrounder, online workshop on the fundamentals of transition</p>	Ongoing
#	Objective / Tasks	Description	Timeline
<b>2</b>	<b>Windup Implementation Work</b>		
A	Project Closures	<p><b>Existing Roster Management</b> Close out existing projects</p>	Ongoing
B	Financial Reconciliation	Quarterly reporting to CIF committees	Ongoing
C	Inventory	Create list of all CIF Assets & Resources	Ongoing
D	Transfer of Resources & Assets	<p>Work Plan Plan for the transfers to the appropriate parties, ensuring:</p> <ul style="list-style-type: none"> <li>arrangements are made to make resources available ongoing basis to the municipal community where possible</li> </ul>	Initiate in Q2

#	Objective / Tasks	Description	Timeline
		<ul style="list-style-type: none"><li>• disbursement of remaining funds to appropriate parties</li></ul>	

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