

Project Discussions

In launching our updated strategic plan, the RCA is encouraging the development of project teams that will focus on specific actions related to our goals and objectives. Through our consultations with board and committee members, we have chosen to refresh our structure in hopes to provide more opportunity for members to get involved and drive action.

We are seeking eager members that are interested in leading or participating on projects related to the following areas:

1. ICI Outreach

Encourage and assist the ICI sector to responsibly manage their waste stream, assume product stewardship, increase recycled content and conserve resources.

- **Quantify and qualify best practices for ICI Sector**
- **Advocate for and facilitate an enhanced provincial waste measurement system**
- **Host ICI workshops on key issues (bylaw changes, organics diversion)**

2. Municipal & Community Outreach

Support the development and ongoing recycling and waste reductions programs in communities and municipalities across Alberta.

- Develop best practices examples and business cases, and share through regional workshops and training opportunities.

3. Education & Communication

Raise awareness, educate and encourage responsibility for waste reduction, recycling and resource conservation.

- Ambassador program outreach
- Support annual conference
- Raise awareness about waste issues through public campaigns and events (i.e., Feeding 5000 initiative)
- Social media strategy

Project Terms & Proposal Sheet

Attached is a project proposal sheet that should be used to guide a project team when working through the details of the project. Some guiding comments:

- The project will require a sponsor by a current, active board director or liaison that will be able to support the project through its action plan. This director will provide support to the project team and be the conduit back to the board.
- The project team lead can be a director or any individual member that has a passion for the project and a willingness to get things done.
- The idea is to launch projects that will be actionable and achievable in a relatively short time frame in order to progress things forward. Think bite size actions/projects that help support the larger goal.
- Frequency of meetings will be at the discretion of the project team. Meeting times can occur concurrently after scheduled board meetings; however, we encourage teams to continue with work as required.
- Administrative support is available for project teams if needed.
- We expect that a principled approach will be taken when working on these projects to ensure that members are well represented and a balanced approach is taken.
- The project proposal sheets will need to be submitted to the Board for review to ensure it aligns with our strategic plan. Should there be any budget implications or requests, a more formal discussion and approval may be required at a board meeting.

Upcoming timelines*

April Board Meeting	Discuss potential projects for each goal and ensure that it aligns with objectives and action steps. Start working through project proposal sheets for review by the Board either prior to the next meeting or for the next meeting.
June Board Meeting	Submit to the Board for review and discussion. Continue working on project action plan.
September	Potential for further project discussion or new project initiatives.
Conference & AGM	Provide an update on the project or present a new project seeking interested individuals.

* It is not a requirement that project teams meet on scheduled board meeting dates, however if requested, we will find space to run concurrent project discussions. Project teams are encouraged to work and continue discussions as needed.

Project Proposal Sheet

Project Name:	
Project Sponsor (Director):	
Project Lead (Member):	
Project Team:	<hr/> <hr/>
Project Description:	<hr/> <hr/> <hr/>
Project Objective:	<hr/> <hr/>
Project Timeline & Action Plan:	<hr/> <hr/>
Align with RCA Objectives:	<hr/> <hr/>
Project Budget:	
Potential Revenues:	
Admin. Requirements:	
Potential Expenses:	
Deliverables:	<hr/> <hr/>