



OAKVILLE

## REPORT

COMMUNITY SERVICES COMMITTEE

MEETING DATE: NOVEMBER 7, 2016

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**FROM:** Environmental Policy Department

**DATE:** October 17, 2016

**SUBJECT:** Environmental Sustainability Status Report

**LOCATION:** Town wide

**WARD:** Town wide

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### RECOMMENDATION:

1. That the Environmental Sustainability Policy, EN-GEN-001, Status Report from the Environmental Policy department, dated October 17, 2016, be received;
2. That staff be authorized to single source the 2016 and 2017 purchases of three (3) Tymco brand, model DST-6 regenerative (waterless, dustless) type street sweepers with the authorized dealer, The Equipment Specialist Inc., of Hamilton, ON.

### KEY FACTS:

The following are key points for consideration with respect to this report:

- The Council-approved Environmental Sustainability Policy, EN-GEN-001, and its related procedures and programs have served to significantly improve the environmental sustainability of town operations.
- Staff continue to support, monitor and continuously improve upon the implementation of these environmental initiatives.
- Town harbours underwent a Clean Marine environmental audit on August 31, 2016, graduating to a Platinum Clean Marine Eco-rating as only the second harbour in Ontario to achieve this high designation. Town staff will be launching Peer to Pier, a public education program in spring 2017 to further support the implementation of Clean Marine initiatives on Lake Ontario.
- Continued improvements have been realized in the implementation of the Green Fleet Procedure. Recommendations are proposed for a dustless waterless street sweeper standard based on a comprehensive review by staff along with sole source purchase based on environmental and operational performance and cost evaluation as detailed in the report.
- Environmental Policy works in partnership with all departments to ensure the environmental corporate policies and procedures are practical, implementable and produce measurable results. Each procedure includes an

outreach and education component with annual celebration during Waste Reduction Week, the Health and Wellness Fair and throughout Earth Week.

**BACKGROUND:**

The town strives to be a leader in environmental sustainability and has demonstrated this through effective actions and continuous improvements.

Oakville was named one of Canada's Greenest Employers for 2015. This special designation recognized employers leading the nation in their commitment to environmental sustainability by creating a corporate culture of environmental awareness and actions. Launched in 2007, the Canada's Greenest Employers Award is part of the Canada's Top 100 Employers competition conducted by Mediacorp Canada.

An overview of the Environmental Sustainability Policy, EN-GEN-001 and related procedures follows with the specific policy and procedures provided in the appendices.

**Environmental Sustainability Policy, EN-GEN-001**

As this [policy](#), attached as Appendix A, closely relates to the Environmental Strategic Plan (ESP), it was updated in 2015 on the five year policy review cycle to reflect the 2011 ESP. The policy wording now integrates the 2011 ESP goals and guiding principles. In addition the list of references and related documents was expanded to include the growing number of environmental policy documents.

**Sustainable Purchasing Procedure (SPP), EN-GEN-001-002**

This procedure supports purchasing of environmentally preferred products (goods and services) with a lesser or reduced effect on human health and the environment when compared with other goods and services that serve a similar purpose. The SPP was reviewed and received by Council in 2009 and updated in 2015 to consolidate the previous seven goals into four. All town purchasing decisions shall consider: making efficient use of all resources; minimizing waste; minimizing toxicity; and incorporating climate change considerations. This updated procedure is attached as Appendix B.

It is important to note, the [Purchasing By-law, 2014-113](#) was amended in 2010 to include the goals of the SPP as Schedule J of the by-law.

**Towards Zero Waste (TZW) Procedure, EN-GEN-001-004**

This procedure supports continuous improvements to town operations and events to move towards zero waste (TZW). This procedure was reviewed and received by Council in April 2011 and was updated in September 2015 to reflect progress and

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require higher standards for waste reduction and diversion. The updated procedure is attached as Appendix C.

Important achievements now integrated in the updated procedure include the Litter By-law 2011-045 that makes it an offense to contaminate recycling collections; the Special Events User Guide that has been improved over the years to require and/or promote organizers to support TZW efforts at community events on town lands and at private functions; and, the results of the annual facility waste audits.

Council endorsed the town's 'Fresh from the Faucet' program in 2009 and endorsed the Blue Water Community and Blue Dot programs in 2015. These programs encourage the phase out of bottled water, and support improving access to municipal water and the right to a healthy environment. Key community initiatives include the Water Bar Lending Program, the Blue W business/community program, and community outreach and education.

