

RESIDUAL MATERIALS MANAGEMENT

ACTION PLAN

2022 - 2026



TABLE OF CONTENTS

- 3** Message from the Mayor
- 4** Message from the Public Works, Communications and Environment Councilor
- 5** Glossary
- 6** Guideline 1: Strive for zero waste
- 10** Guideline 2: Increase residual materials diversion rate
- 13** Guideline 3: Lead by example as a municipality
- 16** Guideline 4: Promote a collaborative and collective intelligence culture

MESSAGE FROM THE MAYOR



A handwritten signature in blue ink, appearing to read 'Beny Masella'.

Beny Masella
Mayor

In April 2021, we presented our very first residual materials management policy. The policy stems from our desire to respond to current and future issues on our territory by encouraging a culture shift aimed at improving source separation and waste reduction, both for citizens and for municipal administration.

Since then, we have been busy developing an ambitious five-year action plan that aims to reach our objectives:

- Strive for zero waste;
- Increase the rate of residual materials diverted from landfill;
- Lead by example as a municipality;
- Promote a collaborative and collective intelligence culture.

In addition to this, we have reorganized our organizational structure to allocate the necessary resources to carry out these projects. We can also count on the Environmental Action Committee made up of committed citizens to extend the scope of our actions.

We will remain responsive to the needs of our community throughout the implementation of this action plan. And we will all celebrate the progress that we will achieve together, as a community.

I would like to thank all those who contributed towards the development of this residual materials management action plan.

MESSAGE FROM THE PUBLIC WORKS, COMMUNICATIONS AND ENVIRONMENT COUNCILLOR



It is with great pride that the Environment Division of the Public Works Department presents its first comprehensive residual materials management action plan. This document provides an essential road map which outlines how best we can reduce the waste we send to landfill.

While some of the actions we must take will be challenging, Montreal West citizens, businesses and Town officials all recognize the pressing need to do better. Using this guide we can work together to build a more sustainable community and a brighter future for the many generations to come.

A handwritten signature in cursive script, appearing to read 'Elizabeth Ulin'.

Elizabeth Ulin
Councilor, Public Works,
Communications and
Environment

GLOSSARY

CMM	Communauté métropolitaine de Montréal
CRD	Construction, renovation and demolition
GHG	Greenhouse gas
RMM	Residual Materials Management
ICI	Industries, commerce and institutions
IAE	Information, awareness and education
RM	Recyclable material
OM	Organic matter
PDGMR	Plan directeur de gestion des matières résiduelles de l'agglomération de Montréal
RMMP	Residual Materials Management Plan
PMGMR	Plan métropolitain de gestion des matières résiduelles de la Communauté métropolitaine de Montréal
PQGMR	Politique québécoise de gestion des matières résiduelles et son Plan d'action 2019-2024
4Rs	Residual materials management hierarchy, prioritized in this order: Reduce, Reuse, Recycle and Recover [1]

[1] Reuse includes repair..

GUIDELINE 1: STRIVE FOR ZERO WASTE

	ACTION	EXPECTED OUTCOME	PROJECTED TIMELINE			
			ST < 1 year	MT 1 - 3 years	LT 3 - 5 years	
1.1: Reduce the use of single-use products						
1.1.1	Develop partnerships with existing organizations across Quebec aimed at reducing single-use products	Reduce single-use products by collaborating with existing networks that offer zero waste resources to Quebec municipalities	Plan	Implement	Maintain	Maintain
1.1.2	Prohibit the use of single-use products in Town events and facilities	Develop a Town policy prohibiting single-use products in Town events and facilities	Plan	Implement	Maintain	Maintain
1.1.3	Evaluate prohibiting the distribution of single-use products among the industries, commerce, and institutions (hereinafter referred to as ICI)	By-law addressing the distribution of single-use products among ICI		Plan	Implement	Maintain
1.1.4	Spread awareness on the shift from disposable to reusable household products	Provide population with materials and resources (i.e. workshops, guides) to transition from disposable to reusable everyday products	Plan	Implement	Maintain	Maintain
1.1.5	Develop an 'eco-business recognition program'	Incentivize businesses in Town to make environmentally positive changes (e.g. reducing single-use products) by recognizing businesses that do		Plan	Implement	Maintain
1.2: Action against food waste						
1.2.1	Develop partnerships with existing food waste organizations across Quebec	Minimize food waste by collaborating with networks that offer food waste reduction resources to municipalities in Quebec	Plan	Implement	Maintain	Maintain

