

Solid Waste Tour and Blue Box Transition Education and Training Session

February 7, 2024

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Call to Order

Agenda

1. Presentation (1 hour 15 minutes)
 - a. Opening remarks
 - b. Safety orientation
 - c. Policy and regulatory overview
 - d. Transition plan overview
2. Site Tour (1 hour 10 minutes)
3. Discussion (30 minutes)
 - a. Question and answer
 - b. Motions
 - c. Closing remarks

Safety Orientation

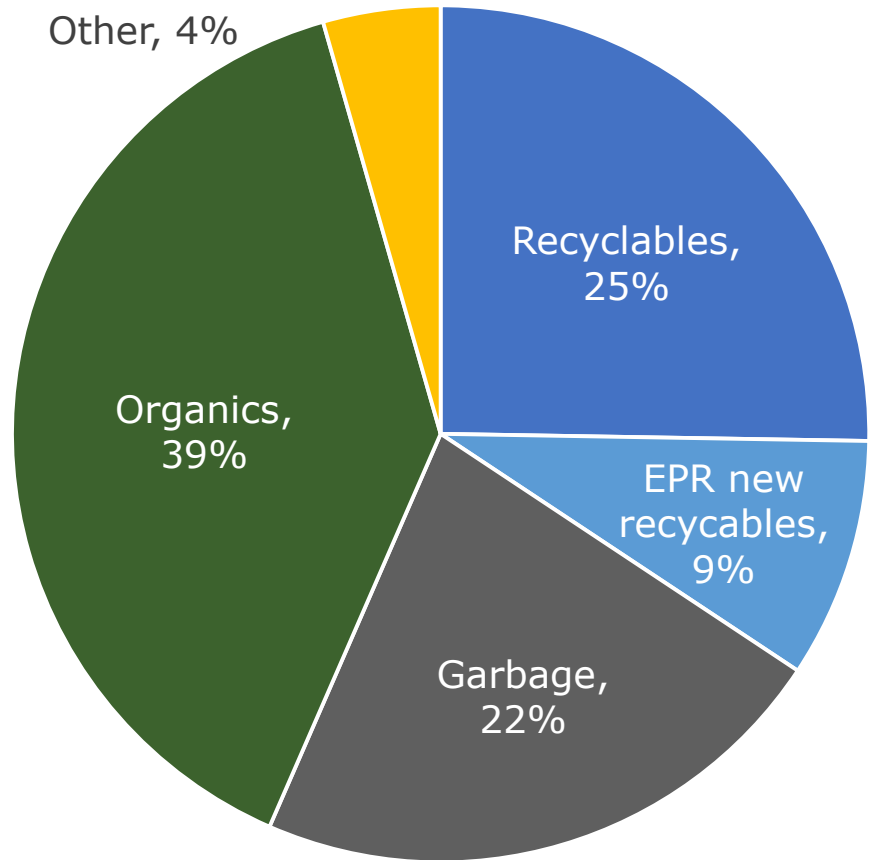
- Washrooms
- Exits
- Muster points
- First aid + AED (Automated External Defibrillator)
- Personal protective equipment
 - **Site:** Hi-vis vest, safety boots or toe caps, safety glasses
 - **MRF:** Above plus bump cap or hard hat

