

Targeted Call Applicant Onboarding Guide

Zero Waste Demonstration Site

[View Targeted Call](#)

This guide was designed for innovators interested in submitting their solutions to the Targeted Call: Zero Waste Demonstration Site (the “Site”). It provides the site conditions, applicant requirements, application process, and information that is necessary to prepare you as a tenant to secure space at the Site.

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Quick Links:

1. [View the challenge](#)
2. [Questions? Send us an email](#)
3. [Request Site Condition Assessment](#)

The City of Vancouver is located within the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Peoples.

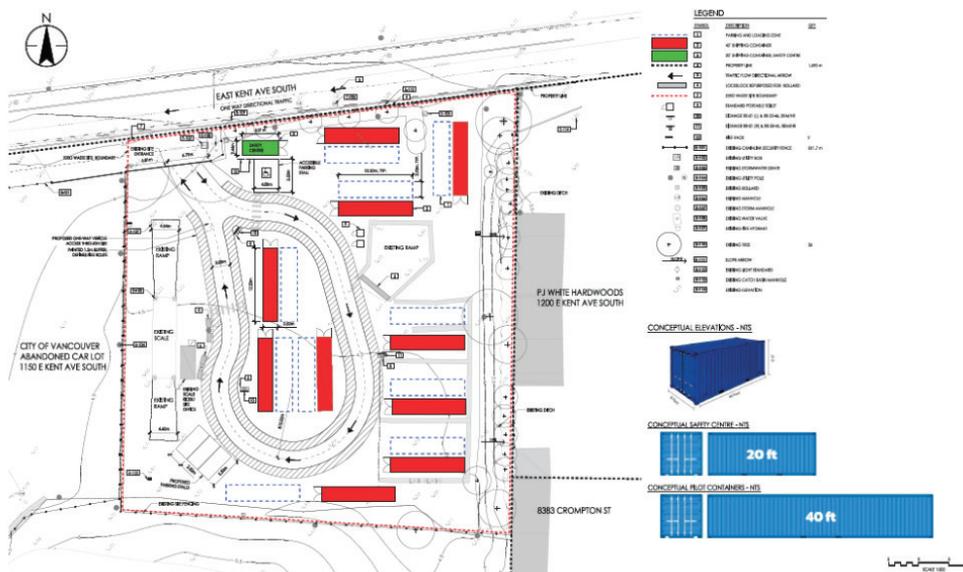
Background

Following the City’s 1996 purchase of a former sawmill at 1198 East Kent Avenue South in the southern industrial lands, the City developed the Site as a recycling receiving yard in the early 2000s where recyclable materials from the City’s residential collection program were received, consolidated, and transferred. In 2017, the Site was decommissioned after recycling operations were divested to an extended producer responsibility (EPR) steward which saved costs for the City’s residents.

Figure 1: Former Recycling Receiving Yard



Figure 2: Site Plan of Zero Waste Demonstration Site Proposed Concept (subject to change)



Considerations and Acknowledgements

As this is a unique project that hasn't been undertaken by the City before, the City and VEC are seeking innovative solution providers that are flexible and understanding of the issues to be encountered such as establishing new government policies and processes on-the-fly. Given that the City and the VEC are at the concept proving stage, minimal infrastructure is available at this time.

Participants must acknowledge the following:

- The Zero Waste Demonstration Site is a 2-year pilot that has limited infrastructure on site and therefore your Zero Waste Technology must be low-footprint (i.e. power & water self-supplied). The City of Vancouver and Vancouver Economic Commission have endeavored to account for all potential documents for Zero Waste Technology Providers, however, some documents and terms may be subject to change. If deemed successful, the City of Vancouver and Vancouver Economic Commission will consider adding additional infrastructure to meet the requirements of future applicants.

Prior to beginning pilot projects at the Site, successful participants will be asked to provide the following:

- Professional letters of reference with contact information for followup
- Payment of a nominal fee for the pilot duration
- Appropriate certificate of insurance in the amount of \$5 million comprehensive general liability.
- Appropriate occupational health and safety documentation
- Appropriate environmental management documentation

See the "Terms and Conditions" for specifics.

