COMMUNITY WASTE TOOLKIT

Nishnawbe Aski Nation
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www.nan.on.ca

PREPARED FOR NISHNAWBE-ASKI NATION

TOOLKIT FOR DEVELOPING WASTE MANAGEMENT PROGRAMS IN FIRST NATION COMMUNITIES

DEVELOPED IN PARTNERSHIP WITH

ecosuperior ENVIRONMENTAL PROGRAMS

Recycling Council of Ontario

Indigenous Services Canada | Services aux Autochtones Canada

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EXECUTIVE SUMMARY

The proper management of solid waste is an important issue for all communities. How waste is handled can have serious impacts on environmental and public health. Without proper waste management, communities risk water contamination from chemicals from waste leaching into ground and surface water. The intentional or accidental burning of waste can release harmful pollutants resulting in poor air quality. Improper storage and disposal of waste can lead to the spread of disease, the attraction of nuisance animals and have a negative effect on community appearance and civic pride.

Many First Nations communities experience significant challenges when it comes to dealing with waste due to a long-term lack of resources to develop and implement proper waste management plans. This has resulted in inadequate infrastructure for waste disposal and fragmented availability of programs and services. Currently, most community waste materials go to community identified dumps, but these sites typically lack the main components of a regulated and secured landfill, do little to manage the risks that waste disposal poses to the environment and the community and many of these sites are approaching capacity. Having a well-managed landfill is important for reducing risk associated with the solid waste created in communities. The responsibility of improving landfill operations falls primarily on the public works staff on the community.

However, disposal in landfills is not the only way to manage solid waste. Everyone in the community contributes to the issue of waste. Therefore, everyone has a role to play in the solution of how to deal with it. Taking a hierarchical approach to waste management by prioritizing waste reduction, reuse and diversion programs to reduce the amount of material going to landfills. This allows all community members to get involved with the waste management process to overcome current and future challenges. Remote locations and seasonal access make transportation of materials

in and out of a community difficult. Funding to implement and sustain programs can be difficult to obtain. Regulations relating to waste management are often vague in their application to activities in First Nations communities. However, these challenges can be addressed through partnerships and creative strategies.

Raising awareness in the community about the importance of waste management is necessary for a program to be successful. The development of public engagement and education strategies and materials will help community members to understand the impacts of waste on the environment and public health, how a program helps to address these impacts and how to properly participate in a program.

The goal of this toolkit is to provide guidance to First Nations communities to improve waste management all the way from evaluating the needs in the community to implementing and sustaining a program through partnerships and community engagement and education.

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1.0 INTRODUCTION

Historically, First Nations communities did not create very much waste, as nearly everything came from the land, and could easily be returned to the land. However, in today's world, every community is faced with the challenge of what to do with solid waste—from packaging such as cardboard and plastic, to leftover food, gadgets that stop working and things we no longer need. Management of solid waste can be a challenging issue for many First Nations communities. This toolkit is designed to help your community to both reduce the amount of waste and to make improvements in the way waste is handled, based on the specific needs and challenges in your area.

1.1 ABOUT THIS TOOLKIT

Management of solid waste can be a challenging issue for many First Nations communities. This toolkit has been designed to help communities in making improvements in the way their waste is handled based on the needs and challenges they are experiencing.

This toolkit is a resource of the Waste Management Initiative, a three-phase project of the Nishnawbe-Aski Nation and Recycling Council of Ontario. The toolkit has been prepared by EcoSuperior with support from Recycling Council of Ontario.

ABOUT NISHNAWBE-ASKI NATION

Nishnawbe Aski Nation
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Nishnawbe Aski Nation (known as Grand Council Treaty No. 9 until 1983) was established in 1973. It represents the legitimate, socioeconomic, and political aspirations of its First Nation members of Northern Ontario to all levels of government in order to allow local self-determination while establishing spiritual, cultural, social, and economic independence. In 1977, Grand Council Treaty No. 9 made a public declaration of the rights and principles of Nishnawbe Aski.

ABOUT RECYCLING COUNCIL OF ONTARIO

Recycling Council of Ontario

Recycling Council of Ontario (RCO) is a not-for-profit membership-based organization committed to minimizing society's impact on the environment by eliminating waste. RCO's mission is to inform and educate all members of society about the avoidance of waste, efficient use of resources, and the benefits and/or consequences of these activities. Since 1978 our commitment to Reduce, Reuse, Recycling has driven our actions, and is the bedrock of our efforts to help facilitate the efficient use of resources and transition the economy from a linear to circular model where post-consumed materials are integrated back into use and production cycles. Visit RCO.on.ca for more information.

ABOUT ECOSUPERIOR

ecosuperior ENVIRONMENTAL PROGRAMS

EcoSuperior is an incorporated not-for-profit organization based in Thunder Bay, ON. The organization has a long history of developing, delivering and promoting environmental education programs, workshops and special events. As a partnership-based organization, we consult with our government, industry and community partners to develop functional, user-friendly programs and materials that deliver results. EcoSuperior offers education and outreach campaigns for schools, homeowners and businesses in the areas of waste management, stormwater and green infrastructure, active transportation, climate change, local food, and invasive species.

1.2 HOW TO USE THIS TOOLKIT

This toolkit contains the information tools you will need to build and maintain a solid waste management program in your community, including collection, landfilling, recycling, reuse, education, and waste reduction components.

It will help you determine:

- What programs will be of the most benefit to your community.
- How to measure the amount of waste generated in your community through waste audits.
- Who should be involved in getting programs started or upgraded.
- How to determine what waste management programs work best for your community.
- How to develop and implement a program plan, including setting goals, evaluating infrastructure needs, designing how it will operate, determining cost and measuring success.
- How to effectively educate your community and promote waste management programs and initiatives.
- What potential funding opportunities are available.
- Who to contact for more information.

The toolkit also provides information on the benefits of building partnerships to aid you in creating a successful solid waste management program, and resources for building participation for programs in your community.

Take your time and make decisions based on the specific needs of your community. Small steps in improving management of solid waste can have a large impact towards building healthy communities, which is why this toolkit was developed with individual sections that can be downloaded and printed when you are ready to use them.

The toolkit can be downloaded from Recycling Council of Ontario's website where we have developed a web portal for resources and information sharing for First Nations communities in Nishnawbe Aski Nation.

1.3 WHY MANAGE SOLID WASTE?

Solid waste management is a basic need of communities and is essential to the health and wellbeing of our people and our environment. It encompasses all aspects of dealing with waste your community creates, including:

- Planning and operating landfill sites
- Waste sorting
- Recycling programs
- Composting programs
- Waste reduction programs
- Community education

Waste that is not properly managed can cause public health concerns, pollute the environment, and can be very costly for a community to clean up. Fortunately, proper planning and management of solid waste can have many benefits to a community.

HEALTHY COMMUNITY
Properly managed waste helps keep people healthy
HEALTHY ENVIRONMENT
Properly managed waste helps protect the environment
HEALTHY ECONOMY
Properly managed waste is good for the economy

PROPERLY MANAGED WASTE

PROPERLY MANAGED WASTE HELPS KEEP PEOPLE HEALTHY.

- Increases community pride.
- Helps keep water safe to drink.
- Makes air safer to breathe.
- Reduces community exposure to toxic and hazardous materials.
- Provides economic growth and opportunities for communities.

PROPERLY MANAGED WASTE HELPS PROTECT THE ENVIRONMENT.

- Protects the environment.
- Keeps your community beautiful.
- Keeps air and water clean and healthy.
- Protects wildlife.
- Reduces litter.
- Encourages community members' role as wise stewards of the land.

PROPERLY MANAGED WASTE IS GOOD FOR THE ECONOMY.

- Creates jobs through community programs.
- Develops skills and training opportunities for community members.
- Reduces waste collection and landfilling costs.
- Saves money for community members by encouraging reuse and sharing.
- Creates opportunities for revenue generation by returning valuable materials to the economy.

2.0 INTRODUCTION TO SOLID WASTE PROGRAM DEVELOPMENT

This section guides you through the process from the initial planning to program implementation, including evaluation of program options, facility requirements, program logistics and steps for building community support and participation.

2.1 WHAT IS SOLID WASTE?

The first step in developing a successful solid waste program is understanding what solid waste is. Solid waste is a general term that refers to materials that no longer have value anymore and are discarded. Solid waste is commonly called garbage, trash or junk. When we discard it, or throw it away, it frequently ends up:

- IN THE COMMUNITY DUMP OR LANDFILL SITE WHERE IT STAYS.

- BEING BURNED EITHER ON RESIDENTIAL PROPERTY OR AT CENTRAL SITES WHERE IT MAY RELEASE HARMFUL CHEMICALS INTO THE AIR.

- AS LITTER IN THE COMMUNITY WHEN IT IS NOT PROPERLY DISPOSED OF.

It is important to note that solid waste does not necessarily mean that material is solid in form. It can contain gels, liquids or gases, that may or may not be hazardous in nature. However, sewage and byproducts created from the wastewater treatment process and other industrial process wastes are typically not addressed within community solid waste management plans.

2.2 WHAT IS IN YOUR COMMUNITY'S SOLID WASTE?

RESIDENTIAL WASTE

BOTTLES / GLASS

PAPER

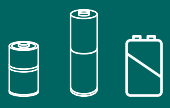
PLASTIC

FOOD

APPLIANCES

ELECTRONICS

CARS / TIRES



BATTERIES

CHEMICAL PRODUCTS

COMMERCIAL WASTE

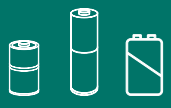
BOTTLES / GLASS

PAPER

PLASTIC

FOOD

CHEMICAL PRODUCTS



BATTERIES

ELECTRONICS

Developing programs to effectively manage solid waste requires some knowledge about the type of materials that are being discarded in a community. The challenge is that not all communities are the same. What types of items are in our solid waste varies depending on several factors, including lifestyle, season, economic activity and community composition. It also varies within a community depending on where the solid waste is generated. Waste that comes from our homes is different than waste that comes from businesses, schools, or industries.

INSTITUTIONAL WASTE

BOTTLES / GLASS

PAPER

PLASTIC

FOOD

CHEMICAL PRODUCTS

BATTERIES

ELECTRONICS

MEDICAL WASTE

INDUSTRIAL WASTE

OILS / LUBRICANTS

METAL

SOLVENTS

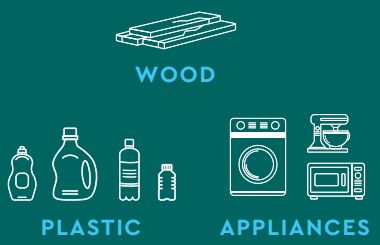
WOOD WASTE / CONSTRUCTION DEBRIS

DRUMS

REGARDLESS OF WHERE THE SOLID WASTE COMES FROM, IT COULD BE CLASSIFIED AS NON-HAZARDOUS, HAZARDOUS, RECYCLABLE AND/OR COMPOSTABLE. THESE SEPARATE CLASSIFICATIONS OF WASTE EACH REQUIRE DIFFERENT WAYS OF HANDLING AND DISPOSAL.

NON-HAZARDOUS

A substance that has not been identified as potentially causing harm to human health or the environment.



LANDFILL + RECYCLING PROGRAMS

Typically disposed of at the landfill or recycled through municipally run programs. No special handling procedures required.

HAZARDOUS

A substance that has the potential to cause harm to public health or the environment.

ISOLATED STORAGE + REMOVED

Should not be disposed of in the landfill. Should be handled by individuals trained in proper handling procedures. Materials should be isolated from the environment and public to minimize risk. Requires licensed hazardous waste haulers to remove materials from the community.

RECYCLABLE

A substance that can be processed and used again to create new materials and/or products.

STORAGE + TRANSPORTED OUT

Should not be disposed of in the landfill if opportunities for recovery and marketing exist. May require separation and storage of materials prior to transport out of a community.

COMPOSTABLE

A substance that, over time, will break down into nutrient rich material.

LONG-TERM STORAGE

Should not be disposed of in the landfill since it can be used by a community. Requires separation from other solid waste. Requires long term storage to allow for breakdown into usable compost to occur.

Prior to developing a waste management program, it is important to know what types of waste are being generated in your community. The most effective way to do this is by conducting a community-wide waste audit. Waste audits provide a snapshot of how much waste is being generated, its composition, and where in the community it is coming from and ending up. Your community can choose to do a full physical audit (most accurate) or a visual assessment. See **Section 3** of this toolkit for a step-by-step guide on how to conduct a waste audit in your community.

2.3 WHAT SHOULD WE DO WITH THE SOLID WASTE?

Solid waste created in many northern and remote First Nations communities goes to the landfill. Depending on the site, the different classifications of waste may be disposed of in the same area, or they may be separated based on what they are. For example, all bagged waste from homes may be placed in one area; larger items like appliances or furniture may be placed in a different area. Landfills may have separate areas for disposing of compostable materials and more isolated areas with drums or bins for liquids like used motor oil, anti-freeze, paints and mineral spirits.

Many communities are very concerned with finding ways to decrease the amount of solid waste that goes to the landfill and the reason is two-fold.

First, landfill sites are creating financial and environmental challenges for communities.

- Landfills are filling up and it is difficult and expensive to create a new one.
- Chemicals from materials disposed in landfills can contaminate the soil and water, threatening the health of the community and wildlife.
- Community dumps often attract wildlife such as bears, coyotes, and wolves that can cause harm to people in the community.

Second, a lot of the materials that are disposed of in landfills still have value, meaning that they can still be used either by individuals in the community or sold to recyclers or manufacturers to bring in new revenue.

- Individuals may have a use for items that are no longer of use to others.
- Some items may be able to be repaired, restoring their usefulness.
- It is often less expensive to use some of the things that are thrown away than to manufacture the same or different new products.
- Organic materials can create fertilizer for gardens and crops.

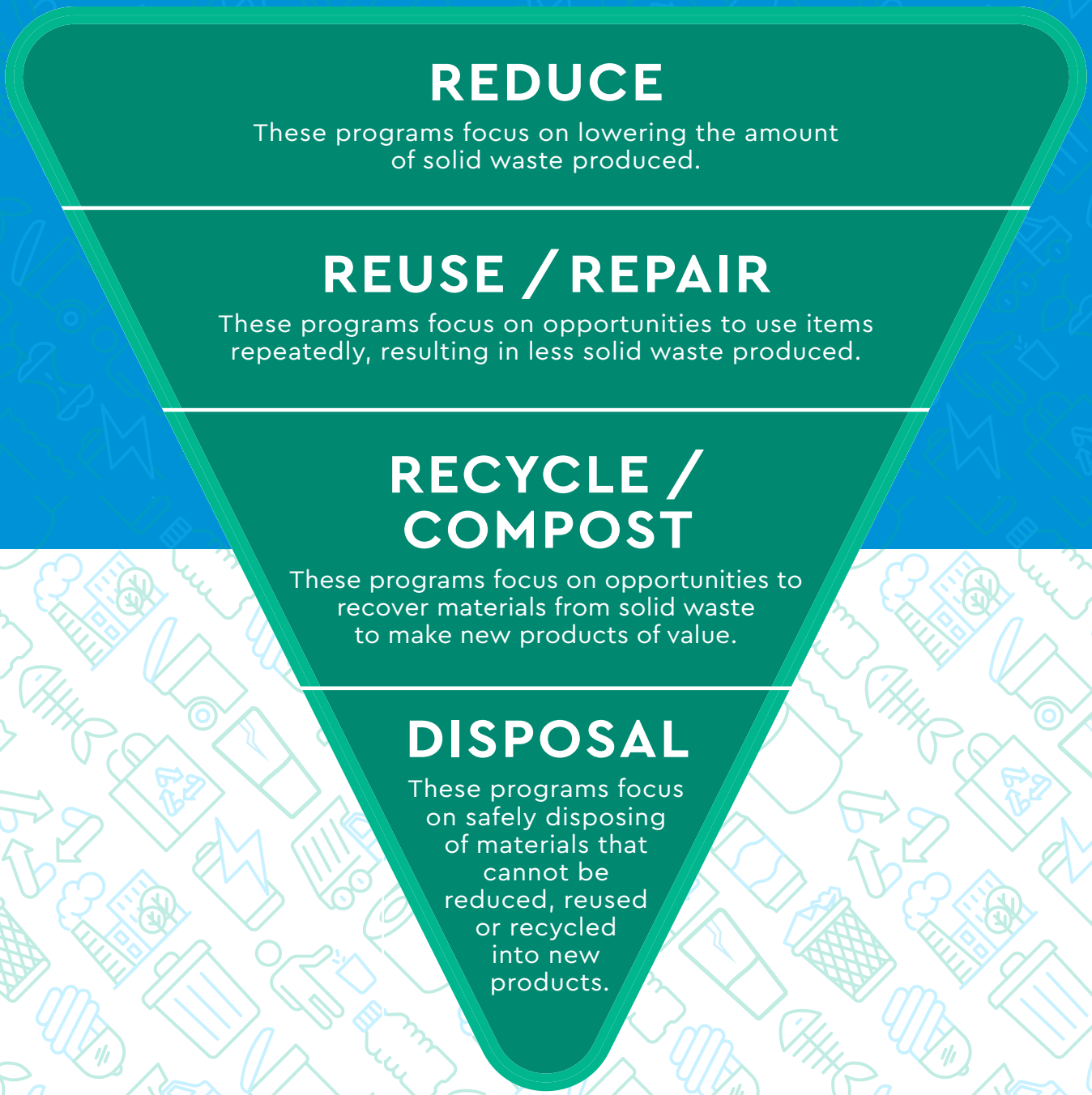
“A lot of what was WASTE is seen as something that has value.”

2.4 THE WASTE HIERARCHY

When developing and implementing solid waste management programs for your community, consider the waste hierarchy. The waste hierarchy is a strategy to improve overall solid waste management programs by focusing on actions to decrease what we send to landfill. In general, it presents actions in order of most desirable options to least desirable options for dealing with solid waste, with sending things to landfill being the least desirable option. The figure below illustrates the waste hierarchy. In this approach to solid waste management, options at the top are prioritized compared to the options listed beneath it.

This approach should be considered for the management of solid waste in any community because it has significant benefits, including:

- It gives the landfill a longer life by focusing on keeping things out of it.
- It gives community members an active role in solid waste management.
- It reduces costs of managing solid waste by decreasing the amount of solid waste created.
- It reduces the negative impacts to the environment and protects human health by decreasing the amount of solid waste going to the landfill.
- It lengthens the life of manufactured products by focusing on reuse and repairing options.
- It conserves raw materials that are used to make products by redirecting materials that can be used again to recycling facilities.


REDUCE
These programs focus on lowering the amount of solid waste produced.
REUSE / REPAIR
These programs focus on opportunities to use items repeatedly, resulting in less solid waste produced.
RECYCLE / COMPOST
These programs focus on opportunities to recover materials from solid waste to make new products of value.
DISPOSAL
These programs focus on safely disposing of materials that cannot be reduced, reused or recycled into new products.

2.5 DIFFERENT PROGRAMS FOR DIFFERENT COMMUNITIES

Although the waste hierarchy should be considered for the management of solid waste everywhere, we must recognize that each community is unique and not every option will be possible in every location. Differences in location will influence transportation options for moving materials in and out of a community, which in turn will affect the need and opportunity for programs, facilities and partnerships. The process for examining how materials are purchased, used, and managed after their use is the same for everyone but the programs that work in one community may not work in another community due to location and varied infrastructure. However, there are many options for programs within each category of the waste hierarchy that a community can consider to meet its solid waste management needs.

Each community can design and start a program that is its own "best fit".

It is important to recognize that location can present some challenges when it comes to solid waste management, especially when considering transportation options, but keep in mind that challenges can also provide opportunities and innovation ("finding the best fit!").

YEAR ROUND ROAD ACCESS COMMUNITIES

- Regular road access to the community presents opportunities for materials to be moved year round. This means programs requiring transport of solid waste or recyclables out of the community can operate using designated recyclers and waste transporters continuously without requiring excess storage capacity.
- Regular road access to the community presents opportunities to change large scale community purchasing patterns with the goal of changing the types of materials entering the community that eventually become solid waste. This means that community bulk purchasing could be explored as there would be options for transportation of differently packaged goods.
- Regular road access to the community presents opportunities for partnerships with neighboring communities for sharing program costs including facilities and transportation.
- Regular road access to the community presents opportunities for community members to have more choice in purchasing habits, requiring community education on managing how materials enter the community and their impact.

SEASONAL ROAD ACCESS COMMUNITIES

- Seasonal road access presents opportunities for scheduled removal of materials for recycling or disposal at certain times of year, with designated recyclers and waste transporters. This means that if programs run continuously in the community, there will be a need for separation and storage facilities to prepare materials for transportation when it is available.
- Seasonal road access to the community presents opportunities for special event programs or periodic run programs instead of continuous programs.
- Seasonal road access to the community presents opportunities for partnerships with neighboring communities for sharing program costs, primarily through the coordination of special event programs or transportation of materials.