Drawing A-2 Administration Building Floor Plan



Policy and Regulatory Overview

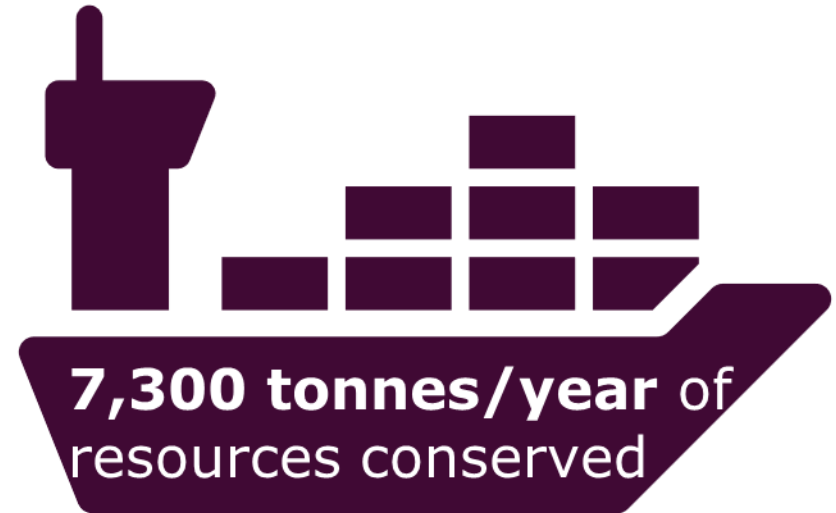
Recycling in Guelph



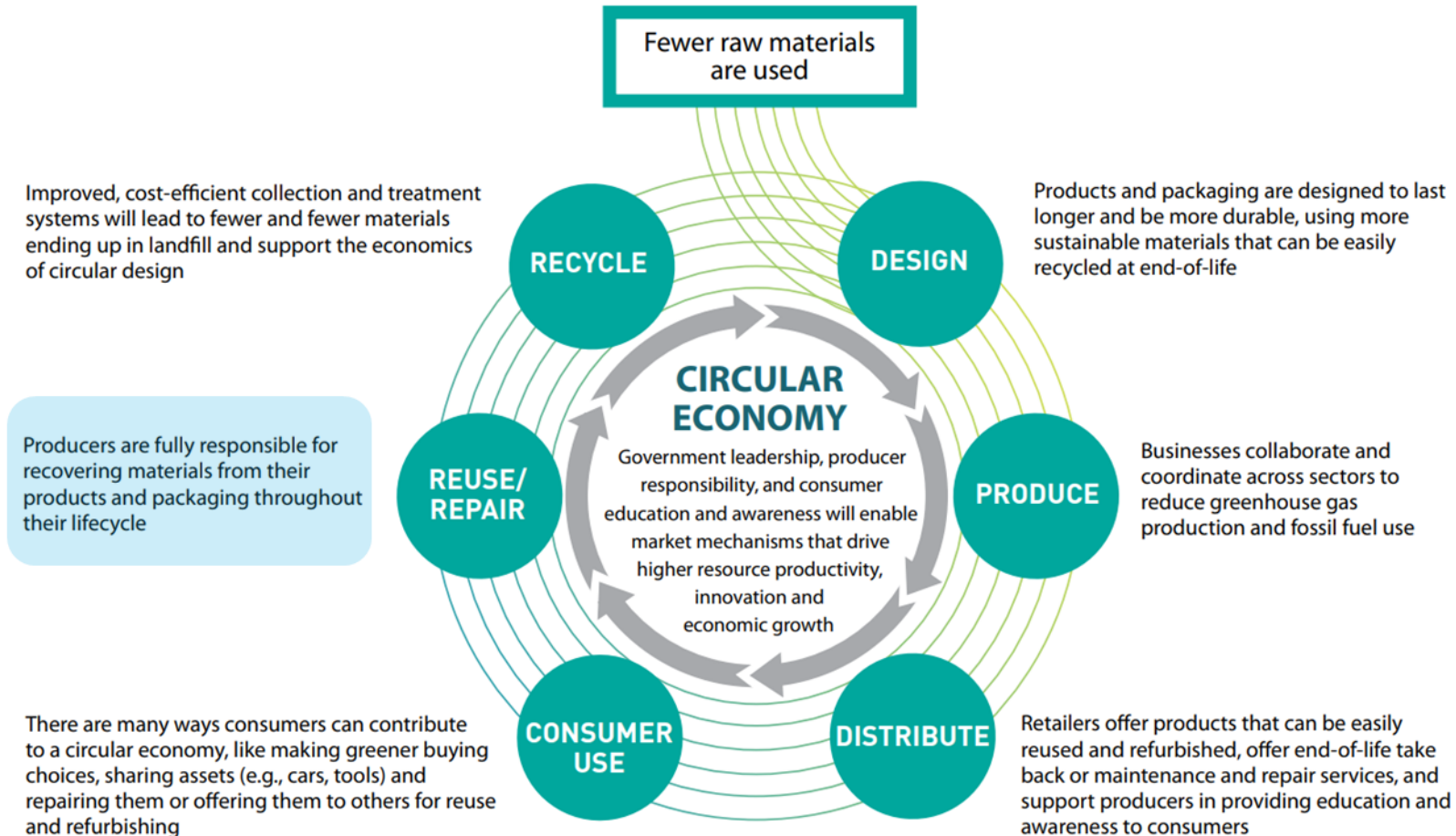
Residential waste profile (all streams)



