

Subject: Clothing Donation Box By-law Review

File Number: ACS-2023-EPS-PPD-0002

**Report to Emergency Preparedness and Protective Services Committee on 21
September 2023**

and Council 27 September 2023

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REPORT RECOMMENDATION(S)

That Emergency Preparedness and Protective Services Committee recommend that Council approve the proposed Clothing Donation Box By-law as described in this report and in the general form set out in Document 1.

EXECUTIVE SUMMARY

The purpose of this report is to present recommendations for a new permit by-law with regulations for the operation of outdoor clothing donation boxes in Ottawa, as set out in Document 1 and described in this report. The proposed new Clothing Donation Box By-law updates and replaces the City's existing by-law for clothing donation boxes, which would be repealed (By-law No. 2013-98). This regulatory review forms part of the 2023 to 2026 By-law Review Work Plan.

A permit system and regulations are recommended to hold clothing donation box owners and private property owners more accountable for the location, signage, maintenance, and safety of outdoor clothing donation boxes in Ottawa. This new by-law has been developed in response to concerns about community nuisances caused by outdoor boxes that are left unmaintained and unattended, placed on private and public properties without consent, or that display inaccurate information about the box's owner. These situations cause property standards and maintenance issues as well as create community nuisance, consumer protection, and public health and safety concerns.

The recommended permit system will focus on the protection of persons and property, including consumer protection, public health and safety, and the prevention of public nuisances. Regulations have been developed to provide increased municipal oversight, transparency of operator information, routine maintenance obligations, and additional enforcement tools to prevent problems from occurring and to address issues of non-compliance when they do occur. The regulations will also allow residents to make an informed decision when choosing to donate clothing or textiles through this method.

Regulations for the operation of clothing donation boxes at specific City facilities that have been determined to be suitable to host a box are recommended. A formal process for allocating space at approved City facilities to eligible donation box operators, as well as a proposed approach for both the continued operation and removal of boxes currently located on City property are also recommended.

In addition, an annual reporting requirement of donation data is recommended as part of the new permit regime to help inform textile waste diversion enhancement initiatives being considered in the development of the City's new Solid Waste Master Plan.

Assumptions and Analysis

In 2013, the City enacted a by-law to regulate the use and location of clothing donation boxes on private property (By-law No. 2013-98). This was done in response to concerns about the legitimacy or legality of box locations, lack of permission from property owners, inaccurate box signage, and improper upkeep and maintenance, among other issues. However, these issues have persisted and Council directed staff in 2019 to review the current regulations in order to explore opportunities for improvement.

Financial Implications

An annual permit fee of \$500 and an additional annual fee of \$150 per box will provide revenue to fund the administration, management, and enforcement of the new permit regime and accompanying regulations by staff in By-law and Regulatory Services.

Public Consultation/Input

The development of the recommended permit system and its related regulations was informed by public consultation and stakeholder engagement. Stakeholders included City staff, clothing donation box owners and operators, Business Improvement Areas, Community Associations, second-hand thrift stores, municipal staff from other jurisdictions, as well as the general public. Participants during consultation were largely

in favour of measures that would provide increased oversight by the City to help address ongoing concerns with clothing donation boxes and improve overall regulation and enforcement. Support for a permit regime was high among industry stakeholders and the general public. Staff published a project webpage on ottawa.ca to invite members of the public to stay informed on project updates and provide feedback during the review. An online public survey was also used to gather input on proposed regulations and to identify community concerns. After results were collected, both a Discussion Paper and an Information Sheet were circulated to local Business Improvement Areas, Community Associations, and industry stakeholders to obtain additional feedback. Overall, a majority of stakeholders supported a permit system as a tool to mitigate issues with unlawful clothing donation boxes in the community. There was also support from donation box owners regarding the annual submission of donation data to the City to help inform textile waste diversion initiatives and future policies of the City. Comments received from all industry stakeholders have been considered in the development of policy recommendations for this by-law review. Consultation and engagement activities undertaken for this project are further detailed in the Consultation section of this report.

BACKGROUND

Legislative history

In 2013, City Council approved a regulatory approach for outdoor clothing donation boxes on private property (non-municipal) which focused on property standards combined with public awareness ([ACS2013-CMR-LEG-0003](#)). This approach in 2013 sought to address complaints by the public, including donation boxes being placed without property owner permission, signage concerns, and the legitimacy or legality of certain boxes. Other regulatory options were also considered at that time, including maintaining the status quo of self-regulation among box operators and private property owners, a public awareness campaign with no associated regulations, and a business licensing regime. An outright ban of clothing donation boxes was not considered in 2013 as it was conceded that such an approach would have a negative impact on local charities and non-profit operators and could potentially lead to an increase in the amount of clothing and textiles sent to landfill.

Regulations for outdoor clothing donation boxes on private property (non-municipal) were developed and set out in By-law No. 2013-98. The by-law set out specific requirements regarding property owner consent, box location, information to be displayed, and maintenance. Among other things, the 2013 by-law established that

outdoor clothing donation boxes be prohibited in residential areas of the City. Unlike boxes placed at City facilities, described in the Current state section below, clothing donation boxes placed on private properties (non-municipal) do not have to be operated by charities. Other regulations set out in the 2013 by-law included a requirement for operators to obtain permission from the property owner to place a box on their property, and the display of specific information on the box including the name and address of both the operator and the property owner, applicable charity information, and a pick-up schedule. The by-law also required that the box not create obstructions for vehicles or pedestrians, and not impede access or egress to the property. Property owners are responsible for ensuring the property surrounding a clothing donation box is kept clean and free of debris. Despite the above regulations, the 2013 by-law did not require the box operator to self identify or provide current contact information to the City, thereby making investigations and follow-up by enforcement staff difficult in cases of complaints or non-compliance.

In May of 2018, an [inquiry](#) was submitted at the Community and Protective Services Committee regarding incidents involving clothing donation boxes, ranging from vandalism to the illegal placement of boxes. Staff were asked to review the City of Markham's model regarding the placement and management of donation boxes and to report back.

In light of the issues noted in the May 2018 inquiry, as well as more recent health and safety concerns with clothing donation boxes in other jurisdictions, a comprehensive review of the 2013 by-law was included in the 2019 to 2022 By-law Review Work Plan ([ACS2019-EPS-GEN-0009](#)). Due to the impact of the COVID-19 pandemic on the City's resources and legislative agenda, staff were not able to complete the review or bring forward a report during the 2019 to 2022 Term of Council. Accordingly, the review was carried over and approved as part of the 2023 to 2026 By-law Review Work Plan ([ACS-2023-EPS-PPD-0001](#)).

