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**Subject:** Waste Collection Operations – Downtown Village Business Area (Albert Street to Park Drive)

**Staff Report No.** EPW-009-25

**Department/  
Commission:** Engineering and Public Works Commission

**Date:** June 18, 2025

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## **Recommendation:**

- 1) That Council direct staff to proceed with one of the options as outlined in Section 4 of this report.

## **Report Highlights**

- At the February 5<sup>th</sup>, 2025 Council meeting, Council passed a motion that the Town no longer collect recycling, garbage and green bin material for non-eligible sources effective January 1, 2026; and that staff be directed to assess options for garbage collection for the downtown village businesses and report back to council in Q2.
- Producers will have full responsibility for collection of Blue Box recycling materials across Ontario when the province-wide system becomes operational January 1, 2026. Section 4 of Blue Box Regulation 391/21, set forth by the Province which requires Producers to collect only from eligible sources.
- The producers will not be responsible for the management of blue box material from the Industrial, Commercial and Institutional (ICI) sector, daycares, businesses in BIAs, non-profit organizations, and municipal facilities and community centres (non-eligible sources).
- The Town has no regulatory requirement to provide recycling collection services to non-eligible sources.

## **1. Purpose:**

The purpose of this report is to provide Council with options for waste collection for the businesses located in the downtown village area between Albert Street and Park Drive.

Ontario Blue Box Regulation 391/21: Blue Box (the Regulation) established that producers of blue box material (blue box packaging, paper products, and packaging-like products) are responsible for the end-of-life management of this material from eligible

sources, which include single-family homes, multi-unit residential buildings, schools, and not-for-profit retirement and long-term care homes. The producers will not be responsible for the management of blue box material from the Industrial, Commercial and Institutional (IC&I) sector, daycares, businesses in BIAs, non-profit organizations, places of worship and municipal facilities and community centres (non-eligible sources). Producers will have full responsibility for collection of Blue Box recycling materials across Ontario when province-wide system becomes operational January 1, 2026.

## **2. Background:**

Council, at their February 5<sup>th</sup>, 2025, meeting passed the following motion:

1. *That the Town no longer collect recycling, garbage and green bin material for non-eligible sources effective January 1, 2026; and*
2. *That staff be authorized and directed to proceed as required to do all things necessary to give effect to this resolution; and*

*And that the main motion be amended to add the following:*

- *Understanding that residential collection will still need to occur for residents living above village businesses on Main Street, be it resolved that staff be directed to assess options for garbage collection for village businesses and report back to Council in Q2.*

There are approximately 100 business locations located within the downtown area that currently receive curbside waste collection.

## **3. Analysis:**

### **3.1 Producer Responsibilities as of January 1, 2026**

Section 4 of Blue Box Regulation 391/21, set forth by the Province requires Producers to collect only from eligible sources. Producers will not be responsible for the collection of blue box material from the following non-eligible sources:

- Industrial, Commercial and Institutional (ICI) properties
- Daycares
- Places of worship
- Businesses in BIA's
- Not-for-profit /charitable organizations and shelters
- Post secondary institutions – public and private
- Municipal facilities and Community Centres (libraries and arenas)

For properties that have both residential and commercial units, Producers are only required to collect from those units that are defined as an eligible source.

### 3.2 Current Downtown Village Area Collection Practices

Currently there are approximately 100 businesses in the Downtown Village Area (from Albert Street to 6432 Main Street on the north side of Main Street; and to 6421 Main Street and the south side) that receive curbside waste collection twice a week, which is collected on Tuesday and Friday mornings. This collection is for garbage and recycling only. Bulk items, organics and yard waste are not collected within this collection area.

Businesses in this area are allowed six bags per collection, recycling must be placed in Town issued blue bins and cardboard flattened and tied in bundles 2' x 2' x 1' for collection. Items must be placed out no earlier than 5 pm the day before collection and all bins and non-compliant material must be removed no later than 7 pm the day of collection.

Staff have continuously encountered issues with businesses placing out more than their allowable limit each collection day, which ends up being collected in the interest of keeping the area clear of waste material.

There have also been problems with businesses placing material at the curb before the requested time and after collection resulting in Town staff having to remove it if no one takes responsibility of it.