"Community members here in Wunnumin Lake First Nation have been very thankful, for the program and for the support and for the chance to have such a great thing in our Community"

– Randy McKay, *Wunnumin Lake FN*

FLY IN COMMUNITIES

- Fly in communities have opportunities to influence the materials entering the community through large scale procurement processes. This means that programs can be designed to manage the specific types of solid waste that will be generated in large quantities.
- Fly in communities have opportunities to work on innovative solutions within their community to overcome transportation barriers, including the potential for energy recovery from solid waste.
- Fly in communities have opportunities to form partnerships with transportation companies that service them to develop procedures to allow for material transport out of the community for recycling when cargo space becomes available.
- Fly in communities have the opportunity to form partnerships with communities on the same transport routes to share program costs related to material movement in and out of their locations.

Regardless of location, each community will discover a variety of resources and opportunities when it comes to developing and implementing solid waste management programs. Consider that the most valuable resource will be the members of your community. Successful management of solid waste requires the active participation of everyone in the community.

2.6 IMPROVING SOLID WASTE MANAGEMENT IN YOUR COMMUNITY

Regardless of the program that you choose, the basic steps will be the same.

Solid waste management is a community issue. Addressing concerns and improving waste programs should be a community effort. Build a team of local representatives to help guide the process.

Your program should address a specific concern identified in your community. It could be reducing plastic bags, recycling cans or initiating a composting program. Seek out input from your community. By focusing on an issue that is important to them, community members are more likely to get involved.

STEP 3

IDENTIFY YOUR PARTNERS

Once you have chosen what your program will be, there may be additional partners to bring into the process. Industry recycling organizations, transportation partners and representatives from different businesses in your community may be able to help your program find success. You may also want to ask other communities about their experiences with similar programs.

STEP 4

DEVELOP THE PLAN

This is where you work out all the logistics of your program, including needs related to materials, transportation, storage and facilities. Your plan will include how community members will be able to participate in the program and what responsibilities everyone will have.

STEP 5

IDENTIFY THE COSTS AND FUNDING SOURCES

Once you know what your program looks like and the needs associated with it, you can identify how it will be funded. Are there grant programs, infrastructure funds or can it be supported locally by community fee for service models?

STEP 6

PROMOTE THE PROGRAM TO THE COMMUNITY AND TRACK YOUR RESULTS

Once you are ready to start your program, gather community support by promoting it. Seek endorsements from Chief and Council. Present your program in schools to get children excited to participate. Remind community members of how this program is addressing their concerns regarding waste in the community. Once your community is on board, launch the program and follow the results. Make changes as necessary and celebrate success.

2.7 BUILDING PARTNERSHIPS IN AND OUT OF YOUR COMMUNITY

Once you have decided to tackle waste issues in your community, think about who else can help make your new program successful. Making sure you have the right people involved in the process will make a big difference every step of the way.

GETTING READY TO START:

In the beginning, you will require input and support from your community. This will require raising community awareness on the issue and seeking out any required permits or approvals that may be required in your community.

- **Are your Chief and Council aware of the waste issues and proposed solutions?** Make sure your key decision-makers are kept up-to-date on options and ideas for improving waste management, as well as any legal requirements. Council may consider creating new by-laws to enforce new waste management requirements.
- **Have you engaged the Elders in your community?** Elders can provide the history on how waste has been managed in your community and guidance on securing the commitment and participation of all community members.
- **Engage the youth in your community.** Youth are often the ones asking for better waste management and can be powerful advocates for change in a community. They are creative thinkers and can provide innovative ideas for solutions to problems.
- **Have you informed community police officers** of any new initiatives, so they can support messaging among community members. They will most likely be involved in enforcement of any by-laws that may come into being.

WASTE REDUCTION WITHIN THE SUPPLY CHAIN

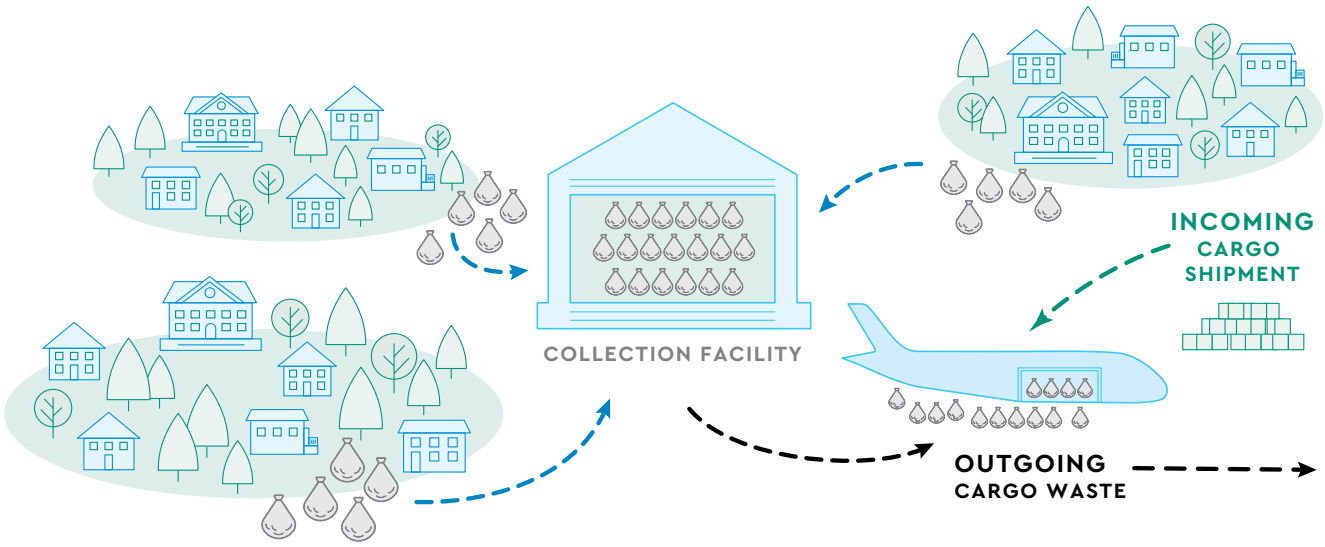
Reducing waste is always a good starting point for waste management, and there are many options for partners in these actions.

- **Speak with your suppliers**: can some of your suppliers help reduce the amount of waste coming into your community? For example, could items be shipped in reusable packing containers instead of wrapped pallets? Take a look at what is coming into the community and let suppliers know that you are looking for waste-reducing alternatives.
- **Form a co-operative buying group** among residents is one way to reduce the packaging that comes with individual purchases. For example, shipping a bulk bin of apples to the community that can then be divided up among residents eliminates all the waste created by people purchasing individual bags of apples.
- **Reach out to businesses and organizers of community events** in your community. Inform them on waste management issues and ask what changes they can make in their everyday operations to help reduce the amount of waste generated in your community. Some examples:
  - » Make the switch from plastic shopping bags to paper.
  - » Have reusable bags available for purchase.
  - » Promote the use of reusable bags and bins.
  - » Use less plastic packaging on fruits and vegetables.
  - » Choose reusable dinnerware at community feasts.

COLLECTING AND TRANSPORTING WASTE:

Making sure that solid waste makes it to the proper location efficiently is one of the most challenging parts of waste management programs be it within your community or outside your community. Partners to help address this challenge may be in your community, or located elsewhere.

- **Are there concerned residents or a community group who can help spread the word about new waste initiatives, what items can be collected and where people should put it?**
- **Can you spread the word through students at school?**
- Are there any community members that can offer transportation of household recycling materials?
- **Are there existing collection facilities in a nearby community that might be shared to include waste from your community?** Sometimes costs can be reduced with increased volumes of waste or sharing existing resources such as collection bins or vehicles. For items that need to be transported out of the community for recycling, such as electronics or plastics, think about partnering with existing transport providers to your community. Trucks or planes delivering products may be able to take on waste as cargo for their return trip.
- **Existing stewardship agencies and newly formed producer responsibility organizations may be able to assist with the transportation of certain materials out of your community.** See **Section 11** for more information on these organizations.



2.8 CONSIDERATIONS FOR COMMUNITY ENGAGEMENT IN PROGRAM DEVELOPMENT

Community engagement for solid waste management involves developing relationships within your community to build support for creating, implementing and improving programs to make a better community for people and the environment. Community engagement is required at all stages of the process, from the initial information gathering through to the on-going operation and evaluation of the result. When you begin to plan solid waste programming, do not do it alone. Community members often have diverse knowledge and creative ideas to address local problems. Actively including the community in the decision-making process also increases understanding of the importance of a program and how to participate properly, making it more likely that community members will take part.

STEPS FOR COMMUNITY ENGAGEMENT IN DECISION MAKING

1 BUILD A TEAM TO GUIDE THE PROCESS

- Identify community members and interest groups that can provide guidance and support during the process.
- Team members could be Chief and Council, Elders, interested community members, waste department personnel, community planners, business owners.
- Look for team members with specific useful skills, such as good writing skills, marketing knowledge, graphic design, social media, or lots of community/ business contacts.

2 SET GOALS FOR COMMUNITY INPUT

- Determine what community input you need for the stage of planning that you are in. This could be evaluating current programs, seeking feedback on options for new program, or gathering information from community experts for program design.

3 IDENTIFY ENGAGEMENT OPPORTUNITIES

- Identify who you would like to engage and the best way of gathering input from them.
- This could include: Elders, community leaders, business owners, community suppliers, schools, health care workers, local community groups, children and youth groups, public works employees, environmental organizations, waste hauling companies, neighbouring communities, etc.

4 IDENTIFY ENGAGEMENT METHODS

- Once you know who you are seeking input from, determine the best way to gather the information that you require from them.
- You could try:
  - » Flyers, posters, signs in public locations
  - » News articles, newsletters distributed to community members
  - » Community surveys and/or interviews done in person, online or by telephone
  - » Social media engagement
  - » Displays at public events
  - » Community workshops and/or focus groups
  - » Public meetings or open houses
  - » School visits and presentations

2.9 COMMUNITY EDUCATION IN PROGRAM IMPLEMENTATION

Once decisions are made about the solid waste management programming, whether it be rolling out a new program or changing existing programs to improve performance, users need to be educated in how to participate properly and what benefits it brings to the community. There are a few actions that will make this process easier.

FIND A COMMUNITY CHAMPION

A community champion is a person who

- Has a lot of interest in and supports improving waste management.
- Is willing to help you get it done.

Look for someone who really cares about improving the community and taking care of the environment. Someone with good organizational skills and the ability to speak at community gatherings is ideal, but these skills can be provided by other members of the team as well.

SEEK SUPPORT FROM CHIEF, COUNCIL AND ELDERS

Community champions are people in the community who take on an issue or project and are fearless in raising awareness and support for it.

You absolutely must have the support of your Chief, Council, and of the Elders for your programs to succeed.

- With the approval of your manager, speak with the Chief and Council at the very beginning of your program.
- No surprises. Be the first to introduce them to your program.
- Meet with the Chief. Make a presentation to council. Seek out your Elders.
- Continue to meet with them at important dates during the creation and start of the program.

You will need the backing and promotion of this respected group of community members. Ask about the proper process for addressing community leaders and follow that process to gain their commitment and support. Your program may require a request for financial support which will require their approval, so it is important that they know what the program hopes to achieve for your community. Your program may also need support from Chief and Council to apply for funding.

STRATEGIES TO EDUCATE YOUR COMMUNITY

- **Explain the need** for the change
  - » Most community members will respond to the call to be better stewards of the environment.
- **Design and deliver** an education campaign about the program and how the community can participate.
  - » Make sure you are reaching everyone in the community
  - » Make sure the message and instructions are clear and easily understood.
- **Celebrate** the launch of your new initiative
  - » Send thanks and congratulations to team members and to Chief and Council.
  - » Celebrate the success of participants as well in the program. This can encourage more participation from current members and gain new support from residents not yet participating.

Ways to get the word out about new waste initiatives:

- Make posters or use community signage.
- Make a flyer or postcard that can be distributed.
- Ask businesses to post your messages.
- Use social media – does your community have a Facebook page, Twitter or Instagram? Ask people where they look for community information.
- Encourage the school to participate, and send information home with students.
- Have a contest or draw prize for participation.
- Ask administration to post information on the community website.
- Set up a display table at a community event.
- Host a mini-feast where you can present information.
- Provide community workers such as nurses, teachers, social workers with information to distribute.
- Use your local radio station to promote information.

Education programs and building partnerships can help make your program succeed.

2.10 IDENTIFYING YOUR COMMUNITY WASTE MANAGEMENT PRIORITIES

Before exploring new program development, it is important to understand the nature of waste in your community. What types of waste are discarded in the greatest quantities? This will help to focus actions on programs that are of high priority to your community members and that will be of the most benefit to managing your community's waste. Although the goal is to work through the waste hierarchy, sometimes the needs of a community require a slightly different order of focus.

Completing a community waste audit will help you identify your waste management needs and priorities (see Section 3 for a step-by-step guide for conducting a waste audit. If a waste audit cannot been completed, you can talk to residents and community leaders for help with the exercise below.

COMPLETE THE FOLLOWING EXERCISE

To help you decide where to start, rank the following statements from 1 to 6 (1 being the most relevant statement in your community and 6 being the least).

_____ Our community does not know where to start with waste management.

_____ Our community creates too much waste.

_____ Our community is running out of places to put our waste.

_____ Our community is putting items we can still use into our landfill.

_____ Our community is not putting waste where it belongs.

_____ Our community is putting things that can harm the environment into our landfill.

By looking at these statements and how you have ranked them, you should be able to identify where to start making changes.

If you feel your community does not know where to start with waste management, conducting a waste audit will provide guidance as to what types of waste are created in your community and offer insight into what types of programs may be of benefit to your community. In this case, you may wish to start working through **Section 3** of this toolkit.

If you feel your community creates too much waste or is throwing away items that are still useful, looking into options for waste reduction and reuse programs will be of great benefit. In this case, you may wish to start working through **Section 4** of this toolkit.

If you feel like you are running out of places to put waste or that the waste you are disposing of is causing harm to the environment, you may want to start by looking into options for waste diversion and recycling programs. In this case, you may wish to start with **Sections 5 – 7** of this toolkit.

If it seems that community members do not know what to do with their waste, or are not properly accessing waste disposal facilities, start by working through **Section 8** of this toolkit that includes information on improvements and programs to help your community members learn about how to properly dispose of their waste to keep the community clean and safe.

3.0 CONDUCTING A WASTE AUDIT

This guide offers step-by-step instructions for conducting a waste audit in your community.

When developing a waste diversion programs and events it's important to know the type of waste that is being generated in your community. This should happen in the early stages of planning your program or event as it provides valuable insight on priority materials in the community.

The most effective way to do this is by conducting a community-wide waste audit to provide a snapshot of how much waste is being generated, its composition, where in the community it's coming from, and where it will end up. Your community can choose to do a full physical audit (most accurate) or a visual assessment.

3.1 ADDITIONAL RESOURCES

Recycling Council of Ontario offers two-day Waste Auditor Training sessions, which are based on its Standard Waste Audit Method. To learn more and become a certified waste auditor, consider taking a **Waste Auditor Training course** with RCO. Courses are offered across Ontario multiple times a year.

The **Continuous Improvement Fund (CIF)** also has resources for recycling in small communities. Not ready to conduct a full physical audit or want more information on audits in small communities? Check out CIF's resource ***Curbside Waste Audits Considerations for Small Communities***. The CIF is an organization that's mandate is to improve the effectiveness and efficiency of Ontario's municipal Blue Box programs.

3.2 WHAT IS A WASTE AUDIT?

A waste audit is a study relating to solid non-hazardous wastes generated through regular day-to-day operations. Audits identify the amount, nature, and composition of waste; the manner by which the waste is generated, including management decisions and policies that relate to the generation of waste; and the way in which waste is managed.

The waste audit addresses all solid waste generated in your community, whether destined for reuse, recycling, or disposal. Waste from all day-to-day activities of your community should be considered in the course of the audit.

3.3 BENEFITS OF DOING A WASTE AUDIT

- Benchmarking
- Provide information that a community can act to reduce waste.
- Better source separation, better rates by fully understanding the markets and acceptance criteria.
- Design source separation program effectively.
- Develop an effective waste management plan,
- Education
- Handle waste more efficiently.
- Identify deficiencies and priority areas.
- Identify new waste diversion opportunities.
- Procure services effectively.
- Properly characterize waste.
- Revenue generator: turn waste into a commodity.
- Save money – increase value of recycling streams, divert materials from disposal, minimize waste removal costs.
- Set and monitor goals.
- Sustainability and pollution prevention

COMMON DEFINITIONS

WASTE STREAM

Each category of waste material determines how materials will be grouped during the audit.

DIVERSION

The following activities are considered diversion actions: actions to prevent waste materials from being generated; actions to reduce material generation; reuse (internal or external); source separated recycling; composting (on-site or off-site).

DIVERSION RATE

The proportion by mass of all waste diverted from disposal (e.g., landfill or incineration) to the total mass of all waste material generated expressed as a percentage.

CONTAMINATION

A material that has been incorrectly put into the recycling system that impacts recyclability of the recyclables in the batch (i.e., single-use take-out beverage cup placed in paper stream, or food not rinsed out of recyclable container).

3.4 STEP 1: PREPARING FOR A WASTE AUDIT

BUILD YOUR TEAM

Establishing a strong team will make your audit a success. Reach out to residents, schools, and businesses and identify local champions committed to improving waste management in your community.

Getting an accurate sample for your audit will require auditing waste from all common points of generation in your community. As such, you will need to make sure all parties are on board (see **Identify Your Scope** for more details).

A. ROLES AND RESPONSIBILITIES

Choose a leader to lead the audit process, and make sure you have a team of multiple people who are able to lift bags and aren't afraid to get their hands dirty. To make your audit go smoothly divide up roles and responsibilities. A breakdown of these roles and responsibilities typically include:

- **Leader:** manages and oversees the auditing process from start to finish.
- **Outreach:** engages with the community, communicates requirements for participants, communicates results once the audit results are complete.
- **Operations:**
  - » Receive and label waste samples from each location.
  - » Open bags and sort materials.
  - » Weigh and record waste.
  - » Input and analyze data.
  - » Prepare waste audit report.

Note: these roles and responsibilities may be untaken by multiple people on your team.

WHERE AND WHEN

Choose a day and time that works for your team and all parties involved in the audit. Audits are typically done during the week to give the most accurate picture of what waste generation looks like on a typical day.

Choose a large, central location, preferably indoors to conduct the audit. Although you will be laying down a tarp for the sorting, we suggest choosing an area with flooring that can be easily cleaned in case of any mess.

IDENTIFY YOUR SCOPE

What are you looking to get out of your waste audit? For many communities the audit is the first step to learn the type and amount of waste being generated within your community, as well as determining what waste materials are a priority for current waste diversion programs. If your community already has waste diversion programs in place, the main objective of your audit may be to assess the success of your waste diversion program.

Determine a sample size that gives a good representation of regular activities in your community. This sample size may be dependent on population and services in your community. To get a representative sample, you will want to make sure to cover all areas where waste is regularly generated within your community. Key generation points include:

- Households (see CIF's resource ***Curbside Waste Audits Considerations for Small Communities*** for suggested sample sizes for households)
- Businesses
- Local band / administrative office
- Health centre
- School(s)
- Airport
- Community centres
- Restaurants/food service

With your team, select specific household and buildings in the community that will provide waste samples for the audit. Prior to the audit remember to regularly communicate with them and remind them to put aside the number of bags required.

PREPARE WASTE AUDIT RECORDING SHEET(S)

The most important piece to your audit is recording the weights of all materials. To begin, use a sample Waste Audit Recording Sheet to record the type of material and weight of material in your audit. Use this sheet to record the amount of materials collected from each sample location and include any notes on the back. You may use our suggested waste streams or customize it as you see fit.

The sheet is also available as an Excel file data entry and analysis. Once prepared, print out one double-sided sheet per sample location, or input data electronically.

SAMPLE WASTE AUDIT RECORDING SHEET

Nishnawbe Aski Nation
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Recycling Council of Ontario

Location of sample:

Units used to measure (i.e. kg, grams, # of bags):

Note: To ensure accurate measurements, use consistent measurements throughout your entire audit.