Current state

Private property

Staff estimate that there are approximately 200-300 outdoor clothing donation boxes currently located on private property across Ottawa. This estimate is based on information gathered from City service requests, as well as from recent consultation with various clothing donation box operators. Donation boxes are often located in the parking lots of shopping centres and commercial plazas, as well as at schools and churches. It

should be noted that staff are unable to confirm the exact number of active boxes and their specific locations on private property, and this is a key issue that this by-law review has set out to address.

City property

In addition to private property, there are also a small number of outdoor clothing donation boxes approved to operate on City property. These fall outside of the 2013 by-law requirements described above. As of July 2023, there are clothing donation boxes located at the following City facilities:

- Carleton Lodge Long-Term Care Home (Barrhaven East Ward)
- Bob MacQuarrie Recreation Complex – Orléans (Orléans West-Innes Ward)
- Osgoode Community Centre (Osgoode Ward)
- Fred Barrett Arena (Riverside South-Findlay Creek Ward)
- Ron Kolbus Lakeside Centre (Bay Ward)
- Carleton Heights Community Centre (River Ward)

Boxes at these locations are currently managed under individual licence of occupation agreements, which are similar to a rental agreement, between the box operator and the City's Corporate Real Estate Office in the Planning, Real Estate and Economic Development department. In accordance with Council's decision in 2012, clothing donation box operators must possess a valid registered charity number as recognized by the Canada Revenue Agency to operate on City property. The total number of clothing donation boxes that have been approved to operate on City property under these agreements has significantly declined in the last number of years, which may be attributable to the impact of the pandemic on box operators' resources. In the past there have also been issues of non-compliance with agreement conditions by a particular operator, which has resulted in several of its boxes being removed by City staff.

Service requests

The City has received 285 service requests for clothing donation boxes since the start of 2019, as outlined in the table below.

Table 1 – Clothing Donation Box Service Request Volume by Year

2019	2020	2021	2022	2023	Total
61	98	48	48	30*	285

*as of July 31, 2023

The majority of service requests received during this period have been complaints pertaining to property standards and the over-accumulation of donated items, waste, or debris at clothing donation box locations. Other frequent complaints include the placement of boxes on private property without the authorization of the property owner, and clothing donation boxes located within the City's road allowance. The City has averaged approximately 67 service requests per year since the current Clothing Donation Box By-law (No. 2013-98) came into force in 2013.

Issues and concerns

Property standards and maintenance

Property standards issues such as the accumulation of donated items left outside of boxes, as well as waste and debris at box locations causing a mess and nuisance have been ongoing under the current by-law. These issues have accounted for the majority of clothing donation box related complaints and service requests received by the City. A survey of residents from 2020 indicates that this is the issue residents are most concerned about regarding clothing donation boxes in their community. Some box operators have expressed concern about waste and debris being left at their box locations by competing operators. Unmaintained boxes and the build-up of items outside of boxes can create a nuisance for the community and can discourage further use. It should be noted that some operators indicated that the COVID-19 pandemic had a significant impact on their ability to service and collect from their donation boxes on a regular basis.

Lack of overall compliance with existing regulations

Issues of non-compliance with existing by-law regulations have also been ongoing under the current regulatory system. There have been issues with donation boxes being placed on private property without the required consent of the property owner, incorrect or incomplete operator information being displayed on the box, as well as reports of theft, vandalism, and illegal dumping. Several active operators consulted by staff expressed concern that continual non-compliance by other operators can cause distrust

among both property owners and the general public regarding the potential benefits of having clothing donation boxes located within the community.

Inaccurate information being displayed

While the current by-law sets out specific information to be displayed on a clothing donation box, many boxes have been found displaying inaccurate information about the operator or their charitable status and affiliations. In some cases, boxes have displayed incorrect charity information, or displayed the name of a charity which has no valid affiliation or partnership with the box operator. Some boxes have been found with no information displayed at all. Most recently in January of 2023, two clothing donation boxes seized by the City were found to be representing an organization whose charitable status was revoked by the Canada Revenue Agency. Both industry stakeholders and residents have raised concerns about inaccurate or incomplete information being displayed on clothing donation boxes. In a survey of residents from 2020, 52 per cent of respondents indicated they are very concerned about this issue, and 93 per cent indicated that all clothing donation boxes should be clearly labelled so they know exactly who is benefitting from the items being donated.

Operator eligibility

The issue of inaccurate information being displayed on clothing donation boxes has also raised concerns about which types of organizations should be permitted to operate donation boxes in Ottawa. There have been complaints from charitable organizations regarding “for-profit” operators inaccurately portraying themselves as registered charities and thereby deceiving the public regarding who is actually benefitting from the items being donated. Currently, only operators who have registered charitable status with the Canada Revenue Agency are permitted to operate on City property. However, there are no eligibility restrictions for boxes located on private property (non-residential).

Safety

Concerns about potential safety risks with clothing donation boxes have arisen due to incidents in other municipalities. Since 2015, there have been at least eight reported deaths in Canada resulting from individuals attempting to climb into a clothing donation box and becoming stuck or lodged inside. Research shows that there may be an incentive for individuals in need to seek access inside a donation box, either for shelter

or to obtain items for personal use or resale.¹ In response to these incidents, other municipalities such as the City of Toronto and the City of Vancouver amended their clothing donation box regulations to help address safety concerns. There have been no reported cases of injuries or deaths related to clothing donation boxes in Ottawa. The major supplier of clothing donation boxes in North America and Canada has indicated that as of February 2020, they had retrofitted 98% of their boxes in response to incidents in other jurisdictions.

Textile waste diversion

Currently, Ottawa residents have access to a few different options for textile diversion. These include the Take it Back! Program, where retailers and charities accept household items, including textiles, for reuse and recycling. Residents can also drop off materials at clothing donation boxes located throughout the city. Some charities also offer at home clothing collection. Clothing donation boxes are common practice in the industry to help divert clothing, textiles, and other materials away from local landfills.

Looking at ways to enhance existing textile waste diversion options was identified in the [High Level Long List of Options](#) as part of the development of the City's new Solid Waste Master Plan ([ACS2021-PWE-SWS-0003](#)). This option includes allowing more convenient placement of donation boxes throughout the City, subject to regulatory requirements pertaining to public health and safety, property maintenance, and nuisance control. Analyses conducted by the technical consultant through Solid Waste Master Plan development showed that increased textile diversion could potentially lead to up to five per cent of current disposed tonnes to landfill being diverted. Diverting textile waste away from landfill also reduces greenhouse gas emissions created by the decomposition of this waste stream in landfill. Enhancing textile waste diversion helps support several Council-approved goals of the Solid Waste Master Plan, including maximizing the reuse and recycling of waste, and enhancing accessibility, convenience, consistency, and affordability of waste management programs and services.

