# Prepare Draft & Finalize Report

## Step 6

## Preparing a Solid Waste Management Plan

# Steps in Preparing a Solid Waste Management Plan

- **Step 1** Prepare for Solid Waste Management Plan Development
- **Step 2** Establish Vision & Goals
- **Step 3** Analyze Current Conditions
- **Step 4** Identify Issues & Options
- **Step 5** Select Preferred Options
- **Step 6** Prepare Draft & Finalize Report
- **Step 7** Adopt & Implement Solid Waste Management Plan

STEP 6
OVERVIEW

# Prepare Draft and Finalize Report

Now that all the background information, options identification, analysis, and recommendations have been completed, its time to put everything together into one document that can be shared with the Community and Stakeholders.

This includes:

- Organizing the report into key sections and summarizing results
- Developing an implementation Plan
- Sharing the draft plan for community feedback
- Finalizing the plan and obtaining approval

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# Including an Implementation Plan

To be effective, a Solid Waste Management Plan must be implemented.

The implementation section of a Solid Waste Management Plan should clearly:

- Present a schedule for starting and completing each action
- Consider staff and financial capacity of your First Nation
- Summarize the actions that will be taken
- Identify who will take those actions

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# Key Considerations for SWM Plan Implementation

- **Roles & Responsibilities:** Who will be responsible for which aspect of the SWM Implementation?
- **Prioritization:** How will your First Nation order the different pressing needs of your community?
- **Goals/Objectives:** What does your First Nation want to accomplish? The Implementation activities will flow directly from the SWM Plan, and as such, the goals and objectives may be very similar.
- **Milestones:** How long will the different activities take? What can keep you on track?
- **How You Will Adapt:** Consider where there may be challenges or bottlenecks and see if there are strategies you can use to avoid them. Build in extra time so that you can get things right, not rushed.
- **Resources:** Where will the resources to complete these activities come from? Does your First Nation have the time, money, and staff (other?) to successfully complete each desired activity.
- **Metrics for Success:** How will you know if you are successful? What will your indicators be?
- **Evaluate:** In addition to defining your metrics for success, decide how often you will evaluate your progress.

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# Example: Implementation Workplan

| SOLID WASTE MANAGEMENT PLAN: IMPLEMENTATION WORKPLAN | | | | | |
|---|---|---|---|---|---|
| Objective/Goal | Action/Deliverable | Tasks | Responsibility | Timeline | Status |
| Secure approval of the SWMP and establish the foundation for implementation. | Obtain Council approval and establish implementation structure, workplan and budget. | • Present SWMP to Council for approval<br>• Communicate approval to community<br>• Establish implementation team<br>• Develop detailed workplan and budget | Band Manager, Lands Manager, Finance Manager, Chief & Council | 0-3 months | In progress |
| Increase community awareness and participation in waste reduction and diversion programs. | Implement communication and education initiatives across the community. | • Develop communication plan<br>• Launch awareness campaign<br>• Conduct workshops and school programs<br>• Install signage and educational materials | Communications Lead, Environmental Coordinator, Public Works | 3-12 months | Planned |
| Improve efficiency and safety of existing waste services and operations. | Strengthen operational systems, procedures and staff capacity. | • Review collection routes and schedules<br>• Develop SOPs and operational procedures<br>• Train staff and operators<br>• Implement waste tracking system | Public Works Manager, Environmental Coordinator | 3-12 months | Planned |
| Increase diversion of waste from landfill through recycling and special programs. | Establish and expand diversion and special waste programs. | • Launch recycling depot / collection<br>• Set up scrap metal collection area<br>• Implement HHW collection events<br>• Explore organics/composting options | Environmental Coordinator, Public Works, Community Partners | 6-24 months | Planned |
| Develop and construct infrastructure to support long-term waste management needs. | Design, fund and build infrastructure improvements including transfer station and landfill upgrades. | • Complete feasibility study<br>• Secure funding and permits<br>• Design and tender construction<br>• Construct transfer station and site upgrades | Lands Manager, Public Works Manager, Finance Manager | 1-5 years | Planned |
| Monitor progress, evaluate performance and update the plan as needed. | Track key indicators, report results and update plan regularly. | • Monitor waste volumes and diversion rates<br>• Report annually to Council and community<br>• Conduct annual community feedback<br>• Review and update SWMP every 3-5 years | Environmental Coordinator, Finance Manager, Chief & Council | Ongoing | Ongoing |