Plan
Implement
Maintain

GUIDELINE 1: STRIVE FOR ZERO WASTE

	ACTION	EXPECTED OUTCOME	PROJECTED TIMELINE		
			ST < 1 year	MT 1 - 3 years	LT 3 - 5 years
1.2.2	Provide population with materials and resources aimed at promoting the benefits of backyard composting	Incentivize residents to partake in backyard composting practices therefore valorizing food waste	Plan	Implement	Maintain
1.2.3	Evaluate incentivizing backyard composting by offering rebates for backyard composters	Increase the number of backyard composters		Plan	Implement
1.2.4	Develop an informative "Food Waste" tab on the Town website	Improve populations' knowledge on food waste minimization measures	Plan	Implement	Maintain
1.2.5	Circulate food waste minimisation guides to food and beverage businesses in Town	Improve ICI's knowledge on food waste minimization measures		Plan	Implement
1.2.6	Promote existing food re-distribution programs	Collaboration between ICI and food re-distribution programs (i.e. shelters, food drive initiatives, etc.) resulting in food waste reduction		Plan	Implement
1.3: Deploy eco-tax measures					
1.3.1	Evaluate various eco-tax measures best suited for the town	Reduce waste by providing economic tools and incentives to improve waste prevention strategies		Plan	Implement
1.4: Encourage reuse, sharing and repair					
1.4.1	Develop partnerships with existing circular economy organizations and programs across Quebec	Encourage a reuse culture by collaborating with networks that offer circular economy resources to municipalities across Quebec	Plan	Implement	Maintain



GUIDELINE 1: STRIVE FOR ZERO WASTE

	ACTION	EXPECTED OUTCOME	PROJECTED TIMELINE		
			ST < 1 year	MT 1 - 3 years	LT 3 - 5 years
1.4.2	Add "sharing libraries" to Town parks	Establish a culture of reuse by adding sharing libraries in Town parks where residents can take or leave a book	Plan	Implement	Maintain
1.4.3	Support and encourage resident-led 're-use' events and online sharing platforms	Divert waste from landfill by promoting existing waste-exchange networks (e.g., Free For All Day)	Plan	Implement	Maintain
1.5: Extend Construction, Renovation, Demolition (CRD) residual materials traceability					
1.5.1	Develop a home renovation waste diversion strategy and regulatory framework	Policy addressing construction, renovation and demolition waste diversion		Plan	Implement
1.5.2	Add bin in municipal yard for 'Special Pick Up' specific waste	Improve traceability and data accuracy by designating a bin specific to 'Special Pick Up' waste		Plan	Implement
1.5.3	Create a dashboard to track Construction, Renovation, Demolition (hereinafter referred to as CRD) waste tonnage	Improve traceability by monitoring CRD waste tonnage through an interactive dashboard	Plan	Implement	Maintain
1.6: Inform, raise awareness and educate Montreal West residents					
1.6.1	Expand online presence to inform, raise awareness and educate population on sustainable waste management practices	Improve population's knowledge on sustainable waste management practices at the household level	Plan	Implement	Maintain
1.6.2	Support movements and make pledges to decrease waste (when applicable)	Show Town's support and commitment to waste reduction	Plan	Implement	Maintain