DISCUSSION

Clothing donation boxes located within a community can provide residents with a convenient method to donate used or unwanted clothing and other materials. Items donated through these boxes are often used to help support programs and initiatives

¹ Hickey, Tyler Bruce Malcolm et al., "Deaths Associated With Community Donation Bins: A Ten-Year Retrospective Review Describing Five Cases in British Columbia and Ontario", *Academic forensic pathology* vol. 10,1 (2020); 47-55.

undertaken by various organizations. This includes registered charities and non-profit corporations, for-profit textile recycling companies, as well as local thrift stores. Industry stakeholders have indicated that clothing donation boxes are often heavily relied upon as sources of revenue for their charitable programs and initiatives. In addition, the use of clothing donation boxes can also help divert clothing, textiles, and other materials away from local landfills. Many stakeholders have mentioned that aside from supporting their own programs, the ability of donation boxes to provide textile waste diversion opportunities is an additional benefit to the communities where their boxes are located. Several of the organizations who currently own and operate clothing donation boxes in Ottawa are also members of the National Association for Charitable Textile Recycling (NACTR). This organization works to promote positive social and environmental impacts of charitable textile reuse, recycling, and thrift retail.

At the same time, service requests and feedback from both the public and the industry has shown that ongoing issues and concerns persist in relation to property standards, operator transparency, and overall compliance with municipal regulations. There is also concern from the industry that the ongoing lack of compliance by some operators with existing regulations may discourage the public's use of donation boxes and can negatively impact charitable initiatives and textile diversion efforts.

Jurisdictional scan

An analysis of how clothing donation boxes are regulated in other municipalities was undertaken by staff as part of this review. In most jurisdictions that regulate clothing donation boxes, some form of pre-authorization or screening by the municipality is required to operate a donation box. This is typically done through the issuance of a permit, licence, or business licence. Municipalities such as Toronto, Markham, Mississauga, London, and Guelph have all included clothing donation box regulations in their respective business licensing by-laws. Other cities such as Belleville, Cornwall, Newmarket, and Gatineau require clothing donation box operators to obtain a general permit or licence from the city.

In either case, the conditions that donation box operators must meet to be issued the required permit, licence, or business licence are generally the same. This includes requiring the operator to provide the municipality with contact information, proof of property owner consent, confirmation of any charitable status or charitable partnership, a site plan, sketch, or written description of where each box is located, and required insurance. Specific regulations and requirements are also typically set out for where

boxes can be located on private or public property, information required to be displayed on each box, as well as any safety and maintenance obligations for operators.

Feedback from municipalities has indicated that permit or licensing regimes were implemented to directly address issues related to nuisance, public safety, dumping, maintenance, inaccurate operator information, and boxes being placed without property owner consent. It was also noted that municipalities have chosen permits or licences to help address issues with unauthorized operators who were taking business away from legitimate local charities.

Restrictions on operator eligibility varies among the jurisdictions reviewed. Municipalities that restrict eligibility to registered charities have cited public demand and uncooperative private recyclers as the rationale for adopting this particular regulatory approach. Those that chose not to impose any eligibility restrictions cited a desire for proper oversight and control of any non-charitable operators, a concern over legal authority to restrict eligibility, and a lack of any direct concerns that were specifically associated with for-profit operators.

Staff also found that a small number of municipalities regulate clothing donation boxes within by-laws pertaining to community standards or property maintenance. For example, the Town of Ajax sets out basic regulations for donation boxes under its Clean Community By-law, and the City of Oshawa regulates boxes through its Nuisance By-law.

City of Markham

Part of staff's jurisdictional scan specifically included an analysis of the approach taken by the City of Markham. In 2012, Markham enacted regulations for clothing donation boxes under their business licensing by-law in response to issues of public safety, illegal dumping, and vandalism. However, the main concern raised by residents was the misleading use of clothing donation boxes by for-profit organizations, who were also failing to properly maintain their boxes. To address these issues, the City included a requirement that only registered charities be able to operate clothing donation boxes in Markham. This was in alignment with a similar approach already taken by the nearby City of Vaughan.

Once the new business licensing requirement was implemented, City staff noted that registered charities were complying with all licensing requirements, such as paying the required licensing fee, indicating where their boxes were placed, and keeping them well maintained. However, the City also encountered issues with private "for-profit" recyclers

attempting to obtain a licence by indicating they were a registered charity or affiliated with a registered charity. This resulted in Markham City Council amending their regulations to require specific charitable tax forms and documents to be submitted upon application for a clothing donation box licence from the City.

From a regulatory perspective, Markham's approach for clothing donation boxes and clothing donation box operators is comparable to many other Ontario jurisdictions. Operators must obtain a business licence from the City, provide proof of registered charitable status, and comply with prescribed requirements related to box signage, location, and maintenance. What sets Markham apart from many other jurisdictions is that licensed clothing donation box operators are also considered to be program partners under Markham's textile recycling program. In 2015, the City of Markham approved the Smart Bin Textile Recycling Program, which involved the placement of new "smart" donation containers at select City facilities. These smart bins are designed and owned by the City of Markham. Each licensed operator provides ongoing collection and diversion data to the City from boxes located on both private and municipal property as part of this partnership. There are currently five registered charities partnered with the City of Markham under this textile recycling program, and City staff have noted that they have not experienced any issues or concerns regarding compliance from licensed operators.

Recommendation – a permit system for the operation of a clothing donation box

To address the ongoing issues with clothing donation boxes in Ottawa, and to better align the City's regulations with similar jurisdictions, staff are recommending a new Clothing Donation Box By-law that would implement a mandatory permit system for clothing donation box owners as described below and attached as Document 1. This updated regulatory regime will focus on the protection of persons and property, including consumer protection, public health and safety, and the prevention of public nuisances. The recommended regulations and requirements will apply to the operation of clothing donation boxes on both private property (non-residential) and at City facilities.