Progress on TZW is reported annually and results reflect continuous improvement to significantly avoid, reduce and divert waste created at town facilities, throughout town operations and at community events. The TZW Procedure is implemented through annual waste audits and associated work plans.

### **Clean Marine Program**

The town's participation in the Clean Marine program was approved by Council in 2006. Clean Marine is run by the Ontario Marine Association and involves an independent third party environmental audit of harbour operations every four years. The town has been working diligently to implement programs designed to achieve continuous improvements in:

- Promoting good environmental practices
- Implementing the town's TZW and Sustainable Purchasing Procedures. Implementing an extensive recycling program for Harbour related materials
- Eliminating the release of contaminants to the water, both directly and indirectly
- Minimizing the release of pollutants to the atmosphere and avoiding contamination of the ground and water
- Optimizing energy and water conservation
- Conforming to the requirements of all relevant legislation.

In its June 2012 audit, the town's harbours achieved a Diamond Anchor Eco-rating, making it the first municipal marina in Ontario to achieve this level of excellence. Due to this accomplishment the town received the Canadian Safe Boating Association's Safeguarding the Environment Award presented to Council in 2014.

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### **Sustainable Green Fleet Procedure, EN-GEN-001-001**

The Sustainable Green Fleet procedure, Appendix D, implemented in 2009, supports the town achieving a 'green fleet' that optimizes efficiency in ways such as, mode of travel, fuel types, route planning, fleet operation, and vehicle size. A green fleet increases the use of alternative fuels and sustainable technologies. The Sustainable Green Fleet procedure has been implemented through partnerships with the departments Roads and Works Operations, Fire, Parks and Open Space and Human Resources.

### **COMMENT/OPTIONS:**

Environmental leadership, one of Council's Strategic Goals, continues to be demonstrated going forward. Updated information on the continued implementation of the updated procedures can be found below.

### **Towards Zero Waste (TZW) Procedure, EN-GEN-001-004**

To satisfy Ontario Regulation 102/94, the town audits the waste of all facilities with greater than 10,000 square feet of office space including Oakville Transit, Town Hall and Central Operations. Details of the town's progress in reducing and diverting its waste can be found in previous environmental initiatives implementation status reports to Council and will be represented on the new corporate indicator dashboard currently expected to 'go live' in November 2016.

The town is making annual improvements to its waste reduction and diversion efforts through the information gained from annual waste audits. Each year an audit report is produced with facility specific waste reduction and diversion work plans. The outcomes of the waste audit reports and consumer (staff) behaviors dictate the implementation of necessary programs to avoid, reduce and divert waste. Details on the planned 2016 facility audit results, work plans and new programs follow.

### **K-Cup Recycling**

To reduce usable materials such as plastics and coffee grounds from entering the garbage stream, a K-Cup recycling program was piloted at Town Hall and quickly spread to seven departments within town hall and 11 town facilities. Since late January 2015 a total of 713 pounds of K-cup recyclables and compostables have been diverted from the landfill at an approximate cost of \$4000. This successful new program is offered by TerraCycle in partnership with Staples.

Outreach and incentives have been provided to deter the staff and corporate use of disposable single use K-Cups with mixed success. Compostable Keurig compatible products are being designed and tested but are currently unavailable on the retail market. A single use compostable tea bag product is available but is not Keurig compatible and therefore requires a new brewing machine. Staff will be working to pilot this option in 2017 at select town facilities.

### **Office Supply Recycling**

Office supply recycling is another new program offered by TerraCycle and Staples. This program accepts expired products such as writing instruments, binders, calculators, correction tape and more. These items are collected and returned for proper disassembly, reuse and/or recycling. Town staff have filled two boxes weighing 40 pounds for this program.

### **Corporate battery and cell phone recycling**

The town has been collecting and returning all corporate alkaline and rechargeable batteries, battery packs, cell phones and cell phone chargers through the Call2Recycle program since 2004. In 2015, town staff returned 132 kg of materials for proper recycling, and are on track to return as much or more by the end of 2016.

### **Residential battery recycling**

The town also supports the recycling of residential batteries by providing battery recycling boxes at nine public facilities including Town Hall and recreation centres. Residents deposited a total of 2,942.91 kgs (almost 3 metric tonnes) of household batteries in 2015 and 1,989.91 kgs (almost 2 metric tonnes) to date in 2016.