How to apply

Step 1: Registration

Once you have reviewed the challenge, [register for an account](#) on the Project Greenlight website. All interested applicants must create an account to apply for this challenge.

Step 2: Complete your company profile

Each challenge has a two-part proposal form: a [company profile](#) that is common to all challenges, and a proposal specific to each challenge. You only need to complete the company profile once; we'll store it for future proposals. If you want to update your company profile, you can log in to your account and click "My Company Profile" in the "Account" menu.

Step 3: Submit Proposal

Once your company profile is complete, you can submit applications to this challenge.

Review the [Innovator FAQ](#) for a detailed overview of the application process

Evaluation Process

The Project Greenlight team (Vancouver Economic Commission and Foresight sector leads) has divided evaluation criteria into three stages. We summarize them briefly here, and provide more detailed information below.

- **Assessment 1** is a pre-screening of incoming submissions. This ensures proponents meet minimum eligibility thresholds before the Project Greenlight team shares shortlisted submissions with the member.
- **Assessment 2** is related to operational risk. At this step, the Project Greenlight team will work with the members to assess proposals against a number of go/no-go criteria before proceeding. Shortlisted proposals will be invited to participate in a dynamic company pitch session
- **Assessment 3** is a more detailed evaluation. It combines information from your proposal with feedback obtained via the company pitch session. The member will compile this input into a proposal profile, and use it to decide whether to formally launch a project with you.

Terms and Conditions

Please note that **if successful**, proponents must acknowledge they will obtain the following:

- Pay a nominal fee for the 18 to 24 month period. Amount to be determined but will be well below market rates.
- At least comprehensive general liability insurance in the amount of \$5M minimum for their zero waste technologies.

The City can provide a template upon request, however it can be readily supplied by a certified insurance provider.

- An Occupational Health & Safety (OHS) plan from a licensed professional with a designation such as Canadian Registered Safety Professional (CRSP)[®], Certified Safety Professional[®] (CSP)[®] or City-approved equivalent. The plan is to include, at a minimum:
 - Signage
 - Personal Protective Equipment (PPE)
 - First Aid
 - Safe Operating & Safe Handling Procedures
 - Safety Data Sheets (SDS)
- Appropriate WorkSafeBC & City of Vancouver documentation to become a potential “**Prime Contractor**” Please refer to prime contractor [FAQs](#)
- WorkSafeBC “Clearance Letter”
- Proponents must have a site specific environmental management plan from a licenced professional with a designation (e.g. CRSP, P.Eng., P.Ag., RPBio, EP, etc.)

For successful proponents only, the City and VEC may provide, on a case-by-case basis, access to its consultants for counsel relating to OHS, environmental planning, and technical integration into the Site. This counsel shall be considered non-binding and is to be verified by the successful proponent by its own qualified professionals.

Technology Readiness Levels

Preferred [technology readiness level](#) (TRL) for technology providers is between 6 to 9.

Many programs fund or otherwise support projects at different stages of development. These are the 9 technology readiness levels, with 1 being the least ready and 9 being already used in real-life conditions.

- **Level 1:** Basic principles of concept are observed and reported
Scientific research begins to be translated into applied research and development. Activities might include paper studies of a technology's basic properties.
- **Level 2:** Technology concept and/or application formulated
Invention begins. Once basic principles are observed, practical applications can be invented. Activities are limited to analytic studies.
- **Level 3:** Analytical and experimental critical function and/or proof of concept
Active research and development is initiated. This includes analytical studies and/or laboratory studies. Activities might include components that are not yet integrated or representative.
- **Level 4:** Component and/or validation in a laboratory environment
Basic technological components are integrated to establish that they will work together. Activities include integration of "ad hoc" hardware in the laboratory.
- **Level 5:** Component and/or validation in a simulated environment
The basic technological components are integrated for testing in a simulated environment. Activities include laboratory integration of components.
- **Level 6:** System/subsystem model or prototype demonstration in a simulated environment
A model or prototype that represents a near desired configuration. Activities include testing in a simulated operational environment or laboratory.
- **Level 7:** Prototype ready for demonstration in an appropriate operational environment
Prototype at planned operational level and is ready for demonstration in an operational environment. Activities include prototype field testing.
- **Level 8:** Actual technology completed and qualified through tests and demonstrations
Technology has been proven to work in its final form and under expected conditions. Activities include developmental testing and evaluation of whether it will meet operational requirements.
- **Level 9:** Actual technology proven through successful deployment in an operational setting
Actual application of the technology in its final form and under real-life conditions, such as those encountered in operational tests and evaluations. Activities include using the innovation under operational conditions.