11,000 tonnes/year collected (all sources)



What is the circular economy?



Shared industry funding (Waste Diversion Act, 2002)



Producer responsibility (Resource Recovery and Circular Economy Act, 2016)



\$2.2M capital and operating savings in MYB

Eligible sources



Single-family homes



Multi-unit residential buildings



Some public spaces



Public & private schools



Non-profit retirement & long-term care homes

Residence = Eligible



Mixed-use properties (e.g., downtown)

Ineligible sources



Industrial or commercial properties



Municipal buildings or facilities (e.g., libraries, arenas)



Not-for-profit organizations (e.g., daycares, places of worship)



Parks and special events

Business = Ineligible

New materials

In 2026, recycling will be **harmonized** across Ontario for the first time

This change could **reduce garbage to landfill by 30%** with proper sorting

Blue is for Recyclables

Do not use bags. Recyclables must be placed loose in blue carts or bins.

Paper

Pizza boxes

Egg cartons

Drink boxes

Cardboard and boxboard

Paper bags

Paper and books

Plastic

Plastic bottles, containers, tubs and lids

Plant pots, trays and flats

Metal and glass

Glass bottles and jars

Metal cans

Aluminum foil, plates and trays

Green is for Organics

Do not use plastic bags. Use certified compostable bags or paper bags only.

COMPOSTABLE
IN INDUSTRIAL FACILITIES
BPI

COMPOSTABLE

House plants and flowers

Fruits and vegetables

Paper towels/tissues

Food scraps and coffee filters

Dairy products

Pet waste

Paper soiled with food

Grain products

Meat and bones

Grey is for Garbage

Clear bags only. Contents can also be loose.

Coffee cups/pods

Plastic straws, cutlery and plastic plates

Plastic toys, ceramic dishes and drinking glasses

Dryer lint, cotton swabs and dental floss

Diapers and hygiene products

Styrofoam packaging

Plastic bags and plastic film

Chip bags/candy wrappers

Take-out drink cups

Non-fluorescent light bulbs

Timeline



Transition Plan Overview

Staff Report 2022-290 Blue Box Update

1. That the City of Guelph does not pursue Circular Materials Ontario's current (as of July 4, 2022) interim contract to perform residence and facility collection of Blue Box materials on Circular Materials Ontario's behalf from January 1, 2025 to December 31, 2025;
2. That the City does not pursue Circular Materials Ontario's Request for Proposals 2022-03 for receiving facilities;
3. That the City does not pursue Circular Materials Ontario's upcoming Request for Proposals for residence and facility collection;
4. That the City does not pursue Circular Materials Ontario's upcoming Requests for Proposals for post-collection facilities;
5. That staff be authorized to negotiate and execute agreements with Producer Responsibility Organizations for other scopes of work related to Blue Box services, if required, to ensure continuity of services to residents, and within existing budget, in each case to the satisfaction of the Deputy Chief Administrative Officer of Infrastructure, Development and Enterprise Services and the City Solicitor

