



Prepare for Solid Waste Management Plan Development

Step 1

Preparing a Solid Waste Management Plan



What is a Solid Waste Management Plan?

A Solid Waste Management (SWM) Plan is a long-term strategic document that outlines how a region, community, or organization will reduce, collect, transport, and dispose of waste.

Understanding Waste Types, Waste Streams and the Waste Hierarchy will help you build a comprehensive SWM Plan to ensure waste is managed efficiently in your community.

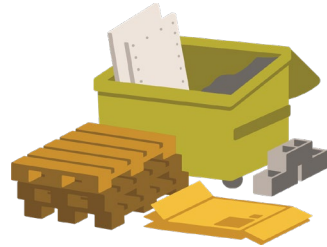
A Solid Waste Management Plan typically includes these key elements:

- Community Background & Demographics
- Current Solid Waste practices
- Waste Audit to Identify waste types and waste streams
- Solid Waste Management Vision, Goals and Targets
- Regulatory Compliance
- Solid Waste Options and Analysis (incl. costs)
- Recommendations
- Implementation Plan
- Monitoring and updates

Waste Types

Waste type refers to the specific kind of waste being disposed of it encompasses things like:

Containers



Furniture



Paper Products



Batteries



Derelict Vehicles



Food Waste



The composition, origin, or hazard level of the waste type will determine appropriate management and disposal methods or “waste stream” it belongs to.

Solid Waste Streams

A waste stream refers to the entire lifecycle and flow of a waste type from its place of origin through to recovery, recycling, or final disposal. The different waste streams are:



Household



Organics



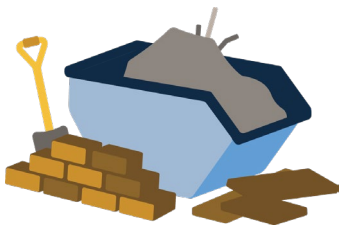
Recyclables



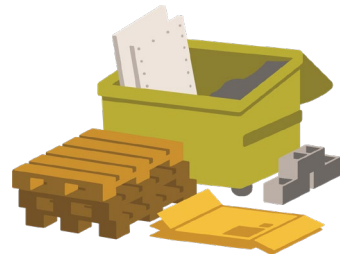
Hazardous



E-Waste



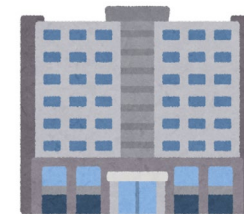
Construction



Commercial



Industrial



Institutional

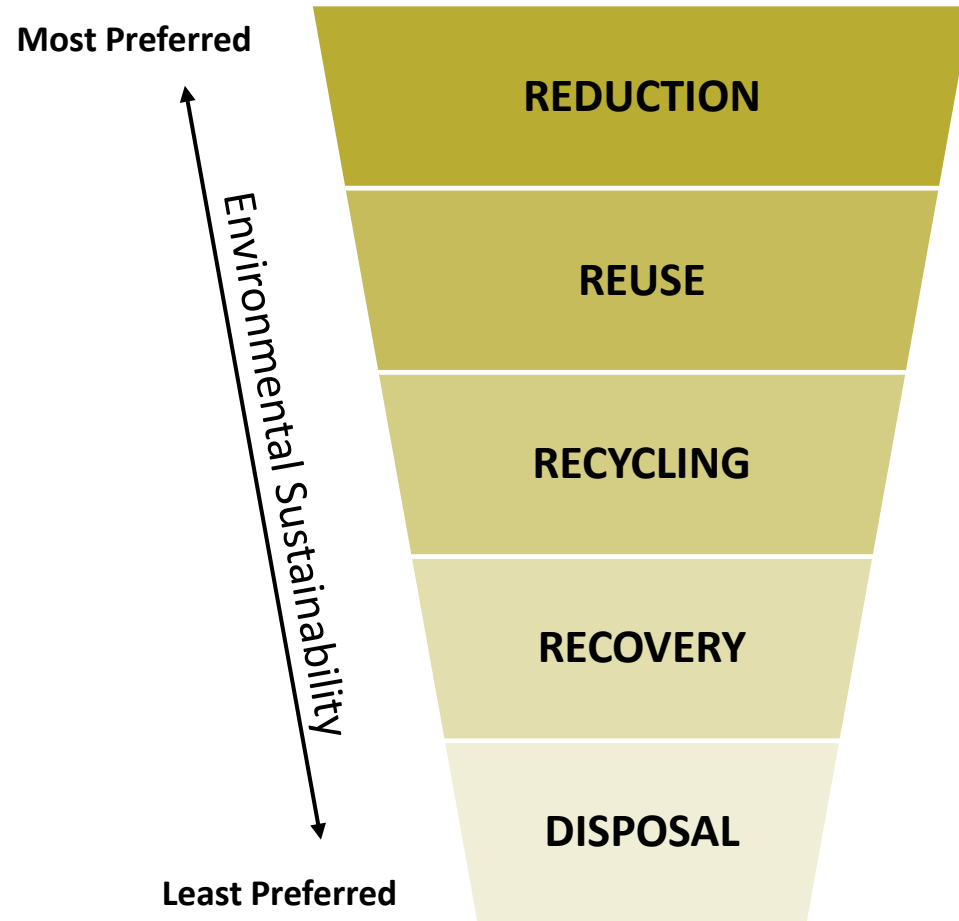


Agricultural

SOLID WASTE STREAMS

Household Solid Waste	your common everyday trash that has reached its end-of-life
Organic Waste	compostable waste such as food scraps and yard trimmings
Recyclable Waste	materials segregated for processing and reuse such as plastics, paper and metals
Hazardous Waste	materials with toxic, flammable or reactive properties requiring special handling such as household cleaner and batteries
E-Waste	electronic waste materials such as laptops, cell phones, TVs
Construction & Demolition	materials generated from building renovation or demolition projects such as wood, drywall and rubble
Commercial Waste	waste produced by businesses, trade activities, or industrial premises, including offices, shops, restaurants, and warehouses
Industrial Waste	waste refers to waste generated through manufacturing activities, industrial operations, and primary industries such as mining, forestry, agriculture, and resource extraction
Institutional Waste	non-hazardous waste generated by public and private organizations such as schools, hospitals, government buildings, and non-profit organizations
Agriculture Waste	organic and inorganic residues and by-products generated from farming, livestock rearing, and agro-industrial processing

Waste Management Hierarchy



When developing your SWM Plan, you can refer to the **Waste Hierarchy**.

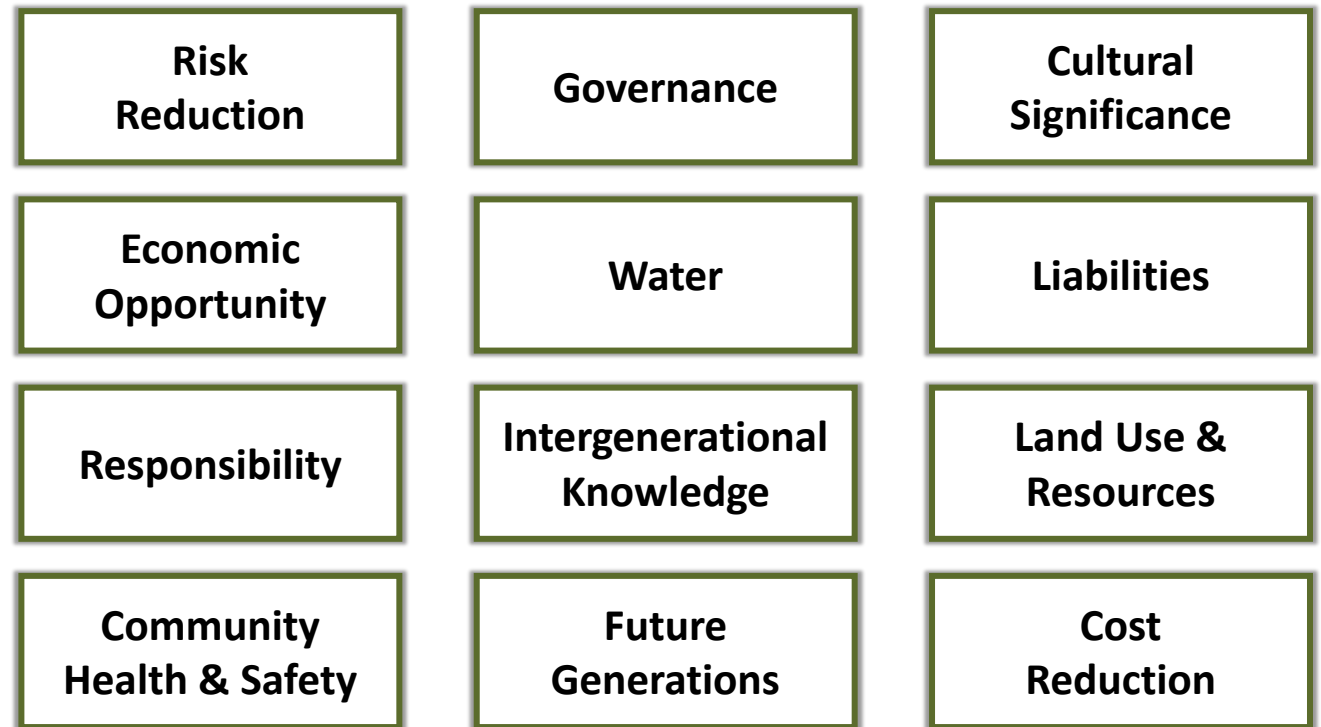
The **Waste Hierarchy** is a framework that prioritizes waste management methods from most to least environmentally sustainable.