Still not sure what TRL your project is at? Try the [TRL assessment tool](#) to help you narrow it down.

Frequently Asked Questions

Will the City take control of my intellectual property?

- No. ZWDS participants will maintain ownership and control of their intellectual property. Each selected proponent for the Site will have an agreed upon schedule of milestones, set of reports, etc. that demonstrate results. Any IP protection is the responsibility of the proponent.

How much is the nominal fee for successful participants?

- A nominal fee is to be paid for the 18 to 24 month pilot in order to ensure commitment for the duration. Although the amount has not been determined, it is expected to be a one-time fee in the amount of \$500 to \$1,000 over the 18 to 24 month period. The fee may change once the concept of a co-location has been proven beyond the pilot.

I'm interested but I don't have a working technology yet. Are you interested in learning more?

- Yes, we're interested. We can perhaps help you in other ways.

What if my technology works in other jurisdictions but isn't typically used in Metro Vancouver?

- Yes, we're interested.

Do we have to be located within the Lower Mainland to be considered eligible?

- No, up to 25% of accepted solutions may be from outside the Lower Mainland.

What if we're not based in Canada?

- We would consider this if there was a local partner you were working with.

We don't have an Occupational Health & Safety (OHS) plan or an environmental management plan yet. Is it absolutely necessary?

- Yes, both an Occupational Health & Safety (OHS) plan, and an environmental management plan are absolutely necessary to participate at the ZWDS. Successful proponents may have the opportunity to leverage the expertise of the City's engineers to help develop them. This will be a valuable benefit to ZWDS participants, as these plans will need to be in place for commercialization.
- As a reminder, the Occupational Health & Safety (OHS) plan must be from a licensed professional with a designation such as Canadian Registered Safety Professional (CRSP)[®], Certified Safety Professional[®] (CSP)[®] or City-approved equivalent. The plan is to include, at a minimum:
 - Signage
 - Personal Protective Equipment (PPE)
 - First Aid
 - Safe Operating & Safe Handling Procedures
 - Safety Data Sheets (SDS)

Continued on the next page

- Solutions must comply with all WorkSafeBC and City regulations and be eligible to be the Prime Contractor as per WorkSafeBC regulations within their designated work area.
- Furthermore, the environmental management plan must be from a licensed professional with a designation such as CRSP, P.Eng., P.Ag., R.P.Bio., EP, etc.

What level on the [technology readiness scale](#) are you looking for?

- We are looking for solutions between TRL 6 and 9, but get in touch with us if your technology is outside of this range. We're still interested to learn more about it.

Since the Site has limited power, facilities, or other utilities, should I still consider applying?

- We can help you with exploring portable options until we can put more permanent utilities in place. If there are several proponents that require utilities, the City can coordinate requests and help to determine the best way to provide what is required.

Should I expect visitors to the Site?

- Yes. The operation of the pilot is intended to be observable. Participants may expect tours for educational purposes, and facility inspections at intervals to confirm accordance with safety and environmental plans.

What are the working hours of the Site? What happens if I want to work outside of the typical office hours?

- Zero waste technology providers are expected to be typical office hours from 8am to 5pm, Monday to Friday not including British Columbia designated holidays.
- As long as the zero waste technology providers are compliant with your own and external OHS, security regulations including working alone procedures, you are free to come and go as you please.

Are zero waste technology providers expected to stay on site at all times to operate their technology during the term of the term?

