



Waste Planning Implementation Guide

Purpose of the Guide

This guide is designed to support businesses throughout the Town of The Blue Mountains (the Town) to identify opportunities to reduce and/or eliminate waste in their operations.

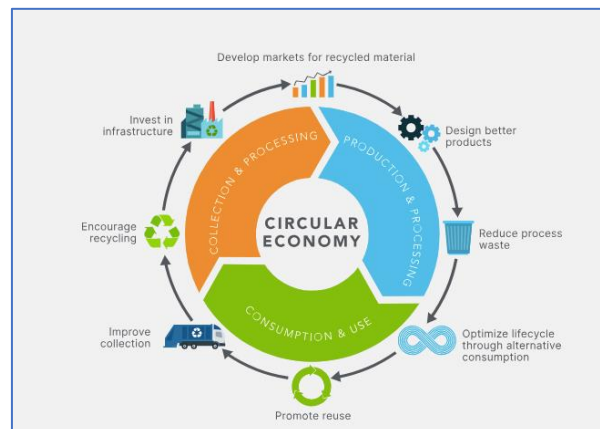
Reducing and eliminating waste supports [The Blue Mountains Future Story](#). This is the Town's foundational plan that outlines its shared direction for the community. The Town's vision and goals are organized into *four Big Moves* and *20 Bold Actions*.

To support the *Big Move: Growing an Innovative and Thriving Community* and its corresponding *Bold Action 14: Develop a Circular Economy Recommendations Report and expand circular economy programming*, this guide is one step in the Town's journey to circularity.

What is a Circular Economy?

The Circular Economy replaces the current linear "take-make-waste" system to one where waste is viewed as a design flaw and is eliminated.

This goal may be achieved through redesign, reuse, repair and recycling of products and materials in interconnected systems, biological cycles, and markets¹.



Circular Economy Definition

The circular economy is a system where materials never become waste and nature is regenerated. In a circular economy, products and materials are kept in circulation through processes like maintenance, reuse, refurbishment, remanufacture, recycling, and composting. The circular economy tackles climate change and other global challenges, like biodiversity loss, waste, and pollution, by decoupling economic activity from the consumption of finite resources.

Ellen MacArthur Foundation

<https://www.ellenmacarthurfoundation.org/topics/circular-economy-introduction/overview>

¹ Canadian Circular Economy Summit 2023; <https://www.circulareconomysummit.ca/what-is-the-circular-economy>



Waste Planning Approach

A waste composition study (or waste audit) is a good first step in understanding the waste being generated in your facility. A waste composition study examines all types of solid waste including garbage, recyclables, and organics.

Once you have a better idea of what is being thrown “away”, you will be able to identify opportunities to reduce and ultimately eliminate waste.

Use the following steps to conduct a visual waste audit and develop a waste reduction strategy.

Step 1: Conduct a visual waste audit.

The attached instructions (Appendix A), waste definitions and data-entry sheets will help guide the process. Be sure to follow the health and safety guidelines.

Step 2: Identify 1 to 2 types of waste that could be reduced or eliminated.

Ask the following questions to help guide the process:

- 1) *Do we need the product in the first place?*
- 2) *Is there an option to purchase something similar with less packaging?*
- 3) *Do my suppliers offer a take back program?*
- 4) *Can this item be reused?*
- 5) *Can it be donated?*
- 6) *Is it recyclable or compostable?*

Step 3: Implement the strategy and measure the results.

Depending on what you decide to focus on, be sure to measure or estimate any outcomes such as cost savings or waste diversion rate. Also take note of outcomes that are difficult to measure but still hold value, such as customer feedback, increased operational efficiencies, or how your donation helped another organization.

Step 4: Share your experience!

The Town would love to learn more about how your business/organization has taken steps to go above and beyond to find circular economy solutions. Email us sustainability@thebluemountains.ca.