Why is a Solid Waste Management Plan Important?

A **Solid Waste Management (SWM) Plan** is a key part of strong governance, reducing environmental risk and supporting responsible decision-making.

It provides a clear, big-picture plan for managing waste over time, rather than responding to issues as they arise.

Solid waste management impacts more than just waste. These are some of the areas it influences:



Solid Waste Management & the Indian Act

The *Indian Act* land system has failed in part because there is no enforcement of by-laws and regulations.

Additionally, there is little to no enforcement of federal environmental management and protection laws on reserve, and provincial laws do not apply.

The **Indian Reserve Waste Disposal Regulations (IRWDR)** governs planning, development and permitting of waste disposal on reserve lands:

- Maximum penalty for a violation: \$100 fine, 3 months imprisonment, or both
- Additionally, there have been no prosecutions for illegal dumping on reserve lands under the IRWDR
- Attempts by First Nations to create Section 81 by-laws that go beyond the IRDWR haven't been supported by Indigenous Services Canada (ISC).

Solid Waste Management & the Framework Agreement

First Nations under a Land Code have the authority to develop laws respecting the development, conservation, protection, management, use and possession of First Nation land.

This includes environmental protection and solid waste management, which could address matters such as:

- Contamination
- Recycling
- Garbage disposal



- Littering
- Illegal dumping
- Hazardous waste, etc.



The Framework Agreement provides options for building more effective environmental management and enforcement systems on an ongoing basis as an exercise of self government authority.

Steps in Preparing a Solid Waste Management Plan



Steps in Preparing a Solid Waste Management Plan

Step 1

Prepare for Solid Waste Management Plan Development

- Obtain Council Approval
- Establish Team & Workplan

Prepare for Solid Waste Management Plan Development

When developing a solid waste management plan, **intentional preparation** will establish a clear path for planning, drafting, and implementation.

This step focuses on building a clear starting point which includes:

- Obtaining approval for SWM Plan Development
- Establishing the planning team
- Developing a workplan

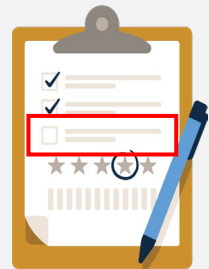
Obtaining Approval

It is recommended to **confirm and obtain the appropriate approval** before beginning work on a Solid Waste Management (SWM) Plan.

Before making a decision, approvers may want clarification on:



The need for a SWM Plan and how it will benefit the community.



The priorities and goals of the plan



The costs involved in preparing the plan and available funding.



Who will be involved in developing the plan

Establishing a Project Team

Preparing a SWM Plan is a big commitment that requires significant time and a considerable level of expertise in multiple fields.

An initial first step is deciding whether a First Nation should prepare a SWM Plan using its own staff or hire a consultant.

When deciding if additional support is needed, consider:

- Do staff members have the appropriate knowledge and expertise to conduct all tasks involved in SWM Plan preparation?
- Do qualified staff have sufficient time available to dedicate to this work?
- Does the First Nation have the capacity to conduct a waste audit and prepare a report for community review?

The Project Team

The people who make up the project team may differ for every First Nation, but may include the following people:

Team Member	Role
Chief and Council	Set direction, ensure alignment with community priorities and approve plan
Band Manager / Administrator	Operational leadership and coordination across departments
Project Manager (Internal or Consultant)	Day-to-day driver of the project
Technical Lead / Waste Management Specialist	System designer and technical advisor
Community Engagement Lead	Bridge between the plan and the people
Elders and Knowledge Keepers	Guardians of traditional knowledge and land stewardship
Public Works / Operations Staff	Frontline system operators
Waste Collection & Site Operators	Practical, on-the-ground expertise
Finance Officer	Financial sustainability guardian
Environmental / Regulatory Advisor	Compliance and environmental protection
External Consultants (as needed)	Fill capacity gaps and provide technical expertise
Community Members	Essential contributors and end users

Working with a Consultant

The most common approach when seeking consultant support is to prepare a **Request for Proposals (RFPs)** that includes a detailed Scope of Work.

