

SCHEDULE E

GMF Reporting Submissions

Pilot Project Completion Report Template

Please do not hesitate to contact your project officer to receive an electronic copy of the Pilot Project Completion Report template.

Upon completion of the Pilot Project, a copy of the Final Pilot Project Report must be submitted along with this Pilot Project Completion Report.

FCM will post your report at its Green Municipal Fund website¹ because one of FCM's mandates is to help municipal governments share their knowledge and expertise regarding municipal environmental projects, plans and studies. Therefore, before you submit a report to FCM, make sure that you hold the copyright in the report (i.e. you own all the rights in the report and can decide who is allowed to reproduce and distribute the report).

Confidentiality

If your report contains any confidential information that you would prefer not be made available to the public (e.g. through a case study or other materials produced by FCM that relate to your project), please submit two versions of the report:

1. **Complete report including confidential information:** Please clearly label this report with the word "**Confidential**". FCM will treat it as confidential.
2. **Abridged report excluding confidential information:** This report may be posted on the FCM website and otherwise made available to interested third parties.

Instructions to complete the Pilot Project Completion Report

The objective of asking applicants to submit a Pilot Project Completion Report is to share the story of a community's experience in undertaking a Pilot Project with others seeking to address similar issues in their own communities.

For this reason, please write the report in plain language that can be understood by people who are not specialists on the subject. A Pilot Project Completion Report is typically in the range of 5-10 pages, but may be longer or shorter, depending upon the complexity of the Pilot Project.

GMF grant recipients must enclose **final** copies of the Final Pilot Project Report as completed for the municipality usually by a consultant and this Pilot Project Completion Report as completed for and/or by the municipality in electronic formats with their final Request for Contribution. The electronic copies of the reports, including all attachments and appendices, must be submitted in MS Word format (.doc or .docx) or PDF (searchable) format.

Portable Document Format (PDF). Reports that are not clearly identifiable as final reports, such as those displaying headers, footers, titles or watermarks containing terms such as "draft" or "for internal use only", will not be accepted by GMF. Additionally, reports must be dated.

If you have questions about completing this report, please consult GMF staff.

¹ <http://www.fcm.ca/home/programs/green-municipal-fund.htm>

Pilot Project Completion Report

GMF number	
Name of the lead applicant (municipality or other partner)	District of Squamish
Name, title, full address, phone, fax, e-mail of lead technical contact for this Pilot Project	Jeff Wint, Outreach Sustainability Coordinator, 37955 Second Avenue, P.O. Box 310, Squamish, B.C. V8B 0A3 778 266 3425 jwint@squamish.ca
Date of the Report	December 2020

1. Introduction

- a) Who was involved in doing the Pilot Project, and what are their affiliations? Please include name, title and contact information. Those involved could include municipal staff, engineering and other consultants, a representative from a nongovernmental organization, and others.

Shannon White, Integrated Solid Waste Specialist, District of Squamish
Keely Kidner, Outreach Sustainability Coordinator, District of Squamish
Jeff Wint, Outreach Sustainability Coordinator, District of Squamish

2. The Pilot Project

- a) Please describe the project objectives and the approach used to meet these objectives. Include details on what technology or solution was tested during the Pilot Project. (Indicate relevant sections/pages of the Final Pilot Project Report)

The project aimed to test the efficacy of targeted outreach for waste diversion in Multi-Family Homes (MFH) and commercial properties. In its initial iteration, the project planned to measure the difference in diversion rates before and after outreach to 10 comparable MFHs and several businesses. Waste audits would be conducted on the properties before and after the outreach to assess the impact of the engagement tools. During the outreach phase, a facilitator would engage with residents and business managers one on one in order to determine barriers to and benefits of waste diversion. The facilitator would also develop tools and resources (such as guides and workshops) to aide properties in diversion.

During the initial phase of the pilot project, basic materials were developed with the help of a non-profit organization. After a period of public consultation, outreach tools were developed and distributed to relevant user groups to enact. The materials have been shared through hard copies, as well as available through the District of Squamish website.

- b) Did the pilot project include a methodology or approach for verifying or testing the performance of the technology or solution? Please respond Yes or No.

Yes []

No [x]

If you answered yes to Question #3, which methodology did you use in this pilot project for testing the performance of the technology or solution?

- Environmental Technology Verification Program
- Engineering Consultant

- Other (please specify) _____

3. Pilot Project Results:

- a) What are the Pilot Project’s recommendations? (You may point to the relevant sections/pages of the Final Pilot Project Report if relevant.)

Page 6 of the Final Pilot Project Report contains the results of the final work.

- b) Is the Pilot Project *technically feasible* for full-scale implementation? Please comment on why or why not.

It is technically feasible to provide all multi-family residents and ICI properties in Squamish to divert their organics. The material developed through this project provides the properties and residents with the required information.

- c) What were the financial results of the Pilot Project and is the Pilot Project *financially feasible* for full-scale implementation? Please comment on why or why not.

The results are financially feasible as the financial investment for the District of Squamish has already be made, and residents and ICI properties are required by our Solid Waste Bylaw to have the organic stream in place. The continued work is on behaviour change rather than financial investment.

- d) Please complete the following table that was part of your pilot project application with the actual results from your pilot project. Please also provide the page numbers where the environmental results of the pilot project can be found in the final report.

Type of waste	Waste landfilled before project (tonnes)	Waste landfilled after pilot (tonnes)	Increase in waste diversion (tonnes)
Waste from multifamily homes (10 buildings)	621	342	279
Waste from all ICI	7,660	3,830	3,830
Total	8,281	4,172	4,109

- e) Please describe all of the environmental results including any potential negative results or trade-offs that need to be considered.