### **Corporate CFL Recycling**

As a member of the Recycling Council of Ontario (RCO), the town has participated in the Take Back the Light CFL recycling and mercury removal program since 2009. Since then, the town has recycled approximately 4,231 lamps through a registered supplier, ensuring the proper end of life management of 0.13 kg of mercury, 19 kg of phosphor, 1,238 kg of glass and 15 kg of metals. All town facilities participate in this program. Staff ensure that all CFL suppliers are enrolled in the Take Back the Light program. Importantly, no CFL bulbs were found in the waste stream at any of the audited facilities.

### **Bottled Water Phase Out**

Since 2014, the town's Parks and Open Space department has deployed the town's water bars to over 30 events/annually generally between May and September. Staff have adapted resources to meet the needs of various vendors and event locations to decrease the use of disposable water bottles. This program has removed many thousands of disposable, single use water bottles from being discarded as recycling or garbage at events taking place across town.

Blue W is a free program promoting local businesses, community centres and libraries to distribute drinking water free to patrons without pressure to make additional purchases. Over 100 businesses in Oakville support this program. Outreach will continue to local businesses to increase participation and to BIAs, residents, and cycling and running groups to continue to raise program awareness.

The town promotes the Water Bar Lending Program and the Blue W program at events throughout the year, and through the Special Event User Guide and Oakville's Special Event Networking Committee.

### **Clean Marine Program**

In partnership with the Harbour Division of Parks and Open Space, Environmental Policy and harbours staff implemented many initiatives to significantly improve the practices and operations at both the Oakville and Bronte Harbours.

As part of the Clean Marine program town harbours underwent a recent environmental audit in September 2016 and graduated from a Diamond rating to a Platinum rating, again making it only one of two harbours in Ontario to achieve such high standard of operations.

To continuously improve upon our programs and services effective communication needs to occur between staff and harbour users. Town staff are planning to implement an innovative and unique new program entitled Peer to Pier which will bring information on environmental stewardship to each boat owner.

### **Sustainable Green Fleet Procedure EN-GEN-001-001**

The Sustainable Green Fleet Procedure has been implemented through partnerships with various departments including Roads and Works, Fire, Transit, Parks and Open Space and Human Resources.

### **2016 Green Fleet Actions**

The following information summarizes 2016 fleet greening actions that support the Sustainable Green Fleet Procedure.

### **TYMCO Dustless Street Sweeper – Proposed Town Standard**

Over the past year staff from Roads and Works Operations, with assistance from Environmental Policy conducted an extensive review of the available street sweepers for purchase to replace the town's existing street sweeper fleet. The review analyzed sweeper pick-up performance, dust mitigation, noise level and environmental impacts. Town staff conducted thorough onsite testing, a jurisdictional review of street sweepers in use in Canada and the USA, as well as performance specifications for various sweepers in the marketplace.

The town has been successfully using the TYMCO brand and model of regenerative sweepers since 2007. The rationale for this type and model of sweeper has been that it is independently certified as the optimum product for the maximum pickup and containment of particulate matter to a 2.5 micron level. At 92% certified pickup and control efficiency this product is at the forefront of sweeper products. The

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certification was done in conjunction with the Cities of Toronto and Hamilton and controlled by Environmental Technology Verification (ETV) Canada (under agreement with Environment Canada) for air quality and sweeper operational performance. Based upon the results, between Hamilton and Toronto, 70 of this product model and brand were purchased. Additionally, the ability to sweep in a waterless condition reduces contamination and particulates from entering the storm water management system.

It is proposed that the town adopt the following standards for street sweepers that will be incorporated into the town's Sustainable Green Fleet Procedure:

- Regenerative style is standardized for this replacement cycle. Determination of type for future purchases to be reviewed at the appropriate time.
- Sweeper to be independently certified as meeting PM<sub>10</sub> and PM<sub>2.5</sub> 90 % minimum removal efficiency verified by Environmental Technology Verification (ETV) Canada.
- Have a dry dustless filtration mode.
- Be capable of sweeping in seasonal periods when temperatures are below zero degrees Celsius without the need for water.

The TYMCO Regenerative Air Dustless Sweeper based on the outstanding environmental, operational performance and cost evaluation is proposed as the town's sweeper standard for purchase. Staff are recommending that Council approve a town standard to solely purchase the TYMCO Regenerative Air Dustless Sweeper for 2016 and 2017 capital replacement purchases. It is proposed that staff be authorized to single source the purchase of three (3) Tymco brand, model DST-6 regenerative (waterless, dustless) type street sweepers with the authorized dealer The Equipment Specialist Inc., of Hamilton, Ontario.