	WEIGHT DISPOSED	WEIGHT RECYCLED	WEIGHT REUSED
Plastics			
Metals (drink & food cans)			
Paper materials (cardboard, office paper, magazines, etc.)			
Organics (food waste)			
Glass (bottles and jars)			
Construction materials			
Scrap metals			
Household hazardous waste			
Electronic waste			
Other			
TOTAL	0	0	0

SAMPLE WASTE AUDIT RECORDING SHEET

OTHER NOTES:

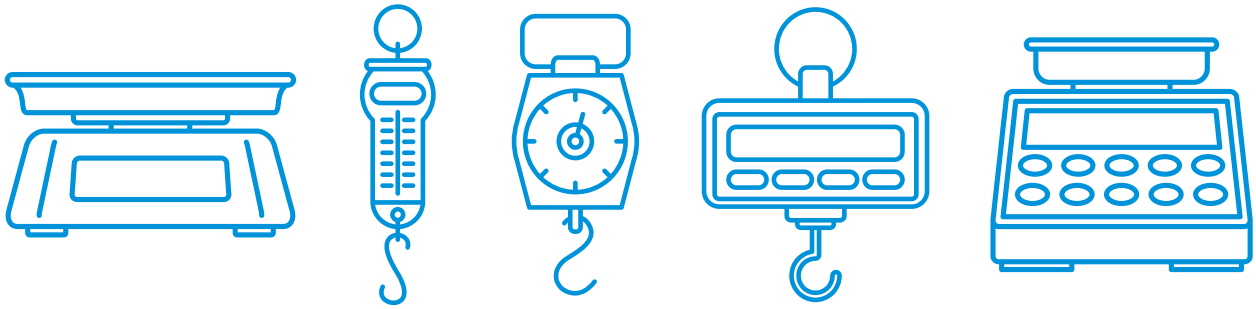
HEALTH AND SAFETY

Opening and sorting bags of waste can get messy and may pose health and safety risks. It's important to follow proper hygiene, health, and safety considerations before, during, and after the audit:

- Be aware of surroundings and related safety requirements for the area.
- Wear long sleeve shirts and pants.
- When opening bags be mindful of potential hazards: broken glass, improperly disposed sharps, or hazardous wastes.
- Always open bags from the top knot. Do not rip into the side of the bag.
- Beware of slippery surfaces; attend to spills and leaks promptly.
- Beware of water, electrical, and trip hazards from electrical cords
- Always safeguard any sharp tools.
- Do not handle waste samples without appropriate gloves. Be sure to wash arms and hands with soap and water after sorting is complete.

ORGANIZE AND GATHER EQUIPMENT

- Ensure access to electrical outlets or batteries for computers, cameras, scales.
- Cleaning supplies and products
- Gloves
- Camera
- Empty containers for sorting and weighing samples.
- Knife or other device to aid in opening bags.
- Labels, colour coded bags or tags to identify sample origin, if a point-of-generation waste audit.
- Carts to store samples prior to sorting and to take waste/recycling to staging area once sorting is complete.
- Notes and recording devices: clipboard, laptop, pencils/moisture proof pens, paper, waste audit worksheets.
- Plastic bags
- Scales:
  - » Shipping type digital scale capable of weighing in 0.1 kg increments with a maximum weight of at least 50 kg.
  - » Small desktop/lab digital scale, for example, capable of weighing in 1.0 g increments.
  - » Newton spring scale
  - » Large industrial scales for weighing large bins of material (if required).



- » Note: if scales are not available a visual audit can still be conducted by counting number of bins full for each waste stream, photographs, and qualitative analysis.
- Shelter and barricade materials: wind and rain barriers, pylons, caution tape, signs to create a cordoned area for safe analysis of samples.
- Tarp, size appropriate to the sample size: should be able to contain the scale and at least one sorting container.

"It is always a good idea to look into whatever project that NAN offers for community waste. Our community managed to implement a full blown recycling and waste program from a tiny, one day recycle initiative that NAN offered."

– Rose Thomas, *Economic Development Officer, Matachewan First Nation*

3.5 STEP 2: CONDUCTING THE WASTE AUDIT

The following steps is for conducting physical audit. If your community is interested in doing a visual audit only, refer to CIF's ***Curbside Waste Audits Considerations for Small Communities*** for this methodology.

1. Verify or calibrate scales at least once per audit day and keep records. Ensure that the scale is placed on a level surface and is set to zero each time it is used. A secondary container may be used to contain material but ensure it is placed on the scale before the scale is set to zero in order to allow for the tare weight of the container. (You want to weigh the waste only, not the weight of the container and the waste.) Ensure that consistent units are used as appropriate and that the final report is made using SI (metric tonnes) units.

2. Lay down tarps and buckets.
3. Empty containers/bags of waste onto a table or tarp.
4. Record the origin of the material on each bag (location where the bag came from).
5. Record the intended destination of the material (reuse, recycling, or disposal). Note: if your community does not have any diversion or reuse programs, all materials will be recorded under disposal.
6. Sort materials into buckets separated into each component category (waste streams). See the Waste Audit Recording Sheet for suggested categories.
7. Weigh each item category and record on the Waste Audit Recording Sheets.
8. If the item is a material for which a numeric count is also required (or a scale is not available), record the number of items or number of bins full of each waste stream.
9. Record the mass and the unit/number of all divertible and high-priority items.
10. Record the mass of the remaining residual debris (such as floor sweepings).
11. Photograph each pile for visual observations and record any qualitative notes on the Waste Audit Recording Sheet.
12. When the measurements and observations are complete, place the contents in a cart or in the designated bin for recycling, reuse, or disposal.

3.6 STEP 3: AFTER THE WASTE AUDIT

ANALYZING THE DATA

Once sampling is complete the data must be compiled into a useable format. Add together all weights of each waste stream (use the Excel file of the **Waste Audit Recording Sheet** for easier calculations). Compile all qualitative data and photos into one central document.

For example, the audit sample found fine paper in the waste for disposal and the recycling streams.

- No paper was reused. The sampling represented five days worth of material.
- 4 kg of paper were found in the waste sample.
- 11 kg of paper in the recycling totes.
- 15 kg of paper total were found in the audit sample.

DIVERSION RATE

If the purpose of your audit is to determine success of your diversion program, you will need to calculate diversion rate for every waste stream. Note: this section will not apply to communities that do not yet have diversion programs.

Diversion rate is the proportion by mass of all waste diverted from disposal (i.e. landfill or incineration) to the total mass of all waste material generated, expressed as a percentage.

Diversion rate is a performance indicator that can be used to identify your waste reduction performance.

CALCULATION:

$$\text{DIVERSION RATE} = \frac{\text{Weight of recycled}}{\text{Weight of recycling + disposal}} \times 100\ \%$$

There are additional performance indicators that can be made for your waste audit, such as annualization of data and capture rate. RCO's Waste Auditor Training provides detailed information on how to move forward with these calculations and use them in reporting.

USING THE DATA

Prepare a waste audit report summarizing the data, scope of the waste audit, and overall observations. Use the report to summarize what priority areas and identify baselines.

Develop a waste reduction work plan with the results to set goals on how to improve waste reduction and diversion in your community.

COMMUNICATE THE RESULTS

As the audit will likely involve various households and buildings in your community, make sure to inform all parties involved about the results and keep them up to date on future audits or waste management programming.

3.7 LEARN MORE

This guide provides a brief overview of how to conduct a waste audit in your community. If you have questions, require additional information, or are interested in learning more about RCO's **waste audit training**, please contact:

Caitlin Perry
Program Manager, Stakeholder Engagement & Outreach
Recycling Council of Ontario
416-657-2797 ext. 22
caitlin@rco.on.ca

4.0 DEVELOPING COMMUNITY SOLID WASTE REDUCTION AND REUSE PROGRAMS

If you find that your community is creating too much waste to effectively deal with or that useful items are going to waste, focusing on the top sections of the waste hierarchy should be a priority. This means identifying and implementing ways to decrease the amount of waste created in the community. This can be done directly through waste reduction programs or indirectly through reuse programs.

4.1 SOLID WASTE REDUCTION PROGRAMS

REDUCE

These programs focus on lowering the amount of solid waste produced.

REUSE / REPAIR

These programs focus on opportunities to use items repeatedly, resulting in less solid waste produced.

RECYCLE / COMPOST

These programs focus on opportunities to recover materials from solid waste to make new products of value.

DISPOSAL

These programs focus on safely disposing of materials that cannot be reduced, reused or recycled into new products.

= Goal =

Create less waste so that there is less material to dispose of at the landfill or transport out of the community.

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4.1.1 BENEFITS AND CHALLENGES TO REDUCTION PROGRAMS

BENEFITS	CHALLENGES
Lowers the negative impacts of disposal on the community and environment since less materials are being disposed of. Puts high priority on actions and choices of community members, encouraging them to become stewards of the environment. Gives the landfill a longer life since less materials are being disposed of. Lowers the cost of solid waste management programs since education around waste reduction behavior is typically less expensive than other program options. Conserves natural resources since using less means less raw materials are needed to make products.	Changing people's behavior takes time, so these programs may take longer to see impact. Voluntary programs may not get all community members to participate, making it important to highlight program participation, results and successes. Opportunities for waste reduction may require different types of products and purchasing to be made available in the community. There may be transportation limitations to delivering products in bulk packaging or containers. Policies and bylaws may be required to encourage participation from businesses.

4.1.2 STEPS FOR MOVING FORWARD WITH WASTE REDUCTION PROGRAMS

Waste reduction programs are typically designed to target a reduction in use of one specific item that is generated in large quantities. You may wish to implement several different waste reduction programs to target different items in your community. Whatever items you decide to target, the basic steps to get started are the same.

Examples of community solid waste reduction programs include:

- Reusable bag giveaways
- Plastic bag bans
- Bulk buying depot
- Waste-free lunch programs
- Reusable mug/bottle incentive programs
- Bring your own plate/cup to community gatherings

STEP 1

BUILD A TEAM

WHO SHOULD BE INVOLVED IN STARTING UP A WASTE REDUCTION PROGRAM?

- Identify some local champions who are committed to improving the community. These are the people who will help create a program that will work for your community.
- Consider where waste is typically generated. It could be residential, from a business or a school. It could be associated with a specific activity, such as shopping or food preparation. Special events such as a community feast or gathering often generate a lot of throwaway items. Think of alternatives to things that end up in the garbage. People with knowledge and experience in these activities should be included.

WRITE DOWN SOME OF YOUR IDEAS FOR WHO NEEDS TO BE ON YOUR TEAM. BE SURE TO IDENTIFY WHO WILL BE THE LEAD, AND WHAT RESPONSIBILITIES EACH TEAM MEMBER WILL HAVE.

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STEP 2

CHOOSE YOUR SCOPE AND SET YOUR GOALS

WHAT ITEMS THAT ARE FREQUENTLY THROWN AWAY IN YOUR COMMUNITY COULD BE REDUCED?

- These are typically single use items such as plastic bags, water bottles, disposable diapers, Styrofoam takeout containers, cups and plates, plastic utensils, etc. Some of these items may be unavoidable, but some might be good targets to reduce.

WRITE YOUR IDEAS FOR TARGET MATERIALS FOR YOUR COMMUNITY HERE:

_____

_____

_____

_____

DO THESE MATERIALS CONCERN MEMBERS OF YOUR COMMUNITY?

- Listen to and involve the community. For a waste reduction program to be successful, there needs to be a community desire to make a change. Once you have identified a target item, you can measure interest in a reduction program in number of ways including meetings, surveys and contests.

WRITE IDEAS FOR ENGAGING YOUR COMMUNITY HERE:

_____

_____

_____

_____

WHAT OUTCOME WOULD YOU LIKE TO SEE ACHIEVED IN YOUR COMMUNITY AND HOW DO YOU GET THERE?

- Set goals and develop a plan for your community to reach them. If your target item is plastic bags, outline actions for all members to participate. The could include distributing reusable bags to residents, setting bylaws for retailers to discourage use of plastic bags, incentives for residents not using plastic bags, etc.

WRITE YOUR ACTION PLAN IDEA FOR YOUR COMMUNITY HERE:

STEP 3

IDENTIFY YOUR PARTNERS

DOES YOUR PROGRAM NEED ADDITIONAL PARTNERS?

- Once you have chosen your target material, there may be benefit in seeking out additional partners. This could be retailers or business owners, people in specific areas like restaurant and food service providers, event planners or people who work in transportation. These partners may be in your community or provide expertise from other locations.

WRITE SUGGESTIONS FOR ADDITIONAL PARTNERS HERE:

STEP 4

DEVELOP THE PLAN

WHO IS RESPONSIBLE FOR BRINGING IN THE TARGET MATERIAL ENTERING THE COMMUNITY AND TURNING IT INTO WASTE?

- Identifying how an item enters the community and who is involved in the generation of this waste item will help you to build a plan to tackle it.
- Identifying the actions that contribute to the target item becoming waste will help to determine what changes need to be made to reduce the waste.

LIST IDEAS FOR COMMUNITY RESPONSIBILITY HERE:

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ARE THERE DIFFERENT PRODUCTS OR DIFFERENT WAYS OF DOING THINGS AVAILABLE TO ACHIEVE THE SAME PURPOSE AS THE TARGET ITEM, BUT WOULD CREATE LESS WASTE?

- Consider items that can be used more than once, like reusable bags and mugs or items with less packaging or that can be purchased in bulk quantities. It is important to note that some high priority items for reduction may be unavoidable in your community (i.e. plastic water bottles). Reach out to local stores and inquire about offering more reusable products, discontinue plastic shopping bags, and offer products with less packaging.

LIST IDEAS FOR ALTERNATIVES FOR YOUR COMMUNITY HERE:

_____

_____

_____

_____

_____

_____

DO OPTIONS ALREADY EXIST IN YOUR COMMUNITY OR WILL NEW PRODUCTS, MATERIALS OR PROCESSES BE NEEDED?

- Keep in mind that the more complicated your alternative is, the more time, cost and planning it is likely to take to get started, but do not let this discourage you.

WRITE DOWN INFORMATION ABOUT AVAILABILITY OF ALTERNATIVES AND THEIR COST HERE:

_____

_____

_____

_____

_____

HOW WILL THE ALTERNATIVES BE INTRODUCED OR DISTRIBUTED IN THE COMMUNITY (IF NECESSARY)?

- Community members will need to be able to access the program. For example, if the program is to reduce plastic bags, will the community get reusable ones? Will they be purchased or given out for free?
- Depending on the target you choose, the program might be applicable to everyone in your community or it may be designed for a specific portion of your population.

LIST SOME WAYS FOR COMMUNITY MEMBERS TO ACCESS THE PROGRAM:

STEP 5

IDENTIFY THE COSTS AND FUNDING SOURCES

WHAT IS THE COST OF THE PROGRAM AND WHO IS RESPONSIBLE FOR THE EXPENSE?

- There are different aspects of the program that may result in expenses. Community engagement, meetings, educational materials and the alternative products that may be part of the program will all have a cost to them.
- There may be grant programs, industry associations or partners willing to provide financial support for the program. There is also the option of fee for service models (i.e. members pay to participate) or financial incentive models (community members get discounts on services for participating).

WRITE YOUR IDEAS ABOUT PROGRAM COSTS AND FUNDING OPTIONS HERE:

STEP 6

PROMOTE THE PROGRAM TO THE COMMUNITY AND TRACK YOUR RESULTS

HOW DO YOU SPREAD THE WORD TO THE COMMUNITY ABOUT YOUR WASTE REDUCTION PROGRAM?

- Remember, if you want people to participate in the program, you need to be sure that they know about it and understand why you would like them to take part. This can include newsletters, advertisements, community events, meetings, contests, etc.

LIST YOUR IDEAS FOR EDUCATION AND PROMOTION HERE:

IS YOUR PROGRAM HELPING TO REDUCE THE WASTE YOUR COMMUNITY CREATES?

- To keep your community engaged, they should be made aware of the impact their action is having. Track the results. This could be reporting on the use of alternatives, a reduction in the use of the target item, total amount of waste sent to landfill. Tracking results will take some planning and participation from your team. Be sure to celebrate progress and reward positive action.

WRITE DOWN SOME WAYS YOU COULD MEASURE THE IMPACT OF YOUR PROGRAM HERE:

_____

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_____

Focusing on options for waste reduction should be encouraged because:

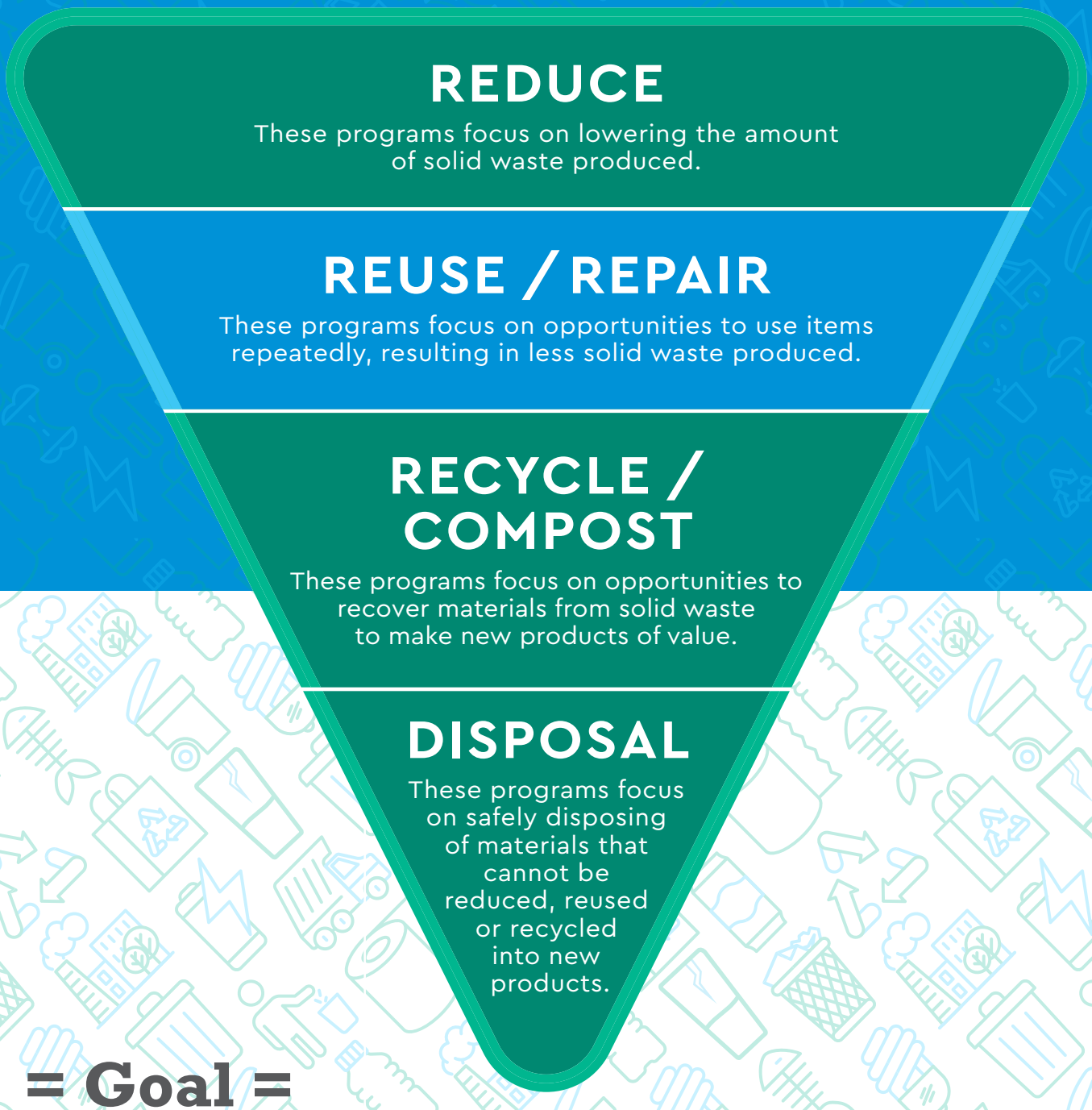
- It reduces the amount of solid waste going to landfill.

- It allows people to be better stewards of the environment.

- It preserves natural resources for later use.

- It has the potential to reduce costs for the community.

4.2 REUSE AND REPAIR PROGRAMS



= Goal =

Find new uses or restore use for items so that there is less material to dispose of at the landfill or transport out of the community.

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4.2.1 BENEFITS AND CHALLENGES TO REUSE AND REPAIR PROGRAMS

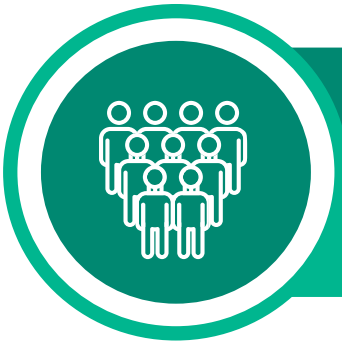
BENEFITS	CHALLENGES
Lowers the negative impacts of disposal on the community and environment since less materials are being disposed of. Puts high priority on actions and choices of community members, encouraging them to become stewards of the environment. Promotes sharing among community members by passing items on that may have use to others. Promotes skills development and knowledge sharing in relation to repair of items. Gives the landfill a longer life since less materials are being disposed of. Lower the cost of solid waste management programs since facilities and education around reuse and repair typically less expensive than other program options. Conserves natural resources since using less means less raw materials are needed to make products.	Changing people's behavior takes time, so these programs may take longer to see impact. Opportunities for reuse may require management of additional forums for communication between community members or facilities for item exchange. Opportunities for reuse may require management of additional forums for communication between community members or facilities for item exchange. Repair programs may require specific skills and/or tools that may or may not be readily available in your community (i.e. small appliance repair, carpentry for furniture repair).