Transition Planning

Staff transition

Service
transition

Customer
service
transition

Communication
and community
engagement

Asset transition

Monitoring and
evaluation

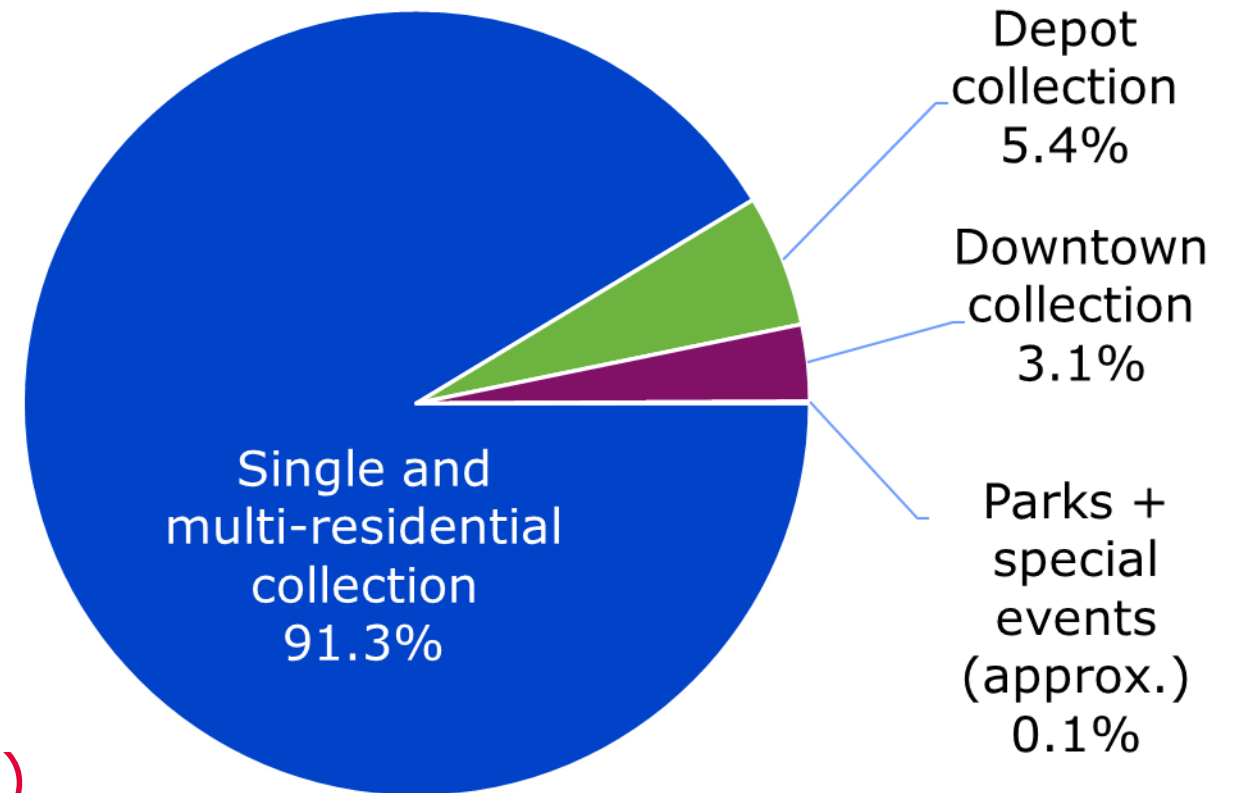
Staff transition

- Ongoing discussion with CUPE
- Align vacancy, attrition/retirement, and growth needs
- Retain talent by maximizing retention of skilled and trained staff
- Maintain business performance up to the transition date



Service transition

- Curbside collection (**Eligible**)
- Multi-residential collection program (**Eligible**)
- Depot collection (**Not required after 2025**)
- Special events (**Ineligible**)
- Parks (**Ineligible**)
- City facilities (**Ineligible**)
- Downtown (**IC&I is ineligible**)