The environmental results are increasing diversion of organics from our landfill decreases the amount of methane that will be generated from the landfill. The material is then put into an organics processing facility which creates compost to be used on local farms, decreasing the need to ship in fertilizer from other regions.

- f) Based on the experience gained in the pilot, please update the anticipated social and economic outcomes (community benefits) of full scale implementation of the pilot project. Column B of the following tables shows the anticipated economic and social benefits you noted in your application.

Please complete the table below by describing in Column C the anticipated economic benefits of the pilot project at full scale implementation. Please complete for all that apply in the list below. If there are additional economic benefits, please describe these in the last row of the table.

Figure 1 – Economic benefits

A	B	C
Economic benefit	As described in your GMF application	Anticipated economic benefits of the pilot project at full scale based on pilot experience. If the result is different than what was expected in the application form, please indicate why .
Increased return on investment	By providing technical assistance and outreach at the early stages of the development of the recycling and organics disposal ban, participation will be higher. This will reduce future costs of enforcement of the ban (bylaw officers, students, etc.) as contamination levels will be low.	Same as described in the GMF application.
Deferred or avoided capital expenditures	Increased participation will also increase the lifespan of the landfill, which will enable the residents of Squamish to get more time out of their current infrastructure and postpone building a new landfill or transfer station.	Increased diversion from landfill will allow the landfill expansion project to proceed on a longer timeframe as the space will not be required until after 2029.
Decrease in facility operating or maintenance costs	Reduced organic material destined for the landfill reduces the operating cost of the landfill.	Same as described in the GMF application.
Extended lifespan for facility	The lifespan of the current landfill will be extended as only garbage will be going in and organic and other recyclable materials will be diverted from the landfill.	Same as described in the GMF application.
Increased municipal revenue streams (e.g. property tax, user fees, etc.)	n/a	n/a
Lower taxes	n/a	n/a
Stimulus for local economy (use of local business, capacity for local business development)	n/a	n/a
Increased employment options or job retention	n/a	n/a
Increased transit ridership	n/a	n/a

Attraction of new businesses	n/a	n/a
Other (please specify)	n/a	n/a

g) Please complete the table below by describing in Column C the anticipated social benefits of the pilot project at full scale implementation. Please complete for all that apply in the list below. If there are additional social benefits, please describe these in the last row of the table.

Figure 2- Social benefits

A	B	C
Social benefits	As described in your GMF application	Anticipated social benefits of the pilot project at full scale implementation based on pilot experience If the result is different than what was expected in the application form, please indicate why .
Improvements to public health	n/a	n/a
Improvements to public safety	n/a	n/a
Improvements to community quality of life	n/a	n/a
Increased opportunities for community engagement	Residents and business owners will be engaged and supported through this transition and their barriers and solutions will direct the development of the technical assistance guidance documents and tools.	Residents and Businesses encouraged each other and developed relationships to assist each other in best practices and to discuss waste diversion opportunities.
Increased public education or awareness	During the public engagement for the Zero Waste Strategy, one of the key issues raised was that people didn't know what goes where. This project focuses on educating the public through focused training with businesses and residents. This will result in increased awareness of how to properly divert recyclables and solutions that are available to them.	Most residents in Squamish are by now aware of the organics program, so the anticipated benefit would be on more education and reinforcement of good diversion habits instead of just awareness.
Community revitalization	n/a	n/a
New housing and infrastructure	n/a	n/a
New or enhanced public space or public facilities	n/a	n/a
Improved access to recreation and physical activities	n/a	n/a

Reduced urban sprawl	n/a	n/a
Increased civic pride, ownership and participation	n/a	n/a
Improved quality and efficiency of service provision to residents	n/a	n/a
Reduced opportunities for crime	n/a	n/a
Other (please specify)	n/a	n/a

4. Lead Applicant's Next Steps

- a) What next steps does your municipality plan to take based on the findings and recommendations of the Pilot Project?

Increased and specialized outreach needs to be undertaken for different types of organic waste producers. Food retail and Multi-Family in particular need additional focus and attention due to changing staff or residents to ensure knowledge and practices are kept up to date.

5. Lessons Learned

In answering the questions in this section, please consider all aspects of the Pilot Project—from the initial planning through each of the essential task until the Final Report of the Pilot Project was prepared.

- a) What would you recommend to other municipalities interested in doing a similar Pilot Project? What would you do differently if you were to do this again?

The more education and guidance that can be provided to residents and businesses about organic waste separation the better. Repeating messages is required, especially in settings where there may be new staff or residents.

- b) What barriers/challenges (if any) did you encounter in doing this Pilot Project? How did you overcome them?

COVID and the challenges associated with it caused the project to pivot and take a bit of a different approach. As we move through it, we may reconsider taking the initial approach with another project to provide direct feedback loops to particular residents.

6. Knowledge Sharing

- a) Is there a website where more information about the Pilot Project can be found? If so, please provide the URL.

The toolkits are all available at squamish.ca/garbage-and-waste-diversion in the Industrial, Commercial, Institutional section and the Multi-Family Housing section.

- b) In addition to the Pilot Project results, has your Pilot Project led to other activities that could be of interest to another municipality (for example, another pilot project, sharing of the results of this pilot project with other municipalities formally or informally, changes to existing policies and/or

practices etc.)? If so, please list these outcomes and include copies of the relevant documents (or website links).

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