GUIDELINE 1: STRIVE FOR ZERO WASTE

	ACTION	EXPECTED OUTCOME	PROJECTED TIMELINE		
			ST < 1 year	MT 1 - 3 years	LT 3 - 5 years
1.6.3	Circulate waste education and awareness posters in Town parks	Divert waste from landfill by reminding population to be mindful of park waste	Plan	Implement	Maintain
1.6.4	Develop an informative "Zero Waste" page on Town website	Improve population's knowledge on adopting zero waste strategies by providing educational resources online	Plan	Implement	Maintain
1.6.5	Circulate a 'zero waste household practical guide' and encourage households to carry out waste audits	Improve population's knowledge on zero waste living by providing an educational guide and template to conduct household waste audits (i.e. 'trash diary')	Plan	Implement	Maintain
1.6.6	Assess population's level of support and willingness for a zero waste future	Address gaps in population's knowledge by assessing their current waste minimisation strategies	Plan	Implement	
1.6.7	Door-to-door canvassing	Improve population's knowledge of Town's waste minimization initiatives	Plan	Implement	
1.6.8	Add waste sorting stickers/ posters to or beside municipal bins	Increase waste diversion rate by improving population's waste sorting capabilities	Plan	Implement	Maintain
1.6.9	"Zero waste week challenge"	Improve populations' knowledge of waste minimization through community mobilization initiatives	Plan	Implement	Maintain
1.6.10	Introduce waste education programs in Montreal West day camp and schools	Increase waste diversion rates by improving the young populations' knowledge of zero waste initiatives	Plan	Implement	Maintain

Plan
Implement
Maintain

GUIDELINE 2 : INCREASE RESIDUAL MATERIALS DIVERSION RATE

	ACTION	EXPECTED OUTCOME	PROJECTED TIMELINE		
			ST < 1 year	MT 1 - 3 years	LT 3 - 5 years
2.1: Focus on sorting at the source					
2.1.1	Circulate an informative hazardous waste sorting guide	Decrease rate of toxins in landfill by improving populations waste sorting knowledge	Plan	Implement	Maintain
2.1.2	Launch a PPE recycling program	Divert masks from ending in landfill by providing recycling boxes to the population	Implement	Maintain	
2.1.3	Deploy an e-waste safe bin	Divert e-waste from contaminating landfill and our environment by providing residents with an accessible e-waste safe bin		Plan	Implement
2.1.4	Increase waste sorting educational content	Improve populations knowledge on waste sorting and decrease recycled materials ending up in landfill	Plan	Implement	
2.1.5	Conduct a Town-wide waste audit	Get a better picture of the Town's waste composition and population's sorting knowledge		Plan	Implement
2.1.6	Provide waste sorting training to Town Blue Collar employees	Minimize Town waste by educating Town's janitorial staff on waste minimization efforts and proper waste sorting		Plan	Implement
2.1.7	Add bottle holder brackets to street and park bins	Increase bottle recycling and decrease the rate of garbage bags that tear by adding bottle racks to Town bins		Plan	Implement

Plan

Implement

Maintain

GUIDELINE 2 : INCREASE RESIDUAL MATERIALS DIVERSION RATE

	ACTION	EXPECTED OUTCOME	PROJECTED TIMELINE		
			ST < 1 year	MT 1 - 3 years	LT 3 - 5 years
2.1.8	Evaluate the benefits of a cigarette butt recycling program	Decrease rate of cigarette butts found in the environment by partnering with organization Megots Zero for the management of public ashtrays			
2.1.9	Assess the feasibility for a "zero waste dog park"	Redirect dog waste from landfill by setting up a dog-waste specific composter bin in the Dog Run and mandating that residents purchase compostable dog poop bags			
2.1.10	Evaluate the benefits of a glass bottle recycling program	Glass bottle drop off depot to divert rate of glass ending up in landfill			
2.2: Increase service to industries, commerces and institutions (ICI)					
2.2.1	Host regular participatory workshop with the Montreal West Merchant Association and merchants	Improve ICI waste management measures by including them in decision making			
2.2.2	Offer incentivizing waste reduction services to ICI	Increase waste diversion rate by offering incentivizing services such as waste reduction skills training, provide waste bin sharing programs, etc			
2.2.3	Recommend that ICI in Town conduct internal waste audits and establish a waste reduction work plan	Increase waste traceability by identifying types of waste generated by ICI			