This determination helps align fleet operations with the intent of the town's Health Protection Air Quality By-Law (HPAQB) 2010-035 which recognizes the toxicity and adverse effects to health of fine particulate matter and the town's recognized leadership in taking actions to protect the health and wellbeing of the community and local air quality.

### **Fleet AVL Tracking System**

Roads and Works Operations are piloting the implementation of Automatic Vehicle Locating (AVL) software to provide onboard diagnostic information. The intent is to have real time reporting on vehicle operations that will be used to improve the efficiency of activities. As well, it will relay early detection notification of equipment issues to reduce downtime of equipment resulting in efficiencies within the town's fleet operations.

### **Driver Training**

In 2016, the town's Fleet Driver Trainer updated the Drivers Operator Handbook to include content on the Sustainable Green Fleet Procedure as well as fuel efficient and environmental driving recommendations. Additionally, in 2017 staff will be developing a new Driver Training Program to include modules such as fuel efficient driving techniques, the impact of driving on greenhouse gas emissions and particulate matter in Oakville and maintenance and inspections that reduce fuel waste.

### **Implementation of Electric Vehicles (EVs)**

The town has six electric vehicles in the Fire Prevention fleet, and is continually assessing the feasibility and business case to replace other departmental light-duty gasoline vehicles with EVs.

In addition to the town's corporate EV fleet initiatives, staff in partnership with Oakville Hydro will soon be piloting two community EV charging stations. The charging stations are to be installed and operational by the end of 2016.

### **Electric Bus Testing**

Transit staff continue to test and investigate the implementation of electric buses for incorporation in the Oakville Transit Fleet. As technology and costs become more feasible Transit will pilot the implementation of an electric bus. Additionally, Transit has been investigating potential grant funding opportunities and programs to pilot an electric bus in Oakville.

### **Summary**

Through implementation of the continually improving environmental initiatives the town demonstrates leadership as an environmentally responsible and sustainable community.

### **CONSIDERATIONS:**

#### **(A) PUBLIC**

The majority of these programs and procedures are implemented for town operations and are communicated to the public at outreach and education events, on the town's website and in published documents as well as through social media channels. Communication on accomplishments supporting environmental sustainability demonstrates town leadership through action.

#### **(B) FINANCIAL**

The Environmental Policy department allocates a portion of its annual budget to the costs associated with improving corporate environmental

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operations and programs. In some circumstances, the department has shared costs with other town departments to implement these corporate initiatives to improve waste reduction and diversion efforts. The financial impacts of the Environmental Policy initiatives are addressed within the annual work plan development and operating budget approval process.

Funding for the purchase of the street sweepers identified in the report has been included in the Roads and Works Operations Replacement Equipment capital projects in 2016 and 2017. The purchase of the 2017 equipment will be made after the 2017 budget is approved.

**(C) IMPACT ON OTHER DEPARTMENTS & USERS**

The Environmental Sustainability Policy, EN-GEN-001, and associated procedures will impact all departments and users of town facilities.

Roads and Works Operations and Purchasing were consulted in the development of the recommendations related to the street sweeper standards and sole source purchase recommendations.

**(D) CORPORATE AND/OR DEPARTMENT STRATEGIC GOALS**

This report addresses the corporate strategic goal to:

- enhance our natural environment
- have environmentally sustainable programs/services
- continuously improve our programs and services
- provide outstanding service to our residents and businesses
- be the most livable town in Canada

**(E) COMMUNITY SUSTAINABILITY**

The implementation and education surrounding the town's policies, procedures and programs work to address all four pillars of sustainability including cultural, social, economic and environmental.

**APPENDICES:**

- Appendix A – Environmental Sustainability Policy – EN-GEN-001
- Appendix B – Sustainable Purchasing Procedure – EN-GEN-001-002
- Appendix C – Towards Zero Waste Procedure – EN-GEN-001-004
- Appendix D – Sustainable Green Fleet Procedure – EN-GEN-001-001

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 <p>The Corporation of the Town of Oakville</p> <p><b>POLICY</b></p> <p><b>Environmental Sustainability</b></p>	Policy Number <b>EN-GEN-001</b>	Page: 1 of 2
	Author: <b>Environmental Policy Department</b>  Authority: <b>Council</b>	
<b>Section:</b> Environment  <b>Sub-Section:</b> General	Effective Date: 2009 April 6  Review by Date: 2020	Replaces/Last Modified: 2015 September

### Policy Statement

The Corporation of the Town of Oakville (the Town) shall promote environmental initiatives advancing Oakville as a sustainable community.