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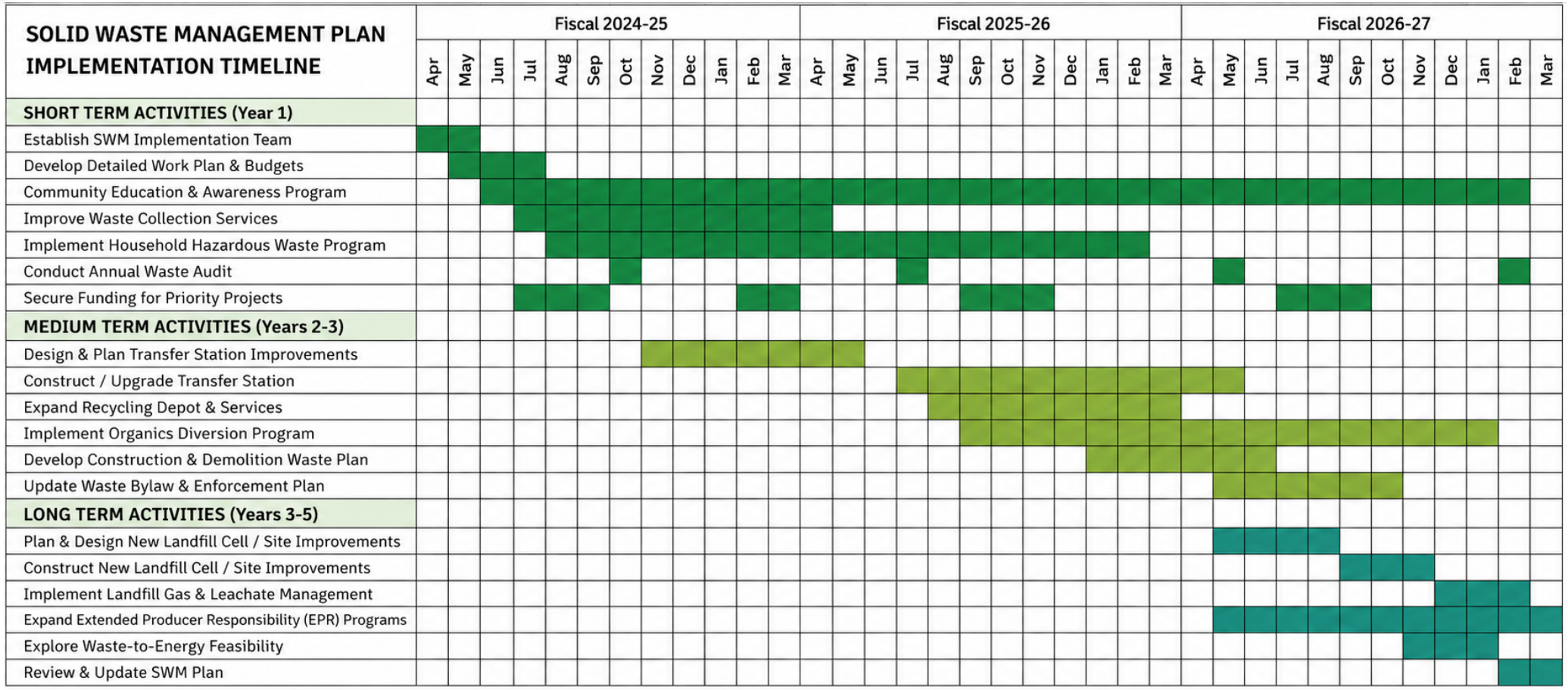
# Example: Solid Waste Management Implementation Timeline