The benefits of the recommended permit system include:

- increased accountability for clothing donation box owners to empty and maintain their boxes on a regular basis to help prevent and mitigate issues of community nuisance and ensure issues are appropriately dealt with when they do occur

- protection of public health and safety by ensuring donation boxes are appropriately designed and are located in safe and secure areas
- transparency regarding who owns and operates clothing donation boxes in Ottawa, box locations, and who is benefitting from the items being donated
- increased accountability for property owners to ensure they only allow approved clothing donation boxes from valid permit holders on their property, and are aware of the conditions of boxes on their properties
- the inclusion of clothing donation boxes on City property as part of the permit regime to ensure that these boxes are well maintained, and are placed in safe and accessible locations at suitable City facilities
- additional enforcement tools to address cases of non-compliance and deter improper operation
- mandatory data reporting from permit holders to help inform textile waste diversion initiatives undertaken by the City and inform future policy directions for waste diversion.

Under the current regulatory model, the City is not aware of when or where a clothing donation box has been placed on private property unless a service request has been generated for a potential by-law violation. Under this new system, clothing donation box owners must provide the City with specific information and documentation, obtain a permit, and follow prescribed regulations for the location, signage, safety, and routine maintenance of each clothing donation box they wish to operate. Screening of all permit applicants will help provide staff with a more accurate knowledge of which organization owns the box, who is responsible for its collection and maintenance, as well as the total number of donation boxes in the community and where they are located.

Other regulatory approaches were considered by staff, including a business licensing regime and a potential ban on clothing donation boxes in Ottawa. Staff do not recommend implementing regulations through business licensing, as there is a lack of clarity regarding whether registered charities fall within the definition of a business pursuant to the Municipal Act, 2001. As such, it may be difficult to characterize the operation of a clothing donation box solely as a business when the vast majority of boxes are operated by registered charities. A potential ban on clothing donation boxes was not supported during consultation and is also not recommended as it may adversely impact donation box operators who are compliant with municipal regulations.

Furthermore, prohibiting clothing donation boxes would not align with textile waste diversion initiatives being considered by the City as part of the development of the new Solid Waste Master Plan.

Conditions of permit issuance

In order to obtain a permit, a clothing donation box owner would have to meet specific application requirements as set out in Document 1. This includes providing the City with the following information:

- name and contact information
- the municipal address where each clothing donation box is located
- written consent from each private property owner allowing the operation of a box on their property, including the property owner's name and contact information
- a site plan or sketch of the location of each clothing donation box
- proof of valid registered charitable or not-for-profit corporation status, or proof of a valid partnership with a registered charity or not-for-profit corporation (if applicable)
- confirmation of safety certification for each clothing donation box
- proof of valid insurance; and
- payment of the prescribed permit fees

Operator eligibility – private property (non-residential)

Staff do not recommend implementing eligibility restrictions for the operation of a clothing donation box on private property (non-residential) under the proposed permit regime. While it is acknowledged that many current operators are registered charities, staff also recognize the legitimate and responsible operation of clothing donation boxes by non-charitable organizations. This can include the use of donation boxes by local thrift and second-hand goods stores to collect items for re-sale while also providing a portion of proceeds to registered charities or community organizations. The recommended eligibility conditions for a permit, as well as recommended regulations for the information to be displayed on each box, have been developed to ensure that all information provided to the City and displayed on a clothing donation box is accurate and allows residents to make an informed decision when donating their items.

Location requirements

The current Clothing Donation Box By-law (No. 2013-98) specifies that clothing donation boxes cannot create a visual obstruction for vehicles or pedestrians and cannot block access or egress to a property. Staff recommend that these existing regulations be continued under the proposed new permit system. Staff also recommend that clothing donation boxes continue to be prohibited on residential properties to prevent nuisances, increased traffic, and unwanted access and egress in residential areas.

New regulations are also recommended to provide for the safe placement and operation of a clothing donation box. This includes requiring that a box only be placed in the location specified in the relevant permit issued by the City, and that the box must be in an area that has adequate lighting at all times. Furthermore, a clothing donation box must not be affixed to any utility apparatus, such as a streetlight or hydro pole, and must not be located anywhere in the City's right-of-way. These regulations have been developed based on industry feedback, best practices in other jurisdictions, and input from By-law and Regulatory Services.

Clothing donation boxes that are located indoors are not regulated under the 2013 by-law and it is staff's assessment that indoor boxes do not need to be included in the proposed permit regime. Service request data and consultation feedback have indicated that clothing donation boxes located indoors have not posed the same concerns as outdoor boxes. Indoor boxes would still be subject to existing property standards regulations.

Information to be displayed

Requiring that all clothing donation boxes display accurate information about the operator can help City staff clearly identify who is responsible for the box and how to contact them about issues or potential infractions. It also provides residents with transparency about who may be benefitting from the donations, and the types of items that are accepted. Under the proposed new regulatory system, staff are recommending that the following information must be displayed on all clothing donation boxes:

- name, telephone number, and email address of the box owner
- the valid charity registration number or not-for-profit corporation number of the box owner (if applicable)

- if the owner does not have a valid Canada Revenue Agency charity registration number or not-for-profit corporation number, the words “NOT a Registered Charity or Not-For-Profit Corporation”
- a notice indicating that:
 - all donation articles must fit into the clothing donation box
 - items are prohibited to be left outside, around or near the clothing donation box
 - the donation of hazardous items and items not accepted by the operator is prohibited

Staff are also recommending that a validation sticker issued by the City be placed on each approved clothing donation box and that the required information must be displayed in a manner that complies with current City standards for accessibility and visibility. Any clothing donation box that has been approved to operate on City property must also display the required information in both English and French. Lastly, staff have included a provision in the proposed by-law that requires all information displayed on a clothing donation box to be accurate and current at all times. These regulations are recommended in order to address issues of consumer protection and operator transparency and accountability.

Maintenance and safety

Staff are recommending that clothing donation box owners and operators adhere to prescribed maintenance and collection obligations. This is intended to address ongoing issues of property standards, including exterior waste and debris and the accumulation of items left outside of clothing donation boxes. Under the recommended by-law, box owners would be required to service, repair, clean, maintain, and empty all contents in or around each donation box they operate on a regular basis. In addition, a written log of all servicing, maintenance, and collections must be kept by each permit holder. This requirement is intended to provide better accountability and transparency on the part of box owners.

Staff also reviewed existing by-law regulations with a particular focus on developing updated requirements to help protect public health and safety. Currently, there are no general regulations or safety standards that exist across the industry for clothing donation boxes. Staff contacted the Canadian Standards Association (CSA Group)

regarding the potential development of national standards for clothing donation box design and safety, but did not receive a response. Rangeview Fabricating Inc., a major supplier of donation boxes across North America and Canada, confirmed that as of 2020 they had retrofitted 98 per cent of their clothing donation boxes in response to safety incidents in other jurisdictions.