### Purpose

In recognition of the importance of the quality of our sustainable environment, individual and collective actions are encouraged to protect and enhance our ecological environment while maintaining a vibrant cultural, social and economic base.

Such actions shall encompass the core sustainability elements of: living within the limits, understanding the interconnections among environment, culture, society and economy, and equitable distribution of resources and opportunities.

### Scope

The Town shall incorporate the following goals from the Environmental Strategic Plan (ESP, 2011 update) in all corporate initiatives and shall encourage respect for these within the community:

1. To sustain and enhance our natural environment
2. To reduce our resource consumption and waste production
3. To establish an environmentally friendly transportation network
4. To create and support a healthy, resilient community
5. To foster environmental stewardship through education
6. To lead in applying innovative best environmental management practices.

The following Guiding Principles, established in the ESP, version 2011, endorsed by Council in December 2011, will be considered when developing and implementing sustainable environmental initiatives, services and programs:

1. Build partnerships to work towards solutions to environmental challenges and opportunities that span geographic and administrative boundaries.
2. Use education, communication and capacity building to engage the community in implementing the ESP.
3. Anticipate the environmental needs of our community and commit to the use of innovative and best practices to facilitate continuous improvement.
4. Work together to meet our environmental goals within a responsible fiscal, cultural and social framework, evaluating life-cycle costs and benefits as well as social implications of proposed actions.
5. Act openly and transparently in planning, decision-making and implementation.
6. Include accountability measures to ensure we meet present and future needs of Oakville for a healthy environment.
7. Act as both advocates and stewards for Oakville's environment.
8. Ensure that our local actions contribute to the resolution of regional and global environmental issues.
9. Ensure that all residents have an equal opportunity to contribute to the implementation of the ESP.
10. Embrace adaptive management as a key component of our planning cycle to ensure Oakville is a resilient community.

### **References and Related Documents**

1. Environmental Strategic Plan, (ESP) December 2011
2. Livable Oakville Official Plan
3. Town Master Plans
4. EN-GEN-001-001 Sustainable Green Fleet Procedure
5. EN-GEN-001-002 Sustainable Purchasing Procedure
7. EN-GEN-001-003 Sustainable Building Design Procedure
8. EN-GEN-001-004 Towards Zero Waste Procedure
9. EN-GEN-001-005 Wildlife Procedure
10. Corporate Energy Conservation and Demand Management Plan
11. Oakville's Climate Change Strategy
12. Clean Air Plan
13. Let's Be Livable Community Sustainability Plan
14. Oakville State of the Environment Reporting
15. Health Protection Air Quality By-law
16. Other procedures as implemented

### **Definitions**

For the purpose of this policy and related procedures Environment means the community's natural and human surroundings. A community's environment extends from the local community to the global system, and includes air, water, land, built form, and design, infrastructure, flora, fauna, as well as human beings.

 The Corporation of the Town of Oakville <b>PROCEDURE</b> <b>Sustainable Purchasing</b>	Procedure Number <b>EN-GEN-001-002</b>	Page: 1 of 2
	Parent Policy No.: EN-GEN-001 Author: <b>Environmental Policy Department</b> Authority: <b>CAO</b>	
<b>Section:</b> Environment <b>Sub-Section:</b> General	Effective Date: 2009 Apr 6	Replaces/Last Modified: 2015 September
	Review by Date: 2020	

### Purpose Statement

The purpose of this procedure is to promote sustainable purchasing to achieve continuous improvement to the corporation's resilience to climate change, waste diversion rates and indoor and outdoor air quality while reducing resource (energy, fuel and water) consumption, greenhouse gas emissions and impact on the environment.

### Scope

This procedure applies to all Town staff making purchasing decisions.

### Procedure

All Town departments and staff shall follow the Sustainable Purchasing Handbook (SPH) when making purchasing decisions. The procedure recognizes that the environmental benefits of a product or service cannot undermine its efficacy or overall performance.

All purchasing decisions shall consider

1. **Making efficient use of all resources** in support of existing town policies including but not limited to the Sustainable Building Guidelines, Green Fleet Procedure, Energy Conservation and Demand Management Strategy and 2015/2016 Water Conservation Strategy.
2. **Minimizing waste** by adhering to the 2015 Towards Zero Waste Procedure that includes giving preference to high quality renewable or recyclable materials that can be repaired, reused or upgraded as required.
3. **Minimizing toxicity** to protect health, air and water quality.
4. **Incorporating climate change considerations** to increase the town's resiliency to extreme weather impacts including flooding, wind damage, loss of biodiversity and canopy cover, heat and cold stresses and increased freeze/ thaw cycles.

