

**Guidebook for Creating a  
Municipal Waste Recycling Strategy:  
*Companion Template***

**A Waste Recycling Plan for  
{your municipality here}**

{date}

Prepared with assistance from  
**Waste Diversion Ontario**

## About this CIF Waste Recycling Strategy Template

This Recycling Plan Template is a companion piece to the CIF's *Guidebook for Creating a Municipal Waste Recycling Strategy*. It provides a framework that allows users to take the information collected in the *Guidebook* and shape it into a Waste Recycling Strategy.

The copy prepared in this Template is basic sample text only, and municipalities are invited to edit and add to the copy as they best see fit. Opportunities for customizing the boiler-plate text are indicated by curly brackets, or {}. Text within the brackets indicates the type of information to be entered (e.g., the words "your municipality" appear frequently, which is a suggestion for you to enter the name of your municipality) or where in the Guidebook worksheets the required information is located.

The template also includes highlighted text, like these paragraphs, which are instructions to the strategy writers. These instructions can be removed during the preparation of the Waste Recycling Strategy.

For questions regarding the use of this guide, please visit [www.wdo.ca/cif/index.htm](http://www.wdo.ca/cif/index.htm) or call 519-539-0869

## Table of Contents

[insert table of contents here]

## 1. Introduction

This Waste Recycling Strategy was initiated by {your municipality here} and {worksheet 1, cell A1 if applicable} to develop a plan to increase the efficiency and effectiveness of its/their recycling programs and maximize the amount of blue box material diverted from disposal. Specifically, the purpose of this recycling plan is to {worksheet 1, cell A3}.

{list of municipalities} is/are responsible for managing its residential solid waste. {describe responsibility, see worksheet 1, cell A2}.

{list of municipalities} face a number of waste management challenges, which this Waste Recycling Strategy will help address. In particular, {worksheet 1, cell A4}

This Waste Recycling Strategy was developed with support from {worksheet 1, cell A5} and using the Continuous Investment Fund's *Guidebook for Creating a Municipal Waste Recycling Strategy*.

## 2. Overview of the Planning Process

This Waste Recycling Strategy was prepared through the efforts of {worksheet 2, cell A1}.

{using worksheet 2, cell A2, describe the steps taken to complete the Waste Recycling Plan}

The next steps in this process include:

- {worksheet 2, cell A3}

To ensure the public and local stakeholders were able to participate in the preparation of this Waste Recycling Strategy, {describe the public consultation process or activities at a high level, see worksheet 2, cell A4}. For more details on our public consultation process, see Section 4.

## 3. Study Area

The study area for this Waste Recycling Plan includes {worksheet 3, cell A1}.

This Waste Recycling Plan will address the following sectors:

- {worksheet 3, cell A2}

## 4. Public Consultation Process

The public consultation process followed in the development of this Waste Recycling Strategy consisted of the following activities:

- {list activities – worksheet 4}

Stakeholder groups included in this consultation included:

- {list the types of stakeholder groups included in this consultation, e.g., the public, businesses, government bodies, etc}

The response from the public and stakeholders included {provide a general overview of what the response was during the public consultation process, both positive and negative. If a lot of feedback was received, include a high-level description in this portion, and provide more details in the appendix. Also include if suitable how the feedback was used. For example, did it confirm the planned program, were ideas for recycling options gathered from it, did it change anything, etc}.

## 5. Stated Problem

Management of municipal solid waste, including the diversion of blue box materials, is a key responsibility for all municipal governments in Ontario. The factors that encourage or hinder municipal blue box recycling endeavors can vary greatly and depends on a municipality's size, geographic location and population.

The key drivers that led to the development of this Waste Recycling Strategy include:

- {worksheet 5}

## 6. Goals and Objectives

This Waste Recycling Strategy has identified a number of goals and objectives for {list of municipalities involved}. These are presented below.

Waste Recycling Goals and Objectives	
Goals	Objectives
{see worksheet 6a}	{see worksheet 6a}

{if applicable} This Waste Recycling Strategy has also identified as series of broader community goals to which it can contribute. These broader community goals are presented below.

Community Goals and Objectives	
Goals	Objectives
{see worksheet 6b}	{see worksheet 6b}

## 7. Current Solid Waste Trends, Practices and System and Future Needs

### *Community Characteristics*

In {year}, {your municipality} had a population of {worksheet 7a, cell A1}. The municipality is home to {worksheet 7a, Cell A2} total households or dwellings. Of these, {worksheet 7a, Cell A3} are single-family households and {worksheet 7a, Cell A3} are multi-family households. There are also an additional {worksheet 7a, Cell A4} seasonal dwellings, which are generally occupied during the months of {worksheet 7a, Cell A4}.

### *Current Waste Generation and Diversion*

Currently, {your municipality} generates approximately {worksheet 7b, cell A1} tonnes of residential solid waste per year. Of this, {worksheet 7b, cell A6} tonnes, or {worksheet 7b, cell B6} percent, is diverted through the blue box program. Currently, the most common material recycled is {from worksheet 7b}, while the least is {from worksheet 7b}.