The Blue Mountains Circular Services

The Town offers many opportunities for the commercial sector to reduce and divert waste. These services may be beneficial in helping your organization meet its waste reduction goals. They include:

Blue, Grey and Green Carts or Boxes

- Blue = Containers. Glass, metal and plastic containers, aluminum foil and trays and empty metal paint cans.
- Grey = Paper. Cereal boxes, paper, cardboard, boxboard, newspapers, and magazines.
- *Blue and Grey combined are limited to 9-20kg units or 3-260 litre carts.*
- Green = Organics. Food scraps, includes meat, cheese, and bread. All vegetables and fruit. Wood stir sticks.
For more information, [click here](#).
- *Green limited to 5-20kg mini-carts or 2-240 litre medium carts.*

The Dump Emporium

- Bring gently used large items (e.g. large appliances, furniture, exercise equipment, lighting) to the Dump Emporium located at the landfill and recycling depot. For hours of operation and more information, [click here](#).
- Take gently used items (e.g. small appliances & housewares, books, toys, and clothing) to Beaver Valley Outreach (BVO). For more information on what is acceptable, [click here](#).
- The monthly TBM Repair Café also accepts small household items (e.g. sewing machines, bicycles, and lamps). [click here](#).

The Library of Things

- The Library of Things at the Public Library may provide a good alternative to purchasing new equipment. For more information, [click here](#).

Landfill & Recycling Depot

- White rigid styrofoam packaging.
- BVO textile bin.
- Bottles for BVO bin.
- Recyclable materials (paper, cardboard, mixed containers, green waste).
- Chipped brush.
- For more information [click here](#).



Commercial Construction & Deconstruction Waste

- To dispose of mixed construction & deconstruction waste the cost is \$740/tonne.
- Divertible and sorted waste (e.g. clean wood, concrete, scrap metal, shingles & asphalt cost \$110/tonne. Drywall costs \$160/tonne). For more information, [click here](#).

For Example:

Disposal of two tonnes (2,000kg) of unsorted construction / demolition waste would cost \$1,480. If the waste was clean and sorted, the cost would have been \$245, a savings of \$1,235. See below:

Item	Weight	Cost
Clean drywall	250kg	\$ 80.00
Clean wood	500kg	\$ 55.00
Concrete	500kg	\$ 27.50
Scrap metal	250kg	\$ 27.50
Shingles	250kg	\$ 27.50
Asphalt	250kg	\$ 27.50
Sorted waste total weight	2,000kg	\$ 245.00
Cost for 2,000kg of unsorted waste (\$740/mt)		\$ 1,480.00
Cost Savings		\$ 1,235.00



Appendix A – Visual Waste Audit Instructions

Prepare

- Choose a “typical” day to collect the waste samples (garbage, recycling, organics).
- Print the *waste definitions* and *data worksheets*.
- Gather nitrile gloves, safety glasses and protective clothing (coveralls if possible).
- Hand sanitizer.
- Clear garbage bags.
- Clipboards, pencils, erasers, and sharpies.
- Digital scale (Contact [the Town](#) to borrow one).

Visual Waste Audit Instructions

1. Choose a location for the waste audit that is suitable for storing the waste samples and conducting the audit.
2. The day before the audit, line all the bins with clear bags (garbage, recyclables, organics).
3. Organize and store a typical days’ worth of waste from each waste stream (e.g. garbage, recyclables, organics).
4. Label and number the bags to identify the waste streams and their locations.
5. Start the audit by weighing each bag of garbage. Record the weight of the bag on the worksheet.
6. Examine the contents of each bag to estimate the relative percentage of the different types of waste in the bag. Use the waste definitions to identify waste types.
7. Record the percentages on the worksheet.
8. Repeat steps 5, 6 and 7 for the recycling and organics streams.
9. Calculate the waste diversion rate using this formula.
10. You may also use the workbook to calculate it automatically.
11. Use the findings to identify opportunities to reduce and eliminate waste.
See Step 2 of this guide to help inform the process.
12. Contact the Town to review your results and get support to develop a Waste Diversion Plan.
Email us: sustainability@thebluemountains.ca.

$$\frac{(\text{Organics} + \text{Recycling})}{(\text{Organics} + \text{Recycling} + \text{Garbage})} \times 100\% = \text{Waste Diversion Rate}$$