

**Greenest Region Compact Presents**

**HOW TO USE THE GREENEST  
REGION COMPACT  
FRAMEWORK TOOL TO MAKE  
YOUR SUSTAINABILITY PLAN**

**SUMMER 2019**

**The Metropolitan Mayors Caucus**



**Greenest  
Region  
Compact**



**Metropolitan  
Mayors  
*Caucus***

# WHAT'S INSIDE!?

How do you use the Greenest Region Compact and it's framework tool to help your municipality create or renew it's sustainability plan?! This pamphlet will help you navigate the framework tool with or without Excel open, give you examples of a filled out spreadsheet and show you the next steps after you're finished with the Tool!

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## IN PRINTED FORM

**Have a thorough understanding of your municipalities' strategy, plans, zoning, ordinances and land use. This might take some teamwork. But that's how you make the dream work.**

- 1. Pick from the 10 consensus goals below:**

|                             |                                |
|-----------------------------|--------------------------------|
| <b>Climate</b>              | <b>Mobility</b>                |
| <b>Economic Development</b> | <b>Municipal Operations</b>    |
| <b>Energy</b>               | <b>Sustainable Communities</b> |
| <b>Land</b>                 | <b>Waste &amp; Recycling</b>   |
| <b>Leadership</b>           | <b>Water</b>                   |


2. **Once the goal being assessed is chosen, begin checking boxes in the printed spreadsheet as they apply to your municipalities' current and future goals and achievements.**
3. **THAT'S IT! It was that easy. Now for the hard part. Move to page 5 and 6 for a quick exercise or page 7 for WHAT NOW!?**

|    | A | B        | C  | D    | E   | F                | G           | H                         | I                             | J                      | K           | L            | M                | N | O                         |
|----|---|----------|--|------|---|------------------|-------------|---------------------------|-------------------------------|------------------------|-------------|--------------|------------------|---|---------------------------|
|    |   | Category |  |      | <b>OBJECTIVE</b>  | Already achieved | In Progress | Planned for next 6 months | Planned for next 12-18 months | Interested in pursuing | Not planned | Not relevant | Contact initials |   | Notes<br>Link to Resource |
| 1  |   |          | <b>GOAL</b>  |      | > STRATEGY  |                  |             |                           |                               |                        |             |              |                  |   |                           |
| 2  |   |          |  |      | + ADVANCED STRATEGY   |                  |             |                           |                               |                        |             |              |                  |   |                           |
| 3  |   |          |  | WR1  | Set a specific waste reduction goal:  |                  |             |                           |                               |                        |             |              |                  |   |                           |
| 4  |   |          |  | WR1a | > Set a waste reduction goal for municipal operations   | X                |             |                           |                               |                        |             |              |                  |   |                           |
| 5  |   |          |  | WR1b | > Set a waste reduction goal for the community  |                  | X           |                           |                               |                        |             |              |                  |   |                           |
| 6  |   |          |  | WR2  | Promote and practice waste reduction & recycling in municipal operations                        |                  |             | X                         |                               |                        |             |              |                  |   |                           |
| 7  |   |          |  | W53  | Reduce the use of paper in municipal offices  |                  |             |                           | X                             |                        |             |              |                  |   |                           |
| 8  |   |          |  | W4   | Conduct waste audits to identify waste reduction opportunities                                  |                  |             |                           |                               |                        |             | X            |                  |   | Y                         |
| 9  |   |          |  | WRS  | Support exchange of goods and services among residents (i.e. Rummage Sale, Sporting Goods Swap) |                  |             | X                         |                               |                        |             |              |                  |   |                           |
| 10 |   |          |  | WR+6 | + Adopt a Pay-As-You-Throw program  |                  |             |                           |                               |                        | X           | X            |                  |   | Y                         |
| 11 |   |          |  | WR+7 | Support by-product synergies among industries   |                  |             |                           |                               |                        |             |              |                  |   | Y                         |
| 12 |   |          |  | WR+8 | Make public events "zero waste"   |                  | X           |                           |                               |                        |             |              |                  |   | Y                         |

**Above: A Waste & Recycling Category checked off in the printed form. TOO EASY!**

## WORKING IN EXCEL

- 1. As an Excel document, the Tool allows you to use the Filter feature to view only the rows (strategies and objectives) you wish to see. Set these filter up in columns F-L.**
- 2. To start, go through the objectives and strategies to identify issues that are not relevant in column L. For example, if your water supply is Lake Michigan, you can mark “x” in column L for groundwater issues (W55). Filter to hide all those rows marked as not relevant. Next, consider assessing what your community has already achieved and in-progress using column F and G. Incorporate this into your plan and report these achievements.**
- 3. Next, thoughtfully review remaining objectives and strategies with a team to determine which ones you want to pursue and in what time frame in columns H,I, J and K. There is space for collaborators to initial and comment in columns M and O.**
- 4. Your marked-up and shortened Framework will provide a foundation for your own sustainability planning process. Use the Filter feature to view your selected objectives from short and long term perspectives. You decide which objectives and strategies ultimately end up in your own plan and how you want to use them.**