Customer service transition

- Focus on customer experience
- In-person, phone, online
- Service Guelph and Environmental Services - Business Services Division
- “No wrong door” approach, educate and refer to Circular Materials for future



Communication and community engagement

- Key messages
 - Celebrate our leadership and move to circular economy
 - City is no longer operating this service
 - Garbage, organics, and yard waste continue
 - Blue Box service levels stay the same
 - IC&I sector not part of new system
- 2025
 - Focus on **service changes**
 - Timing depends on Circular Materials timelines
- 2026
 - Focus on **materials list changes**

Asset transition

- Buildings
- Stationary equipment
- Mobile equipment
- Containers



Monitoring and evaluation

- Waste composition inspections and audits
- Scales transactions
- Blue Box program performance data from regulator
- Customer service metrics
- Financial performance and budgeting



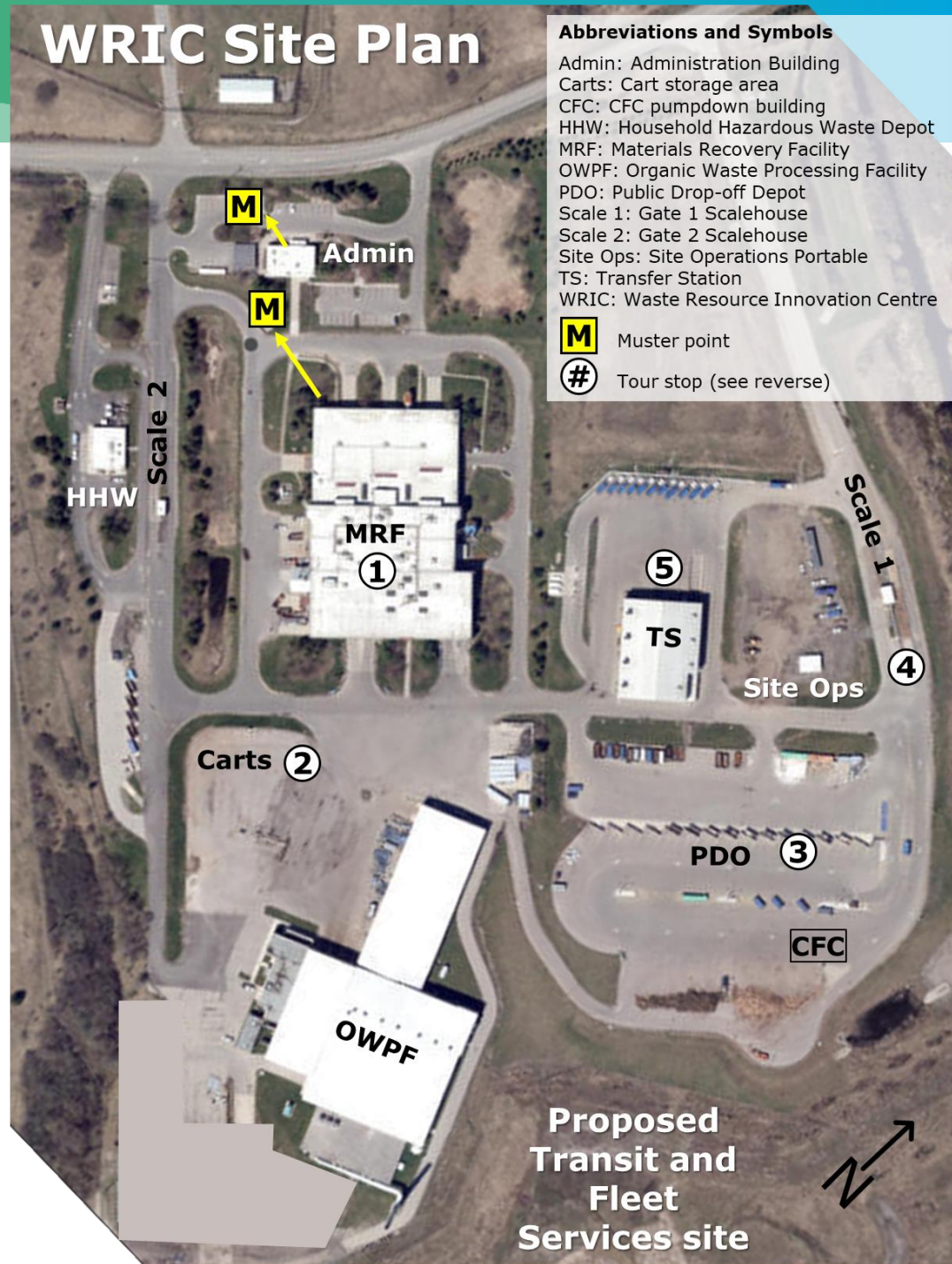
Site tour

WRIC Site Plan

Abbreviations and Symbols

Admin: Administration Building
Carts: Cart storage area
CFC: CFC pumpdown building
HHW: Household Hazardous Waste Depot
MRF: Materials Recovery Facility
OWPF: Organic Waste Processing Facility
PDO: Public Drop-off Depot
Scale 1: Gate 1 Scalehouse
Scale 2: Gate 2 Scalehouse
Site Ops: Site Operations Portable
TS: Transfer Station
WRIC: Waste Resource Innovation Centre

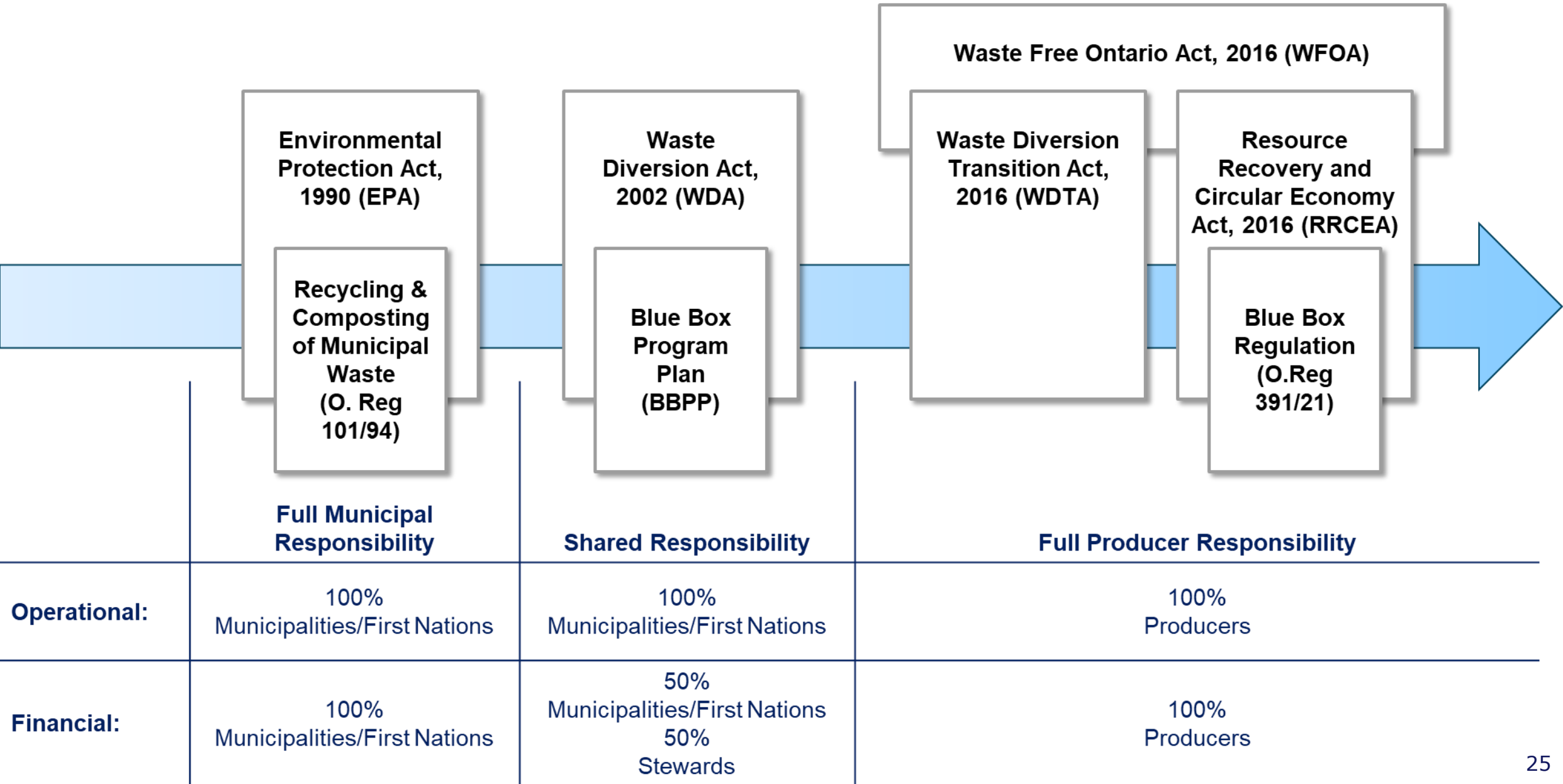
M Muster point
Tour stop (see reverse)