Plan

Implement

Maintain

GUIDELINE 2 : INCREASE RESIDUAL MATERIALS DIVERSION RATE

	ACTION	EXPECTED OUTCOME	PROJECTED TIMELINE			
			ST < 1 year	MT 1 - 3 years	LT 3 - 5 years	
2.3: Restructure municipal collections						
2.3.1	Restructure Town garbage collection system	Alter garbage collection method and frequency to reduce Town's annual household waste tonnage				
2.3.2	Provide Town senior and reduced mobility citizens with smaller organic waste bins	Increase composting rates among senior residents by providing them with smaller bins				
2.3.3	Assess the benefits of deploying smart bins for high waste areas in Town	Increase waste collecting efficiency by deploying smart, solar-powered, sensor-equipped waste and recycling stations				
2.3.4	Add public organic waste bins by Westminster restaurant cluster	Increase composting rates by providing public compost bins in certain high food waste areas				
2.4: Develop a material traceability system						
2.4.1	Develop a dashboard to track and analyze monthly residential waste tonnage	Increase household waste traceability by monitoring monthly tonnage				
2.4.2	Request and track tonnage of waste dumped in municipal yard	Increase Town waste traceability by monitoring monthly tonnage				



GUIDELINE 3 : LEAD BY EXAMPLE AS A MUNICIPALITY

	ACTION	EXPECTED OUTCOME	PROJECTED TIMELINE			
			ST < 1 year	MT 1 - 3 years	LT 3 - 5 years	
3.1: Build a 4R culture within the municipal government						
3.1.1	Decrease garbage bins and increase organic waste bins in Town offices	Divert office food waste by reminding and encouraging Town employees to compost	Plan	Implement	Maintain	Maintain
3.1.2	Purchase flow-faucet aerators and ultra-low-flush model toilets (when in need of replacement)	Reduce office water waste				
3.1.3	Launch a 'paper-less' office campaign	Reduce paper waste by changing default printer settings, using devices to display agendas, storing files digitally, amongst many	Plan	Implement	Maintain	Maintain
3.1.4	Increase advocacy on 'eco-purchasing' office supplies	Divert office supplies from ending in landfill by educating employees on eco-purchasing measures	Plan	Implement	Maintain	Maintain
3.1.5	Develop an IT recycling system in Town offices	Divert e-waste from landfill by setting up electronic waste disposal boxes in Town offices	Plan	Implement	Maintain	Maintain
3.1.6	Designate a 'green ambassador'/ 'sustainability officer' at Town offices	Improve eco-accountability by designating a green ambassador to each Town building	Plan	Implement	Maintain	Maintain
3.1.7	Transition from printed to smart/digital employee business cards	Divert paper waste by transitioning to digital employee business cards		Plan	Implement	Maintain



GUIDELINE 3 : LEAD BY EXAMPLE AS A MUNICIPALITY

	ACTION	EXPECTED OUTCOME	PROJECTED TIMELINE			
			ST < 1 year	MT 1 - 3 years	LT 3 - 5 years	
3.2: Promote responsible procurement						
3.2.1	Opt for reuse programs (when applicable)	Divert waste from packaging material by opting to 'reuse programs (i.e. choose products that can be shipped in returnable containers, when applicable)		Plan	Implement	Maintain
3.2.2	Enforce a mandate to purchase greener cleaning supplies for Town offices	Divert waste from landfill by purchasing eco-friendly cleaning supplies sold in bulk and refillable bottles	Plan	Implement	Maintain	
3.2.3	Design a green procurement strategy	Invest in environmentally preferable products with less carbon footprint and more longevity to minimize waste		Plan	Implement	Maintain
3.2.4	Offer green procurement courses to Town directors and employees involved in purchasing	Educate Town employees on ethical and sustainable purchasing in line with the Federal and Provincial policy on Green Procurement in Canada			Plan	Implement
3.3: Support town events to minimize their environmental impact						
3.3.1	Circulate a digital guide on how to minimize waste at large events	Decrease waste at events by providing educational resources to population	Plan	Implement	Maintain	Maintain
3.3.2	Prepare a readily available stock of info-graphics and posters on waste reduction strategies at events	Decrease waste at events by providing informative resources to population	Plan	Implement	Maintain	Maintain



