

Best Practice Questions for Inclusion in 2009 Municipal Datacall

Note: Responses to questions in bold will be used for purposes of best practice funding in 2011.
Remaining questions solicit supporting details and will not be used to calculate best practice funding.

1. Development and implementation of an up-to-date blue box recycling plan as part of a Waste Diversion System or Integrated Waste Management System	12.5%				
a. Does the municipality have a blue box recycling plan that has been prepared or revised between the years of 2005 and 2009? ¹	NO	--	--	--	YES
b. Title of recycling or waste management plan	Text Box				
c. By-law / Council resolution or board report reference number / link to public document of this plan	Text Box				
d. By-law / Council resolution / board report reference date	Text Box				
e. Does the plan define and establish Blue Box Program goals and objectives that are in line with the overall waste diversion system plan or the overall integrated waste management system?	NO	--	--	--	YES
f. Does the plan set Blue Box diversion targets?	NO	--	--	--	YES
g. What is the Blue Box diversion target for 2009?	Numerical Box				
h. Does the plan require performance monitoring against Blue Box diversion targets?	NO	--	--	--	YES
i. Date of most recent Blue Box recycling plan where performance monitoring is tracked	Numerical Box				
j. Is there a review process (e.g. quarterly, annual reviews) to monitor and evaluate performance against the Blue Box Program goals and objectives stated in the Waste Diversion System Plan or the Integrated Waste Management Plan?	NO	--	--	--	YES
k. Was a monitoring report presented to Council/Committee/board in 2009?	NO	--	--	--	YES
l. Please provide the by-law resolution, committee or board report, or council resolution number of the document or link to public document of this monitoring report	Text Box				
2. Establishing defined performance measures including diversion targets, monitoring objectives and a continuous improvement program	25%				
a. Does your program set defined objectives and targets for recycling programs that are implemented and evaluated within a defined time period, and part of a defined recycling plan? ²	NO	--	--	--	YES
If so, provide the by-law resolution, committee or board report, or council resolution number of the document, or link to public document	Text Box				

¹ Key elements of this plan must include: (1) collection method rationale/ efficiencies (2) processing method rationale/efficiencies (3) promotion and education plan (4) methods of enforcement for diversion policies (5) capture rate targets (6) diversion targets.

² Defined performance measurements include capture rates, participation rates, residue rates, set-out rates, and waste audits/compositions. **Set-out Rate** is the percentage of households that put Blue Boxes (or specified collection containers) out for collection on a given collection cycle. It is calculated by dividing the total number of Blue Boxes set out for collection in the area by the total number of residential units in the area that could possibly have set out a recycling container. **Participation Rate** is the percentage of households that put Blue Boxes (or specified collection containers) out for collection during the study period in the study area. **Capture Rate** is the percent of the total waste stream that is collected in Blue Box collection system. **Residue Rate** is the percent of residual waste left over after Blue Box materials have been processed at the MRF.

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b. Does your program collect specific program data to evaluate the effectiveness of recycling programs before and after implementation?	NO	--	--	--	YES
If so, provide the by-law resolution, committee or board report, or council resolution number of the document, or link to public document	Text Box				
c. Have the results of the monitoring been used to identify and analyze the factors that influence your program's ability to meet established objectives and targets within the years of 2005 to 2009?	NO	--	--	--	YES
3. Multi-municipal planning approach to collection and processing of recyclables					
8.3%					
a. Is your municipality a(n) _____ tiered municipality		Upper	Lower	Single	
b. Does your municipality deliver and/or provide recyclable material collection services jointly with one or more other municipalities through an agreement?	NO	--	--	--	YES
If so, with what municipality(ies) do you share the collection services with? List one example.	Text Box				
If so, provide the agreement, contract, by-law resolution, committee or board report, or council resolution number of the document containing the agreement	Text Box				
c. Does your municipality deliver and/or provide Blue Box recyclable material processing services jointly with one or more other municipalities through an agreement?	NO	--	--	--	YES
If so, with what municipality(ies) do you share the processing services with? List one example.	Text Box				
If so, provide the agreement, contract, by-law resolution, committee or board report, or council resolution number of the document containing the agreement	Text Box				
d. Does your municipality deliver and/or provide Blue Box recyclable material transfer/depot services jointly with one or more other municipalities through an agreement?	NO	--	--	--	YES
If so, with what municipality(ies) do you share the transfer/depot services with? List one example.	Text Box				
If so, provide the agreement, contract, by-law resolution, committee or board report, or council resolution number of the document containing the agreement	Text Box				
e. Does your municipality deliver and/or provide Blue Box material marketing services jointly with one or more other municipalities through an agreement?	NO	--	--	--	YES
If so, with what municipality(ies) do you share the marketing services with? List one example.	Text Box				
If so, provide the agreement, contract, by-law resolution, committee or board report, or council resolution number of the document containing the agreement	Text Box				

