



## Municipality of South Huron Policy

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| <b>Policy Name:</b>          | <b>Single-Use Plastics and Related Items Reduction Policy</b> |
| <b>Policy Number:</b>        | <b>XX-2021</b>  |
| <b>Section:</b>              | <b>Staff Policy</b>   |
| <b>Effective Date:</b>       | <b>TBD</b>  |
| <b>By-law or Resolution:</b> | <b>XX-2021</b>  |
| <b>Supersedes:</b>           | <b>n/a</b>  |
| <b>Last Revision:</b>        | <b>n/a</b>  |
| <b>Schedule for Review:</b>  | <b>TBD</b>  |

### Purpose

This policy provides guidelines for the reduction of single-use plastic waste and related items within municipal workplaces.

### Background

This policy was created from Action Item 9.1 - *Elimination of Single Use Plastics within municipal offices* of the South Huron Climate Change Adaptation Strategy (Council Resolution 328-2020).

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) in a step to address plastic pollution. Although there is currently no regulation banning these items in Canada, it is anticipated that these items will be subject to federal regulation in the future.

### Introduction

The Municipality of South Huron acknowledges the environmental impact of single-use plastics and related items and encourages waste reduction within municipal offices. This policy is not a complete ban of single-use plastics and related items. Rather, it creates a tool to reduce waste consciously and responsibly by outlining a hierarchy of alternatives.

### Policy Objectives

- Position the municipality as a leader in the reduction of single-use plastics and related items and encourage action within the community;
- Reduce the procurement, use and disposal of single-use plastics and related items in Municipal offices and spaces;
- Provide staff guidance on opportunities to reduce the waste generated within municipal offices and spaces; and

- Encourage staff to properly dispose of items, where complete elimination is not an option.

## Definitions

“Single Use” means an item that is designed to be used once and placed in the waste stream (thrown away) after use.

“Waste” means unwanted materials for which the user has no further use.

“Waste Reduction” means actions taken to prevent the creation of waste (including reduce, avoid, or reuse).

“Waste Diversion” means actions taken to keep waste out of landfills (including recycling or composting).

## Policy Statement

1. Single-use plastics are not to be purchased by the Corporation for use in municipal workplaces. This may include (but not limited to) commonly used items such as plastic straws, cutlery, beverage stir sticks, cups and lids, disposable coffee pods, and plastic grocery bags.
2. This policy applies to all municipal offices and spaces where municipal employees operate and corporately procure these items including Town Hall, works sheds, recreation and community centres, and fire stations.
3. Where the Municipality has stock of existing single-use plastics and related items, these inventories will be used first. However, replenishment of these items is subject to the parameters of this policy.
4. It is the responsibility of each municipal employee to adhere to this policy.
5. Where a single-use plastic or related item is required to ensure accessibility or health and safety requirements, this policy does not apply. However, alternatives should be explored that:
  - a. can be diverted to the recycling waste stream; or
  - b. can be disposed of through composting (whether through a dedicated composting facility or backyard composter).
6. If a single-use plastic item is deemed required, consideration should be given to a reusable alternative as the preferred material. Alternatives may include (but not limited to) the following:

| <b>Examples of commonly used single-use plastics and related items</b> | <b>Recommendation for Alternatives (Listed from greatest to least impact)</b>                  |
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| (1) Plastic straws;  | i. No straw (where applicable); or<br>ii. Reusable straws; or<br>iii. Compostable straws.      |
| (2) Plastic cutlery;   | i. Reusable cutlery; or<br>ii. Compostable cutlery.  |
| (3) Plastic beverage stir sticks;                                      | i. No stir stick (where applicable); or<br>ii. Reusable straws; or<br>iii. Compostable straws. |
| (4) Beverage cups and lids; and  | i. Reusable beverage cups and lids; or<br>ii. Compostable beverage cups and lids.              |
| (5) Disposable coffee pods   | i. Prepare coffee in bulk; or<br>ii. Reusable coffee pod.                                      |
| (6) Plastic grocery bags.  | i. Reusable bags; or<br>ii. Paper bags or cardboard boxes. *                                   |

\* If a reusable option is not available the use of paper bags or cardboard boxes is preferred given the likelihood of the material entering the recycling waste stream instead of being disposed of in the landfill.

7. It is of the responsibility of the purchasing manager to avoid making purchases that contain single-use items as accessory items.
8. Where the use of single-use plastics and related items is deemed unavoidable, it is the responsibility of the purchaser (municipal staff) to ensure these items are properly disposed of in the designated waste stream. Disposal of single-use plastics and related items may include disposal in the waste and/or recycling stream, as designated as an acceptable material by the service provider.

### **Policy Monitoring and Review**

9. This Policy shall be monitored on an annual basis through consultation with staff responsible for purchasing these items for the Corporation.
10. This Policy shall be reviewed by the Manager of Communications and Strategic Initiatives, or designate, a minimum of once per term of Council.

### **Enquiries**

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