GUIDELINE 3 : LEAD BY EXAMPLE AS A MUNICIPALITY

	ACTION	EXPECTED OUTCOME	PROJECTED TIMELINE		
			ST < 1 year	MT 1 - 3 years	LT 3 - 5 years
3.3.3	Ensure that reusable supplies are available in stock for Town events	Ensure that events are waste conscious by providing reusable supplies on site	Plan	Implement	Maintain
3.3.4	Designate green ambassador to be present at Town event (when applicable)	Improve eco-accountability in Town events by having a green ambassador present	Plan	Implement	Maintain
3.4: Increase CRD waste traceability					
3.4.1	Develop an official 'material reuse' program in Public Works	Divert waste from landfill by encouraging re-use programs when applicable		Plan	Implement
3.4.2	Evaluate requiring contractors to produce waste reports after major infrastructure projects	Improve waste traceability by ensuring the Town collects waste exit reports after major construction projects		Plan	Implement
3.5: Inform, raise awareness and educate Montreal West employees					
3.5.1	Circulate a 'willingness to go-green' survey to Town employees	Assess employees level of awareness related to waste management strategies	Plan	Implement	
3.5.2	Circulate waste education posters across Town offices	Improve employees knowledge on waste minimization at the workplace	Plan	Implement	Maintain
3.5.3	Circulate informative videos on preventing and reducing waste	Improve employees knowledge on waste minimization at the workplace		Plan	Implement



GUIDELINE 4 : PROMOTE A COLLABORATIVE AND COLLECTIVE INTELLIGENCE CULTURE

	ACTION	EXPECTED OUTCOME	PROJECTED TIMELINE			
			ST < 1 year	MT 1 - 3 years	LT 3 - 5 years	
4.1: Mobilize stakeholders and public participation						
4.1.1	Develop partnerships with existing organizations across Quebec aimed at promoting the circular economy	Promote the circular economy initiative by collaborating and gathering resources from existing circular economy networks	Plan	Implement	Maintain	Maintain
4.1.2	Host regular participatory workshops with Town residents	Empower residents by including them in decision making through hosting regular participatory workshops	Plan	Implement	Maintain	Maintain
4.2: Create channels of exchange between municipalities						
4.2.1	Promote resource sharing and learn from other municipalities across Quebec	Improve Town's knowledge on waste minimization projects by learning from other municipalities	Plan	Implement	Maintain	Maintain
4.2.2	Join existing circular economy platforms and share the Town's successful waste reduction initiatives (when applicable)	Contribute to resource sharing by sharing the Town's waste reduction projects to external networks	Plan	Implement	Maintain	Maintain
4.3: Ensure traceability for meetings and work sessions						
4.3.1	Design a strategic framework for all waste management projects	Ensure project accountability and traceability by having a comprehensive strategic framework for each project. This includes follow up and evaluating the success for each project	Plan	Implement	Maintain	Maintain



GUIDELINE 4 : PROMOTE A COLLABORATIVE AND COLLECTIVE INTELLIGENCE CULTURE

	ACTION	EXPECTED OUTCOME	PROJECTED TIMELINE		
			ST < 1 year	MT 1 - 3 years	LT 3 - 5 years
4.3.2	Conduct regular RMM committee meetings	Ensure project accountability and traceability by hosting regular internal project update meetings	Plan	Implement	Maintain
4.3.3	Ensure proper management of project data	Improve project traceability by ensuring all projects are recorded and archived in a synchronized manner	Plan	Implement	Maintain
4.4: Inform, raise awareness and educate					
4.4.1	"Learn from others": Research zero waste initiatives carried out by municipalities in Montreal	Learn about the successes and challenges of initiatives through a research summary of existing waste advocacy projects across Montreal	Plan	Implement	Maintain
4.4.2	"Learn from others": Review existing waste management policies of municipalities across Quebec	Learn about successful existing policies by developing a comprehensive review document of waste management practices, by-laws and policies across municipalities in Quebec	Plan	Implement	Maintain