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# Considerations for SWM Plan Implementation

Similar to Land Code and SWM Plan Development processes, SWM Plan Implementation benefits from:

**Clear Direction & Priorities**

- Leadership should be referring to the SWM Plan
- Priorities are community driven and have been outlined in the SWM Plan

**Community Engagement**

- People are aware of what is happening and have the opportunity to contribute

**Outcomes Rooted in the Community**

- Community voice is reflected through the SWM Plan into Implementation activities

**Information Sharing**

- The SWM Plan is easily accessible, implementation activities clearly flow from the SWM Plan
- Members have the opportunity to contribute to Implementation activities

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# Share your Thoughts

Which activities in an implementation plan might require a firm timeline and where is there room for flexibility?

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# Organizing the SWM Plan Document

Solid Waste Management Plan – Sample Table of Contents

GLOSSARY

EXECUTIVE SUMMARY

1. BACKGROUND
    1.1. Vision and Goals for Solid Waste Management
    1.2. Roles and Responsibilities
    1.3. Community Engagement Plan
2. PLAN AREA AND DEMOGRAPHICS
3. EXISTING WASTE STREAM CHARACTERIZATION
    3.1. Composition of Waste Disposed
        3.1.1. Disposal and Diversion

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# Organizing the SWM Plan Document cont.

4. EXISTING SOLID WASTE MANAGEMENT SYSTEM
    4.1. (Include subsections for all that apply – e.g., education and promotion, reduction and reuse programs, recycling, organics management, construction and demolition waste, residual waste management, etc.)
5. OPTIONS TO IMPROVE SOLID WASTE MANAGEMENT
    5.1. (Include sub-sections for all that apply – proposed strategies for dealing with SW types, issues and concerns – see list above for continued strategies and add in any new strategies as well as those to address any identified issues or concerns, such as illegal dumping, wildlife management, new waste types or types not previously addressed)
6. OPTIONS ANALYSIS
    6.1. Feasibility and Risk Assessments
7. PREFERRED SOLID WASTE MANAGEMENT SYSTEM
    7.1. (Include sub-sections for all that apply)

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# Organizing the SWM Plan Document cont.

8. FINANCE AND ADMINISTRATION
    8.1. Cost of existing and proposed strategies
    8.2. Cost recovery
9. PLAN IMPLEMENTATION
    9.1. (include sub-sections on implementation plan and schedule)
10. MONITORING, REPORTING AND AMENDMENTS
    10.1. (include sub-sections on monitoring and reporting, plan review period, and plan amendment process)
11. APPROVAL

APPENDICES, ATTACHMENTS AND FIGURES

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# Tips for an Effective SWM Plan Document

- Start with a clear purpose
- Use plain language
- Align with the waste hierarchy
- Structure the report in a logical order
- Include a map of your reserve lands and surrounding area
- Use graphics, tables and charts to display data
- Ensure the report reflects your community, culture
- Incorporate community input (insert quotes, photos, artwork)
- Present realistic options
- Include monitoring & review measures
- Include an implementation plan

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# Review and Finalize SWM Plan

With a draft plan in place, the next step is to review and refine the plan to ensure it is clear and aligned with the vision statement and community priorities.

This includes:

- A final review/check by the planning team
- Sharing the draft plan with Chief and Council, community members, legal, and other departments
- Gathering and documenting feedback
- Assessing feedback and identifying where revisions are needed
- Revising the plan to reflect feedback and address gaps and concerns
- Preparing the final Solid Waste Management Plan for approval