Next steps

- April 17 – Downtown Infrastructure Renewal Project workshop
- June 4 Committee of the Whole – Staff Reports from Solid Waste Resources and Engineering
- Please coordinate additional requests for engagement through the DCAO's office

Appendix



Common Collection System Administrator:



Processing only:



Current Blue Box Materials

All of these:

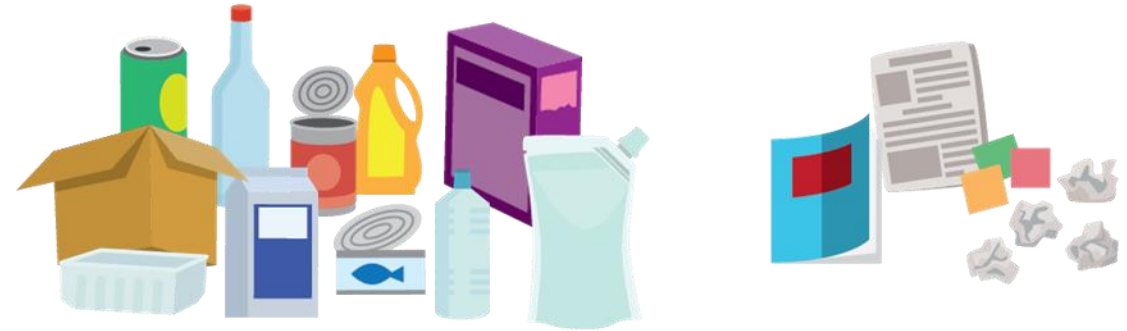


At least two of these:



Harmonized, expanded list (2026)

Packaging, Paper Products, & Packaging-like products:



✓ Typical “blue box packaging” items, made of paper, glass, metal or plastic

✓ Printed and un-printed paper (newspaper, magazines, flyers, office paper)

