

 The Corporation of the Town of Oakville PROCEDURE Towards Zero Waste Procedure	Procedure Number EN-GEN-001-004	Page: 1 of 2
	Parent Policy No.: EN-GEN-001-004 Author: Environmental Policy Department Authority: CAO	
Section: Environment Sub-Section: General	Effective Date: 2011 May 02	Replaces/Last Modified: 2015 September
	Review by Date: 2020	

Purpose Statement

The purpose of this procedure is to achieve continuous waste reduction and diversion improvements across town facilities and events taking place on town property.

Scope

This procedure applies to the town's waste reduction and diversion efforts for all town staff and residents at all town facilities and events on town property.

Procedure

All town staff shall refer to the guidelines set out in the town's *Towards Zero Waste Work Plan*, Appendix A, for information on: waste collection; diversion; and reduction. The *TZW Work Plan* lays out specific zero waste goals and actions related to paper reduction strategies, cafeteria and catering services, hazardous waste collection, bottled water restrictions and town events.

All events taking place on town property are expected to be planned with a zero waste approach. Town staff planning events on town property must adhere to the guidelines included in Section 4 of the *TZW Procedure User Guide*. Community and sporting groups planning events on town property must adhere to the guidelines listed throughout the towns current *Special Events User Guide and Litter By-Law* attached as Appendix B and C respectively.

Combined, these procedural documents will enable town staff and residents to make the

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appropriate decisions to advance the town's progress towards zero waste.

References and Related Documents

1. Environmental Sustainability Policy - EN-GEN-001
2. Sustainable Purchasing Procedure - EN-GEN-001-002
3. Towards Zero Waste Work Plan
4. Special Events User Guide
5. Litter By-Law, 2011 - 045

Responsibilities

All Departments/Staff are required to comply with the Towards Zero Waste Procedure and User Guide.

The Environmental Policy Department is responsible to promote, educate, track, evaluate and report on the implementation of the procedure, as well as to maintain the *Towards Zero Waste Procedure User Guide* and staff portico site.

Definitions

Towards Zero Waste: represents the concept that an organization can reduce, re-use, compost or recycle all of its waste, so that virtually no waste is produced for landfill disposal.

Waste reduction: limiting all unnecessary purchases and packaging, reducing the amount of garbage, recyclables and compostables being generated through town operations.

Waste diversion: separating waste into one of the available waste streams, recycling, composting or garbage.

Town facility: for the purposes of this by-law includes, but is not limited to, all lands, buildings or structures owned or operated by or on behalf of the town

Town event: includes all departmental celebrations, town meetings, functions, festivals and conferences held on town property or organized by the town.

Appendices

Appendix A: Toward Zero Waste Work Plan

Appendix B: Special Event's User Guide

Appendix C: Litter By-Law, 2011-045