



CENTRE for
SUSTAINABILITY
WHISTLER



SFU PUBLIC
SQUARE



Together, we can create vibrant, sustainable and joyfully enriched communities in our neighbourhoods.

GREEN BLOC TOOLKIT

Phase 2 – Neighbourhood Project Action Planning and Implementation



Working together to achieve a
one-planet ecological footprint

Phase 2 – Neighbourhood Project Action Planning and Implementation

OUTCOMES

At the end of Phase 2 you'll have:

- » a neighbourhood project action plan, with ideas and budget
- » neighbourhood working groups

WORKSHOP 3 - OUTLINE

Let's get busy!

Community projects are a sure-fire way to engage residents and get people on board with reducing their footprint. Projects can be small, individual ones, or large, collaborative neighbourhood ones. By engaging your neighbours with a larger scale project they will feel like part of a community, care more about what goes on in their neighbourhood and feel a greater sense of accountability. This is a critical element of the project, as it strives to build capacity for all the participants, enabling them to feel more confident and equipped to engage in collaborative or self-directed projects in the future, fueling the potential for further social innovation.

Similar to the kick-off meeting, you should try have as many of the neighbourhood participants as possible in attendance, and this time should be planning for a meeting of approximately 3 - 4 hours in duration. This is an important meeting as this is the meeting that will see the group decide on their collective project. Plan to have some food and beverages, maybe sponsored by a neighbourhood grocery store or restaurant. Similar to previous meetings, have a sign-in sheet to collect names/contact information/social media handles (optional), and to keep track of who attended, also have nametags for people to fill in to help the each other learn who is in the group.

Review the checklist from Meeting #1 for set up.

Here are the key objectives for the final workshop:

- » Reviewed neighbourhood goals and targets
- » An agreed upon collaborative project
- » Identified smaller projects/initiatives
- » A plan of specific tasks that will move the project(s) forward
- » A clear line on roles, responsibilities and timelines

- » A high level project budget and identified resources/support
- » Strategy for measuring success and impact!

Sample Agenda (feel free to mix it up)

- » **10 min** - Welcome and Opening Remarks - Welcome the neighbours back again (you came back!), review what happened at last meeting
- » **10 min** - Brief Participant Introductions - Who are you, where do you live, one word to describe what you love about living in your neighbourhood
- » **15 min** - Brief review of neighbourhood footprint results, identified goals and targets, neighbourhood assets
- » **20 min** - Gallery walk on some neighbourhood project ideas (some neighbourhood examples as well as the ideas from Workshop 2 printed up on posters and posted on wall)
- » **10 min** - Individual time - brainstorm actions/projects that can be done in the neighbourhood
- » **30 min** - Small group time - discuss actions
 - *Each person to present their actions; then the group discusses and prioritizes*
 - *Post top ideas from each group on wall*
- » **10 min** BREAK
- » **45 min** - Large group (everyone together)
 - *Each small group present their top ideas*
 - *After hearing from each group, everyone has a chance to prioritize (e.g. with sticky dots) according to identified criteria. A major collaborative project will be agreed upon, and a number of smaller actions/projects.*
- » **10 min** - Confirm agreed upon projects
- » **30 min** - Group discussion re tasks, roles, responsibilities, resources and timelines
 - *Separate the group into smaller groups, each tackling a project, and identifying: specific tasks, roles/responsibilities, resources, deliverables*
- » **20 min** - Sharing - each small group present their draft action plan
- » **15 min** - Closing discussion - recap with the group: what are our next steps, what happens at next meeting, set next meeting date. Finally, go around the room and ask each person to respond to the question: what did you like about tonight, what are you most excited about?

CREATE A BUDGET

All projects need resources to complete them. Creating a simple budget for your project will help you understand the costs and resources needed up front, and can help you determine where you'll find your essential items.

Consider all the resources you'll need from start to finish, and possible sources of these items. Don't forget to include the time it will take to complete the project — your time is a vital piece of the puzzle!