4.2.2 STEPS FOR MOVING FORWARD WITH REUSE AND REPAIR PROGRAMS

Reuse and repair programs are quite like waste reduction programs but involve identifying items that may be considered waste to some individuals but may still have value and use to others; things like clothing that has been outgrown, toys that are no longer age appropriate or household items that are no longer required, but still work or could be repaired. These are all items that are often thrown away but could be shared if there was an easy way to do so. Unlike waste reduction programs, reuse programs often focus on a location or event as opposed to a specific item. These programs are designed to create ways for a community to connect and share many different resources to prevent useable items from going to landfill.

Examples of community reuse and repair programs:

- Bicycle repair clinics
- Community yard sales
- Small appliance repair days
- Furniture repair and refurbish workshops
- Clothing or toy swaps
- Sewing lessons
- Community swap depot or good neighbor shed



STEP 1

BUILD A TEAM

WHO SHOULD BE INVOLVED IN STARTING UP THE SPECIFIC REUSE PROGRAM?

- Identify some local champions who are committed to improving the community. These are the people who will help create a program that will work for your community.
- Consider where the items for reuse are generated and by who. It could be residential, from a business or a school. It could be associated with a specific activity, such as home improvements or raising a growing family.

WRITE DOWN WHO NEEDS TO BE ON YOUR TEAM. BE SURE TO IDENTIFY WHO WILL BE THE LEAD, AND WHAT RESPONSIBILITIES EACH TEAM MEMBER WILL HAVE.

STEP 2

CHOOSE YOUR SCOPE AND SET YOUR GOALS

WHAT ITEMS ARE FREQUENTLY THROWN AWAY IN YOUR COMMUNITY THAT COULD BE REUSED OR REPAIRED?

- These are typically things that could be shared by those who no longer need them, like clothing or toys that have been outgrown, or items that may still be useful with repairs, such as bicycles, small appliances or furniture.

WRITE DOWN IDEAS FOR TARGET ITEMS FOR YOUR COMMUNITY HERE:

DO THESE MATERIALS CONCERN MEMBERS OF YOUR COMMUNITY? IS THERE A NEED AND INTEREST IN THIS TYPE OF PROGRAM YOUR COMMUNITY?

- Listen to and involve the community. For a reuse or repair program to be successful, there needs to be a community desire to make a change. Once you have identified a target item(s), you can measure interest in the program in number of ways including meetings, surveys and contests.

WRITE IDEAS FOR ENGAGING YOUR COMMUNITY HERE:

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WHAT OUTCOME WOULD YOU LIKE TO SEE ACHIEVED IN YOUR COMMUNITY AND HOW DO YOU GET THERE?

- Set goals and develop a plan for your community to reach them. If your target item is clothing, outline actions for all members to participate, such as holding a community clothing swap or creating an online message board.

WRITE DOWN IDEAS FOR TARGET ITEMS FOR YOUR COMMUNITY HERE:

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STEP 3

IDENTIFY YOUR PARTNERS

DOES YOUR PROGRAM NEED ADDITIONAL PARTNERS?

- Once you have chosen your target items, there may be benefit in seeking out additional partners. This could be people with specific skills like mechanics or carpenters or specific groups of people like parents with young children. These partners may be in your community or provide expertise from other locations.

WRITE YOUR IDEAS FOR ADDITIONAL PARTNERS HERE:

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SWAP IT TOOLKIT

Recycling Council of Ontario has recently developed the Swap It Toolkit, a customizable package of resources that includes everything you need to organize a swap event in your community, building, or workplace. The toolkit can be downloaded at SwapItToolkit.ca.

STEP 4

DEVELOP THE PLAN

IS THIS PROGRAM A ONE-TIME EVENT, REOCCURRING EVENT OR ONGOING SHARING OPPORTUNITY?

- Each option could be designed with a broad focus or specific theme to appeal to certain members of your community (i.e. small appliance repair, children's clothing swap, or a broad focus neighbourhood treasure swap).
- Start a repair café in your community! Repair Cafés are free meeting places and they are all about repairing things (together). At a Repair Café you will find tools and materials to help you make any repairs you need for clothes, furniture, electrical appliances, bicycles, crockery, appliances, toys, and more. Repair Café offers a suite of resources for starting a Repair Café in your community.

WRITE YOUR IDEAS FOR YOUR PROGRAM FORMAT AND FOCUS HERE:

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HOW LONG/OFTEN SHOULD THE PROGRAM RUN TO ACHIEVE THE DESIRED OUTCOME? WHAT KIND OF SUPPLIES ARE NEEDED?

- The format for your chosen reuse program will influence the duration it may run. Keep in mind that the longer a program is scheduled to run, the more resources it may require.
- Community swap days and repair clinics would typically run for a few hours at regular intervals throughout the year (i.e. one per season). These types of events require minimal resources such as space, volunteers, promotion and a few supplies.
- Programs of longer duration may require long term space rental and staffing to ensure the space is properly used and maintained.

WRITE YOUR COMMENTS ABOUT THE LENGTH AND FREQUENCY OF YOUR PROGRAM HERE:

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WHAT TYPE OF FACILITY IS NEEDED TO ACCOMMODATE THE GOALS OF YOUR REUSE PROGRAM?

- When choosing a location, be sure to consider the expected participation and whether indoor or outdoor facilities are required. The requirements will change based on the format of program you have chosen.
- Event-style programs like community swap days or repair clinics will require a space to accommodate the attendees for a short period of time. This could be indoor or outdoor depending on the time of year and may or may not require access to a power supply.
- Creation of a longer term neighbourhood reuse depot will require a space suitable for accommodating the items people with to share. The size will be dependent on the types of items accepted in the program (i.e. clothes vs furniture).

WRITE DOWN IDEAS FOR POSSIBLE PROGRAM LOCATIONS IN YOUR COMMUNITY HERE:

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STEP 5

IDENTIFY THE COSTS AND FUNDING SOURCES

WHAT IS THE COST OF THE PROGRAM AND WHO IS RESPONSIBLE FOR THE EXPENSE?

- There are different aspects of the program that will result in expenses. Community engagement, meetings, educational materials, space and staffing that may be part of the program will all have a cost to them.
- There may be grant programs, industry associations or partners willing to provide financial support for the program. There is also the option of using a fee-for-service model (i.e. members pay to participate) or financial incentive models (community members get discounts on services for participating).

LIST YOUR SUGGESTIONS ABOUT PROGRAM COSTS AND FUNDING OPTIONS HERE:

STEP 6

PROMOTE THE PROGRAM TO THE COMMUNITY AND TRACK YOUR RESULTS

HOW DO YOU SPREAD THE WORD TO THE COMMUNITY ABOUT YOUR REUSE PROGRAM?

- Remember, if you want people to participate in the program, you need to be sure that they know about it and understand how it works and why they should take part? You can spread the word through newsletters, advertisements, community events, meetings, posters, online messages, etc.

WRITE DOWN SOME IDEAS FOR EDUCATION AND PROMOTION HERE:

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IS YOUR PROGRAM HELPING TO KEEP WASTE OUT OF THE LANDFILL?

- To keep your community engaged, they should be made aware of the impact their action is having. Track the results. This could be reporting on the number of participants in the program, the number of items dropped off and removed from a reuse depot, community trades made, total amount of waste kept out of landfill, etc.
- Tracking results will take some planning and participation from your team. Be sure to celebrate progress and reward positive action.

WRITE DOWN SOME OF YOUR IDEAS ON HOW TO MEASURE THE IMPACT OF YOUR PROGRAM HERE:

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Making things available for others to use should be encouraged because:

- It reduces the amount of solid waste going to the landfill.

- It allows people to be better stewards of the environment.

- It brings people together and promotes a sharing economy.

- It preserves natural resources for later use.

- It saves people money they would use to buy new things.

5.0 DEVELOPING COMMUNITY SOLID WASTE DIVERSION PROGRAMS – RECYCLING

If you feel like your community is running out of places to put waste or that the waste you are disposing of is causing harm to the environment, you may want to start by focusing on the midsection of the waste hierarchy. Waste diversion programs, including recycling and composting, can help keep the solid waste created in your community from taking up the diminishing space in your landfill site. These programs are designed to recover materials from the disposal stream that can be converted or used to make new items and products of value.

5.1 SOLID WASTE RECYCLE/COMPOST PROGRAMS

REDUCE

These programs focus on lowering the amount of solid waste produced.

REUSE / REPAIR

These programs focus on opportunities to use items repeatedly, resulting in less solid waste produced.

RECYCLE / COMPOST

These programs focus on opportunities to recover materials from solid waste to make new products of value.

DISPOSAL

These programs focus on safely disposing of materials that cannot be reduced, reused or recycled into new products.

= Goal =

Reduce garbage going to landfill by recovering materials that can be converted into new items with value.

5.1.1 BENEFITS AND CHALLENGES OF RECYCLING PROGRAMS

Recycling involves taking items that might currently be handled as solid waste and converting or remanufacturing them into new useful items that have value. Popular examples include: recycling paper products, metal cans, and plastic containers, but can also include more specialized items like electronics, tires and some hazardous wastes. These items may be diverted from the waste stream by placing them into recycling containers for collection or having depots where people can drop off items for recycling. The items are then sorted and packaged for transportation to a recycler. The raw materials from these items are recovered and sold to manufacturers who then make new useful items with them.

BENEFITS	CHALLENGES
Lowers the negative impacts of disposal on the community and environment since less materials are being disposed of.	Changing people's behavior takes time, so these programs may take longer to see impact.
Puts high priority on actions and choices of community members, encouraging them to become stewards of the environment.	Voluntary programs may not get all community members to participate, making it important to highlight program results and success.
Gives the landfill a longer life since less materials are being sent there.	Implementation costs may be high due to requirements for storage and transportation.
Conserves natural resources since recycling means less raw materials are needed to make products.	Transporting materials out of the community may be challenging due to limited operators of waste transportation systems.
Reduces pollution related to both waste disposal and manufacturing.	Long travel distance to recyclers may decrease the revenue potential of collected materials.
Provides opportunity for job creation related to ongoing community recycling programs.	

5.1.2 STEPS FOR MOVING FORWARD WITH RECYCLING PROGRAMS

Recycling programs are generally more complex to plan and implement than waste reduction, reuse and repair programs due to the logistics surrounding transporting and marketing the materials out of the community. Therefore, the process should be guided from the beginning stages by a team of environmentally-conscious community members. There are many options for communities to consider when looking to introduce recycling programs. Programs can be special events, seasonal or on-going. Programs can focus on single items or multiple items. Programs can include collection or drop off depots. It is important to consider the characteristics of the specific community when designing a recycling program to meet the needs of the people living there. By evaluating the types of materials disposed of, transportation options, storage capacity and community interest, you can design a program that will work for your community.

STEP 1

BUILD A TEAM

WHO SHOULD BE INVOLVED IN STARTING UP THE COMMUNITY RECYCLING PROGRAM?

- Identify some local champions who are committed to improving the community. These are the people who will help create a program that will work for your community.
- Building your program will require people to help with information gathering, selection of materials, set up of bins and storage, moving around waste, budgeting, contract negotiations with waste haulers and community education and engagement. People with knowledge and experience in these areas should be included.

WRITE DOWN YOUR IDEAS FOR WHO NEEDS TO BE ON YOUR TEAM. BE SURE TO IDENTIFY WHO WILL BE THE LEAD, AND WHAT RESPONSIBILITIES EACH TEAM MEMBER WILL HAVE. THE TABLE BELOW SHOWS SOME SUGGESTED ROLES AND RESPONSIBILITIES OF TEAM MEMBERS. THERE MAY BE OTHERS YOU WISH TO INCLUDE.

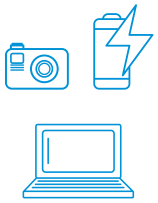
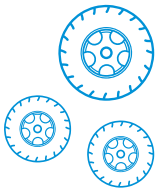
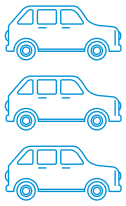
ROLE	RESPONSIBILITIES	POTENTIAL TEAM MEMBER
COMMUNITY CHAMPION	Can take the lead in spreading the word about the program in the community. Can research current funding opportunities.	
YOUTH REPRESENTATIVE	Can communicate with schools and community youth about the program.	
COMMUNITY MEMBERS	Can help to survey community members to collect information on what materials they would like to recycle.	
COUNCIL REPRESENTATIVE	Can help to build support among Chief and Council and work towards any necessary permits or policy changes.	
OTHERS:		

STEP 2

CHOOSE YOUR SCOPE AND SET YOUR GOALS

WHAT MATERIALS ARE GOING TO BE INCLUDED IN THE PROGRAM (PAPER, PLASTIC, METAL, ELECTRONICS, BATTERIES, ETC.)? IS IT OPEN TO BUSINESSES AND SCHOOLS OR JUST HOUSES?

- Recycling programs can take on many forms. Using feedback collected from your community, set your program objectives.
- Determine what materials will be included and who your program will service. This may depend on the available partners for transportation of materials, the markets for different materials and your available storage space.

WHAT?					
Household Recycling	Batteries/ Hazardous Waste	Electronics 	Tires 	Vehicles 	Other

WHO?				
Houses	Businesses	Schools	Other Institutions	Other

- It is important to remember that you do not need to do everything all at once and not every item collected needs to be done in the same way. Breaking your program into small steps that are less complicated is important to its overall successes. Programs can be phased in, adding different materials or increasing frequency over time.

WRITE DOWN SOME OF YOUR IDEAS FOR YOUR PROGRAM FORMAT AND FOCUS HERE:

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DO THESE MATERIALS CONCERN MEMBERS OF YOUR COMMUNITY? IS THERE A NEED AND INTEREST IN THIS TYPE OF PROGRAM YOUR COMMUNITY?

- For a recycling program to be successful, there needs to be a community desire to participate. People are more likely to participate in the program if they feel like they are a part of it.
- Providing opportunities for members to contribute to the plan as you build it will help to generate interest and acceptance. These opportunities can include public meetings, interviews and surveys.

WRITE SOME IDEAS FOR ENGAGING YOUR COMMUNITY HERE:

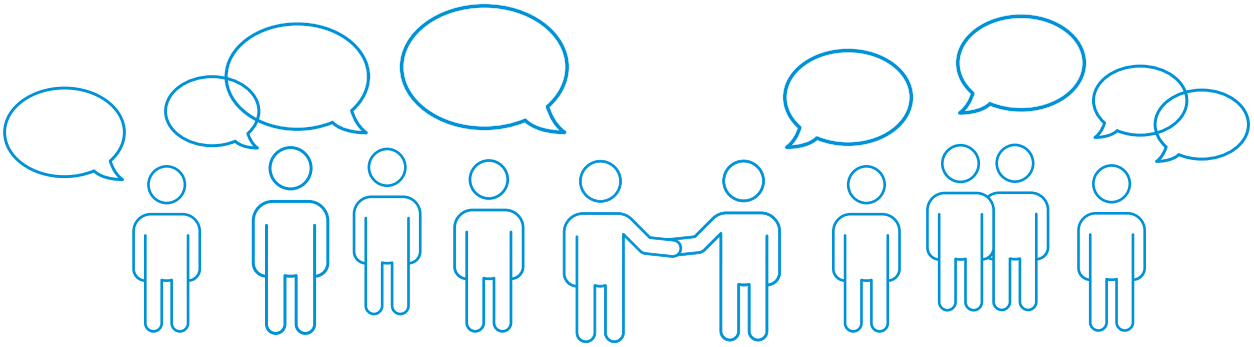
WHAT OUTCOME WOULD YOU LIKE TO SEE ACHIEVED IN YOUR COMMUNITY AND HOW DO YOU GET THERE?

- Set goals and develop a plan for your community to reach them. Your goals could be related to number of participants in the program or the weight of materials diverted from landfill through your program.

WRITE YOUR ACTION PLAN IDEAS HERE:

STEP 3

IDENTIFY YOUR PARTNERS



DOES YOUR PROGRAM NEED ADDITIONAL PARTNERS?

- Once you have chosen your target items, there may be benefit in seeking out additional partners. This could be people with specific knowledge or experience with the selected materials.
- These partners may be in your community or provide expertise from other locations. There may be opportunities in some cases to partner with nearby communities to offset costs related to transporting materials.
- Seek out the industry stewardship organizations (ISOs), product stewardship organizations (PSOs) or producer responsibility (PROs) organizations that may be associated with your target materials. These organizations help to manage the recovery and recycling process for specific materials. They will be able to provide guidance, support and/or funding for your program. Information on these organizations can be found below. Contact them directly using their current contact information on each organization's website.

"We all definitely need a waste management strategy. Our land needs it, and Brunswick House First Nation Lands & Resources Dept. will do whatever it takes to make this a success, and have the best waste management plan ever. We're commited, highly motivated, and passionate about our land, air, water, and earth. Chii-Miigwetch-Thank You"

— Mr. Bruce Golden,
Lands and Natural Resources Coordinator/Lands Manager,
Brunswick House First Nation

RECYCLING CHANGES IN ONTARIO

- When identifying partners and service providers for your program it is important to note that there are regulations in Ontario that require companies that sell packaging and products to pay for their collection and recycling. This includes paper and packaging (i.e. blue box materials), household hazardous waste, scrap tires, and electronic waste. These regulations are currently transitioning to a system of full producer responsibility. **Recycling Council of Ontario** and/or the **Resource Productivity and Recovery Authority (RPRA)**, will have the most current information on these programs. Updates to this toolkit will be made with most the recent information.

RECYCLING PROGRAMS IN ONTARIO

MATERIAL	PARTNER ORGANIZATION
HOUSEHOLD RECYCLABLES (paper, glass metal and plastic food and beverage containers)	Stewardship Ontario is currently the organization responsible for operating household recycling (printed paper and packaging) in Ontario. https://stewardshipontario.ca/
TIRES (passenger and light truck tires, large tires, medium truck tires, off the road tires)	Tire recycling has transitioned to a producer responsibility model. A list of current tire recycling resources. https://rpra.ca/programs/tires/
ELECTRONICS (display devices such as televisions and monitors, desktop computer, non-cellular telephones, portable computers, computer peripherals, printers)	Ontario Electronic Stewardship (OES) is currently the organization responsible for waste electrical and electronic equipment (WEEE) in Ontario. https://rpra.ca/programs/electronics/ This program is transitioning to a producer responsibility model in 2021. New items will be included in the program at this time including lighting equipment, large and small appliances. For up to date information on the program, visit https://rpra.ca/programs/electronics/.

MATERIAL	PARTNER ORGANIZATION
HAZARDOUS OR SPECIAL WASTE (automotive materials, paints, pesticides, solvents and fertilizers)	Stewardship Ontario is currently the organization responsible for operating the Municipal Hazardous or Special Waste (MHSW) Program called Orange Drop. **https://stewardshipontario.ca/** Automotive Materials Stewardship is currently the organization responsible for managing the collection and recycling of used antifreeze, oil filters and oil containers. **https://www.automotivematerialsstewardship.ca/** Product Care Association is currently the organization responsible for managing the collection and recycling paints and coatings, pesticides, solvents, and fertilizers through the ReGeneration program. **https://www.productcare.org/** This program is transitioning to a producer responsibility model in 2021. **https://rpra.ca/programs/hazardous-or-special-waste/**
BATTERIES	Stewardship Ontario is currently the organization responsible for operating the Municipal Hazardous or Special Waste (MHSW) Program called Orange Drop, in which household batteries are included. Call2Recycle is an organization that operates a collection program for household batteries and cell phones. **https://www.call2recycle.ca/**
FLUORESCENT LIGHTS	Take Back the Light is Canada's leading light recycling program for businesses and institutions, and provides a simple low-cost opportunity to have fluorescent lamps and light fixtures to be recycled responsibly. The program works with both buyers and sellers of fluorescent lamps of any kind to recover and properly recycle lights to the highest environmental standards. Ninety-eight per cent of each light collected is diverted from disposal with component parts reused wherever possible.Take Back the Light is a program of Recycling Council of Ontario. **takebackthelight.ca**

This information can also be found in **Section 6** of the COMMUNITY WASTE TOOLKIT.

NOTE:

Recycling Council of Ontario and/or the **Resource Productivity and Recovery Authority (RPRA)**, will have the most current information on these programs. Updates to this toolkit will be made with most the recent information.

LIST IDEAS FOR ADDITIONAL PARTNERS HERE:

STEP 4

DEVELOP THE PLAN

IS THIS PROGRAM TO BE A ONE-TIME EVENT, RECURRING PROGRAM OR ONGOING PROGRAM?