To address potential safety concerns, staff are recommending that all clothing donation boxes must be of metal construction and that confirmation in writing be provided by either the manufacturer of the box or a third-party professional engineer that the construction and design of the box is safe and mitigates potential injury. Staff have also developed clear requirements for donation box owners and operators to ensure that their boxes are kept safe, clean, free of damage or disrepair, and free of overflow and accumulation of items.

Insurance requirements

For consumer protection purposes, staff recommend that clothing donation box owners be required to obtain Commercial General Liability insurance with a minimum of \$2 million coverage under the proposed by-law. Proof of valid insurance would be required upon initial application for a permit, as well as annually as part of the permit renewal process.

Data sharing for textile waste diversion

This regulatory review has also considered the potential benefits that clothing donation boxes can provide with respect to textile waste diversion. Throughout consultations, industry stakeholders indicated that aside from providing revenue and support for their own programs, clothing donation boxes also provide textile waste diversion opportunities that can benefit communities where boxes are located. Many operators also indicated that regular tracking of collection and waste diversion data is a normal part of their current business operations.

Various textile waste diversion enhancement options are currently being considered by the Public Works department (Solid Waste Services) as part of the development of the City's new Solid Waste Master Plan. This includes options such as expanding public education and outreach aimed at promoting textile diversion options and allowing more convenient placement of donation boxes throughout the City. To help inform these and any future initiatives, staff recommend that clothing donation box permit holders be required to provide specific collection and diversion data to the Public Works

department (Solid Waste Services) on an annual basis in order to renew their permit. This includes submission of the following data metrics:

- total tonnages collected in each clothing donation box
- total tonnages broken down by end use, such as the percentages of items that are sold for reuse, sold to end markets for recycling, and sent for final disposal
- total tonnages sold for recycling within Canada
- total tonnages sold for recycling outside of Canada
- total tonnages sold to be upcycled/downcycled into other textile products

Information and data provided by permit holders through this requirement would be used by Solid Waste Services to provide insight into the overall effectiveness of textile reuse and recycling programs in Ottawa and to help inform future policy directions in support of textile diversion. This would be combined with existing internal waste audits to help Public Works staff plan and develop future education campaigns. Information collected may also provide insight into gaps in end markets that may involve the City working with the industry to support better environmental outcomes as part of a broader environmental effort related to textile diversion.

Staff in the City's Solid Waste Services (Public Works department) would be responsible for the intake, collection, disclosure, and retention of the data to be provided on an annual basis by operators as a condition of renewal of the operator's permit. Data received from permit holders would remain confidential and any reporting out of the data by the City would be done in an aggregate, de-identified format.

Upon approval of the recommended new permit regime, staff from Emergency and Protective Services, Solid Waste Services, and Legal Services will develop a formal intake process and format to administer the provision of data from the operators to Public Works, and resources will be assigned to guide and support this process.

Permit administration and enforcement

Under the proposed regime, a clothing donation box permit could be refused, suspended, or terminated, and may have additional conditions placed on it by the Director of By-law and Regulatory Services. These are additional enforcement tools that are not available to the City under the current regulatory system. In each case, the box

owner would have an independent avenue of appeal through the Property Standards and Licence Appeals Committee.

The proposed permit regime will provide By-law and Regulatory Services with increased oversight and accurate information about where clothing donation boxes are located in the city, who is responsible for operating them, and whether the property owner has provided permission for a box to be operated at that location. Proactive screening of box locations during the permit application and renewal process as well as confirmation of property owner consent and operator information is expected to help reduce the time enforcement staff spend investigating complaints as well as ensure greater transparency and accountability from operators.

The recommended new by-law includes offense creating provisions that would provide By-law and Regulatory Services with additional enforcement tools to address issues of non-compliance. This includes specific offenses for operating a clothing donation box without a permit, failing to remove a clothing donation box when consent of the property owner has been withdrawn, and allowing a clothing donation box to be operated on private property without a valid permit, among others. In addition, dumping of any waste or debris at a clothing donation box would be prohibited.

Specific provisions are also included for the removal and storage of a clothing donation box by the City at the owner's cost, in certain circumstances. Enforcement officers would have the ability to immediately remove a donation box that has been deemed to be a risk to public safety or is operating without a valid permit. Any clothing donation box that is removed by the City would automatically be stored by By-law and Regulatory Services for a period of 60 days. A box owner may retrieve their box during this time by paying any costs incurred by the City for removal, as well as a daily storage fee.

Permit fees

Recommended user fees for this proposed new regulatory system include an annual permit fee of \$500 and an additional annual fee of \$150 per box operated by a permit holder. The standard permit administration fee of \$57 would also apply to all applications. These fees have been established to provide funding for the administration, management and enforcement of the new permit regime by staff in By-law and Regulatory Services, in keeping with Council's User Fees and Charges Policy.

Staff anticipate approximately six to nine individual permit holders operating between 250 to 400 total clothing donation boxes under the new regulatory regime. Accordingly, revenue from permit fees could be in the range of \$40,000 to \$60,000, and staff

anticipate that revenues will fall within the mid-range of these amounts. Permit fees will be reviewed as part of the annual budget cycle to monitor cost recovery and cost effectiveness.

Exemptions

Staff are aware of various second-hand clothing and thrift stores who own and operate one or more clothing donation boxes on property where their stores are located. This includes stores such as Value Village as well as the local Mission Thrift Stores. Boxes at these locations are intended for residents to donate items directly to these stores outside of their regular business hours. There have been no recorded issues or service requests with respect to boxes used for this purpose. As such, staff are recommending an exemption from the proposed permit requirement and associated fees for any clothing donation box that is located on property which is primarily used for the regular business activities of the box owner. However, these organizations would still be responsible for ensuring their boxes comply with specific regulations set out in the proposed new by-law pertaining to box location, information to be displayed, maintenance, and safety, as well as all other applicable City by-laws.

Clothing donation boxes at City facilities

Current state

Currently, clothing donation boxes located on City property are managed through individual Licence of Occupation agreements with the City's Corporate Real Estate Office, which are in the nature of rental agreements. In accordance with a Council Motion from 2012 ([Motion No. 31/10](#)), only operators with registered charitable status as recognized by the Canada Revenue Agency are permitted to enter into these agreements for the operation of a clothing donation box at a City facility. Operators must provide the City with a registered charity number and a list of City owned locations where they would like to place a clothing donation box. Proof of insurance is also required. Staff from the Recreation, Cultural and Facility Services department then confirm which requested locations can accommodate a clothing donation box and provide this information back to the Corporate Real Estate Office for completion of the licence agreement.