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f. Does your municipality deliver and/or provide Blue Box public education services jointly with one or more other municipalities through an agreement?	NO	--	--	--	YES
If so, with what municipality(ies) do you share the public education services with? List one example.	Text Box				
If so, provide the agreement, contract, by-law resolution, committee or board report, or council resolution number of the document containing the agreement	Text Box				
g. If none of these services (collection, processing, depot/transfer, marketing, and promotion and education) are currently being delivered and/or provided jointly with another municipality, has your program synchronized the expiry date of its recycling contract with the recycling contracts of neighbouring municipalities?	NO	--	--	--	YES
h. Has your municipality approached other municipalities about jointly providing recycling (collection, processing, depot/transfer, marketing, and/or promotion and education) services?	NO	--	--	--	YES
If not, provide the By-law/Council resolution reference number and date wherein the other municipality(ies) rejected the concept of providing recycling services jointly with your municipality	Text Box				
4. Optimization of operations in collections and processing by following generally accepted principles (GAP) for effective procurement and contract management	12.5%				
a. Are any of your collection services municipally operated?	NO	--	--	--	YES
If so, has your program conducted a comprehensive assessment of collection inefficiencies within the past two years?	NO	--	--	--	YES
If so, have the recommendations been documented and assessed, or are the recommendations being added to a future collection contract?	NO	--	--	--	YES
Have you worked with, or applied for funding through the Effectiveness and Efficiency Fund or the Continuous Improvement Fund pertaining to collection optimization projects?	NO	--	--	--	YES
Has your municipality undertaken a review of your Blue Box program in relation to the Blue Box Program Enhancement and Best Practices Assessment Project Report?	NO	--	--	--	YES
If so, provide the by-law resolution, committee or board report, or council resolution number of the document containing the review of your Blue Box program	Text Box				
b. Are any of your processing services municipally operated?	NO	--	--	--	YES
If so, has your program conducted a comprehensive assessment of MRF inefficiencies within the past two years?	NO	--	--	--	YES
If so, have the recommendations been documented and assessed, or are the recommendations being added to a future processing contract?	NO	--	--	--	YES
Have you worked with, or applied for funding through the Effectiveness and Efficiency Fund or the Continuous Improvement Fund pertaining to MRF optimization projects?	NO	--	--	--	YES

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Has your municipality undertaken a review of your Blue Box program in relation to the Blue Box Program Enhancement and Best Practices Assessment Project Report?	NO	--	--	--	YES
If so, provide the by-law resolution, committee or board report, or council resolution number of the document	Text Box				
c. Are any of your collection services provided by a contractor?	NO	--	--	--	YES
If so, was your last tender/RFP developed using a recycling tender/procurement tool such as the Stewardship Ontario Model Tender Tool?	NO	--	--	--	YES
If so, provide the tender/RFP number or the council resolution number of the latest tender/RFP successfully issued	Text Box				
If so, provide the award date of the latest RFP successfully tendered using the Stewardship Ontario Model	Numerical Box				
d. Do you own your own collection capital?	NO	--	--	--	YES
If so, have you worked with, or applied for funding through the Effectiveness and Efficiency Fund or the Continuous Improvement Fund pertaining to collection optimization projects?	NO	--	--	--	YES
e. Are any of your processing services provided by a contractor?	NO	--	--	--	YES
If so, was your last tender/RFP developed using a recycling tender/procurement tool such as the Stewardship Ontario Model Tender Tool?	NO	--	--	--	YES
If so, provide the tender/RFP number or the council resolution number of the latest tender/RFP successfully issued	Text Box				
If so, provide the award date of the latest RFP successfully tendered using the Stewardship Ontario Model	Numerical Box				
f. Do you own your own MRF?	NO	--	--	--	YES
If so, have you worked with, or applied for funding through the Effectiveness and Efficiency Fund or the Continuous Improvement Fund pertaining to MRF optimization projects?	NO	--	--	--	YES
5. Training of key program staff in core competencies	8.3%				
a. Within 2007, 2008 and 2009, have staff responsible for blue box recycling attended recycling-specific workshops or courses totaling 4 days or more, individually or collectively?	NO	--	--	--	YES
b. Was the training received from a workshop/course provided by an industry association, post-secondary educational institution or recognized body which, based on successful completion of the course and/or course assessment, offers a certificate of completion or certification?	NO	--	--	--	YES

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c.	Was the course/workshop primarily dedicated to blue box recycling (minimum 50% by content and/or time)?	NO	--	--	--	YES
d.	On the basis of the training profile described in questions 5a through 5c, namely blue box recycling-specific, industry or post secondary level, and certificate based, which of the following areas of training were received.	Check Mark Box (list all) ³				
	If any fields checked: who provided the training? How many days of training were taken by staff collectively? Certificate of training received?	Text Box				
6.	Appropriately planned, designed, and funded promotion and education program	8.3%				
a.	Does your program currently have a communications plan⁴ (either a stand-alone plan or as part of a larger plan document), with identified goals and measurable objectives that is regularly updated ?	NO	--	--	--	YES
b.	Does your plan include a monitoring and evaluation component (an example would be: identification of 'spikes' in recovery or overall annual tonnages coinciding with specific P&E efforts)?	NO	--	--	--	YES
7.	Established and enforced policies that induce waste diversion	25%				
a.	Does your program provide Blue Boxes (or the equivalent) or replacement Blue Boxes (or the equivalent) free of charge, or below cost?	NO	--	--	--	YES
b.	Does your program have <u>any</u> of the following policies in place					
	Bag limits	NO	--	--	--	YES
	Pay As You Throw (PAYT) program	NO	--	--	--	YES
	Garbage collection frequency less than recycling collection frequency	NO	--	--	--	YES
	Recycling incentive program for households that rewards increased recycling, set-out, and participation	NO	--	--	--	YES
	Has your program commenced a reduction in garbage collection frequency or requirement for clear bags in the last year?	NO	--	--	--	YES
	A tag and leave policy for unacceptable blue box (or the equivalent) set-outs?	NO	--	--	--	YES
Total Best Practice Funding Distribution Points		100%				

³ Check mark box will include: broad based training, planning, collection, processing, depot/transfer, material marketing, promotion and education, municipal policy support, data management, contract management, system optimization, other (please specify).

⁴ Key elements of a communications plan must include: (1) a multi-tiered approach to promotion and education which includes radio components, TV, calendars, or website offerings, (2) measurements of the effectiveness of the communications plan, (3) a work plan that will be monitored and revised annually.