- Recycling programs come in a variety of formats. Which one you choose will depend on the target materials you have decided to include. The first decision will be how often the materials will be recycled in the community. The more often the item would be discarded, the more opportunity people need to access the recycling program.
- The table on the following pages outlines some of the program frequency options you may choose from. If you are just introducing recycling into your community, beginning with a Special Recycling Event Day is recommended. See Section 6 of this toolkit for more detailed instructions.

	SPECIAL RECYCLING EVENT COLLECTION DAY (see **Section 6** for more information)	RECURRING – REGULAR COLLECTION OR EVENT	ONGOING PROGRAM – CENTRAL DEPOT
SUMMARY	The target material is collected during a special event that is promoted to the community.	The target material is collected either through door-to-door or regularly scheduled drop off events.	The target material is collected at regular intervals (weekly or monthly collection) or on an ongoing basis through a central depot).
BENEFITS	Generally, require less resources to run (temporary storage space, one-time transportation from community). Good way to test community interest and program planning. Frequency can be increased as participation grows.	Community members have more opportunities to learn about and participate in the program. Program becomes part of a regular routine, making it easier for community members to participate. Community members are not required to store materials for long periods before accessing the program.	Community members have more opportunities to learn about and participate in the program. Community members are not required to store materials for long periods before accessing the program. Community members can access the program when it is convenient for them.

	SPECIAL RECYCLING EVENT COLLECTION DAY (see **Section 6** for more information)	RECURRING – REGULAR COLLECTION OR EVENT	ONGOING PROGRAM – CENTRAL DEPOT
CHALLENGES	Typically operated with the aid of volunteers who will need training. Residents are responsible for storing materials until the special event occurs. Requires significant promotion in the lead up to the collection event so that residents know to store their items for recycling.	Higher cost to provide regular staffing for events, equipment and transportation to offer program frequently. Not all community members will participate at every opportunity.	Needs to be accessible for all community members to be able to use it. Should be staffed to ensure that materials are being dropped off correctly. Takes more effort for community members since they must drop off, so fewer people may participate.
IDEAL FOR	Items not normally generated in large quantities, since residents may have to store the materials for some time before the event. (electronics, tires, hazardous waste)	Items generated frequently and/or in large quantities so that community members get familiar with the routine of the program. (paper, plastic, cans)	Items that are frequently used, since community members can access the program at any time when they require it. (paper, plastic, cans, electronics, batteries, other hazardous waste)

WRITE DOWN YOUR IDEAS FOR YOUR PROGRAM FREQUENCY HERE:

HOW DO COMMUNITY MEMBERS USE THE RECYCLING PROGRAM?

- Whether it is a special collection event or an ongoing program, community members need a way to get their materials to where they will be recycled. This can be done through door-to-door collection or by having residents responsible for dropping materials off at a specific location.
- Deciding on the most appropriate way to collect your chosen recyclables will depend on a number of factors, including what equipment (i.e. trucks and trailers) and staff are available to aid with collection, how large or spread out your community is and what materials you have chosen to include in your program.

- Regular door-to-door collection requires the most equipment and staff, compared to a central depot in the community where that residents drop off their own materials. Door-to-door collection will also need to specify how residents are to put out their recycling for collection (i.e. plastic bin, clear bag, cardboard box, etc.). These options may be at a cost to the resident or be provided free of charge.

- If communities are spread out, door-to-door collection is costlier than in communities where residents are close together. Regular door-to-door collection or a central depot with consistent hours works well for household recyclables generated on a regular basis (i.e. paper, plastic bottles, cans, etc.).

NOTE:

A central drop-off depot located on reserve and independent of the landfill site may require a permit from Council as it would be considered a temporary storage site for waste.

LIST YOUR IDEAS ABOUT HOW RESIDENTS ACCESS THE PROGRAM HERE:

ONCE MATERIALS ARE COLLECTED, WHAT TYPE OF SPACE IS NEEDED FOR THE STORAGE FACILITIES?

- The specifics of the storage containers and location needed will depend on the materials you have decided to include in your program. You will need to consider whether it needs to be indoors, protected from weather or temperature controlled.
- Non-hazardous and hazardous materials require different types of containers and packaging to be stored and transported. Large tote bags, wooden pallets, storage tanks or drums rated for hazardous materials may be required. Some of these items may be provided by your recycling service provider and/or the stewardship program you have partnered with.
- Public health and environmental safety need to be considered for storage as well. Hazardous items may need to be stored separately in a controlled area to prevent exposure to harmful chemicals. Always contact the stewardship program for these materials to find out what storage requirements exist.
- In some cases, it may be beneficial to consider compacting non-hazardous materials to reduce the storage space required, so it may be necessary to acquire a baler and forklift to efficiently store and move materials around. (i.e. pop cans, plastic bottles)
- The length of time materials will need to be stored before being transported out of the community may also require some consideration due to the space required.

WRITE DOWN IDEAS FOR MATERIAL STORAGE IN YOUR COMMUNITY HERE:

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WHAT OPTIONS EXIST FOR THE TRANSPORTATION OF MATERIALS OUT OF THE COMMUNITY?

- Transporting materials from the community takes careful planning to ensure all appropriate approvals and permits are obtained for materials being collected. Transportation of materials for recycling may require registration on the environmental activity and sector registry.
- You will need to think about how transportation may be different in summer or winter, and what transportation partners exist.
- Consider options for back hauling. As material enters your community, investigate options for utilizing empty vehicles to haul materials out. This may be available by road, air or rail. We recommend contacting your local store/supplier or inquire about any construction projects happening in your community.
- There may be opportunities to partner with neighbouring communities or communities on the same transportation route. Transportation is likely to be to the costliest aspect of your program, so exploring partnerships is important.

TRANSPORTING NON-HAZARDOUS WASTES

- There are no specific transportation requirements for hauling non-hazardous waste, which is why starting off with these materials is a great first step for your community's recycling program and events.

TRANSPORTING HOUSEHOLD HAZARDOUS WASTE AND ELECTRONIC WASTE IN ONTARIO

- Household hazardous wastes must be transported by a hauler approved by Stewardship Ontario that complies with a list of standards, which includes vehicle specifications, liabilities, training. See **Stewardship Ontario's Municipal Hazardous or Special Waste – Transportation Standards**.
- Electronic waste must be transported by a **transporter/consolidator approved by the Ontario Electronic Stewardship**.

WRITE DOWN SOME OF YOUR IDEAS FOR TRANSPORTATION HERE:

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STEP 5

IDENTIFY THE COSTS AND FUNDING SOURCES

WHAT IS THE COST OF THE PROGRAM AND WHO IS RESPONSIBLE FOR THE EXPENSE?

- There are different aspects of the program that will result in expenses. Community engagement, meetings, educational materials, transportation, storage and staffing that may be part of the program will all have a cost to them.
- There may be grant programs, industry associations or partners willing to provide financial support for the program. See Section 9 of this toolkit for more information. There is also the option of fee-for-service models (i.e. members pay to participate) or financial incentive models (community members get discounts on services for participating).
- Investigate the option of a municipal type service agreement (MTSA), an agreement between a First Nation and a federal department, provincial ministry, municipal government, private contractor, individual, or organization in which a First Nation agrees to pay a fee in exchange for receiving third-party services such solid waste management. For more information on MTSAs see: **www.pathwaysforservice.ca.**

WRITE YOUR IDEAS ABOUT PROGRAM COSTS AND FUNDING OPTIONS HERE:

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STEP 6

PROMOTE THE PROGRAM TO THE COMMUNITY AND TRACK YOUR RESULTS

HOW DO YOU SPREAD THE WORD TO THE COMMUNITY ABOUT YOUR RECYCLING PROGRAM?

- Remember, if you want people to participate in the program, you need to be sure that they know about it and understand how it works and why they should take part. You can spread the word through newsletters, advertisements, community events, meetings, radio and online messages, etc.
- Consider hosting an information workshop or distributing a how-to recycling fact sheet.
- Education programs through community partners including schools and businesses will also help to ensure that people know about the program and how to use it correctly.

LIST YOUR IDEAS FOR EDUCATION AND PROMOTION HERE:

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IS YOUR PROGRAM HELPING TO DIVERT WASTE FROM YOUR LANDFILL?

- To keep your community engaged, they should be made aware of the impact their action is having. Track the results. This could be reporting on the number of participants in the program or the total weights of the items being collected for recycling.
- Conduct a waste audit to evaluate how well your recycling program is doing (See Section 3 of this toolkit).
- Reviewing the results over time will also help identify any challenges and deficiencies in your programs. It will assist in identifying areas to focus attention to improve your results. Tracking results will take some planning and participation from your team.
- Be sure to celebrate progress and reward positive action.

WRITE DOWN IDEAS ON HOW TO MEASURE AND CELEBRATE THE IMPACT OF YOUR PROGRAM HERE:

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Recycling materials should be encouraged because it reduces the amount of solid waste going to the landfill and recovers materials that can be used again, promoting a circular economy.

6.0 ORGANIZING A RECYCLING EVENT DAY IN YOUR COMMUNITY

This step-by-step guide will provide the necessary information you need to organize a recycling event in your community from start to finish. This section and its resources are part of the COMMUNITY WASTE TOOLKIT. Each step in this resource provides a brief overview of detailed information about setting up recycling programs. See **Section 5: Developing Community Solid Waste Diversion Programs – Recycling**.

6.1 WHY HOST A RECYCLING EVENT?

Residential recycling programs can be in the form of special events, recurring events, or ongoing collection. If your community would like to start recycling but does not have an existing recycling program, we recommend trying out a recycling event first.

Recycling events are also great for communities that already have a recycling program in place and looking to expand the scope of materials. For example, items not normally generated in large quantities since residents may have to store the materials for some time before the event, such as electronics, tires, and hazardous waste.

6.2 STEPS FOR MOVING FORWARD WITH A RECYCLING EVENT

STEP 1: BUILD A TEAM

Establishing a strong team will make your event a success. Reach out to residents, schools, and businesses and identify local champions committed to improving waste management in your community.

Event planning requires people to help with information gathering, outreach, collection of materials, bin and storage set-up, budgeting, contract negotiations with waste haulers, and community education and engagement.

ROLES AND RESPONSIBILITIES

Organizing a recycling day has many moving parts, which makes it important to keep track of your team's tasks to ensure all steps are being taken. Once you have your team in place, use **Appendix 1 – Sample Task List** to identify who will be the lead and what responsibilities each team member will have. Use this resource throughout the entire event planning process to track event tasks.

VOLUNTEERS

Depending on the size of your team, you may choose to recruit volunteers to help with various tasks such as:

- Promotion and education during the weeks leading up to the event.
- Set-up and takedown on event day.
- Welcoming attendees and answering questions.
- Directing attendees on where to drop-off materials and proper bin sorting.

STEP 2: CHOOSE YOUR EVENT SCOPE AND SET YOUR GOALS

One of the first and most important steps is to determine what material types will be included in your recycling event. Although this will primarily be determined by transportation, location, and market availability (mentioned in **Steps 3 & 4**), it's important to do research and plan what materials are feasible for collection.

To begin, determine the materials that are considered a priority in the community. The most effective way to do this is by conducting a community-wide waste audit. Waste audits provide a snapshot of how much waste is being generated, its composition, and where in the community it's coming from and ending up. Your community can choose to do a full physical audit (most accurate) or a visual assessment. (See **Section 3** of this toolkit for a step-by-step guide on how to conduct a waste audit in your community.) In addition to a waste audit (or if a waste audit is not feasible at this time), reach out to residents to find out what materials they consider to be a priority.

If your community is considering household hazardous waste or electronic waste, keep in mind the transportation, training, storage, and collection standards required for these materials.

The scope of materials for your event may also depend on the current development of your community recycling program. It is important to know that you do not need to collect all materials at once. Our recommendations:

STATUS OF RECYCLING PROGRAM	RECOMMENDED APPROACH	SAMPLE MATERIALS TO CONSIDER
1. Communities with no recycling program and are organizing first event	Start off with a few material types that you can find a market for, can be stored easily and safely, and have low contamination.	**Packaging:** plastics (PET & HDPE bottles and containers), paper fibres (paper, cardboard, boxboard), metals (aluminum, steel), glass containers.
2. Communities with no current recycling program and have hosted previous events	Evaluate the success of your past event(s). What materials had high collection? Were there any issues with transportation? What materials were not included?	**Packaging:** plastics (PET & HDPE bottles and containers), paper fibres (paper, cardboard, boxboard), metals (aluminum, steel), glass containers. **Household hazardous waste:** single-use batteries, pressurized cylinders (propane, oxygen, helium or other gasses), vehicle engine antifreeze/coolant and their containers, empty lubricating oil containers, oil filters, paint, pesticides, solvents, aerosols, fertilizers, fluorescent lamps and bulbs. **Electronic waste:** TVs, monitors, computers & accessories, phones and cellular phones, printers **Other:** tires
3. Communities with an ongoing recycling program	If your recycling program is already off to a great start, try expanding your scope to materials that are not accepted in your recycling program on an ongoing basis. These items could include household hazardous waste and/or electronics.	**Household hazardous waste:** single-use batteries, pressurized cylinders (propane, oxygen, helium or other gasses), vehicle engine antifreeze/coolant and their containers, empty lubricating oil containers, oil filters, paint, pesticides, solvents, aerosols, fertilizers, fluorescent lamps and bulbs. **Electronic waste:** TVs, monitors, computers & accessories, phones and cellular phones, printers **Other:** tires

STEP 3: IDENTIFY PARTNERS

Once you have chosen materials for your event your team needs to identify partners for hauling and recycling. This is often the biggest challenge for northern communities, particularly remote locations. Transportation is likely to be to the costliest aspect of your program so exploring partnerships is important.

There may be opportunities in some cases to partner with nearby communities to offset costs related to transportation and storage. Reach out to a nearby municipality or First Nation to see if you can work together. Other communities with recycling programs may also provide expertise or recommend partners based on previous experiences.

Partners might already be in your community; reach out to residents and businesses to see how they can support the program. Trucks coming into the community to drop-off goods could possibly transport recyclables on the empty truck out of the community.

RECYCLING CHANGES IN ONTARIO

When identifying partners and service providers for your event it's important to note that there are regulations in Ontario that require companies that sell packaging and products to pay for their collection and recycling. This includes paper and packaging (i.e. blue box materials), household hazardous waste, scrap tires and electronic waste.

The **Recycling Council of Ontario** and/or the **Resource Productivity and Recovery Authority (RPRA)**, will have the most current information on these programs. Updates to this toolkit will be made with most the recent information.

"The recycling program is going so great here in Wunnumin Lake First Nation. Some [other Communities] started late – after what they have seen done, and how well it can be done, and they're now recycling as we speak. Plus, people that come from different reservations say they wish they could recycle too, and I hope they will so this initiative can grow."

– Randy McKay, *Wunnumin Lake FN*

RECYCLING PROGRAMS IN ONTARIO

MATERIAL	PARTNER ORGANIZATION
HOUSEHOLD RECYCLABLES (paper, glass metal and plastic food and beverage containers)	Stewardship Ontario is currently the organization responsible for operating household recycling (printed paper and packaging) in Ontario. **https://stewardshipontario.ca/**
TIRES (passenger and light truck tires, large tires, medium truck tires, off the road tires)	Tire recycling has transitioned to a producer responsibility model. A list of current tire recycling resources. **https://rpra.ca/programs/tires/**
ELECTRONICS (display devices such as televisions and monitors, desktop computer, non-cellular telephones, portable computers, computer peripherals, printers)	Ontario Electronic Stewardship (OES) is currently the organization responsible for waste electrical and electronic equipment (WEEE) in Ontario. **https://rpra.ca/programs/electronics/** This program is transitioning to a producer responsibility model in 2021. New items will be included in the program at this time including lighting equipment, large and small appliances. For up to date information on the program, visit **https://rpra.ca/programs/electronics/**.

MATERIAL	PARTNER ORGANIZATION
HAZARDOUS OR SPECIAL WASTE (automotive materials, paints, pesticides, solvents and fertilizers)	Stewardship Ontario is currently the organization responsible for operating the Municipal Hazardous or Special Waste (MHSW) Program called Orange Drop. **https://stewardshipontario.ca/** Automotive Materials Stewardship is currently the organization responsible for managing the collection and recycling of used antifreeze, oil filters and oil containers. **https://www.automotivematerialsstewardship.ca/** Product Care Association is currently the organization responsible for managing the collection and recycling paints and coatings, pesticides, solvents, and fertilizers through the ReGeneration program. **https://www.productcare.org/** This program is transitioning to a producer responsibility model in 2021. **https://rpra.ca/programs/hazardous-or-special-waste/**
BATTERIES	Stewardship Ontario is currently the organization responsible for operating the Municipal Hazardous or Special Waste (MHSW) Program called Orange Drop, in which household batteries are included. Call2Recycle is an organization that operates a collection program for household batteries and cell phones. **https://www.call2recycle.ca/**
FLUORESCENT LIGHTS	Take Back the Light is Canada's leading light recycling program for businesses and institutions, and provides a simple low-cost opportunity to have fluorescent lamps and light fixtures to be recycled responsibly. The program works with both buyers and sellers of fluorescent lamps of any kind to recover and properly recycle lights to the highest environmental standards. Ninety-eight per cent of each light collected is diverted from disposal with component parts reused wherever possible.Take Back the Light is a program of Recycling Council of Ontario. **takebackthelight.ca**

This information can also be found in **Section 5** of the COMMUNITY WASTE TOOLKIT.

STEP 4: TRANSPORTATION

Transporting materials from the community takes careful planning to ensure all appropriate approvals and permits are obtained for materials being collected. Transportation of materials for recycling may require registration on the environmental activity and sector registry.

You must also consider how transportation may be different depending on season, and what transportation partners exist.

Consider options for back-hauling. As material enters your community, investigate options for utilizing empty vehicles to haul materials out. This may be available by road, air, or rail.

TRANSPORTING NON-HAZARDOUS WASTES

There are no specific transportation requirements for hauling non-hazardous waste, which is why starting off with these materials is a great first step for your community's recycling program and events.

TRANSPORTING HOUSEHOLD HAZARDOUS WASTE AND ELECTRONIC WASTE IN ONTARIO

Household hazardous wastes must be transported by a hauler approved by Stewardship Ontario that complies with a list of standards, which includes vehicle specifications, liabilities, training. See **Stewardship Ontario's Municipal Hazardous or Special Waste – Transportation Standards**.

Electronic waste must be transported by a **transporter/consolidator approved by the Ontario Electronic Stewardship**.

STEP 5 - FUNDING & SUPPORT

What are the costs associated with organizing the event and who is responsible for the expense? There are different aspects of the event that will result in expenses: transportation and storage of materials, event supplies, producing educational materials and staffing.

In Ontario there are stewardship programs that require companies that sell packaging and many products to help pay for the costs of recycling. Funding may include costs associated with management of the collected materials and promoting the event. Information on potential funding opportunities can be found in the **Section 5: Developing Community Solid Waste Diversion Programs – Recycling** of the COMMUNITY WASTE TOOLKIT.

STEP 6: EVENT DAY PLANNING

Now it is time to start planning the event itself. This section will walk you through steps to make sure your event day runs smoothly.

DATE

Choose a date and time for your recycling event. The best time of year for a recycling event depends on how your community can be accessed. The date of your event may depend on when your service provider can pick up the materials.

RECOMMENDED TIMEFRAMES:

- Road access communities (year-round): anytime from spring to fall.
- Road access communities (winter only): although you could have your event any time of year, to reduce on-site storage time host your event either in late winter/early spring (before winter roads thaw) or during fall.
- Fly-in only communities: anytime from spring to fall.

TIME

Time of day for your event is completely up to you. Recycling events typically last a few hours, starting in the morning and ending in the afternoon or evening. Your community may also choose to run the event over a few days where residents can drop off accepted materials as they please.

LOCATION

To maximize participation for your event, choose a central and easily accessible location in the community. Recycling events are typically outside to utilize space and limit any mess indoors.

Common locations:

- Local dump site, landfill, or recycling centre.
- Outside of a community centre, band office, or school.
- Parking lots of local businesses or offices.

STORAGE

It's important to consider storage when choosing your location. If there is a gap between the event and recycling pickup you will need to plan a location that has adequate storage. All materials should be stored under shelter away from inclement weather. See **Step 8** for more information about proper storage of materials post-event.

PLAN IN ADVANCE

Since events are public, be aware of any permits required or if you need to book the space ahead of time. A central drop off depot located on reserve and independent of the landfill site may require a permit from Council as it would be considered a temporary storage site for waste.

EQUIPMENT LIST

Suggested items commonly used at recycling days may not always be required. For example, if your recycling service provider can provide bins or totes for storage and collection you do not need to source these yourself. When negotiating with service providers, inquire about any equipment they can provide.

- Tent/shelter
- Bins or tote bags (if not provided by service provider) *
- Gloves
- Signage for bins (see **Appendix 2 – Bin Signage**)
- Clips or tape for bin signage
- Clean-up supplies (brooms, cleaning cloths, bags)
- Machinery such as a forklift or vehicles to move full bins into storage.
- Computer or printed waste inventory sheets and pens, if taking inventory on-site.

