



Purpose:

Due to the diverse nature of operations undertaken by Zorra Township, a wide variety of wastes are produced and collected. The Township has a duty to ensure that all of these wastes are disposed of responsibly. The purpose of this policy is to set the standards and expectations for waste management practices at all Township facilities and in relevant operations to maximize diversion from landfills. Modern offices and work spaces generate significant waste daily, much of which can be avoided with the right intervention and education amongst staff and guests of the facilities.

This policy applies to all facilities and locations owned or leased by Zorra Township and aligns with the strategic priorities of being a sustainable community, and striving for corporate excellence. All associates and departments of the organization and its partners shall understand, respect, implement and promote this policy.

Definitions:

“Circular economy” – aims to eliminate waste and maximize value throughout lifecycle of products and packaging by maximizing use and finding value even after its end of life

“Hazardous Waste” – waste that when present in quantities and concentrations high enough, pose a threat to human health and the environment if they are improperly stored, transported, treated or disposed

“Infrastructure assessment” – an assessment of the existing waste management infrastructure in facilities and in the Township which determines whether enough measures are in place and whether they are working as intended

“Organic waste” – material that is biodegradable and comes from either a plant or an animal, including food waste, garden waste, untreated wood and paper products

“Waste assessment” – an assessment of the types of materials used, reused, and discarded, amount and type of waste created and how, and the amount of recyclables separated from organic waste

“Waste audit” – a more thorough assessment involving collecting, sorting and weighing waste over a set period of time to ascertain details surrounding the existing baseline of waste produced, diversion measures in place, and where improvement can be made

“Waste disposal” – garbage collected which ends up in landfills or incinerated, leading to GHG emissions, air pollution, land disturbance and water pollution

“Waste diversion” – aims to minimize amount of material sent to landfill by finding alternative uses or recycling opportunities



“Waste hierarchical approach” – the top-down order of best waste management practices, starting at reducing waste production at the source, reusing assets as opposed to disposing of them, and finally recycling those that cannot be reused as a final diversion method.

Policy:

The Township will adopt the principles of the “best practicable environmental option” in the delivery of its services and the management of its waste products. The Township will apply a ‘waste hierarchical approach’, to reduce waste generation, and reuse and recycle materials in preference to the disposal of waste in landfills.

For difficult waste streams, the Township shall continue to develop partnerships and consider new research and methods to best handle these safely and securely.

There is a legal requirement for all who produce, keep or dispose of waste of any type to comply with the various regulations and the Canadian Environmental Protection Act. The Township acknowledges the importance of meeting or exceeding these requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximize reuse and recycling where possible.

The following shall provide information and procedures for staff to refer to as the minimum standards for waste management for the Township, its facilities and operations.

1. General Guidelines

1) Waste handling and storage

The Township shall handle and store waste in a manner that prevents pollution and environmental harm. Waste must be stored securely, labelled appropriately, and segregated as necessary to prevent cross-contamination.

2) Waste Collection

When transferring waste to external parties, the Township shall ensure that all waste carriers are registered and authorised to handle the specific type of waste being transported to help prevent illegal waste disposal.

Zorra Township currently receives their waste collection service from Oxford County, as of 2025. Starting in 2026, Oxford County’s services shall change, and the Township will be required to fill out an online registration form to continue receiving curbside service for recyclable materials.

Beginning on May 1, 2027, Zorra’s garbage collection will switch to a six-day collection schedule instead of the current weekly collection, and green bins for organics will be



provided with the new organics program. This policy shall be reviewed at the time that these changes come into effect for further details.

2. Reduce

Township facility waste production and disposal shall be reduced by:

- 1) Centralized Waste Receptacles
 - i) The Township will encourage the only waste receptacles available to be placed in communal spaces and high-traffic areas within municipal facilities, such as lobbies, lunchrooms, and main intersections to reduce the amount of waste receptacles and encourage more mindful disposal.
 - ii) For arenas and public-use facilities, garbage and recycling bins shall be appropriately placed in parking lots, next to bleachers and stands, by concessionaires, and in other public spaces.
 - iii) Garbage receptacles in individual offices and meeting rooms shall be phased out to decrease the amount of waste that is produced by individuals throughout the day and allow for easier tracking of waste production.
- 2) Township staff will endeavor to reduce the amount of material consumed in the regular execution of job-related tasks, as well as in the day-to-day going abouts of their responsibilities. This includes but is not limited to:
 - i) Going paperless wherever possible through digital solutions
 - ii) Printing all necessary documents double-sided to cut paper use in half
 - iii) Printing in black and white whenever possible

3. Reuse

- 1) The Township will integrate a Reusable Office Supply Program so, wherever possible, Township staff shall reuse materials and lightly used office supplies to cut down on duplication of tools and equipment amongst staff. This includes supplies which can reasonably be shared within the workplace. General office supplies can be found in the supply room of the main office, and shall be returned there upon fulfilling their purpose, for continued use by others. The arenas and public works buildings have their own sets of supplies as well.
- 2) Reusable dishes and cutlery shall be available in all Township facility lunch/break rooms to remove the need for single use kitchen supplies, most of which are destined for landfill.