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# Sharing the Draft Plan

| Group | Role in the Review Process | What They Review / Contribute |
|---|---|---|
| **Chief & Council** | Leadership oversight and decision-making | Ensure the plan aligns with community priorities, governance direction, land use goals, and long-term vision. Review major recommendations, costs, and implementation approach. |
| **Band Manager / Administration** | Operational and organizational review | Assess whether the plan is practical to implement within existing administrative structure, staffing, and budgets. |
| **Public Works / Operations Staff** | Practical operational review | Evaluate whether proposed systems and programs are realistic to operate and maintain. Identify equipment, staffing, routing, and operational challenges. |
| **Waste Site Operators / Collection Staff** | Frontline technical review | Provide feedback on day-to-day realities such as waste handling, contamination issues, traffic flow, safety, and site functionality. |
| **Finance Department / Finance Officer** | Financial review | Review capital and operating costs, funding assumptions, affordability, long-term sustainability, and implementation phasing. |
| **Environmental Staff / Advisors** | Environmental and regulatory review | Ensure environmental risks, monitoring requirements, land protection, and regulatory considerations are addressed properly. |
| **Community Members** | Community validation and support | Provide feedback on whether proposed services and programs are understandable, accessible, practical, and acceptable to residents. |
| **Elders & Knowledge Keepers** | Cultural and stewardship review | Ensure the plan reflects community values, land stewardship principles, cultural priorities, and long-term environmental protection goals. |
| **Youth Representatives / Schools** | Future-focused community perspective | Provide input on education, participation, environmental priorities, and long-term sustainability. |
| **External Consultants** | Technical refinement and integration | Revise the plan based on feedback, clarify technical information, update recommendations, and ensure consistency throughout the document. |
| **Regional Partners / Municipalities** | Coordination and partnership review | Review partnership opportunities, shared infrastructure arrangements, hauling agreements, or regional disposal considerations. |
| **Regulatory Agencies (if applicable)** | Compliance and approval review | Confirm alignment with regulations, approvals, permitting requirements, and environmental obligations. |
| **Funding Agencies (if applicable)** | Funding alignment review | Assess whether proposed projects align with funding criteria, eligible activities, and reporting expectations. |

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# Gathering Feedback

Different methods work for different people. Using a mix of approaches usually leads to stronger participation and more balanced input.

The goal is to gather input that is honest, useful, and reflective of the community's real experiences and priorities.

- Community meetings and open houses
- Sharing circles
- Surveys & questionnaires
- Interviews
- Focus groups
- School and youth engagement
- Social media

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# Documenting Feedback

Feedback is documented through meeting notes, surveys, and engagement records, then organized into themes and priorities.

Recurring issues, concerns, and service gaps are identified and used to shape recommendations and actions within the plan.

**Key information to highlight:**

- Recurring themes
- Community priorities
- Operational challenges
- Areas of support
- Concerns or barriers

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# Share your Thoughts

How do you determine what feedback is relevant and applicable?

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# Making Revisions

A good revision process is about refining direction, strengthening feasibility, and ensuring the plan reflects what was learned through engagement and review.

**Steps to make revisions:**

1. Review feedback systematically
2. Use a comment tracking matrix (excel)
3. Include multiple review perspectives
4. Prioritize clarity and readability
5. Revisit and confirm feasibility
6. Ensure recommendations align with community priorities
7. Strengthen the implementation plan
8. Verify financial information

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# Final Plan & Approval

Gaining approval for a SWM Plan is where leadership, staff and the community collectively recognize the plan as a direction forward and momentum for implementation. When the SWM Plan has been revised to respond to community concerns and is considered complete by a First Nation it is likely ready to be adopted.

The approval process may differ from community to community but here are some key considerations:

- Ensure the plan reflects the community values, environmental stewardship goals, operational realities and engagement feedback
- Conduct a final internal review to verify accuracy, confirm feasibility and identify final revisions
- Present the plan to leadership highlighting key findings and challenges, budgets, recommended actions and expected benefits of the plan
- Provide an overview of the community engagements that occurred throughout the planning and development process

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# Implementation

After the plan has been approved it is time to move into implementation

**Implementation tips**

- Communication and education before the launch of the plan
- Assign responsibilities to appropriate staff
- Seek shared success through collaboration
- Be prepared to adjust course