The SPH will be updated on an ongoing and regular basis to incorporate emerging sustainable purchasing practices, products, services and education initiatives.

### **References and Relevant Documents**

1. Sustainable Purchasing By-law
2. Environmental Sustainability Policy
3. Environmental Strategic Plan (ESP)
4. Towards Zero Waste Procedure
5. Sustainable Building Design Guidelines
6. Sustainable Green Fleet Procedure and Guide
7. Energy Conservation Demand Management Plan
8. Clean Air Plan
9. Applicable Ministry of the Environment's Reduce, Reuse, and Recycle (3R) Regulations for Municipalities
10. Climate Change Strategy

### **Responsibilities**

**All Departments/Staff** are required to comply with the Sustainable Purchasing Procedure and Handbook when making all purchasing decisions.

**The Purchasing Department** is responsible to assist with vendor outreach and education, maintain the vendors list of pre-approved companies, amend the Purchasing By-law as required, assist to create compliant purchasing documents, provide input on the SPH and participate in the GTA-Clean Air Council Procurement Community of Practice.

**The Environmental Policy Department** is responsible to promote, track, evaluate and report on the implementation of the procedure, to maintain the SPH and to participate in the GTA-Clean Air Council Procurement Community of Practice.

 The Corporation of the Town of Oakville <b>PROCEDURE</b> <b>Towards Zero Waste Procedure</b>	Procedure Number <b>EN-GEN-001-004</b>	Page: 1 of 2
	Parent Policy No.: EN-GEN-001-004 Author: <b>Environmental Policy Department</b> Authority: <b>CAO</b>	
<b>Section:</b> Environment <b>Sub-Section:</b> 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

## **Procedure – EN-GEN-001-004, Towards Zero Waste**

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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

## Appendix D

 The Corporation of the Town of Oakville <b>PROCEDURE</b> <b>Sustainable Green Fleet</b>	Procedure Number <b>EN-GEN-001-001</b>	Page: 1 of 2
	Parent Policy No.: EN-GEN-001 Author: <b>Environmental Policy Department</b> Authority: CAO	
<b>Section:</b> Environment <b>Sub-Section:</b> General	Effective Date: 2009 Apr 06	Replaces/Last Modified: 2015 Nov
	Review by Date: 2020	

### Purpose Statement

The purpose of this procedure is to guide fleet greening to assist with the Town of Oakville's (town) greenhouse gas (GHG) emission reduction goals, reduce the use of non-renewable resources, mitigate climate change impacts and improve fuel efficiency.

### Scope

This procedure applies to all town departments and staff.

### Procedure

All Town departments and staff shall follow the Sustainable Green Fleet procedure in order to ensure consistency, compliance, where applicable, and to assist in attaining the town's goals.

All decisions regarding fleet shall take into account:

1. Promoting and encouraging sustainable green fleet practices to all town staff on an ongoing basis.
2. Replacing identified fleet vehicles with fuel efficient, low emission and/or electric alternatives, in accordance with the most efficient and appropriate size.
3. Continuing to implement green fleet maintenance, driver training and management practices.
4. Implementing and piloting the use of fuel from alternative renewable sources.
5. Promoting fleet and personal vehicle use operations to achieve fuel efficiencies and support idling reduction.
6. Implementing innovative carbon reduction strategies and monitoring current and upcoming green fleet technologies and management options.
7. Continuing to look at job function and potential transition from single occupancy vehicle use to alternative, active transportation modes, such as, walking, cycling or public transit.

**Procedure: EN-GEN-001-001 Sustainable Green Fleet**

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**References and Related Documents**

1. Environmental Sustainability Policy
2. Environmental Strategic Plan (ESP)
3. Sustainable Purchasing Procedure
4. Clean Air Plan
5. Town Master Plans
6. Climate Change Strategy
7. Energy Conservation and Demand Management Plan

**Definitions**

Carbon Reduction Strategies: Offset options to reduce carbon output (carbon dioxide emissions) from energy and fuel-consuming operations such as tree planting and alternative energy production.

**Responsibilities**

Environmental Policy Department is responsible for researching, coordinating and providing education, awareness and communications for the Sustainable Green Fleet procedure.

Oakville Transit, Roads and Works, Parking Operations, Parks and Open Space and Fire Departments, and other Departments as applicable, are responsible for ensuring compliance with this procedure.