* If collecting household hazardous and electronic waste at your event, you will need to comply to specific storage requirements. Consult with your service provider about specifications and how to obtain these containers.

SORTING MATERIALS

Every service provider has a different method of how materials should be sorted prior to pick-up. Although materials will typically be sorted into their individual component types (plastics, metals, papers etc.) sometimes further sorting is required.

Once you have consulted with your service provider, use **Appendix 2 – Sample Bin Signage** for each bin to ensure materials are properly sorted at the event. See **Resource: Printable Materials Signage** for customizable signage that can be printed for your event.

SORTING HOUSEHOLD HAZARDOUS WASTE

Stewardship Ontario requires household hazardous waste materials be packed separately. As such, it's important to make sure that participants at your recycling event sort materials correctly on-site. See **Stewardship Ontario's Collection Site Standards** for proper storage and handling of household hazardous waste.

SORTING ELECTRONIC WASTE

Using the **collection guidelines established by Ontario Electronic Stewardship**, electronic waste should be sorted into four groups:

Group A: desktop and portable computers

Group B: display devices (including monitors and televisions)

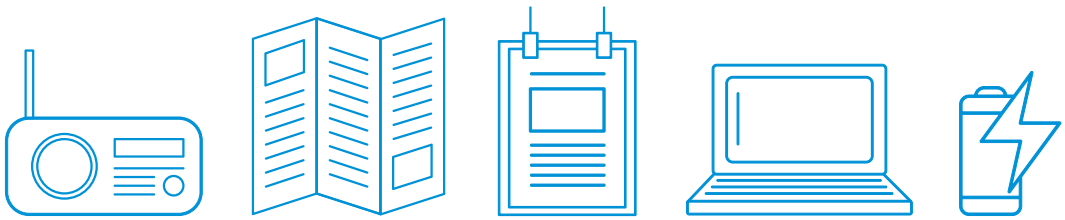
Group C: computer peripherals (mouse, keyboard, external drive), telephones and answering machines, cellular devices and pagers, and image, audio and video devices

Group E: printing, copying and multi-function devices

STEP 7: PROMOTION AND EDUCATION

Effective education and promotion within your community is key for a successful event. Once all the information (accepted material list, event location, date, time) is confirmed you can start communicating the event out to the community.

Please utilize the **printable documents** to support promotion and education waste management.



EDUCATION

In addition to communicating details of the event, it's important to educate residents on how to prepare materials. This aspect may be determined by your service provider so be sure to consult with them first before communicating out to the community. Common requests from service providers include:

1. Sorted by individual material types bagged in clear plastic bags, if desired.
2. Cardboard boxes flattened.
3. Household hazardous waste containers sealed.
4. Recyclables must be loose for on-site sorting.
5. Food and beverage containers rinsed out.
6. Plastic bottle lids kept on.

Schools, local businesses and your community's band office are great education partners to have for your event.

PROMOTION

- Place promotional posters around the community, using the sample promotional poster provided in **Appendix 3: Sample Promotional Poster.**
- Provide residents with educational brochures, using **Appendix 4: Sample Educational Brochure.**
- Post on social media.
- Share information through community newsletters, websites, radio, and other forms of advertisement.

STEP 8: STORAGE & PREPARATION FOR TRANSPORTATION

Once your recycling event has concluded, materials need to be prepared for storage and/or pick-up. In some cases (seasonal access and fly-in access only communities particularly), materials could be stored on-site for weeks to months until the hauler arrives to collect them.

STORING NON-HAZARDOUS WASTE

1. **Ensure all materials are sorted:** Sometimes materials end up in the wrong bin which is considered contamination. Throughout and after your event, check to make sure there is no contamination.
2. **Take inventory:** Your service provider might ask for an estimated amount of material prior to pick-up. See **Step 6** for instructions on taking inventory and the recording material collected.
3. **Transport to a storage space:** If there is time between event and pick-up you will need to consider how materials will be transported to a storage area. Some options for storage:
    a. Source a trailer that materials can be temporarily stored in.
    b. It may be beneficial to consider compacting materials to reduce the storage space required, so it may be necessary to acquire a baler and forklift to efficiently store and move materials around (e.g., pop cans, plastic bottles).
    c. An enclosed shelter or building with adequate space.

STORING HOUSEHOLD HAZARDOUS WASTE & ELECTRONIC WASTE

If not stored properly, household hazardous and electronic waste can pose serious environmental and health risks. If your community collects any type of hazardous or electronic waste it's important to be aware of standards for collection site.

Hazardous waste must be stored in approved containers and stored in a space with adequate shelter. For further details, please see **Stewardship Ontario's Collection Site Standards**.

Electronic waste should be packed on pallets in an area with adequate shelter. Visit the **Ontario Electronic Stewardship Manual** for details on packing and storing.

STEP 9: INVENTORY AND REPORTING

It's important to record all of the materials collected at your recycling event. This will help track the waste generated in your community, which will be very useful for developing future waste reduction programs.

When negotiating contracts with service providers it's important to ask about how the materials will be tracked and recorded. Most haulers will weigh materials once loaded onto the truck and provide a receipt with the total amounts. Tracking and recording is **a legal requirement** for transporters of household hazardous waste and electronic waste. For communities only recycling non-hazardous materials (e.g., plastics, metals, papers, etc.), it will require a discussion with your service provider to find out how everything will be weighed and recorded.

TAKING INVENTORY

If you, after discussions with your service provider, are required to take inventory of the materials yourself, use **Appendix 5: Sample Inventory and Tracking Sheet**. (This sheet will not be required for household hazardous and electronic waste, as service providers are required to provide these in their service.)

Weight is always the most accurate way to track waste, however, if scales are not available in your community you can count the number of bags, bins, or containers to get an estimate.

Collection service providers for household hazardous waste and electronic waste are required to provide a bill of lading (a receipt containing total units/weights collected) upon pick-up, as such a self-inventory is not required.

To keep your community engaged they should be made aware of the impact their actions are having. Announce your event's results by communicating them using tactics mentioned in **Step 4**.

6.3 SUMMARY

Thank you for using this step-by-step Recycling Event Planning Guide. We encourage you to refer to the main toolkit for further information on building waste management programs in your community. For more detailed information on waste management and developing waste diversion programs, please refer to the various sections of the COMMUNITY WASTE TOOLKIT.

This guide has been prepared by Recycling Council of Ontario, using insight from past experiences and Ontario municipalities, and Ontario stewardship programs.

7.0 DEVELOPING COMMUNITY SOLID WASTE DIVERSION PROGRAMS – COMPOSTING

Composting programs involve taking organic materials that are currently included in garbage disposal and processing them so that they decompose and can be used as a nutrient-rich soil conditioner. Composting is a simple process that can be done individually by community members or at a central depot for the community. Approximately 30% of household solid waste is organic material that could be composted. Implementing composting programs in your community can divert this material from landfill without requiring the materials to be transported out of the community. The end result is a soil product high in nutrients that can be used within the community in gardening and landscaping.

7.1.1 BENEFITS AND CHALLENGES OF COMPOSTING PROGRAMS

BENEFITS	CHALLENGES
Lowers the negative impacts of disposal on the community and environment since less materials are being disposed of.	Changing people's behavior takes time, so these programs may take longer to see impact.
Puts high priority on actions and choices of community members, encouraging them to become stewards of the environment.	Voluntary programs may not get all community members to participate, making it important to highlight program results and success.
Gives the landfill a longer life since less materials are being disposed of.	Organic material may attract nuisance wildlife if not properly secured.
Does not require removal of materials from the community.	Organic material may cause odour if not properly managed.
Provides opportunity for job creation related to ongoing community composting programs.	Backyard composting is less efficient in the winter months, so its effectiveness for waste diversion may be seasonal.
Has minimal infrastructure requirements to get started.	A central community compost depot requires designated space to operate, like a landfill site.
Creates nutrient-rich compost for use in the community.	

7.1.2 STEPS FOR MOVING FORWARD WITH COMPOSTING PROGRAMS

Composting programs are generally less complex to plan and implement than recycling programs since the organic materials do not need to be stored before processing or transported out of the community to be converted into a product of value. That conversion can happen right in the community and the compost can be used in community projects. Composting programs can be as simple as providing resources to allow community members to do backyard composting at home or more complex, such as providing door-to-door collection and a processing area at the landfill site. Community interest in the program should guide the level of service provided.

WHO SHOULD BE INVOLVED IN STARTING UP THE COMPOSTING PROGRAM?

- Identify some local champions who are committed to improving the community. These are the people who will help create a program that will work for your community. Look for people who enjoy gardening, as they are probably already aware of the value of composting.

LIST SOME PEOPLE WHO NEED TO BE ON YOUR TEAM. BE SURE TO IDENTIFY WHO WILL BE THE LEAD, AND WHAT RESPONSIBILITIES EACH TEAM MEMBER WILL HAVE.

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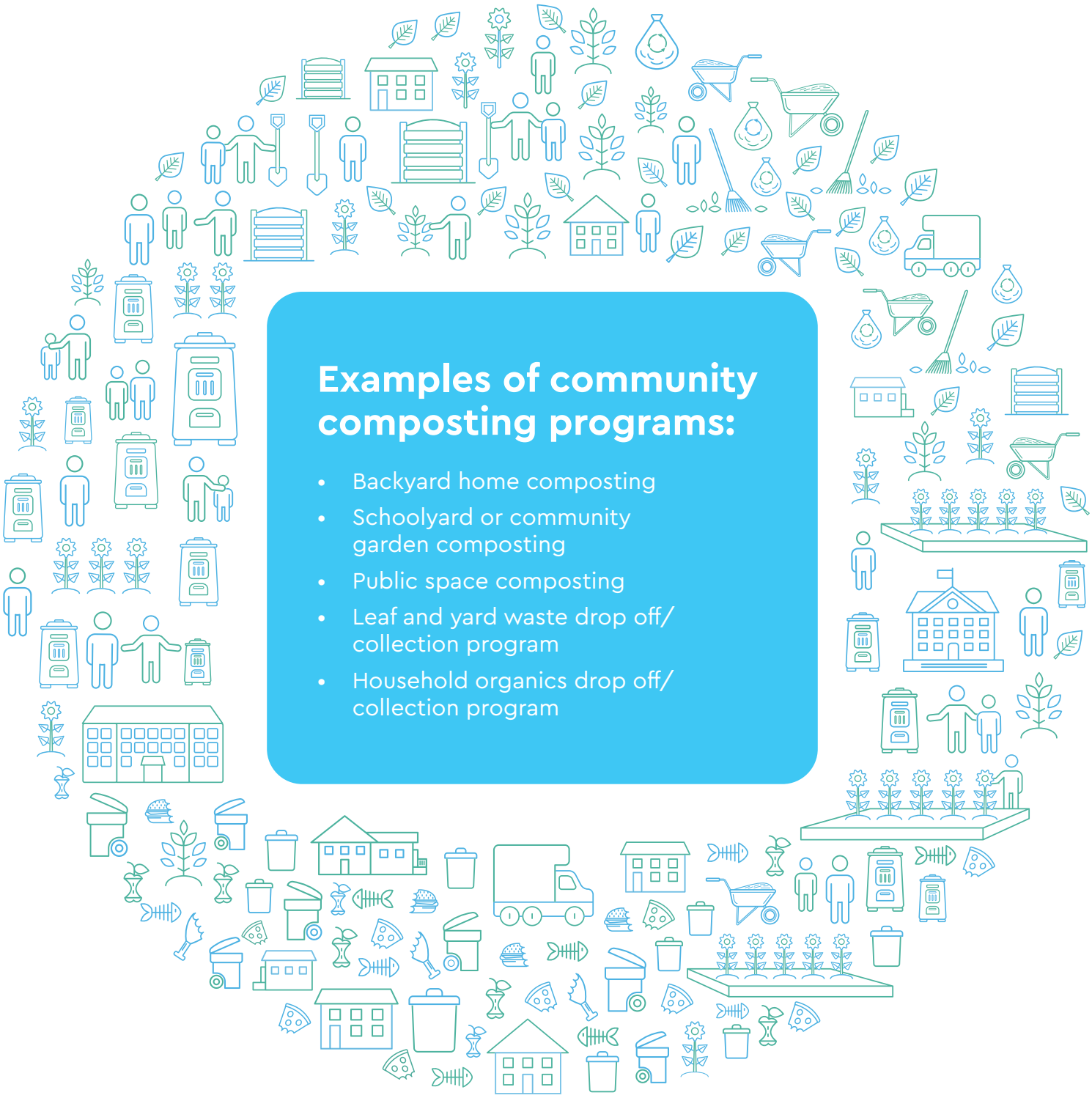

Examples of community composting programs:

- Backyard home composting
- Schoolyard or community garden composting
- Public space composting
- Leaf and yard waste drop off/ collection program
- Household organics drop off/ collection program

STEP 2

CHOOSE YOUR SCOPE AND SET YOUR GOALS

IS THE PROGRAM GOING TO FOCUS ON HOUSEHOLD ORGANICS OR INCLUDE SCHOOLS, BUSINESSES AND INSTITUTIONS AS WELL? WILL THE PROGRAM TARGET KITCHEN ORGANICS OR WILL IT INCLUDE OUTDOOR LEAF AND YARD WASTE, OR BOTH?

- In designing the program, consider first how much organic waste will be generated by each type of participant, the source of the organic waste and whether the community has the capacity to use the compost created.
- The simplest option is to start by focusing on household backyard composting, allowing community members to take responsibility for their household organic waste.
- If community interest and participation are high, the program can grow.
- There may also be opportunities to share resources or facilities with nearby communities.

WRITE YOUR IDEAS FOR THE SCOPE OF YOUR PROGRAM HERE:

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IS THERE A NEED AND INTEREST IN THIS TYPE OF PROGRAM IN YOUR COMMUNITY?

- Listen to and involve the community. For a composting program to be successful, there needs to be a community desire to make a change. Once you have identified the scope of the program, you can measure interest in the program in number of ways including meetings, surveys and contests.

LIST YOUR IDEAS FOR ENGAGING YOUR COMMUNITY HERE:

WHAT OUTCOME WOULD YOU LIKE TO SEE ACHIEVED IN YOUR COMMUNITY AND HOW DO YOU GET THERE?

- Set goals and develop a plan for your community to reach them. These can be how to get people interested in composting, how to help people get started and how to track the participation.

WRITE DOWN SOME OF YOUR IDEAS FOR ACTION PLANS FOR YOUR COMMUNITY HERE:

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STEP 3

IDENTIFY YOUR PARTNERS

DOES YOUR PROGRAM NEED ADDITIONAL PARTNERS?

- Once you have defined your scope, there may be benefit in seeking out additional partners. This could be people involved with schools, food retailers, service providers or institutions. It may be people with knowledge on the topic to provide how-to seminars or people with technical skills to operate a central depot.
- These partners may be in your community or provide expertise from other locations.

WRITE DOWN SOME OF YOUR IDEAS FOR ADDITIONAL PARTNERS HERE:

STEP 4

DEVELOP THE PLAN

WHAT SUPPLIES DO PARTICIPANTS NEED TO GET STARTED?

- If you are starting with backyard composting or on location composting for schools or businesses, there will be some supplies required. Outdoor composters can be purchased or built. Be sure to locate a supplier and either arrange for community purchasing or provide instructions to would-be participants on how to acquire a composter. This can be done through local hardware stores or direct from the manufacturer (See **https://www.earthmachine.com/the_earth_machine.html or http://enviroworld.ca/environmental-products/freegarden-earth.**)
- There are also many plans on-line for DIY compost bins, built from leftover lumber or used wooden pallets.
- Depending on where your program is focused, indoor collection bins for compostable materials may be required. Household programs will need small collection containers for the kitchen. These can be purchased or be a repurposed, sealable food container. School or businesses may need larger indoor collection bins. Public space compost bins should be set up alongside garbage and recycling bins (if applicable) to ensure all waste can be disposed of properly.
- Community scale programs with a central compost site will require that participants have an at-home collection container that can be transported to the site to deposit material. This could be as simple as a sealable pail or compostable (paper) yard waste bag.

WRITE DOWN IDEAS FOR YOUR REQUIRED PROGRAM SUPPLIES AND WHERE TO SOURCE THEM HERE:

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HOW DOES THE ORGANIC MATERIAL GET FROM THE SOURCE, TO THE COMPOSTER OR CENTRAL DEPOT?

- This can be easily managed in households as required but composting programs in schools and businesses need to consider how the bins will be emptied. It can be done by a student, maintenance workers or could be an opportunity for new employment.
- In the case of a central depot, community members could be responsible for dropping off materials or a door-to-door collection program could be implemented like that of garbage or recycling collection. If collection is to be provided, the required frequency of collection will depend on the materials collected. Collection programs designed for kitchen waste should be offered with the same frequency of garbage collection. Leaf and yard waste collections could operate seasonally.

WRITE DOWN SOME OF YOUR IDEAS FOR ABOUT ORGANIC MATERIAL MANAGEMENT HERE:

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WHAT TYPE OF FACILITY AND/OR EQUIPMENT IS NEEDED TO ACCOMMODATE YOUR PROGRAM?

- Depending on the type of composting program you decide on, you may require some facilities to operate. Home composting programs require the least amount of resources. Making compost bins available for your community members will require a place to store them and a pick up or sales depot where community members can acquire the bins. This could be done in partnership with a local retailer or through the band office.
- A central drop off depot located on reserve and independent of the landfill site would require a permit from the council of the band under the Indian Reserve Waste Disposal Regulations as it would be considered a temporary storage site for waste.
- The addition of a compost laydown area at the landfill may require amendments to permits issued for the landfill site from your local band office under the Indian Reserve Waste Disposal Regulations (if located on reserve). If the landfill is not located on reserve, the creation of a compost area will require an amendment to the Environmental Compliance Approval.
- Central processing of organic material into compost to by used in community projects may require chipping, grinding and/or screening, requiring some specialized equipment.
- Door-to-door collection of organics and/or leaf and yard waste will require trucks and trailers to provide the service.

WRITE DOWN YOUR IDEAS FOR FACILITY AND EQUIPMENT OPTIONS AVAILABLE FOR YOUR PROGRAM:

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STEP 5

IDENTIFY THE COSTS AND FUNDING SOURCES

WHAT IS THE COST OF THE PROGRAM AND WHO IS RESPONSIBLE FOR THE EXPENSE?

- There are different aspects of the program that will result in expenses. Community engagement, meetings, educational materials, space and staffing that may be part of the program will all have a cost to them.
- The supply cost for backyard composting is often split between communities and participants, with communities offering discounts on the purchase of outdoor compost bins as an incentive.
- There may be grant programs, industry associations or partners willing to provide financial support for the program. There is also the option of fee for service models (i.e. members pay to participate) or financial incentive models (community members get discounts on services other for participating).
- Investigate the option of a municipal type service agreement (MTSA), an agreement between a First Nation and a federal department, provincial ministry, municipal government, private contractor, individual, or organization in which a First Nation agrees to pay a fee in exchange for receiving third-party services such solid waste management. This may be applicable in communities nearby to municipalities already operating compost collection programs. For more information on MTSAs see **https://www.pathwaysforservice.ca/**.

WRITE DOWN SOME OF YOUR IDEAS ABOUT PROGRAM COSTS AND FUNDING OPTIONS HERE:

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STEP 6

PROMOTE THE PROGRAM TO THE COMMUNITY AND TRACK YOUR RESULTS

HOW DO YOU SPREAD THE WORD TO THE COMMUNITY ABOUT YOUR COMPOSTING PROGRAM?

- Remember, if you want people to participate in the program, you need to be sure that they know about it and understand how it works and why they should take part. Consider hosting an information workshop or distributing a how-to composting fact sheet. You can spread the word through newsletters, advertisements, community events, workshops, meetings, online messages, etc.

WRITE DOWN SOME OF YOUR IDEAS FOR EDUCATION AND PROMOTION HERE:

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IS YOUR PROGRAM HELPING TO KEEP WASTE OUT OF THE LANDFILL?

- To keep your community engaged, they should be made aware of the impact their action is having. Track the results. This could be reporting on the number of participants in the program, the amount of material collected, the amount of compost used in community projects, etc.
- Tracking results will take some planning and participation from your team. Be sure to celebrate progress and reward positive action.

WRITE DOWN SOME OF YOUR IDEAS ON HOW TO MEASURE THE IMPACT OF YOUR PROGRAM HERE:

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Turning organic waste into compost should be encouraged because it reduces the amount of solid waste going to the landfill without having to transport materials out of the community.

8.0 DEVELOPING PROGRAMS TO PROPERLY DISPOSE OF SOLID WASTE

Disposal of materials in the landfill site is the least desirable option for dealing with solid waste in a community, but it is necessary when reduction, reuse, repair, recycling and composting are not options. Disposal presents several issues for communities including accessing facilities, landfill design features and litter prevention. If it seems that community members do not know what to do with their waste, are not properly accessing waste disposal facilities, or your community has an issue with litter, consider developing improvements or programs to increase access and understanding of proper disposal of solid waste.

