



CIF Project #746: Fundamentals in Recycling Planning - Online Training Course

Background and Description

Since 2017, CIF has offered a free, nine-module online Fundamentals of Recycling course. The objective of the course was to provide information and insight to support key decisions related to planning, implementing, and operating a blue box program. The course totaled 21 to 28 hours and included a narration of all content, activities, case studies, knowledge check points, and a comprehensive final exam requiring 80% to complete.

Content of the course covered the basics of a blue box program in Ontario, including:

- Legislation and policies
- Markets
- Processing
- Collections
- Promotion & education
- Measuring and monitoring
- How to present consolidated plans to senior management or council

Decision to End the Course

In November 2023, the CIF decided to end the online course. Communities were notified of this service ending in December 2023 through a CIF Bulletin and the CIF website.

Summary of Course Participants

In 2023, CIF saw a drop in registrations largely due to the Blue Box program transition to Extended Producer Responsibility. Table 1 below depicts the number of registrants and course completions over the past three years.

Table 1: Fundamentals of Online Recycling Course Participation 2021- 2023

Course Year	# Registered	# Completed/Passed
2021	18	10
2022	20	14
2023	8	5

Financials

The CIF contributed \$244,000 towards this work. This covered the cost to develop the content, transfer and manage it on an online format, and administrative costs to run the course.

Learnings

This workshop was successful in meeting the needs of participants in terms of its content and delivery format. Participants echoed the value for everyone taking this course; valuable background on day-to-day work combined with up-to-the-minute information on factors that may influence work in the near or longer term. See below for participant quotes:

“I feel like I’m using all the information from this course!”

“The information on the policies surrounding waste management was the most valuable to me.”

“I found it helpful to learn more about promotion and education.”

“I appreciated all the real-life examples from what other municipalities are doing.”