| Waste Recycling |                 |  |      |   |           |                  |             |                           |                              |                        |             |                  |   |       |                  |
|-----------------|-----------------|--|------|---|-----------|------------------|-------------|---------------------------|------------------------------|------------------------|-------------|------------------|---|-------|------------------|
|                 | A               | B  | C    | D   | E         | F                | G           | H                         | I                            | J                      | K           | L                | M | N     | O                |
| 1               | Category        |  | GOAL |   | OBJECTIVE | Already achieved | In Progress | Planned for next 6 months | Planned for next 12-18 month | Interested in pursuing | Not planned | Contact initials |   | Notes | Link to Resource |
| 2               |                 |  |      | > STRATEGY  |           |                  |             |                           |                              |                        |             |                  |   |       |                  |
| 3               |                 |  |      | + ADVANCED STRATEGY   |           |                  |             |                           |                              |                        |             |                  |   |       |                  |
| 4               |                 |  |      |   |           |                  |             |                           |                              |                        |             |                  |   |       |                  |
| 5               | Waste Reduction | Support sustainable material management  | WR1  | Set a specific waste reduction goal:  |           |                  |             |                           |                              |                        |             |                  |   |       |                  |
| 6               |                 |  | WR1a | > Set a waste reduction goal for municipal operations   | X         |                  |             |                           |                              |                        |             |                  |   |       |                  |
| 7               |                 |  | WR1b | > Set a waste reduction goal for the community  |           | X                |             |                           |                              |                        |             |                  |   |       |                  |
| 8               |                 |  | WR2  | Promote and practice waste reduction & recycling in municipal operations                        |           |                  | X           |                           |                              |                        |             |                  |   |       |                  |
| 9               |                 |  | WS3  | Reduce the use of paper in municipal offices  |           |                  |             | X                         |                              |                        |             |                  |   |       |                  |
| 10              |                 |  | WR5  | Support exchange of goods and services among residents (i.e. Rummage Sale, Sporting Goods Swap) |           |                  |             | X                         |                              |                        |             |                  |   |       |                  |
| 11              |                 |  | WR+8 | Make public events "zero waste"   |           |                  | X           |                           |                              |                        |             |                  |   |       | Y                |



# Economic Development



|    | A                    | B                     | C  | D  | E   | F                   | G           | H                         | I                             | J                      | K           | L            | M                | N     | O                |   |   |
|----|----------------------|-----------------------|--|--|---|---------------------|-------------|---------------------------|-------------------------------|------------------------|-------------|--------------|------------------|-------|------------------|---|---|
|    | ECONOMIC DEVELOPMENT |                       |  |  |   |                     |             |                           |                               |                        |             |              |                  |       |                  |   |   |
| 1  |                      | Category              |  | GOAL   | OBJECTIVE   | Already achieved    | In Progress | Planned for next 6 months | Planned for next 12-18 months | Interested in pursuing | Not planned | Not relevant | Contact initials | Notes | Link to Resource |   |   |
| 2  |                      |                       |  |  |   | > STRATEGY          |             |                           |                               |                        |             |              |                  |       |                  |   |   |
| 3  |                      |                       |  |  |   | + ADVANCED STRATEGY |             |                           |                               |                        |             |              |                  |       |                  |   |   |
| 4  |                      | Workforce Development | Promote innovative and a competitive workforce | ED1  | Connect local businesses with education training, and jobs related to sustainability                      |                     |             |                           |                               |                        |             |              |                  |       | Y                |   |   |
| 5  |                      |                       |  | ED2  | Advocate for the development of a competitive 'green workforce'   |                     |             |                           |                               |                        |             |              |                  |       |                  |   |   |
| 6  |                      |                       |  | ED3  | Advocate for new opportunities in the clean energy industry   |                     |             |                           |                               |                        |             |              |                  |       |                  |   |   |
| 7  |                      | Innovation            |  | ED4  | Encourage green innovation among residents and local businesses   |                     |             |                           |                               |                        |             |              |                  |       |                  | Y |   |
| 8  |                      |                       |  | ED5  | Collaborate to support innovation centers   |                     |             |                           |                               |                        |             |              |                  |       |                  |   | Y |
| 9  |                      |                       | Green Economy                                  | ED6  | Attract and retain businesses that practice and promote sustainability                                    |                     |             |                           |                               |                        |             |              |                  |       |                  |   |   |
| 10 |                      | ED7                   |  | Recognize and support businesses who practice and promote sustainability |   |                     |             |                           |                               |                        |             |              |                  |       |                  | Y |   |
| 11 |                      | ED8                   |  | Promote local goods and services   |   |                     |             |                           |                               |                        |             |              |                  |       |                  |   |   |
| 12 |                      | Policy                |  | ED9  | Create and promote a community brand featuring natural resources or cultural characteristics of community |                     |             |                           |                               |                        |             |              |                  |       |                  | Y |   |
| 13 |                      |                       | ED10   | Promote tourism featuring natural and cultural assets of the community   |   |                     |             |                           |                               |                        |             |              |                  |       |                  | Y |   |
| 14 |                      |                       | ED11   | Promote the economic prosperity of the community                         |   |                     |             |                           |                               |                        |             |              |                  |       |                  |   |   |
| 15 |                      |                       | ED12   | Advocate for expanded job opportunities and sufficient wages             |   |                     |             |                           |                               |                        |             |              |                  |       |                  |   |   |



# FLOW CHART OF HOW IT ALL WORKS GOES HERE.



**Special Thanks to the City of Highland Park, Village of Grayslake, Village of Park Forest and the South Metropolitan Higher Education Consortium for their efforts in producing this zine and organizing our Greenest Region Compact Workshops.**

[https://docs.google.com/document/d/1tVbFFKBIGJNdznmK8kaq7gXFYJRmONZGgEXCj5Y3S\\_g/edit](https://docs.google.com/document/d/1tVbFFKBIGJNdznmK8kaq7gXFYJRmONZGgEXCj5Y3S_g/edit)