



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Stacey Jeffery, Strategic Initiatives Officer**
Date: September 20 2021
Report: CSD 21.10
Subject: Single-Use Plastics and Related Item Reduction Policy

Recommendations:

That South Huron Council receives the report from Stacey Jeffery, Strategic Initiatives Officer titled Single-Use Plastics and Related Item Reduction Policy; and

That South Huron Council approves the Single-Use Plastics and Related Item Reduction Policy, as presented; and

That the necessary By-law be forwarded to Council for the required three readings.

Purpose:

For approval

Background and Analysis:

At the Regular Council meeting on September 8, 2020, South Huron Council adopted the South Huron Climate Change Adaptation Strategy through Resolution #328-2020.

The single-use plastics and related item reduction policy is outlined in the following action in the strategy:

- Action 9.1: Eliminate of single-use plastics within Municipal offices.

In May of 2021, the Government of Canada listed “plastic manufactured items” on Schedule 1 (Toxic Substance List) under the Canadian Environmental Protection Act (CEPA). This action comes as the federal government takes action towards addressing plastic pollution. Although there is no regulation banning these items at this time, it is anticipated that these items will be in the future given the federal government’s announcement of intentions in 2019.

The Single-Use Plastics and Related Item Reduction Policy applies to items procured by the Corporation for use in municipal offices and spaces where municipal employees operate, including Town Hall, Works Sheds, Recreation and Community Centres, and Fire Stations.

This policy is in no way a complete ban of single-use plastics and related items. Rather, the purpose of this policy is to provide guidance on how to consciously reduce the use of these items using a hierarchy of opportunities to reduce waste.

The policy does not include rentals of municipal spaces by external stakeholders for events that do not include municipal participation. The policy applies to commonly used single-use plastics and related items including (but not limited to) plastic straws, cutlery, beverage stir sticks, cups and lids, disposable coffee pods, and plastic grocery bags. Guidance on the reduction of single use plastics and related items can be provided to external stakeholders utilizing municipal spaces, if requested.

The following outlines the proposed timeline of policy implementation given the operational impact (as outlined in the Operational Considerations section):

- *Q3, 2021* – Council adoption of Single-Use Plastics and Related Item Reduction Policy and related By-Law.
- *Q3/Q4, 2021* – Initial release of policy and educational items to municipal staff and Council.
 - Consultation with all staff to gather information related to the policy.
 - This will also include signage within municipal offices and spaces where municipal employees operate including Town Hall, Works Sheds, Recreation and Community Centres, and Fire Stations.
- *Q1/Q2, 2022* – Communications to external stakeholders through municipal communication channels on efforts in the reduction of single-use plastics and related items.

- This item will highlight success stories of staff and Council and use relatable examples.
- It is anticipated that this item to be completed in collaboration with grassroots initiatives already occurring within the community related to the reduction of single-use plastics and related items.
- *Q4, 2022* – Initial review of policy compliance and identify areas requiring improvement or additional supports. An update to Council will be provided after the review is completed.
 - Re-engagement with all staff to compare information gathered in Q3/Q4, 2021 to measure progress.
 - Discussion with staff responsible for procurement will be utilized to review policy compliance.

Operational Considerations:

The outcome of this recommendation will have an impact on municipal operations through a shift in individual behaviours due to convenience and the type of alternative items acquired.

The operational impact will be addressed through the procurement process completed within all municipal departments. Ongoing support to address the operational impact and appropriate procurement will be provided by the Strategic Initiatives Officer.

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015-2019 Strategic Plan identifies key priorities and strategic directions. The following elements are supported by the actions outlined in this report:

- ✓ Administrative Efficiency and Fiscal Responsibility
- ✓ Increased Communications and Municipal Leadership
- ✓ Transparent, Accountable and Collaborative Governance

Financial Impact:

No significant impacts are anticipated as a result of this policy. However, any financial impact related to the adoption of this policy will be highlighted during the normal procurement and budgeting processes.

Legal Impact:

There are no legal implications for the Corporation resulting from the proposed recommendation.

Staffing Impact:

There are no staffing implications because of the actions outlined in this report.

Communication Actions:

The approval of this policy will require on-going communication with staff. Education and awareness information will be disseminated internally regarding the responsibilities of implementing this policy, proper waste diversion practices, and ways to reduce individual consumption, outside of this policy.

Communication with external stakeholders will be focused on highlighting municipal successes and a call for voluntary participation for the reduction of single-use plastics and related items, which supports existing grassroots initiatives occurring within the community.

Policies/Legislation:

Canadian Environmental Protection Act (CEPA)

Consultation:

Environment and Climate Change Canada (ECCC) resources
Scott Currie, Manager of Communications and Strategic Initiatives
Dan Best, Chief Administrative Officer

Related Documents:

South Huron's Climate Change Adaptation Strategy (Resolution #328-2020)

Respectfully submitted,

Stacey Jeffery, Strategic Initiatives Officer