The table below summarizes the current waste generation and blue box diversion rates.

<b>Residential Solid Waste Generated and Diverted through Blue Box</b>		
<b>Residential Waste Stream/Blue Box Material</b>	<b>Tonnes</b>	<b>Percent of Total Waste</b>
Total waste generated	{worksheet 7b, cell A1}	-
Papers (ONP, OMG, OCC, OBB and fine papers)	{worksheet 7b, cell A2}	{worksheet 7b, cell B2}
Metals (aluminum, steel, mixed metal)	{worksheet 7b, cell A3}	{worksheet 7b, cell B3}
Plastics (containers, film, tubs and lids)	{worksheet 7b, cell A4}	{worksheet 7b, cell B4}
Glass	{worksheet 7b, cell A5}	{worksheet 7b, cell B5}
Total Blue Box material currently diverted	{worksheet 7b, cell A6}	{worksheet 7b, cell B6}

As the table below indicates, {your municipality}'s current diversion rate is {above average/average/below average} for its WDO municipal grouping.

<b>Average Blue Box Diversion Rate (year)</b>	
{your municipality}	{worksheet 7b, cell B6}
Municipal Grouping: {worksheet 7a, Cell A5}	{Section 3.7, Table 2, Column A}

### *Potential Waste Diversion*

To estimate {your municipality}'s current waste composition, {indicate if your municipality conducted a waste audit or if the composition was estimated using the approximations from the CIF Waste Recycling Strategy Guidebook}.

A total of approximately {worksheet 7c, cell F5} tonnes of blue box recyclable materials are available for diversion, of which approximately {worksheet 7c, cell H5} tonnes are still currently in the waste stream. Estimates of blue box material available for diversion are listed in the table below.

<b>Current and Potential Diversion</b>			
<b>Material</b>	<b>Total Available in Waste Stream (tonnes/year)</b>	<b>Currently Recycled (tonnes/year)</b>	<b>Potential Increase (tonnes/year)</b>
Papers (ONP, OMG, OCC, OBB and fine papers)	{worksheet 7c, cell F1}	{worksheet 7c, cell G1}	{worksheet 7c, cell H1}
Metals (aluminum, steel, mixed metal)	{worksheet 7c, cell F2}	{worksheet 7c, cell G2}	{worksheet 7c, cell H2}
Plastics (containers, film, tubs and lids)	{worksheet 7c, cell F3}	{worksheet 7c, cell G3}	{worksheet 7c, cell H3}
Glass	{worksheet 7c, cell F4}	{worksheet 7c, cell G4}	{worksheet 7c, cell H4}
<i>Total</i>	{worksheet 7c, cell F5}	{worksheet 7c, cell G5}	{worksheet 7c, cell H5}

Diverting the blue box material remaining in {your municipality}'s waste stream could raise its waste diversion rate to {worksheet 7c, cell I8}.

### *Existing Programs and Services*

Currently, {your municipality} has the following policies and programs in place to manage residential solid waste:

- {worksheet 7d, question 1}

Collection services of regular waste are provided to the residents using {worksheet 7d, question 2}, while recycling services are provided {worksheet 7d, question 2}. Disposal and recycling services are paid for primarily through {worksheet 7d, question 3}. Once recyclable materials have been collected, they are taken to {worksheet 7d, question 4}, located in {worksheet 7d, question 4}.

Upcoming important collection-related milestones that may affect how collection services are administered include:

- {worksheet 7d, question 2}

In {year}, the total net annual recycling costs for {your municipality} was {worksheet 7e, cell A1}. This amounts to \${worksheet 7e, cell A2} per tonne, or \${worksheet 7e, cell A3} per capita. As the table below shows, net annual recycling costs for {your municipality} are {above average/average/below average} for its WDO municipal grouping.

<b>Net Recycling Cost (per tonne per year)</b>	
{your municipality}	{worksheet 7e, cell A2}
Municipal Grouping: {worksheet 7a, Cell A5}	{Section 3.7, Table 2, Column B}

*Anticipated Future Waste Management Needs*

Solid waste generated rates in {your municipality} are expected to {grow/shrink/stay the same} over the next {#} year planning period. The Table below depicts the expected growth rates for solid waste generation and blue box material recovery (based on projected population growth rates).

<b>Anticipated Future Solid Waste Generation Rates and Available Blue Box Material</b>			
	<b>Current Year</b>	<b>{Current Year + 5}</b>	<b>{Current Year + 10}</b>
<b>Population</b>	{worksheet 7f, Cell A1}	{worksheet 7f, Cell B3}	{worksheet 7f, Cell C3}
<b>Total Waste (tonnes)</b>	(Worksheet 7f, Cell B1)	{worksheet 7f, Cell B4}	{worksheet 7f, Cell C4}
<b>Blue Box Material Available (tonnes)</b>	(Worksheet 7f, Cell B2)	{worksheet 7f, Cell B5}	{worksheet 7f, Cell C5}

## 8. Planned Recycling System

### *Overview of Planned Initiatives*

{your municipality} reviewed a number of options for consideration in its Waste Recycling Strategy. The options were then scored based on a series of criteria, which included:

- {worksheet 8}

A summary of the options reviewed and their scoring are provided in Appendix A.