- Zero waste technology providers do not have to be at the site at all times to operate their technology solution but we do expect you to have a presence.
- If it comes to the attention of the ZWDS team that the Site is serving more of a storage role rather than demonstration purpose, the zero waste technology may be asked to vacate for another candidate that could better use the space.

Why are there so many requirements (OHS, environmental, insurance) for successful candidates?

- They are meant to keep you, the public, and the environment safe. The City and VEC staff are here to help you along in commissioning, operating, and demobilizing your technology from the Site.
- Furthermore, steps like these would be required for any potential customers before they purchase your technology product and/or service. It shows you're technically ready to scale fast and effectively.

APPENDIX 1

The following is a sample of a checklist that successful participants will be asked to complete prior to the beginning of the Zero Waste Demonstration Site Pilot.

Selected Candidates Checklist (TBC)

Congratulations, you've been selected to participate in the Zero Waste Demonstration Site Pilot. Please go through the following checklists to make sure you have everything addressed.

Pre-Onboarding

- Welcome package by City of Vancouver and Vancouver Economic Commission
- Keys, codes, and/or cards as required for access
- Written confirmation of acceptance from the Zero Waste Technology Providers with an intention to complete all required steps
- Filled in Licence Agreement for Tenancy including:
 - Insurance requirements
 - Occupational Health & Safety (OHS) documentation
 - Environmental Management Plan (EMP)
 - Traffic Management Plan (TMP)
 - Demobilization Plan
- List of Zero Waste Technology Provider assets to be located at the Site
- Building Permit if applicable
- Formal request for feedstock if required
- Your plan for the 18-24 month term during Quarterly milestones, metrics, key performance indicators. Please note that the Site is meant to commercialize your technology and not meant for inexpensive storage or advertising unrelated products or services. The City may ask you to vacate if it is deemed you're in breach of contract.

Mobilizing

- Formal request to ZeroWasteInnovation@vancouver.ca to mobilize
- Schedule of mobilization activities
- Company Signage Information using City standard template (e.g. company name, technology and brief description)
- OHS
 - Site Safety Orientations for all workers
 - Check-in Procedures
 - Work-alone Policies

Operating

- OHS
 - Weekly OHS forms
 - Field Level Hazard Assessments (FLHAs)
 - Site Safety Orientation (new workers, workers who haven't been to site for 6 weeks and for workers every 6 months)
 - Documentation of appropriate actions related to observed hazards (including from 3rd party auditors) non-compliances, incidents, or near-misses
- Monthly metrics and key performance indicators including new corporate partners or facilitated relationships with corporations
- Updated milestones
- No incidents Award!

Demobilizing

- Formal request to ZeroWasteInnovation@vancouver.ca to demobilize
- Return keys and security cards
- Schedule of demobilization activities
- Demobilization
- Trash pickup and cleaning of site
- Review by City of Vancouver Staff
- Fill out completion survey or exit interview if requested
- Provision of contact information for future updates, events, consultation
- Ceremony, Handoff with photos
- Receipt of City/VEC Certificate of Participation

APPENDIX 2

Innovator Funding Sources (TBC)

Funding Program	Program Brief	Eligibility Criteria	Deadline
Jobs and Growth Fund (JGF) Website	<p>Invest \$217 million to help job creators and the organizations that support them to future-proof their businesses, build resiliency and prepare for growth by transitioning to a green economy, fostering an inclusive recovery, enhancing competitiveness and creating jobs in every corner of the country.</p> <p>Eligible businesses could receive interest-free repayable contributions for up to 50% of eligible costs.</p> <p>Eligible not-for-profit organizations could receive non-repayable contributions for up to 90% of eligible costs.</p>	<p>Activities that:</p> <ul style="list-style-type: none"> • support the transition to a green economy • foster an inclusive recovery • advance Canada’s competitiveness and grow small and medium-sized enterprises (SMEs) through digital adoption • strengthen capacity in sectors critical to Canada’s recovery and growth 	Ongoing basis
Industrial Research Assistance Program (IRAP) Website	<p>Canada’s leading innovation assistance program for small and medium-sized businesses.</p> <p>Help build your innovation capacity and take your ideas to market through financial assistance, advisory services and connections to the best business and R&D expertise in Canada.</p>	<p>Eligible organizations:</p> <ul style="list-style-type: none"> • Are incorporated, profit-oriented small or medium-sized businesses in Canada • Have 500 or fewer full-time equivalent employees • Are pursuing growth and profit by developing and commercializing innovative, technology-driven new or improved products, services or processes in Canada 	Ongoing basis
Economic Development Initiative (EDI) Website	<p>Provides financial support to projects that encourage economic diversification, business development, innovation, partnerships and increased support for small and medium-sized enterprises in official language minority communities (OLMCs).</p>	<p>Applicant(s) must work in French and contribute to the development and vitality of British Columbia’s Francophonie.</p> <p>Projects must serve a Francophone clientele from OLMCs in British Columbia.</p>	April 1, 2018, to March 31, 2023