Other examples of current issues with curbside collection within the downtown core are listed below:

- 1) **Animals** – any food left out overnight in bags attract wildlife that will rip open bags and leave food scraps and garbage scattered all over the sidewalk. Staff receive many complaints from residents walking dogs along Main Street, especially during the summer months, resulting in staff having to clean up the material from the sidewalk.
- 2) **Material Not Being Placed Out Properly** – Recycling is often placed out incorrectly, such as cardboard being oversized and/or not bundled or not placed out in proper Town issued bins.
- 3) **Non-Compliant Items** – items such as construction material, bulk items, yard waste, hazardous material and electronics are often placed out for curbside collection and when left unclaimed, are removed by Town staff.
- 4) **Illegal Dumping** – having a curbside collection in this area also attracts many cases of illegal dumping, where residents will place extra bags or items along Main Street knowing that it will be collected.

The following considerations were reviewed by staff for waste collection from the non-eligible sources within the Downtown Village Area:

- The Town has no regulatory requirement to provide waste collection services to non-eligible sources.

- The cost of servicing the Downtown Area would be an extra cost incurred by the Town as it would be collected separately from the regular residential collection.
- Providing waste collection for some non-eligible sources and not others would be negatively perceived and could result in a demand for an equal level of service for all non-eligible sources, which could be very costly to the Town.
- Continued waste collection for non-eligible sources may generate increased complaints from residents as they may feel that they would be subsidizing collection of costs for commercial properties.

## **4. Options:**

### **4.1 Option A: Common Drop-off Area**

Under this option, the Town would no longer provide curbside waste collection services to non-eligible sources along Main Street. The Town could provide a common collection area located at a Town facility which would consist of bins located on Town property where businesses could take their material and place inside front-end bins designated for garbage and recycling material.

A possible location for this area could be along the side of 6240 Main Street, which is a central location for this area. A common area would require enough space for a collection truck to drive to the bins, collect and be able to turn around to exit the area after collection. Another possible location could be the Municipal parking lot on Park Drive.

Staff have researched the cost of the inground bins similar to the bins located at the Leisure Centre and Ballantrae Community Centre. These bins are contained within the ground and have an aesthetically pleasing look and minimizes odours as opposed to the metal front-end bins. The bins can be locked to limit illegal dumping.

Businesses would be required to obtain a key from Town staff and be responsible taking their material to these bins for collection. Benefits of this option would be to provide a close location for businesses to dispose of their material and would not have to store garbage and recycling until collection day. However, this option would result in approximately 8-12 parking spots being eliminated from this facility after installation, which may increase if more bins are required in the future.

This option could also be a beneficial for garbage disposal during the upcoming Main Street construction project.

Staff have researched possible costs for this Option, which includes installation and collection.

#### **4.2 Option B: Continue to Provide Curbside Collection along Main Street**

Staff have received an estimated cost to continue curbside collection in the Downtown Village Area. Material will still be collected twice a week, however as of January 1<sup>st</sup>, recycling material would be required to be set out in 95-gallon recycling carts, with the possibility of garbage being switched to this system as well in the future.

Collection carts would need to be placed in front of the curb on the road for the automated truck to extend the arm to collect the bin. This means the bins would need to be placed in parking stalls along Main Street resulting in parking restrictions having to be put in place on collection days to allow access for removal. It could also impede parking as well if the carts are not removed from the road immediately after collection and left in the parking spot. Enforcement would have to be implemented requiring stores to remove these bins by a certain time after collection.

Another decision that would need to be made would be to determine who would be responsible for providing the totes to each business, whether the Town would provide the bins or if the business would be required to purchase these bins. The Town currently sells 95-gallon totes for \$272 + HST as per the Fees and Charges By-law 2024-144-FI. These bins are currently used for recycling collection to multi-residential buildings. Currently, businesses are required to purchase their own blue bins, however broken bins are exchanged free of charge.

The benefits to using totes for garbage as well in the future would remove the issue of bags of food being placed on the sidewalk and possibly reduce the amount of wildlife attracted to the area.