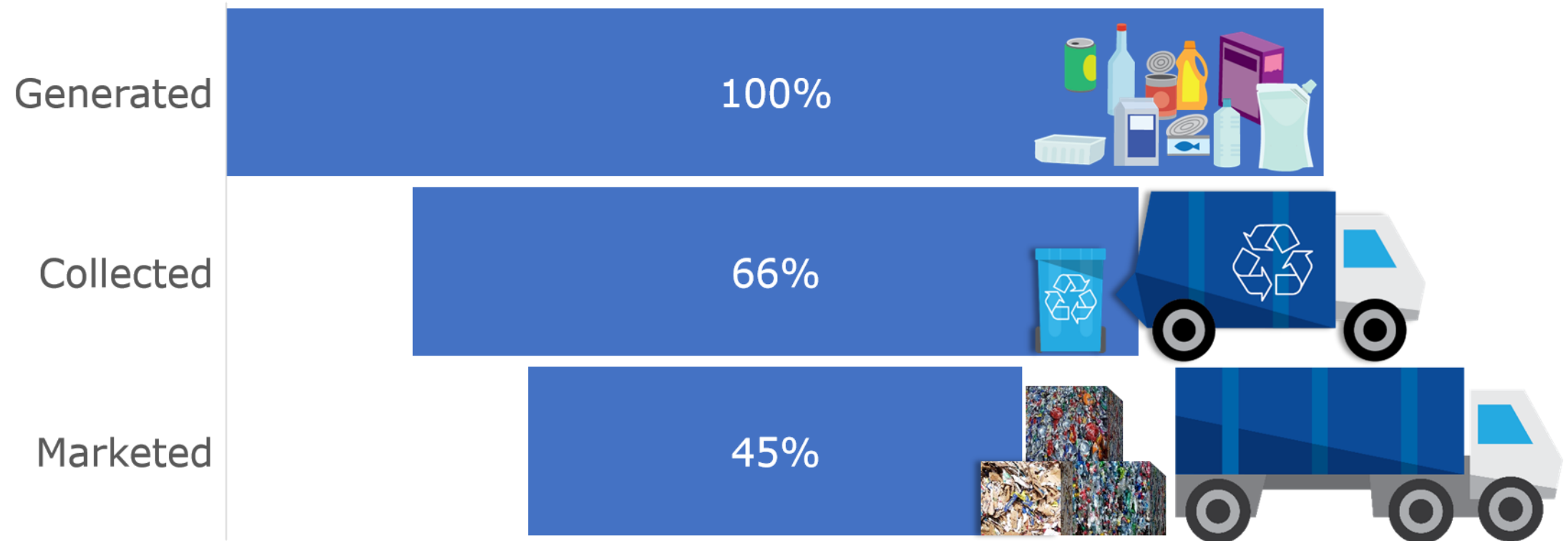


✓ Single-use products used for consumption (e.g., straws, cutlery, plates, coffee cups)



✓ Single-use products used for containment (e.g., aluminum foil, plastic bag)

Recovery of residential recyclables in Guelph



Multi-year Budget Impact

Budget Adjustments 2021/2022	Operating	Capital	Total
Watson Projected Capital Cost Savings (in comparison with status quo)	-	\$400,000	-
2022 budget adjustment to reflect operational efficiencies	\$154,300	-	-
Budget Adjustments 2025-2027	-	-	-
Blue Box Revenue Impacts	-	-	-
Grant	\$1,712,000	-	-
Sale of Goods (Recyclables)	\$680,000	-	-
Blue Box Expense Impacts	-	-	-
MRF Related 2025	\$3,126,378	-	-
MRF Related 2026	\$61,450	-	-
MRF Related 2027	\$64,680	-	-
Fleet Adjustments (included in 2024-2027 MYB Process)	\$778,699	-	-
Net Blue Box Savings	\$1,793,507	\$400,000	\$2,193,507

Operating Budget Retained - Interim Collections / Maintenance Facility	Operating	Capital	Total
Expenses for Interim Collections Operations - 2025	\$326,110	-	-
Expenses for Interim Collections Operations - 2026	\$17,830	-	-
Expenses for Interim Collections Operations - 2027	\$20,230	-	-
Total	\$364,170	-	\$364,170