Staff in both the Corporate Real Estate Office and Recreation, Cultural and Facility Services department have expressed concerns with the ongoing management and resources required to administer this program. Both groups have also indicated a desire

to terminate the existing program altogether. There have been frequent complaints from staff regarding overflowing boxes, vandalism, and difficulties in receiving responses from operators to address issues and arrange collections. Staff employed at the facilities where boxes have been located have sometimes been tasked with removing waste and debris when operators have not responded or have ceased operations altogether without notice to the City. This has resulted in several donation boxes being removed from various facilities at the expense of the City, in some cases without the possibility of cost recovery.

New process and regulations

In light of these concerns, it is recommended that suitable City facilities continue to be included as host sites for clothing donation boxes under the proposed new regulatory system for the following reasons. First, initiatives relating to textile waste diversion enhancement are under consideration as part the development of the City's new Solid Waste Master Plan. Staff's goal is to ensure that any new or updated regulations for clothing donation boxes can help inform textile waste diversion initiatives under the new Master Plan. This includes allowing more convenient placement of clothing donation boxes throughout the City at locations frequented by residents. Secondly, clothing donation box operators have indicated that high traffic locations such as City facilities can be beneficial for their charitable programs or textile recycling initiatives. Thus, staff believe that there would be an incentive for operators to comply with the prescribed regulations in order to operate at City facilities and maintain their permit.

To mitigate concerns and ensure that there is proper accountability and compliance from operators, staff recommend eliminating the use of individual licence agreements between the operator and the City's Corporate Real Estate Office, and instead prescribe specific regulations regarding the use of donation boxes on City property directly within the proposed new Clothing Donation Box By-law. This will provide a harmonized system for the administration, regulation, and enforcement of all clothing donation boxes, regardless of where they are located. By-law and Regulatory Services would be responsible for all administration and enforcement of clothing donation boxes on City property. This would include contacting operators when issues arise and coordinating collections as needed, in addition to general enforcement of prescribed regulations.

Recommended regulations for clothing donation boxes on City property include the following:

- clothing donation boxes would only be permitted at specific, pre-approved City facilities. Approved facilities would be set out within the new Clothing Donation Box By-law
- operation at City facilities would continue to be restricted to registered charities only. This is consistent with a previous policy direction approved by Council in 2012 ([Motion No. 31/10](#)). Staff have not identified any issues with maintaining this policy and recommend that it form part of the proposed new regulatory regime
- no more than one clothing donation box would be permitted at each approved City facility, unless otherwise authorized by the Director of By-law & Regulatory Services, in consultation with the General Manager, Recreation, Cultural and Facility Services
- each permit holder would be allowed to operate at a maximum of three approved City facilities. This is to ensure that approved City facilities can be allocated fairly among eligible operators.

Permit holders operating a clothing donation box at a City facility would also be subject to all other requirements set out in the proposed new Clothing Donation Box By-law, as well as any specific conditions that may be associated with their permit. In addition, the Director of By-law and Regulatory Services would have the authority to temporarily or permanently remove or relocate a clothing donation box on City property if it is deemed to be a safety hazard, or due to a special event or work that is required on the property. Should a clothing donation box be removed from any approved City facility, the permit holder would be responsible for reinstating the area where the box was placed.

Determination of approved City facilities

To provide a more structured and transparent approach for clothing donation boxes on City property, it is recommended that a list of specific facilities which have been approved by staff to host a clothing donation box be included in the proposed new Clothing Donation Box By-law. Staff also recommend that approval of a facility be subject to a specific set of assessment criteria to ensure a donation box can be located safe and accessible area. This includes the following:

- the facility must be open to the public; a place where residents are routinely invited to attend. This would eliminate the placement of donation boxes at certain facilities, such as Fire Stations

- a clothing donation box can be placed in a well-lit and safe location, which is free of any hazardous materials or equipment
- a clothing donation box can be placed so that it is easily visible to the public
- there must be adequate space for the proper operation of a clothing donation box. This includes items being dropped off by residents and collection of items by operators
- a clothing donation box can be placed in an area that is not obstructing vehicle or pedestrian traffic or access or egress to the property
- a clothing donation box can be placed in an area that is accessible by all individuals

To determine which City facilities would be included in the new regulatory system, staff assessed approximately 35 potential facilities using these criteria. Facilities were selected from an initial list of approximately 200 different City properties that included administration buildings, arenas, community centres, museums, libraries, and recreational complexes. Assessments were completed primarily through on-site visits with staff from the Emergency and Protective Services and Recreation, Cultural and Facility Services departments. Email questionnaires were also provided for staff feedback and virtual consultations were held when needed. Specific feedback was also obtained from staff in Public Works and Ottawa Fire Services.

In conducting assessments, staff placed a particular emphasis on ensuring that the facility could provide a proper space for all individuals to safely access and operate a clothing donation box. While there are no specific requirements or standards under the *Accessibility for Ontarians with Disabilities Act* for the location or design of a clothing donation box, staff consulted existing accessibility standards and best practices used by the City that could be applicable for this purpose. This included ensuring that a clothing donation box could be placed on an accessible path of travel, with clear space for a forward and side approach, as well as a turning diameter. This is similar to the current standards used by the City for library book drop slots. This approach was taken in consultation with staff from the City's Corporate Accessibility Office. Consultation was also held with members of the City's Accessibility Advisory Committee to obtain feedback on the assessment criteria and the particular standards applied for determining an appropriate location for a clothing donation box.

Out of the 35 facilities that were formally assessed, staff identified the following eight facilities that successfully met all the recommended criteria points:

- Bob MacQuarrie Recreation Complex – Orléans (Orléans West-Innes Ward)
- Richcraft Recreation Complex – Kanata (Kanata North Ward)
- Ben Franklin Place (College Ward)
- Splash Wave Pool (Beacon Hill-Cyrville Ward)
- Lowertown Complex (Rideau-Vanier Ward)
- Fred Barrett Arena (Riverside South-Findlay Creek Ward)
- Minto Recreation Complex – Barrhaven (Barrhaven West Ward)
- Belltown Dome (Bay Ward)

These facilities are recommended for inclusion in the new permit regime and are appended as Schedule B to the proposed new Clothing Donation Box By-law, set out in Document 1. If approved by Council, these sites would be available to eligible clothing donation box owners who are interested in operating a box on City property. The specific location of the clothing donation box at each approved facility would be prescribed by staff as per the completed assessments and confirmation from the Recreational, Cultural and Facility Services Department. In addition, the Director of By-law and Regulatory Services would have the ability to add or remove a City facility from the approved list upon confirmation and consultation with the department responsible for the operation of the facility in question.