8.1 COMMUNITY CLEAN UP PROGRAMS

REDUCE

These programs focus on lowering the amount of solid waste produced.

REUSE / REPAIR

These programs focus on opportunities to use items repeatedly, resulting in less solid waste produced.

RECYCLE / COMPOST

These programs focus on opportunities to recover materials from solid waste to make new products of value.

DISPOSAL

These programs focus on safely disposing of materials that cannot be reduced, reused or recycled into new products.

= Goal =

Goal = Increase the proper disposal of waste in the community.

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Community clean-ups are a great way to engage community members in an activity that promotes pride of place and encourages proper disposal of waste. Clean-ups draw attention to the improper disposal of waste and the need for the community to address it. They are a relatively simple exercise that allows participants, young and old, to contribute to their community, improving neighbourhood appearance, protecting the environment and enhancing the quality of life for all.

8.1.1 BENEFITS AND CHALLENGES OF COMMUNITY CLEAN UP PROGRAMS

BENEFITS	CHALLENGES
All community members can help plan and participate in a clean-up no matter their age or ability. Community members can see immediate impact from their action. Results of clean-ups are very visual. Clean-ups build pride in community since they join members together in making an area more beautiful. Community clean-ups help protect the environment by removing waste that has been improperly disposed of. Community clean-ups can be easily scaled to meet your specific needs.	Not all community members agree that cleaning up improperly disposed waste (litter) is their responsibility. Voluntary events may not get all community members to participate, making it important to highlight program results and success. Outdoor events are weather dependent and could be interrupted, rescheduled or cancelled with short notice.

8.1.2 STEPS FOR MOVING FORWARD WITH COMMUNITY CLEAN UP PROGRAMS

Planning a community clean-up includes the same basic steps as other waste management programs. Working with several dedicated community members, getting a clean-up organized can be easy.

WHO SHOULD BE INVOLVED IN ORGANIZING A COMMUNITY CLEAN-UP?

- Identify some local champions who are committed to improving the community. These are the people who will help plan your event. Depending on the scope of your clean-up, your team should include one or two people dedicated to organizing supplies and promotion of the event.
- Your team should include members that are representative of the type of clean-up you would like to conduct. For example, if you are planning a school yard clean up, be sure to include students and teachers on the planning team.

WRITE DOWN SOME OF YOUR IDEAS FOR WHO NEEDS TO BE ON YOUR TEAM. BE SURE TO IDENTIFY WHO WILL BE THE LEAD, AND WHAT RESPONSIBILITIES EACH TEAM MEMBER WILL HAVE.

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STEP 2

CHOOSE YOUR SCOPE AND SET YOUR GOALS

IS THE CLEAN-UP GOING TO BE TARGETED TO SPECIFIC AREA OF YOUR COMMUNITY, OR FOCUSED ON THE COMMUNITY AS A WHOLE?

- Clean-ups can target small areas, like a park, stream, or specific neighbourhood or they can have a broad scope, allowing people to clean-up anywhere throughout the community.

WRITE YOUR IDEAS FOR AREAS TO CLEAN-UP HERE:

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HOW MANY PEOPLE ARE YOU HOPING TO PARTICIPATE?

- The area you would like to see cleaned up will influence how many volunteers you aim to recruit. Setting a target for the number of participants will help you determine how and where the clean-up is promoted, and quantities of supplies needed.

WRITE YOUR IDEAS ANTICIPATED NUMBER OF VOLUNTEERS AND WHO THEY REPRESENT HERE:

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STEP 3

IDENTIFY YOUR PARTNERS

DOES YOUR CLEAN-UP EVENT NEED ADDITIONAL PARTNERS?

- Once you have chosen the scope of your clean-up, there may be benefit in seeking out additional partners. This could be schools, businesses or community organizations. These partners may be able to provide supplies, transportation or refreshments.

WRITE SUGGESTIONS FOR ADDITIONAL PARTNERS HERE:

STEP 4

DEVELOP THE PLAN

WHEN, WHERE AND FOR HOW LONG IS YOUR CLEAN-UP GOING TO OCCUR?

- Pick a date and time for your clean-up. Be sure to specify whether the event is weather dependent and/or if there is a rain date.
- Be realistic about the area that can be cleaned in the time provided. Select one or more target areas that can be reasonably done with the number of volunteers you are expecting to attend.
- Choose a meeting place that has room for your anticipated number of participants. Access to washroom facilities, parking and power should be considered. Be sure to obtain permission in advance from property owners.

LIST IDEAS FOR CLEAN-UP LOCATIONS HERE:

WHAT SUPPLIES DO YOU NEED?

- Determine what clean-up supplies will be needed. This will be influenced by the types of materials that need to be cleaned up. Loose litter and small items will require trash bags, litter pickers, rakes and/or brooms. Larger items or hazardous materials (chemicals, broken glass, etc.) may require special equipment to move.
- Health and safety are important to remember when planning a clean-up. Be sure participants have access to protective gloves. These could be provided, or participants could be asked to bring their own. Closed toed shoes, safety vests and glasses (depending on the location) are recommended. First aid kits and safety information should be available.
- Refreshments are a great way to celebrate the hard work of volunteers.

LIST SUPPLIES NEEDED AND WHERE TO GET THEM HERE:

WHAT RESPONSIBILITIES DO ORGANIZERS HAVE DURING THE CLEAN-UP?

- During the event, there are tasks that organizers need to ensure get done. Use the table below to assign the tasks.

TASK	TEAM MEMBER
REGISTRATION OF VOLUNTEERS	
ASSIGNMENT OF VOLUNTEERS TO LOCATION (if more than one)	
SAFETY LECTURE	
DISTRIBUTION OF TRASH BAGS AND OTHER SUPPLIES	
COLLECTION AND DISPOSAL OF WASTE:	
PREPARATION OF REFRESHMENTS	
OTHER:	

STEP 5

IDENTIFY THE COSTS AND FUNDING SOURCES

WHAT IS THE COST OF THE PROGRAM AND WHO IS RESPONSIBLE FOR THE EXPENSE?

- Community clean-up programs are generally low-cost events to run. Costs may be incurred to obtain supplies, dispose of waste or to promote the event to the community. Seeking sponsorship from local partners is a great way to keep clean-up event costs minimal.

WRITE YOUR IDEAS ABOUT PROGRAM COSTS AND FUNDING OPTIONS HERE:

STEP 6

PROMOTE THE PROGRAM TO THE COMMUNITY AND TRACK YOUR RESULTS

HOW DO YOU SPREAD THE WORD TO THE COMMUNITY ABOUT YOUR COMMUNITY CLEAN-UP?

- Remember, if you want people to participate, you need to be sure that they know about it and understand why you would like them to take part. This can include newsletters, advertisements, posters, flyers etc.
- Hanging a promotional banner in a frequently traveled location prior to the clean-up will raise interest.
- Remember to get permission from local authorities before beginning promotional efforts.

LIST YOUR IDEAS FOR PROMOTION HERE:

HAS YOUR CLEAN-UP HAD AN IMPACT ON YOUR COMMUNITY?

- Community members should be made aware of the impact their action is having. Track the results. This could be measuring the amount of garbage clean-up by counting bags and/or weighing materials.
- Take pre-, during and post-event photos of the area so that participants can immediately see the difference they have made.
- If possible, reward every volunteer with some small token of appreciation. Write thank you letters to key volunteer groups and sponsors to show your appreciation for their support.
- Consider holding photo or poster contests to continue to engage community members in messaging around keeping the community clean.

8.2 CONSIDERATIONS FOR IMPROVING COMMUNITY WASTE DISPOSAL

Many First Nation communities experience problems associated with improper disposal of waste. Waste that is not properly managed in a landfill site can pose significant risk to the environment and human health, as well as attract or create nuisances in the community including vermin, wildlife, litter and odours. Many of these concerns can be addressed through community action, public education or operational improvements to landfill sites. The intent of this toolkit is to not to serve as a technical guide to landfill design and operations, but to provide some information on ways to encourage proper waste disposal and landfill use in your community.

BENEFITS	CHALLENGES
All community members get a change to contribute to improving a service they use. When people feel ownership of a solution, they are more likely to use it. Since community members are the ones using the landfill, they are likely to have valuable insight into how to improve it. Community clean-ups help protect the environment by removing waste that has been improperly disposed of. Improving conditions at landfill sites, such as access, separation and signage can increase the safety of those who use it and reduce environmental harm.	Landfill improvements may be expensive or involve ongoing operational costs. Cost of improvements may prevent a community from acting on suggestions. Limitations in available programs and services (i.e. recycling) may discourage participation. Changing behavior takes time. New processes may need to be introduced slowly to allow community members to get use to them.

8.2.2 STEPS FOR MOVING FORWARD WITH ENGAGING COMMUNITY IN LANDFILL IMPROVEMENTS

WHO SHOULD BE INVOLVED IN EVALUATING AND IMPROVING THE LANDFILL?

- Identify some local champions who are committed to improving the community. Individuals who have concern for the community and environment are likely to have an understanding on why participation in the process is important. They will be able to help you to connect to community members in the process.
- Your team should include members that are involved in the current waste management process. For example, if there is a landfill attendant, waste collection service, or community maintenance workers, they should be part of the team. A representative from Chief and Council should also be invited.
- You may also want to include team members with experience in writing project proposals, grant applications or public speaking.

WRITE DOWN SOME OF YOUR IDEAS FOR WHO NEEDS TO BE ON YOUR TEAM. BE SURE TO IDENTIFY WHO WILL BE THE LEAD, AND WHAT RESPONSIBILITIES EACH TEAM MEMBER WILL HAVE.

STEP 2

CHOOSE YOUR SCOPE AND SET YOUR GOALS

WHAT WOULD YOU LIKE TO ACCOMPLISH WITH THIS PROCESS? WHAT IMPROVEMENTS WOULD YOU LIKE TO SEE SURROUNDING WASTE DISPOSAL IN YOUR COMMUNITY?

- Clearly identifying the issues with waste disposal that you would like to address will help to focus your engagement and options for improvement. This could be related to how easy the landfill site is accessed, how safe it is for people or how the site is organized.

WRITE YOUR IDEAS FOR IMPROVEMENTS HERE:

HOW MANY PEOPLE ARE YOU HOPING TO PARTICIPATE IN THE ENGAGEMENT PROCESS? WHO DO THEY REPRESENT?

- Involving community members in the process of identifying issues and options for improvement places importance on the opinions and preferences of those who use the waste management system. This increases the likelihood that people will adjust their behaviours and follow and new processes that may be introduced.
- Community members engaged in the process should represent a variety of users, such as residents, businesses and schools.

WRITE YOUR ANTICIPATED NUMBER OF PARTICIPANTS AND HOW YOU MIGHT RECRUIT THEM HERE:

STEP 3

IDENTIFY YOUR PARTNERS

DOES YOUR ENGAGEMENT AND IMPROVEMENT PROCESS NEED ANY OTHER PARTNERS?

- Once you have chosen the scope of your community engagement and waste disposal issues you wish to address, you may need to seek out additional partners. These could be members of your community or people with specific expertise related to your scope such as technical experts, environmental professionals, contractors, educators or media.

WRITE SUGGESTIONS FOR ADDITIONAL PARTNERS HERE:

STEP 4

DEVELOP THE PLAN

HOW ARE YOU GOING TO ENGAGE THE COMMUNITY?

- Once you have the scope of the issues related to waste disposal that you would like to address, you will need to decide how to collect input from your community members. This can be done through public meetings, presentations, tours or surveys conducted in person or online.

WRITE SUGGESTIONS FOR ENGAGEMENT METHODS HERE:

WHAT OPTIONS WILL YOU CONSIDER FOR IMPROVEMENT?

- Depending on the issues to be addressed in your community, you may wish to present options for improvements to community members for their input. These improvements could fall into several categories.

IMPROVEMENTS IN LANDFILL DESIGN AND OPERATION	IMPROVEMENTS IN PUBLIC EDUCATION	IMPROVEMENTS IN ENVIRONMENTAL MEASURES
Having clearly labelled areas designated for different materials to increase operation efficiencies. Restricting access to the site with fences to prevent debris, unauthorized access and nuisance wildlife. Having an operator trained in proper waste handling techniques to minimize risk to human and environmental health.	Having an attendant on duty to assist in proper waste separation. Educating the public on the impacts of different materials on human health and the environment to encourage proper use of the landfill. Engaging the public on reduction and diversion programs to increase landfill lifespan.	Keeping surface water, snow, and groundwater away from waste to prevent contamination of water. Covering waste regularly to prevent run-off, debris and odour. Placing waste on a base liner or impermeable surface to prevent contamination of land and water. Monitoring regularly for impacts to the surrounding environment.

WRITE SUGGESTIONS FOR YOUR COMMUNITY WASTE DISPOSAL IMPROVEMENTS HERE:

For more technical guidance on landfill design options, refer to Solid Waste Management for Northern and Remote Communities – Planning and Technical Guidance Document produced by Environment and Climate Change Canada. **https://www.canada.ca/en/environment-climate-change/services/managing-reducing-waste/municipal-solid/environment/northern-remote-communities.html**

For information on landfill operator training, see **https://swanaontario.org/training**.

HOW ARE YOU GOING TO EVALUATE THE OPTIONS AND ENGAGEMENT RESULTS?

- Once you have collected information from your community, they need to be evaluated. This should include looking at feasibility, cost, potential impact and community importance. This step may require the use of contractors or consultants to appropriately estimate cost and potential impact.

LIST IDEAS ON HOW TO SELECT WHICH OPTIONS TO IMPLEMENT HERE:

STEP 5

IDENTIFY THE COSTS AND FUNDING SOURCES

WHAT IS THE COST AND WHO IS RESPONSIBLE FOR THE EXPENSE?

- The costs associate with making improvements can vary depending on what options a community chooses to implement. Community education and signage would be less expensive than infrastructure improvements and staffing.
- Depending on the options chosen, you may wish to apply for project-based funding through a government funding program (See **Section 10**) or implement a model for community funding such as user pay or fee for service.

WRITE YOUR IDEAS ABOUT PROGRAM COSTS AND FUNDING OPTIONS HERE:

STEP 6

PROMOTE THE PROGRAM TO THE COMMUNITY AND TRACK YOUR RESULTS

HOW DO YOU SPREAD THE WORD TO THE COMMUNITY ABOUT YOUR ENGAGEMENT PROCESS?

- Remember, if you want people to participate, you need to be sure that they know about it and understand why you would like them to take part. This can include newsletters, advertisements, posters, flyers etc.
- Remember to get permission from local authorities before beginning promotional efforts.

LIST YOUR IDEAS FOR PROMOTION HERE:

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HOW DO YOU INTRODUCE THE CHANGES TO THE COMMUNITY?

- Whatever options you decide to implement, whether in be landfill operation and site, educational or environmental improvements, they should be introduced to the community in a manner that clearly communicates the expectations placed on citizens. This can be done through community flyers, newsletters, brochures or even holding workshops can inform communities about the changes.

LIST YOUR IDEAS FOR COMMUNITY EDUCATION HERE:

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IS YOUR IMPROVEMENT MAKING A DIFFERENCE IN HOW WASTE IS DISPOSED OF IN THE COMMUNITY?

- To keep your community engaged, they should be made aware of the impact their action is having. Track the results. This could be through pictures, statistics on landfill use and incidents of improper disposal or hazards.
- It is important to highlight the positive impacts and participation of the community. Remind community members that they doing well and working together for a collective goal.
- Tracking results will take some planning and participation from your team. Be sure to celebrate progress and reward positive action.

WRITE DOWN SOME OF YOUR IDEAS ON HOW TO MEASURE THE IMPACT OF YOUR IMPROVEMENTS HERE:

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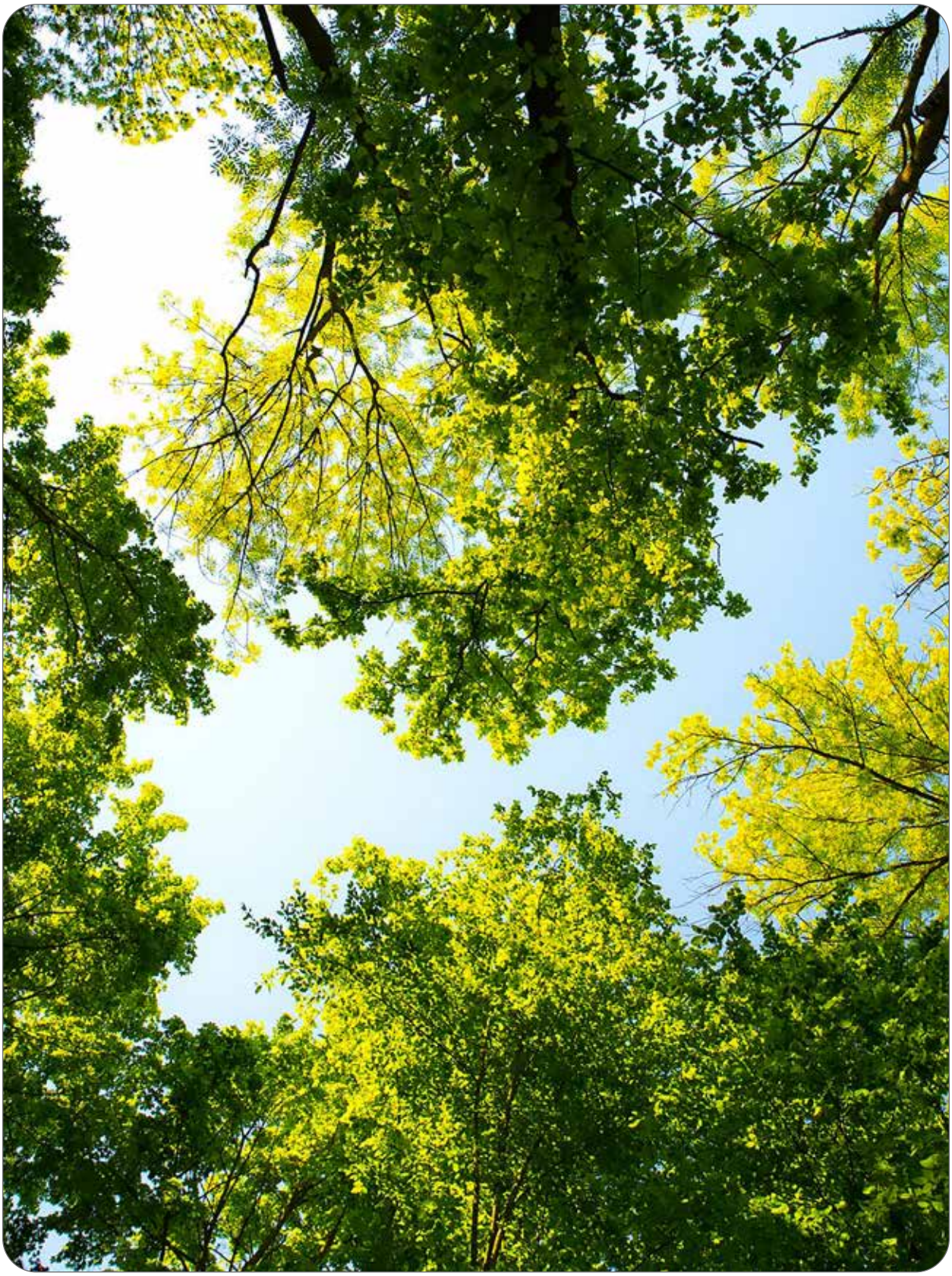


9.0 LEGISLATIVE REQUIREMENTS AND SPECIAL CONSIDERATIONS

The management of waste in municipalities is primarily regulated by provincial and territorial legislations. However, solid waste management in First Nations communities is more complicated and can be subject to federal regulations under the Indian Act and the First Nations Land Management Act (FNLMA), provincial regulations under the Environmental Protection Act, or be guided completely by a community in the case of a negotiated self-government. The list below summarizes the acts and regulations that may apply to waste management in different communities and that should be considered when approaching waste management programming in your community.

A) FIRST NATIONS SUBJECT TO ALL SECTIONS OF THE INDIAN ACT (R.S.C., 1985, C. I-5)

Communities not operating with a FNLM agreement with the federal government fall subject the Indian Act which outlines regulatory requirements surrounding land, resources and environment.

INDIAN ACT (R.S.C., 1985, C. I-5)

INDIAN RESERVE WASTE DISPOSAL REGULATIONS (C.R.C., C. 960)

This regulation requires that any person operating a garbage dump in a reserve, using any land in a reserve for the disposal or storage of waste or burning waste on any land in a reserve obtain a permit to do so. Permits are issued by the Minister of Indigenous Services or the council of a band. The permits specify; the land to be used, the activity on the land and how the site can be operated day to day. This would impact any site in the community used to store waste or recyclables prior to disposal or transportation.

https://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._960/page-1.html

Under certain conditions, the development of new waste storage and disposal sites in the community may trigger the Canadian Environmental Assessment Act, aimed at evaluating the environmental impact of an infrastructure project before it begins.