#### **4.3 Option C: Dedicate Town Staff to the Downtown Area**

Another possible option would be to dedicate Town staff to this area for collection and to be responsible for the removal of any waste material set out curbside as well as emptying any waste receptacles located along Main Street daily. Any material collected would be disposed of at a Town facility and collected as part of the facility collection.

A collection schedule would need to be determined separately to maximize the use of staff time and provide efficient timing of collection. For example, it could be decided that a daily collection be provided or continue with the twice a week collection that is currently provided.

The benefits to this option would be to have staff present in the area five (5) days a week to remove any waste material that is placed out and maintain the garbage receptacles. It should be noted that the majority of garbage that is removed from the Main Street containers are bags of household garbage that have been placed in the bins, which causes the bins to fill up sooner than if the containers were used as intended. Currently these receptacles are emptied three (3) times a week based on current staff availability.

Cons to this option would be that it could encourage more illegal dumping, cause traffic disruptions as the material would be collected from the curb during normal working hours and be negatively perceived by other businesses close by having to pay for their own waste removal.

#### **4.4 Option D: Do Not Provide Additional Services**

This option will provide consistency across the Town, as the Town will no longer collect recycling, garbage and green bin material for non-eligible sources effective January 1, 2026. This option is consistent with the intent of Provincial legislation by discontinuing recycling, garbage and green bin collection for non-eligible sources.

### **5. Financial Implications:**

#### **5.1 Option A: Common Drop-off Area**

Installation of three (3) garbage and three (3) recycling inground containers would cost approximately \$80,000.

Costs to provide collection approximately three times a week would be approximately \$3200 per year for garbage and \$7500 per year for recycling. The number of bins and/or collection frequency may need to be increased depending on the amount of material being disposed of each week which would result in higher collection costs and the loss of additional parking stalls. It should also be noted that the processing fees for recycling material after January 1<sup>st</sup> have not yet been determined so the price for the collection of the recycling bin could increase.

It is also recommended that security cameras being installed to avoid misuse of the bins and discourage illegal dumping activity, which would incur additional costs as well. The Town would be responsible for any additional costs for disposal of non-compliant items such as hazardous waste or construction material that is placed in the bins.

Permits would also need to be obtained from the Toronto Region Conservation Authority for the installation of these bins on Conservation Authority lands.

There is also the option of only providing a garbage only collection (no recycling) resulting in less bins being required and reduced collection costs.

#### **5.2 Option B: Continue to Provide Curbside Collection along Main Street**

The cost to continue a contracted collection to the Downtown area for both garbage and recycling removal would be approximately \$260,000 per year plus the cost of supplying and delivering carts to each business if the Town was to provide them free of charge to businesses. It should also be noted that the processing fees for recycling material after

January 1<sup>st</sup> have not yet been determined so the price for the collection of the recycling bin could increase.

There is also the option of only providing a garbage only collection (no recycling) resulting in reduced collection costs.

### **5.3 Option C: Dedicate Town Staff to the Downtown Area**

This option would require that a small collection truck be purchased to collect the waste curbside, which would allow all material to be contained inside a vehicle during the collection and the transportation process and less handling required of the material by staff during disposal. An estimated cost for the purchase of this truck would be approximately \$275,000 plus regular maintenance.

As estimated cost would be approximately \$364,000 per year for two operators, vehicle maintenance and disposal fees. It should also be noted that the processing fees for recycling material after January 1<sup>st</sup> have not yet been determined so the price for the collection of the recycling bin could also increase.

### **5.4 Option D: Do Not Provide Additional Services**

There are no costs associated with this option.

## **6. Broader Intergovernmental Impacts and/or Considerations:**

There are no regional, provincial, and/or federal impacts and/or considerations.

## **7. Communication:**

Staff will work to inform the ICI properties of any changes to the service level allowing them time to make alternate arrangements for collection of waste.

## **8. Alignment with Strategic Plan:**

1. Good Governance  
Provide Good Governance
2. Organizational Effectiveness  
To Elevate our Organizational Effectiveness

## **9. Attachments:**

None

## **10. Related Reports:**

February 5, 2025 – Blue Box Collection Changes – Non-Eligible Sources – Staff Report No. EPW-004-2025

June 21, 2023 - Blue Box Transition Update - Staff Report No. PW-015-23

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