4. Recycling

- 1) The Township will take every measure to maximize the amount of recyclable materials and waste that are properly cleaned and sorted. Recyclables with leftover food or organic waste



should be rinsed prior to recycling to ensure the maximum amount of this material is diverted from landfills. Recycling bins shall be available with adequate signage at all facilities and will be paired with a garbage bin and/or organics disposal bin to avoid cross-contamination.

- 2) Proper signage will be provided within facilities along with recycling bins for staff and public reference of what goes in which bin. These signs will identify the most common and relevant items being disposed of within the facilities to reduce confusion and unnecessary information for users
- 3) Recycling shall be collected at facilities and from parks and placed in large recycling bins available at the arenas. Pick up schedules vary by facility and season, and may be done biweekly, monthly, or scheduled more frequently in the summer months (these details may change depending on Oxford County's recycling program in 2026)

5. Organics

The Township shall make every effort to properly dispose of organic waste and separate it from other waste streams to avoid contamination of viable recycling and reduce our contribution to landfills. Organics include food scraps, paper towels and napkins, coffee rinds and tea bags, and certain types of compostable plates or cutlery.

- 1) Each facility shall be equipped with organic waste disposal receptacles in the lunch areas and/or a green cone outside in which organic matter is to be taken and disposed of.
- 2) Lunchroom green bins shall be regularly maintained and once full or at the end of the work week, whichever comes first, shall be emptied into the corresponding green cone where it can be properly broken down and diverted from the landfill.
- 3) In the absence of an organics disposal program, the Township shall make every effort to avoid organics being disposed of along with regular garbage or recycling which can result in additional GHG emissions and contamination of otherwise recoverable materials.

As of May 2027, Zorra Township shall be receiving organics collection services for the first time through Oxford County. This section of the policy shall be revisited and updated upon the establishment of Oxford County's Green Bin Program.

6. Electronics

E-waste consists of unwanted electronic devices and equipment, including but not limited to:

- Computers/laptops
- Smartphones
- Tablets
- Printers
- Cameras
- TVs



- Cables
- Fluorescent lights

These waste products contain toxins such as mercury, lead, cadmium, beryllium, and arsenic which can be harmful to humans and the environment if not properly disposed of. Additionally, these items contain valuable materials such as steel, glass, copper, aluminum, iron, and precious metals which can be recovered and turned into new products.

The Township will responsibly handle the reduction and recycling of e-waste to ensure that hazardous materials are not exposed to the environment, and valuable materials are extracted for reuse. Electronics for disposal shall be brought to the Township main office twice per year, or as needed, and taken to a facility capable of processing the items safely and properly. Staff will ensure all personal or confidential information is deleted prior to recycling or disposing of electronics.

7. Hazardous Waste

All staff associated with the keeping, treating, handling or disposing of hazardous waste are to ensure compliance with WHMIS and Health & Safety procedures.

1) Batteries

This internal procedure dictates how used batteries will be handled by the Township in a safe and proper manner. Used batteries will be inspected and stored together in a non-conductive container with their terminals (+/-) taped to avoid possible short circuit. These batteries will then be counted and properly disposed of at a registered battery disposal facility at the end of each quarter. Quarterly disposal of batteries ensures that batteries are not stored in Township facilities for longer than necessary, as recommended disposal timeline is every 3 months.

For damaged, defective, or recalled (DDR) batteries, extra care should be taken to avoid hazard. These batteries shall be placed in individual plastic bags for storage and kept away from metal, electronics and sources of heat.

2) Chemicals

Chemicals could include solvents, pesticides or heavy metals which can pose serious health risks and require special handling to avoid accidents or contamination.

Staff should refer to the safety data sheet (SDS) provided by the health and safety committee to categorize the chemical as hazardous or non-hazardous and then ensuring it is stored safely accordingly. Proper storage of chemicals in appropriate and clearly labeled containers is crucial while waiting for disposal.



For disposal of chemicals, the Township shall ensure they are properly stored and taken to or collected by a specialized disposal facility which is equipped to handle hazardous material and chemicals.

8. Rental Halls/Events

Rental halls and public events hosted at Township facilities have the potential to generate significant waste of multiple streams which falls outside of the direct control of staff. At this time, Township facilities are unstaffed for most private events, and waste management is the responsibility of the user groups and event holders.