You may find that you can complete your project using resources already available in your community — from donated items, to volunteer hours, to guidance provided by your neighbours. By all means, use what already exists rather than buying new things! A key principle of reducing your ecological footprint is avoiding new purchases when you can share with your neighbours. This is where your community asset map will come in handy — you already know who has what tools, knowledge, and relationships that can help you to complete your project at little to no cost.

If you can't find the materials and professional services you need within your neighbourhood, try reaching out to local businesses for in-kind donations. In-kind donations are gifts of products, time and services. For example, you may be able to get seeds, seedlings and soil from a local garden store, lumber from a local hardware store, or a poster design from a local graphic designer.

In addition to getting in-kind donations, you may be able to get financial support from your local municipal government, businesses, or community foundations. Often, these groups will require that you have a charitable tax registration number to receive funding. You can partner with a local non-profit or community organization, who can act as a 'charitable sponsor' for your funds. Once you've got your project idea in place, get in touch with local groups such as environmental non-profits, neighbourhood houses, or other small societies who may be able to support you.

Don't be afraid to reach outside of your community! There are probably plenty of local non-profits, consultants and businesses who can help out through providing information or volunteering some of their expertise.



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COMMUNITY PROJECT IDEAS

Here are some examples of other workshops or events you can host as part of your neighbourhood action plan, to help keep your neighbours engaged and learning/trying new things that can help to reduce their ecological footprint. For more ideas, check out the Appendix.

Host a vegetarian cooking class

Meat & dairy make up around 50 percent of the Food category of the population's Ecological Footprint. Eliminating or even reducing meat, especially red meat, can make a big difference.

Try hosting a vegetarian cooking class (you can use [these two delicious recipes](#)) to inspire residents to eat more vegetarian centered meals. Reach out to local restaurants and sustainable chefs and see if they will donate some time to teach a cooking class. Approach some grocery stores and ask if they are willing to donate ingredients. At the end, hold a community meal for all to enjoy!

Helpful Hints

- » Keep it seasonal! Stick to cooking with foods that are local and in season
- » Take it to the next level: Look for local celebrity chefs to teach or have a cook off

We've got two vegetarian recipes to get you started:

- » [Ramen Noodles with seasonal vegetables and dumplings on pumpkin soup](#)
- » [Vegan Butternut Squash Soup](#)

Host a bike repair or bike riding workshop

Transportation is a large contributor to our ecological footprint. Another idea is to offer a bicycle repair workshop to get those bikes tuned up and ready to use! There might also be adults or children within the area who do not know how to bike ride or are feeling apprehensive to ride on the streets, so partnering with an organization like [HUB Cycling](#) to run a Ride the Road class for your neighbourhood might be beneficial. Or, if there are people in your community who are avid cyclists have them partner up with those feeling a little nervous.

Helpful Hints

- » Reach out to local bike stores for donation of time and bikes
- » Reach out to bike repair stores
- » Get pocket bike lane maps
- » Give away bike bells/reflectors/locks at the event as prizes

- » First ask neighbours! Someone around might be a bike pro
- » Use our sponsorship letter template to craft donor requests

Home Improvement

Do you and your neighbours want to think bigger? Why not brainstorm some individual, energy saving actions each household could take? Some effective retrofits include insulation, draft-proofing, and installing low-flow toilets and showerheads. Check out the appendix for more ideas and resources.

RE-MEASUREMENT AND EVALUATION

Congratulations, you've created change in your neighbourhood! The last step is to re-measure your neighbourhood's ecological footprint. As much as possible, try to have the same people take the survey again (you'll be able to compare their results to see their progress). This is also a great opportunity to engage new participants as well.

Once you've compiled the survey results, it's time to celebrate!

The celebration serves to recognize all the neighbours' efforts and accomplishments. The party should involve a short recap/presentation of the project itself (with photos if possible!), and its successes and impacts, as well as the exciting results of the neighbourhood level followup ecological footprint surveys and the decrease in the neighbourhoods footprint!

You'll want to figure out how to continue to stay in touch, steward the project if required, and maybe even start thinking about your next project.



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Collaborating to realize the Greenest City Lighter Footprint goal:
Centre for Sustainability Whistler, Evergreen, SFU Public Square with support from
One Earth Initiative, and the City of Vancouver.



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