Allocation of space at approved City facilities

Staff are recommending that a formal process be approved and implemented for the allocation of space at City facilities deemed suitable for hosting a clothing donation box. This includes the eight facilities currently recommended for inclusion in the new regulatory regime, as well as any additional facilities that may be approved at a later date. A formal process has been developed and is appended as Schedule C to the proposed new Clothing Donation Box By-law, set out in Document 1. This process includes the use of a lottery system which would be administered by the Director of By-law and Regulatory Services. It has been designed to ensure a fair allocation of space

at available City facilities and to work in accordance with specific regulations set out in the proposed new by-law.

Under this allocation process, By-law and Regulatory Services would provide a public notice indicating that a lottery will take place for the allocation of space at available City facilities for the operation of a clothing donation box. Operators who are interested must confirm which properties they are interested in by a specified deadline date. Staff will then allocate the available spaces as per the approved lottery process. Only operators who hold a valid clothing donation box permit with the City and are a valid registered charity would be eligible for the lottery. If there is no interest expressed for an available City facility from the public notice provided, the Director of By-law and Regulatory Services would be authorized to allocate the available space at that facility on a first-come-first-serve basis to any eligible operator who subsequently provides an expression of interest. Once allocated, the permit holder may continue to operate at a City facility as long as all requirements of the by-law are met and the facility remains suitable for a clothing donation box.

Existing clothing donation boxes at City facilities – Allocation plan

There are six City facilities currently hosting clothing donation boxes under licence of occupation agreements with the City's Corporate Real Estate Office. Boxes at these facilities are currently operated by Diabetes Canada and the Ontario Federation for Cerebral Palsy. Of these six facilities, two have been recommended for inclusion in the new regulatory system: the Bob MacQuarrie Recreation Complex, currently hosting a box operated by Diabetes Canada, and Fred Barrett Arena, currently hosting a box operated by the Ontario Federation for Cerebral Palsy. Staff recommend that these operators be permitted to continue operation at these two locations under the new regulatory system, subject to applying for and being issued a permit under the new by-law.

The boxes currently being operated at the four remaining City facilities would be removed, as these facilities do not meet the recommended assessment criteria and have not been recommended for inclusion in the new regulatory system. This is primarily due to a lack of adequate lighting and proper accessible space for a donation box. To compensate for the removal of boxes from these existing facilities, staff recommend that the Director of By-law and Regulatory Services be authorized to allocate to Diabetes Canada and the Ontario Federation for Cerebral Palsy one additional site each from the eight facilities recommended for inclusion in the new regulatory system. The sites in question would be chosen by these operators, or, if no

agreement is reached, by means of a lottery process. This would leave four of the eight approved City facilities available for further allocation through the recommended lottery process.

Non-regulatory initiatives

Following approval of the recommended new permit by-law, staff will undertake the following supporting measures to facilitate implementation and compliance and help inform other City initiatives related to textile waste diversion enhancement.

Emergency and Protective Services will provide information on ottawa.ca about the new permit requirement and associated regulations for clothing donation boxes. This may include information such as permit application requirements, key regulations and obligations, fee amounts, as well as a list of approved donation box operators. Information about alternative methods for residents to donate or recycle clothing and textiles may also be included in conjunction with additional information from Solid Waste Services regarding textile recycling in general. Staff will also explore the development of an interactive map that would display the locations of all clothing donation boxes which have been approved by the City.

Implementation

Staff recommend that the proposed Clothing Donation Box By-law come into force on January 31, 2024. This will provide a lead-up time during which staff will implement the necessary application process and interested parties can prepare to meet eligibility criteria for a permit.

Conclusion

The proposed approach for regulating clothing donation boxes, including the recommended permit system and new by-law, is anticipated to help mitigate public nuisances and safety concerns associated with clothing donation boxes. The proposed permit system and associated regulations have been developed to provide more accountability and transparency on the part of organizations who own and operate clothing donation boxes and provide increased enforcement tools to the City for any cases of non-compliance. The annual permit fee of \$500 and additional annual fee of \$150 per box will provide revenue to help fund the administration, management, and enforcement of the new regulatory system by staff in By-law and Regulatory Services. The requirement for permit holders to provide annual collection data to the City is also

anticipated to help inform textile waste diversion enhancement initiatives under the City's new Solid Waste Master Plan.

FINANCIAL IMPLICATIONS

The financial implications are highlighted in the body of the report.

LEGAL IMPLICATIONS

For the reasons set out in this section, there are no legal impediments to implementing the recommendations of this report.

The recommendations seek to mitigate potential public nuisances and safety concerns associated with clothing donation boxes while recognizing the role of clothing donation boxes in charitable fundraising and reducing textile waste.

Consideration is given to Section 446 of the *Municipal Act, 2001*, which provides that where a municipality has the authority under a by-law to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense. Courts have affirmed municipalities' authority under Section 446 of the *Municipal Act* to enter onto private property to remove items placed contrary to a by-law.

Municipalities have further authority under Section 391 of the *Municipal Act* to pass by-laws imposing fees or charges for services or activities provided or done by it or on its behalf, which courts have found to permit the application of administrative fees in addition to costs incurred in the enforcement of a by-law.

Toronto, Markham, Mississauga, London, and Guelph license clothing donation boxes via their respective licensing by-laws, while Belleville, Cornwall, Newmarket, and Gatineau require clothing donation box operators to obtain a general permit or licence from the city. Legal Services is not aware of any court challenges to these regimes.

ADVISORY COMMITTEE(S) COMMENTS

Staff provided a presentation on this by-law review and the proposed new regulatory system to the Accessibility Advisory Committee in May 2023. The presentation focused on how accessibility was taken into consideration when determining which City facilities would be suitable to host a clothing donation box under the proposed new regulatory system. Staff provided questions to Committee members asking for their lived

experiences with clothing donation boxes in the community, as well as any additional information they felt City staff could take into consideration when allocating space on City property for the placement of a clothing donation box. Feedback from Committee members included comments about potential safety concerns with existing models of donation boxes, and whether the criteria used for determining if a City facility is suitable to host a donation box would be included in the new by-law. A question was also raised from the Committee as to whether a rope or other pulling device could possibly be attached to a clothing donation box for additional assistance with operation. Staff brought this inquiry back to industry stakeholders to obtain comments and feedback. Operators indicated that while this modification may be possible, it may pose additional safety concerns which would need to be considered by the City. As a result, staff will monitor and consider the issue of accessibility enhancements should they be required going forward, including consideration of any safety or other issues.