CANADIAN ENVIRONMENTAL ASSESSMENT ACT, 2012 (S.C. 2012, C. 19, S. 52)

REGULATIONS DESIGNATING PHYSICAL ACTIVITIES (SOR/2012-147)

PRESCRIBED INFORMATION FOR THE DESCRIPTION OF A DESIGNATED PROJECT REGULATIONS (SOR/2012-148)

The above regulations specify the activities and conditions that require the completion of an environmental assessment and the necessary information to be included. This procedure should be consulted when your community is considering the new waste management facilities.

https://laws-lois.justice.gc.ca/eng/acts/c-15.21/FullText.html

https://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-147/index.html

https://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-148/page-2.html#h-4

B) FIRST NATIONS OPERATING UNDER FNLMA:

Communities operating with a FNLM agreement have opted out of sections of the Indian Act relating to land management. The communities are then able to develop their own laws and procedures surrounding land, resources and environment. This means that communities have authority to manage waste in accordance with their own their own land codes. This includes the design, construction, operation, decommissioning and abandonment of a waste storage or disposal.

https://laws-lois.justice.gc.ca/eng/acts/F-11.8/

C) FIRST NATIONS WITH NEGOTIATED SELF-GOVERNMENT:

First Nations with negotiated self-government do not fall subject to the requirements of the Indian Act or the FNLMA and hold full authority over the management of solid waste in their communities. It is recommended that Band Councils in these communities develop their own standards for waste management, reflective of their own cultural values, beliefs and traditions.

D) FIRST NATIONS OPERATING LANDFILL SITES ON PROVINCIAL LAND OR SEEKING PROVINCIAL ENVIRONMENTAL COMPLIANCE APPROVALS:

In the rare situation where a First Nations community is operating a landfill on provincial land outside reserve land, all provincial regulations under the Environmental Protection Act related to the design and operation of the facility apply.

ENVIRONMENTAL PROTECTION ACT, R.S.O. 1990, C. E.19 1

https://www.ontario.ca/laws/statute/90e19

R.R.O. 1990, REG. 347: GENERAL – WASTE MANAGEMENT

https://www.ontario.ca/laws/regulation/900347

O. REG. 232/98: LANDFILLING SITES (OVER 40,000 M3)

https://www.ontario.ca/laws/regulation/980232

GUIDELINE C-7 – BURNING AT LANDFILL SITES

https://archive.org/details/6523.ome

GUIDELINE C-13 – ENGINEERED FACILITIES AT LANDFILLS THAT RECEIVE MUNICIPAL AND/OR NON-HAZARDOUS WASTE & PROCEDURE

https://archive.org/details/guidelinec13engi0ontauoft

C-13-1 – ENGINEERED FACILITIES AT LANDFILLS THAT RECEIVE MUNICIPAL AND/OR NON-HAZARDOUS WASTE

https://archive.org/details/procedurec131engooontauoft

For more detailed information on the above regulations and guidelines, see the included links.

E) OTHER REGULATORY ISSUES RELATED TO WASTE MANAGEMENT:

WASTE DIVERSION PROGRAMS

While recycling and composting programs are mandated in many municipalities in Ontario, they are typically not required in First Nations communities due to their size. As a result, access to infrastructure and funding for these programs is often lacking.

TRANSPORTATION OF HAZARDOUS MATERIALS

Many common household items are hazardous to dispose of in the environment and require special care at their end of life. For example, batteries, electronics, fluorescent lightbulbs, tires and many household chemicals can contaminate soil and water if disposed of in a landfill and result in them being classified as hazardous waste. The challenge for many First Nations communities is transporting these materials out of the community for proper disposal. The regulation and enforcement of transportation of hazardous waste is regulated both provincially by the Ontario Ministry of Environment, Conservation and Parks under the Dangerous Goods Transportation Act, R.S.O. 1990, c. D.1, and federally by Transport Canada under the Transportation of Dangerous Goods Act (TDGA). Licensing requirements under the regulations of these Acts makes it more difficult for First Nations to remove these hazardous materials from their communities. Working with experienced waste haulers will ensure compliance with all transportation regulations.

10 FUNDING OPPORTUNITIES FOR COMMUNITY WASTE PROGRAMS

Funding for programs included in your solid waste management plan for your community can come from a number of possible sources, depending on the goal of the program. See the table below for a brief description of some of the possible funding sources and where to find more information.

SOURCE	PROGRAM	DESCRIPTION	MORE INFORMATION
INDIGENOUS SERVICES CANADA	First Nations Waste Management Initiative	Funding for the development of waste management systems through modern infrastructure, operations, training and partnerships.	100 Anemki Place Suite 101 Fort William First Nation ON P7J 1A5 Tel: 807-623-3534 Fax: 807-623-3536 E-mail: **aadnc.infopubs.aandc@canada.ca**
ENVIRONMENT AND CLIMATE CHANGE CANADA	EcoAction Community Funding Program	Funding to protect, rehabilitate, enhance and sustain the natural environment.	Website: **www.ec.gc.ca/ecoaction** Email: **ecoaction.pnr@ec.gc.ca** Phone (Toll Free): 1-800-567-1570
FEDERATION OF CANADIAN MUNICIPALITIES (FCM)	Green Municipal Fund	Funding for innovative solutions to municipal environmental issues, generating new lessons and models for municipalities of all sizes and types.	24 Clarence Street Ottawa, Ontario K1N 5P3 T. 613-241-5221 F. 613-241-7440 Email: **info@fcm.ca** **https://fcm.ca/home/programs/green-municipal-fund.htm**
STEWARDSHIP ONTARIO	Continuous Improvement Fund	Funding for Ontario projects that improve the effectiveness and efficiency of municipal blue box recycling.	Continuous Improvement Fund Office 132 Commerce Park Dr. Unit K, Ste. 511, Barrie, ON L4N 0Z7 Mike Birett, Director **mbirett@thecif.ca** 289-231-7475
RESOURCE PRODUCTIVITY AND RECOVERY AUTHORITY	Municipal Datacall	Funding for the operation of blue box recycling programs run by municipalities recycling associations or First Nations.	4711 Yonge Street, Suite 408 Toronto, Ontario M2N 6K8 Phone: (416) 226-5113 Toll free: (888) 936-5113 **https://rpra.ca/datacall/about-the-datacall/**

NOTE:

Recycling Council of Ontario and/or the **Resource Productivity and Recovery Authority (RPRA)**, will have the most current information on these programs. Updates to this toolkit will be made with most the recent information.

NOTES:

11 TRANSPORT OPTIONS FOR NORTHERN COMMUNITIES

Transportation is often the biggest challenge for northern communities, particularly remote locations. It's likely to be to the costliest aspect of your program so exploring partnerships is important.

There may be opportunities in some cases to partner with nearby communities to offset costs related to transportation and storage. This section provides multiple waste transportation options for communities.

11.1 GATEWAY COMMUNITIES

Northern communities will sometimes partner with nearby municipalities to provide expertise and/or collection/transportation support. Consider reaching out to a nearby community and see how they can support your program.

The following table lists potential gateway communities for your recycling program:

REGION	MUNICIPALITY	CONTACT
NORTHWEST COMMUNITIES	City of Dryden	Tel: 807-223-2367 Fax: 807-223-3915 www.dryden.ca/en/index.aspx
	City of Kenora	Tel: 807-467-2990 Fax: 807-467-2992 Email: **service@kenora.ca** www.kenora.ca
	Municipality of Red Lake	Email: **municipality@redlake.ca** www.redlake.ca/web
	Municipality of Sioux Lookout	Tel: 807-737-2700 www.siouxlookout.ca/en/index.asp
	Winnipeg	Tel: Call 311 www.winnipeg.ca
	City of Thunder Bay	Tel: 807-625-2195 www.thunderbay.ca/en/index.aspx

REGION	MUNICIPALITY	CONTACT
SOUTHEAST COMMUNITIES	City of Greater Sudbury	Tel (Local): Dial 311 Tel (Long Distance): 705-671-2489 Email: **311@greatersudbury.ca** **www.greatersudbury.ca**
	City of Timmins	Tel: (705) 264-1331 **www.timmins.ca**
	Terrace Bay	Tel: +1 807-825-3315 x239 Email: **spc@terracebay.ca** **www.terracebay.ca**
	Sault Ste. Marie	Mike Blanchard, Manager Waste Management and Refuse Tel: 705-541-7087 Email: **m.blanchard@cityssm.on.ca** **www.saultstemarie.ca**
	Temiskaming Shores	Tel: (705) 672-3363 **www.temiskamingshores.ca**

11.2 SOLID WASTE SERVICE PROVIDERS

The following table lists waste management service providers located in Northern Ontario, which are contracted mainly to the gateway communities listed above.

When considering a service provider, it's important to remember that only approved service providers can transport household hazardous waste and electronic waste.

COMPANY	LOCATION	CONTACT	SERVICES
ECOLOGIX	Located in Haileybary and currently services communities of all sizes in Timmins & Timiskaming District. Ecologix has worked with building a recycling program with Matachewan First Nation.	Email: ecologixrecycling@gmail.com Tel: (705) 647-2322 www.ecologixrecycling.com	Solid Waste & Consulting Services
GFL ENVIRONMENTAL (THUNDER BAY)	3000 Highway 61 Slate River, Ontario P7J 1L5	Tel: (807) 577-0411 Ext 3 Email: **sdoherty@gflenv.com** www.gflenv.com	Solid Waste
GFL ENVIRONMENTAL (WINNIPEG)	195 Discovery Place Winnipeg, Manitoba R2R 0P6	Tel: (204) 452-0909 Email: **WPGinfo@gflenv.com** www.gflenv.com	Solid Waste
GFL ENVIRONMENTAL (RITCHOT)	1373 Bernat Rd Grande Pointe, Manitoba R0A 0T0	Tel: (204) 878-2369 www.gflenv.com	Solid Waste
GFL ENVIRONMENTAL (KENORA)	112 Jones Road Kenora, Ontario P9N 0B6	Tel: (807) 548-1942 www.gflenv.com	Solid Waste
CASCADES RECOVERY	100 Omands Creek Blvd Winnipeg, Manitoba R2R 1V7	Tel: (204) 632-4457 Fax: (204) 632-4459 www.recovery.cascades.com/en	Solid Waste

COMPANY	LOCATION	CONTACT	SERVICES
GFL ENVIRONMENTAL CORPORATION (THUNDER BAY)	26 Haniak Road Rosslyn, Ontario P7K 0C8	www.gflenv.com	HHW
GFL ENVIRONMENTAL CORPORATION (THUNDER BAY)	3489 Hwy 11/17 Thunder Bay, Ontario P7K 0S8	www.gflenv.com	HHW
GFL ENVIRONMENTAL CORPORATION (WINNIPEG)	1090 Kenaston Blvd. Winnipeg, Manitoba R3P 0R7	Tel: (204) 987-9600 www.gflenv.com	HHW
MILLER ENVIRONMENTAL CORPORATION	1803 Hekla Ave. Winnipeg, Manitoba R2R 0K3	Tel: (204) 925-9600 Fax: (204) 925-9601 E-Mail: sales@millerenvironmental.mb.ca www.millerwaste.ca	HHW
VEOLIA ENVIRONMENTAL SERVICES	374 Crawford St., South Porcupine, ON P0N 1H0	Tel: (705) 235-3955 www.veolianorthamerica.com	HHW

11.3 STEWARDSHIP ORGANIZATIONS

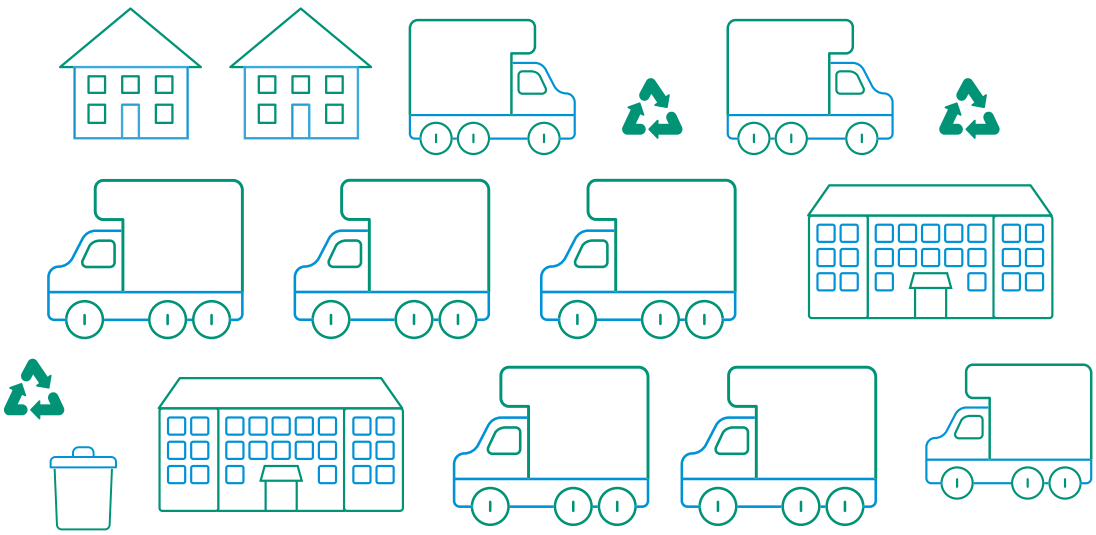
Another option for transporation is contacting a stewardship organization directly. These organizations can help manage the recovery and recycling process for specific materials. They will be able to provide guidance, support and/or funding for your program. Information on these organizations can be found below. Contact them directly using their current contact information on each organization's website. This list can be found in both **Section 5 & 6** of the toolkit.

BACKHAULING

Consider options for back hauling. As material enters your community, investigate options for utilizing empty vehicles to haul materials out. This may be available by road, air or rail. We recommend contacting your local store/supplier or inquire about any construction projects happening in your community.

BACKHAULING OPTIONS:

- Your local Northern Store / North Mart.
  - » **www.northmart.ca**
- Air, road, or rail cargo companies that service your community.
- Construction suppliers and contractors.



12 APPENDICES

APPENDIX 1 – RECYCLING EVENT TASK LIST

PLANNING YOUR RECYCLING EVENT TASK LIST

Use this sheet to designate tasks and keep your event on track.

Nishnawbe Aski Nation

Recycling Council of Ontario

TASK	ASSIGNED TO	DEADLINE	COMMENTS
Build a team			
Determine priority materials for collection			
Research & liaise with recycling service providers/collectors			
Confirm date and time of event			
Determine event location and book event space and permits, if required.			
Source bins, bags, and storage containers for collected materials			
Edit and print bin signage			
Consult with recycling partners to determine sorting of materials			
Recruit and manage volunteers helping with recycling day			
Edit promotional posters, print-off, and post around the community			
Edit informational brochures, print-off, and give to households around the community.			
Co-ordinate promoting the recycling day on community website, social media, and radio channels.			
Gather other equipment required for event			
Co-ordinate storing materials and moving them to storage location			
Manage weighing and taking inventory of materials			
Arrange pick-up with service provider(s)			
Communicate event results with community			
Add your own			
Add your own			

APPENDIX 2 – SAMPLE BIN SIGNAGE

APPENDIX 3 – SAMPLE PROMO POSTER

COMMUNITY NAME

RECYCLING DAY

Join us in helping the environment by bringing your waste materials for recycling!

EVENT DATE AND TIME
LOCATION

WHAT CAN YOU BRING?

HOUSEHOLD RECYCLING

PLASTIC BOTTLES / CARDBOARD / NEWSPAPER / GLASS JARS & BOTTLES / ALUMINUM CANS / STEEL FOOD CANS

[ICONS OF THESE MATERIALS]

PAPER FIBRES

BATTERIES / LIGHTBULBS / AEROSOLS

[ICONS OF THESE MATERIALS]

ELECTRONICS

COMPUTERS / MONITORS / TELEVISIONS / PHONES / ETC.

[ICONS OF THESE MATERIALS]

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Recycling Council of Ontario

This recycling event is operated by the [COMMUNITY NAME] and Nishnawbe Aski Nation, with support from Recycling Council of Ontario.

APPENDIX 4 – RECYCLING EVENT DAY

[COMMUNITY NAME]

RECYCLING EVENT DAY

ABOUT THE RECYCLING DAY

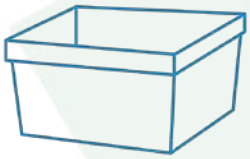
[COMMUNITY NAME] is excited to share that the very first recycling event will be held on [DATE] from [TIME] to [TIME] at [LOCATION].

Please hold onto your recyclables and keep them in a bin separate from garbage until the recycling day. There will be recycling bins available at the event for easy drop-off. To ensure proper recycling, please consider the below tips for preparing and storing your materials for recycling day.

Please refer to the Accepted & Non-Accepted Materials sheet and Recycling Day Poster when preparing for the recycling day.

TIPS FOR PREPARING AND STORING RECYCLABLES

- Keep recyclables loose in a separate bin, clear plastic bag, or thick cardboard box.
- Empty all containers and boxes.
- Breakdown boxes for easier storage and transportation.
- Rinse out any excess food from containers and bottles.



WHAT HAPPENS TO THE RECYCLING?

Once you drop off your recyclables at the recycling event, they will be stored at Wunnumin Lake until being picked up by [SERVICE PROVIDER] and transported to [LOCATION] for recycling.

SPREAD THE WORD!

Help us let the entire community know about the recycling day on [DATE]! Talk to your neighbours, call or text family and friends, put up posters, and share on social media.

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Nishnawbe Aski Nation

[COMMUNITY NAME]

RECYCLING EVENT DAY

WHAT CAN YOU BRING TO THE RECYCLING DAY?

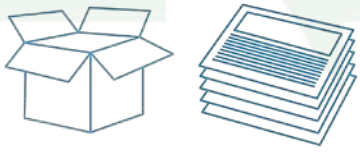
ACCEPTED MATERIALS

CONTAINERS

- Aluminum drink cans (i.e. pop & juice cans)
- Tin food cans (i.e. soup, canned vegetables)
- Plastic bottles #1 clear and transparent green only. No solid colours (water, soft drinks)
- Plastic milk and juice jugs #2 natural or solid
- Juice Boxes and Tetra pack style boxes (Gable Top)

PAPER

- General office paper
- Newspapers and inserts, flyers and junk mail
- Magazines, phone books, household paper, shredded paper and envelopes
- Cardboard egg cartons and paper tubes
- Flattened boxboard i.e. cereal, cracker, tissue, laundry, shoe and packing boxes
- Shredded Office Paper (bagged separate)



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[COMMUNITY NAME]

RECYCLING EVENT DAY

WHAT CAN'T YOU BRING TO THE RECYCLING DAY?

NON-ACCEPTED MATERIALS

- Plastic bags, packaging, and cellophane
- Aluminum foil or foil pie plates
- Foil or foam takeout food containers
- Carbon type paper
- Wax covered cardboard (food or beverage containers)
- Foam packaging, foam egg cartons, or foam meat trays
- Light bulbs, batteries
- Aerosol cans
- Coffee cups
- Propane tanks (hazardous containers)
- Black plastic or solid coloured #1 PET containers
- Non-numbered plastic containers
- Building materials (windows, doors, siding, shingles, etc.)
- Food and other organic materials
- Dishes, pots, pans
- Electronics

Recycling Council of Ontario

Nishnawbe Aski Nation

APPENDIX 5 – SAMPLE DATA INVENTORY & TRACKING SHEET

SAMPLE DATA INVENTORY & TRACKING SHEET

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Recycling Council of Ontario

Community Name: **Date of Event:**

MATERIAL COLLECTED	TOTAL WEIGHT (KG or LBS)	NUMBER OF BAGS / CONTAINERS
METALS		
Aluminum drink cans (i.e. pop & juice cans)		
Tin food cans (i.e. soup, canned vegetables)		
TOTAL METALS	**0.00**	**0**
PLASTICS		
Plastic bottles #1 clear and transparent green only. No solid colours (water, soft drinks)		
Plastic milk and juice jugs #2 natural or solid		
TOTAL PLASTICS	**0.00**	**0**
GLASS		
Glass jars and bottles		
TOTAL GLASS	**0.00**	**0**
FIBRES		
General office paper		
Newspapers and inserts, flyers and junk mail		
Magazines, phone books, household paper, shredded paper and envelopes		
Cardboard egg cartons and paper tubes		
Flattened boxboard i.e. cereal, cracker, tissue, laundry, shoe and packing boxes		
Shredded Office Paper (bagged separate)		
Juice Boxes and Tetra pack style boxes (Gable Top)		
TOTAL FIBRES	**0.00**	**0**
TOTAL RECYCLED	**0.00**	**0**

NOTES:

PREPARED FOR NISHNAWBE-ASKI NATION

COMMUNITY WASTE TOOLKIT

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