- i) Waste receptacles shall be available at all event spaces and will be present in high-traffic, high-visibility areas for use by rental groups – additional garbage and recycling bins shall be provided for higher volume events
- ii) A minimum of one bin and bag is available for all rentals – renters are responsible for tying up waste bags and any waste generated in excess of the bin provided must be taken with them after the event has concluded
- iii) Locations will be defined to store full bags of material during the event, if needed
- iv) Staff or operators shall take garbage out within 12 hours (next available shift)
- v) Staff will be aware of event waste management procedures to respond to questions prior to events and help facilitate proper diversion where possible.

9. Parks and Trails

Parks and trails shall be outfitted with garbage and recycling bins in high-traffic areas such as the parking lot or at trail start/end points, and all stand-alone waste bins will be partnered with a recycling bin to assist with proper waste diversion. These additional recycling bins will be added in a phased approach, along with earth bins across parks.

During routine inspections and waste collection, as per the service level standards, visible waste along parks or trails shall be collected and properly disposed of upon discovery to discourage additional littering in public spaces.

Waste collection from parks and trails shall be conducted at time of inspection or other regular maintenance activities, or as needed should further demand arise.

10. Dog Park

Township dog parks shall be outfitted with an in-ground dog waste receptacle to ensure proper disposal of waste and separation from other waste streams to limit contamination. Corresponding signage will be erected at outdoor spaces to inform residents and aid in proper compliance and disposal of pet waste.



If other parks are popular for dog owners and see an increase in dog waste, the need for future in-ground receptacles shall be considered at that time.

11. Procurement

Along with regular procurement policies and procedures, staff will endeavor to reduce the waste associated with the purchasing of products and services to support a circular economy wherever feasible, including but not limited to:

- i) Buying items in bulk, or that include less packaging
- ii) Buying from vendors who offer sustainable products, reduced packaging, products made from recycled materials, and products that are more durable or higher quality
- iii) Vendors who commit to low-waste production or who have their own waste reduction policy or standards

12. Waste Assessments and Audits

1) Infrastructure Assessments

An infrastructure assessment shall be conducted once every 4 years in order to assess the current status and growing need for waste management-related infrastructure in the Township. With the development of new facilities, parks and recreation facilities, and other municipal services, the need for expanded waste infrastructure in and around municipal property will grow as well. These assessments seek to accomplish the following:

- i) Get an accurate idea of what measures are in place across all facilities and major locations
- ii) Establish inventory and condition of existing waste management infrastructure
- iii) Where is infrastructure lacking, ineffective or non-existent
- iv) Are there solutions in place for all waste streams generated at a particular facility

2) Waste assessments

Waste assessments shall be conducted at Township facilities to ascertain important information about the current waste management protocols and effectiveness, at a high level. These assessments shall be conducted every 2 years and shall seek to ascertain the following:

- i) What materials are being used by different facilities
- ii) What type of waste is generated and how
- iii) What materials are reused
- iv) What materials are discarded
- v) Are recycled and compostable material separated
- vi) Are there any existing waste reduction efforts in place
- vii) What percentage of items are purchased containing recycled materials



3) Waste Audits

Waste Audits are more in-depth than assessments and shall be conducted once every 3-4 years to gain an accurate picture of the state of the organization's waste management. These audits may be conducted by staff or by a third party, and involve:

- i) Making a list of the most common types of waste produced at the facilities
- ii) Setting a time (typically over the course of a week) outside of busy periods to get an accurate depiction of the average waste production of the facilities
- iii) Analyse the site to keep track of how many bags are thrown away each day, how often are internal bins emptied? Where is all the waste stored? Are some bins being used more than others?
- iv) Weighing and sorting the waste, taking note of items that have been improperly disposed of or contaminated – this helps determine if additional bins are required, and improve recommendations
- v) Analysing the data to figure out volume of waste produced in each predetermined categories and identify areas of improvement based on recurring mistakes
- vi) Using the findings to implement changes that should have measurable results that can be compared for the next assessment/audit

13. Staff engagement

Waste management and reduction is the responsibility of all staff and Township personnel regardless of their role or where they work. Mindfulness and education go hand in hand, making information provision an important step in mitigating unnecessary waste. As such, the following shall be provided to staff at regular intervals:

- i) Quarterly lunch and learns shall be provided to educate staff on the intricacies and importance of waste management at work, as well as general practices that can be applied at or outside of the work environment.
- ii) Signage will be available in shared spaces such as the lunchroom to remind and inform staff
- iii) A green team shall be established, made up of staff volunteers from different workplaces who will facilitate changes where necessary and work to reduce organizational waste production. The green team will address issues pertaining to waste management, as well as sustainability and green initiatives which all contribute to the Township's environmental strategic goals

Next Revision Date

This policy shall be reviewed every 2 years.

The next revision date is June 2027.



Policy: Township Internal Waste Management

No.: 700-09

Section: Facilities

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Accessible Formats

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