CONSULTATION

Consultation and engagement for this review began in 2020. An examination of current regulations and recommendations for potential policy changes were explored through engagement with internal City staff, municipal staff from other jurisdictions, and with targeted external stakeholders. This included clothing donation box operators, local Business Improvement Areas, Community Associations, and private property owners. An online public survey was also launched to obtain input from residents on their experiences using donation boxes and receive feedback on potential policy changes. Staff also published a project webpage on ottawa.ca which invited members of the public to stay informed on updates during the review process and to provide their feedback.

In the fall of 2020, virtual consultations were held with various clothing donation box operators. Operators expressed support for a permit system as a tool to address concerns with the current program and to help improve regulation and enforcement by the City. It was noted by operators that clothing donation boxes are often heavily relied upon as part of their general business operations and can be an important source of revenue for charities who are expanding fundraising initiatives and supporting community programs. The environmental impact and benefit of textile recycling through donation boxes was also reported by operators.

An online public survey was also launched in Fall 2020 to obtain resident feedback on potential regulatory changes and learn about the public's experiences with clothing donation boxes. The survey was posted to the City's social media outlets, and over

1,000 responses were received. Results indicated that the public would be more likely to use a clothing donation box if they knew the owner or operator had obtained approval by the City. Data collected also suggests that Ottawa residents benefit from donation boxes located within the City and do not want to see the boxes removed. A number of residents indicated that they prefer to donate items directly to local thrift stores and charitable or community organizations, as opposed to using a clothing donation box.

In March 2022, a Discussion Paper was circulated to targeted external stakeholders, which included clothing donation box operators, as well as any local Business Improvement Areas and Community Associations who provided feedback during the initial outreach in 2020. The Discussion Paper introduced the structure for a proposed permit system and provided a summary of potential new regulatory options. In October 2022, staff distributed a detailed follow-up Information Sheet to all BIAs and Community Associations, City-wide.

In November 2022, further virtual consultations were held with clothing donation box operators to discuss proposed policy changes and feedback received on the Discussion Paper. The concept of potential textile diversion reporting for data insights was also discussed during these consultations. Stakeholders were in support of the proposed permit system and also indicated support for providing the City with textile collection and diversion data on a regular basis. Some operators did express concern regarding the proposed fee range for the annual permit and the annual fee per box.

A final communication was sent out to targeted stakeholders in June 2023 to provide updated policy recommendations and to obtain stakeholder feedback on specific issues regarding data reporting and the process for allocating space at approved City facilities. Feedback from stakeholders indicated general support for the updated policy recommendations. Some stakeholders expressed concern with the proposed allocation process for boxes at City facilities, as well as continued concern with staff's proposed fee amounts.

Overall, comments received by email, through the public survey, and from one-on-one virtual consultations with stakeholders revealed high support for increased oversight through a regulatory permit system in the City of Ottawa, with concerns from some existing box operators about proposed fee amounts and recommended changes to the operation of clothing donation boxes at City facilities.

ACCESSIBILITY IMPACTS

Consideration was given to potential accessibility impacts and barriers for persons with disabilities when determining which City facilities would be suitable for the placement of a clothing donation box under the new regulatory system. Staff consulted with the Corporate Accessibility Office to obtain guidance when selecting an appropriate area at each facility where a box could be safely located. There are currently no standards or specific requirements for clothing donation boxes under the *Accessibility for Ontarians with Disabilities Act, 2005*. Staff consulted existing City accessibility standards for library book drop slots when determining if a City facility could provide an appropriate amount of space for all persons to safely access and operate a clothing donation box.

Staff also contacted clothing donation box operators and the main manufacturer of clothing donation boxes in North America regarding any feedback they have received with respect to the use of a clothing donation box by persons with a disability. There was no specific feedback or lived experiences provided by stakeholders on this issue. Both industry stakeholders and City staff are not aware of any specific design features or modifications for accessibility that have been included in the manufacturing of clothing donation boxes. Staff will continue to monitor this issue to ensure that any future accessibility implications can be properly vetted.

DELEGATION OF AUTHORITY IMPLICATIONS

The Director of By-law and Regulatory Services will be authorized to administer and enforce the proposed by-law, including the delegated authority to issue or refuse permits, impose conditions on permits, and remove non-compliant boxes without notice in certain circumstances, as well as other measures. These authorities, as well as other measures to ensure public health and safety, consumer protection, and to prevent public nuisances, are set out in the proposed by-law. Once enacted, By-law and Regulatory Services will report on the implementation of the by-law in its Annual Report.

CLIMATE IMPLICATIONS

There are no specific climate implications associated with the recommendation in this report. Staff considered that an increased production of greenhouse gas emissions may result if clothing donation boxes were to be prohibited, as this may result in an increased amount of textiles going to landfill. Alternatively, staff also considered the potential for a reduction in greenhouse gas emissions through the increased use and availability of clothing donation boxes in the community under an updated regulatory system. Should the recommended permit regime be approved, more detailed climate

implications may be better understood once the regime is in force and permit holders have provided the City with the required collection and diversion data.

RISK MANAGEMENT IMPLICATIONS

There are no risk implications associated with this report.

RURAL IMPLICATIONS

The proposed by-law sets out regulations for the operation of outdoor boxes City-wide.

TERM OF COUNCIL PRIORITIES

This report supports the following strategic priorities identified in the 2023 to 2026 Term of Council Priorities:

- A city that's green and resilient, by increasing waste reduction and diversion through the responsible use of clothing donation boxes within the community

SUPPORTING DOCUMENTATION

The following documents immediately follow this report:

Document 1 – Recommended Clothing Donation Box By-law

DISPOSITION

Following approval of this report's recommendations, Emergency and Protective Services together with Legal Services will prepare the required by-law for enactment by Council and will apply for appropriate set fines from the Province of Ontario in accordance with applicable processes. In addition, all related administrative requirements for implementation of the by-law and repeal of the existing by-law will be undertaken.

Note: A minor correction was made to the report's cover page after it was forwarded for Council's consideration for its meeting of Wednesday, 27 September 2023, pursuant to the City Clerk's Delegated Authority to correct clerical, spelling, or minor errors of an administrative nature as set out in Schedule C, Subsection 7 of the Delegation of Authority By-Law (being By-Law No. 2022-29). This corrects a reference to the 'Environment and Climate Change Committee' instead of the 'Emergency Preparedness and Protective Services Committee' in the 'Direction to Staff' notation on the report's cover page.