Request for Proposals:

- Clearly define the consultant's role in working with your First Nation
- Identifies key tasks, deliverables, schedule, reporting relationships, and any budget considerations
- Invites bids from qualified consultants
- Evaluate proposals received and select the best fit for your First Nation

Key Consultant Competencies

Planning & Preparation

- Engaging communities and effective communication on waste issues
- Identifying waste management challenges
- Assessing future waste system needs
- Developing waste management policies and strategies

First Nation Context

- First Nations' governance structures, and capacity
- Understanding the Framework Agreement and Land Codes
- Incorporating Indigenous knowledge and land stewardship principles
- Responsive to local conditions

Environmental Science

- Knowledge of waste streams: Residential, IC&I, C&D, hazardous waste etc.
- Waste composition and characterization analysis
- Understanding environmental regulations and best practices
- Awareness of impacts on land, water, wildlife, and community health

Report Preparation

- Clear writing and organization
- Effective use of graphics and maps
- Understanding the purpose of an SWM Plan and needs of the audience
- Experience with print and online distribution

What is a Workplan?

A **workplan** is a structured, actionable document that outlines tasks, timelines, resources and responsibilities needed to achieve a specific project goal. The SWM workplan acts as a roadmap for a project team to ensure objectives are met efficiently.

Workplans may include the following elements:

- Objectives/milestones
- Actionable activities or tasks
- Timeline/deadlines
- Owners/accountability
- Resources and budget
- Risks and mitigation strategies
- Current status







An effective workplan is:

- Stored in a shared, easy-to-access location (e.g. Teams, SharePoint, OneDrive)
- Easy to navigate and understand
- Clear actions with defined ownership
- Flexible and adaptable
- Includes realistic timelines
- Regularly reviewed and updated

Ways to Develop a Workplan

A workplan will need to be developed and adapted to fit your specific project and the workflow of your team, but it doesn't need to be developed from scratch.

Consider the following ways to develop a workplan:

Templates	Collaborative Tools	AI Tools
<ul style="list-style-type: none">• Excel, Google Sheets• Pre-build project templates (found through Google searches) <div data-bbox="372 1039 741 1189"> </div>	<ul style="list-style-type: none">• Microsoft Teams, Planner, OneNote• Other subscription project management tools such as Asana, Monday.com, etc. <div data-bbox="1080 1046 1434 1189"> </div>	<ul style="list-style-type: none">• Copilot, ChatGPT, etc. to draft and refine plans <div data-bbox="1735 1022 2130 1189"> </div>

Workplan Example

Objective: Gather input from decision-makers and the community, and incorporate feedback into a SWM Plan

Tasks	Timeline	Owners	Resources	Risks and Mitigation Strategies	Current Status
Identify decision-makers and community groups to engage	Week 1	Project Lead + leadership	Community lists	Risk: Missing key groups → Mitigation: Validate list with team and partners	DONE
Develop engagement approach (e.g., surveys, focus groups, town halls)	Week 2	Project Lead + Team	Planning time, templates, facilitation guides	Risk: Approach not appropriate → Mitigation: Tailor methods to audience needs	Not Started
Create engagement tools (survey questions, discussion guides)	Week 3	Team	Survey platform, document templates	Risk: Questions unclear → Mitigation: Pilot test tools with small group	Not Started
Conduct engagement activities (meetings, sessions, surveys)	Week 4	Project Lead + Team	Meeting space/virtual tools, facilitation support	Risk: Low participation → Mitigation: Use multiple channels and flexible timing	Not Started
Document and compile feedback	Week 4	Project Lead	Staff time, note-taking templates	Risk: Incomplete data capture → Mitigation: Assign clear note-taking roles	Not Started
Analyze input	Week 5	Project Lead	Analysis tools/templates	Risk: Bias in interpretation → Mitigation: Review findings with team	Not Started
Incorporate feedback in final draft	Week 6	Project Lead	SWM plan		Not Started

Planning Activity Instructions

Using the information from this presentation and the provided community profile, work with your table group to complete the corresponding activity questions for XYZ First Nation.

Discuss ideas, identify key considerations, and work together to make planning decisions in the best interest of the community.

Use the provided handout to record your group's responses for this activity.

Activity: Introduction

1 Introduction

1.1 Introduction and Purpose

What is a solid waste management plan and why is it important in your community? What led to the decision to develop this solid waste management plan? (Examples: Population growth, increasing waste volumes, limited landfill space, environmental concerns, community concerns, rising costs, etc.)

This plan is being developed in response to...

1.2 Support and Approval

What information was provided to Council to inform the decision to proceed with development of the solid waste management plan? When was the plan approved?

1.3 Planning Team

Who is on the project team? What are the roles & responsibilities of the project team? Will a consultant be used?

Group Reflection

As a table group, discuss:

- What challenges might come up when starting a solid waste management planning process?
- What people, perspectives, or community priorities would be important to include?
- What parts of the planning process may take the most time, discussion, or community engagement?