<p>BC Fast Pilot Program for clean tech</p> <p>Website</p>	<p>Helps regional SMEs design, build and operate a pilot plant or small demonstration of their technology in real-world conditions.</p> <p>fund BC innovators to offset their cost to implement their demonstration with BC based industry, up to \$200,000 funding.</p>	<p>BC SMEs and pilot implementation/sites in BC.</p> <p>Pilot initiatives in the cleantech sector.</p> <p>Have developed a prototype and are ready to demonstrate the technology.</p> <p>Pilot initiatives involving Indigenous communities or organizations.</p> <p>TRL>.7.</p>	<p>Started in April in 2022.</p> <p>Key dates for 2023 yet to be announced.</p>
<p>InBC Investment Strategy</p> <p>Website</p>	<p>\$500 million strategic investment fund created by government of BC to help companies grow and create return</p>	<p>Align to at least one of the impact objectives:</p> <ol style="list-style-type: none"> 1) towards net-zero emissions, a climate resilient economy. 2) innovating for future economic growth in BC. 3) advance reconciliation 4) improve outcomes for under-represented people and communities in BC. <p>Demonstrate a strong connection to BC.</p> <p>Has potential for generating financial returns and benefits the BC economy.</p>	<ul style="list-style-type: none"> • Fall 2022 for fund investment • Early Spring 2023 for co-investments • Late Spring 2023 for direct investments
<p>Community Partnership Program (CPP)</p> <p>Website</p>	<p>Provides low barrier, responsive grants up to \$25,000 for projects that improve financial resilience, reduce carbon emissions, and advance Racial Justice and Reconciliation.</p>	<p>Aligned initiatives at various stages are welcome to apply, from early and developing projects to those that are growing and/or tackling systems change and collaborative solutions.</p>	<p>From March to November. Applications are accepted on an on-going basis during this time period.</p>
<p>Foresight Active Impact Investment</p> <p>Website</p>	<p>Canada’s largest climate tech seed fund.</p> <p>Provides capital and talent to accelerate the growth of early-stage climate tech ventures catalyzing the transition from finite to infinite sources of energy, food, water & products.</p>	<ul style="list-style-type: none"> • Early-stage private company with a climate tech solution • Exceptional leadership team • Generating revenues between \$200K and \$3M • 5-50 employees • Interested in growing • Willing to accept help from outsiders 	<p>Ongoing</p>

Vancity enviroFund program	Access the Community Sustainability Initiatives (up to \$10,000) with:	Not-for-profit organizations, social enterprises, co-operatives, labour unions, Indigenous organizations or First Nation governments that align with our values.	Re-open in February 2023
Website	<ul style="list-style-type: none"> • Focus on wellbeing • Upstream solutions to address high amounts of waste • Upcycle resources • Collective action 	For-profit businesses are only eligible if they are a Vancity member, and if their project benefits the broader business community. Product research and development is not eligible for the envirofund.	
		Projects must take place within Vancity's operating area (Metro Vancouver, Fraser Valley, Squamish, Capital Regional District - Victoria/Gulf Islands and/or Cormorant Island) and directly benefit these local communities.	
Funding Portal	A subscription package to get grants, government incentives, and other funding.		
Website			