Once scored, the top ranking Waste Recycling Strategy options were organized into Priority Initiatives and Future Initiatives. The estimated cost for implementing the priority initiatives is estimated to be approximately {worksheet 9, cell C11}, while implementation of the future initiatives is estimated at {worksheet 9, cell C16}. The Table below presents the Priority Initiatives and Future Initiatives and their estimated costs. A review of these initiatives and their steps for implementation are reviewed on the following pages.

<b>Priority and Future Initiatives</b>		
<b>Initiatives</b>	<b>Implementation Costs</b>	<b>Operation Costs</b>
<i>Priority Initiatives</i>		
{worksheet 9, column A}	{worksheet 9, column C}	{worksheet 9, column D}
<b><i>Estimated Total Cost (Priority Initiatives)</i></b>	{worksheet 9, column C}	{worksheet 9, column D}
<i>Future Initiatives</i>		
{worksheet 9, column A}	{worksheet 9, column C}	{worksheet 9, column D}
<b><i>Estimated Total Cost (Future Initiatives)</i></b>	{worksheet 9, column C}	{worksheet 9, column D}

### *Priority Initiatives*

[Use this section to review the Priority Initiatives identified using the Waste Recycling Strategy Workbook. The format below can be repeated for each initiative].

Initiative: {worksheet 9}

Overview: {worksheet 8 or information from option sheets}

Implementation: {worksheet 10}

### *Future Initiatives*

[Use this section to review the Future Initiatives identified using the Waste Recycling Strategy Workbook. The format below can be repeated for each initiative].

Initiative: {worksheet 9}

Overview: {worksheet 8 or information from option sheets}

Implementation: {worksheet 10}

### *Contingencies*

Even the best planning can be delayed by a variety of foreseen and unforeseen circumstances. Predicting and including contingencies can help to ensure that these risks are managed for minimum delay. The table below identifies contingencies for possible planning delays.

<b>Waste Recycling strategy Contingencies</b>	
<b>Risk</b>	<b>Contingency</b>
{worksheet 11}	{worksheet 11}

## 9. Monitoring and Reporting

The monitoring and reporting of {your municipality}'s recycling program is considered a Blue Box program fundamental best practice and will be a key component of this Waste Recycling Strategy. Once implementation of the strategy begins, the performance of the Waste Recycling System will be monitored and measured against the baseline established for the current system. Once the results are measured, they will be reported to Council and the public.

The approach for monitoring {your municipality}'s waste recycling program is outlined in the table below.

<b>Recycling System Monitoring</b>		
<b>Monitoring Topic</b>	<b>Monitoring Tool</b>	<b>Frequency</b>
{worksheet 12}	{worksheet 12}	{worksheet 12}

## 10. Conclusion

[The conclusion of your Waste Recycling Strategy should provide a brief recap of the need for the strategy and identify what is to take place next now that the strategy has been prepared. Include any parting messages or key points that you feel is most important for the reader to retain after reviewing the strategy.]

## Appendix A: Waste Recycling Option Scores

Suitable? Y/N	Description of Options/Best Practices  (For more information: <i>More information: Blue Box Program Enhancement and Best Practices Assessment Project Final Report, Volume 1</i> )	Criteria (Score out of 5)						Total Criteria Score
		% Waste Diverted	Proven Results	Reliable Market/ End Use	Economically Feasible	Accessible to Public	Ease of implementation	
<b><i>Promotion and Outreach</i></b>								
	<b>Public Education and Promotion Program</b>							
	<b>Training of Key Program Staff</b>							
<b><i>Collection</i></b>								
	<b>Optimization of Collection Operations</b>							
	<b>Bag Limits</b>							
	<b>Enhancement of Recycling Depots</b>							
	<b>Provision of Free Blue Boxes</b>							
	<b>Collection Frequency</b>							
<b><i>Transfer and Processing</i></b>								
	<b>Optimization of Processing Operations</b>							
<b><i>Partnerships</i></b>								
	<b>Multi-Municipal Collection and Processing of Recyclables</b>							

Suitable? Y/N	Description of Options/Best Practices  (For more information: <i>More information: Blue Box Program Enhancement and Best Practices Assessment Project Final Report, Volume 1</i> )	Criteria (Score out of 5)						Total Criteria Score
		% Waste Diverted	Proven Results	Reliable Market/ End Use	Economically Feasible	Accessible to Public	Ease of implementation	
	<b>Standardized Service Levels and Collaborative Haulage Contracting</b>							
	<b>Intra-Municipal Committee</b>							
<b><i>Additional Research</i></b>								
	<b>Assess Tools and Methods to Maximize Diversion</b>							
<b><i>Administration</i></b>								
	<b>Following Generally Accepted Principles for Effective Procurement and Contract Management</b>							
<b><i>Other Options</i></b>								