



**Corporate Strategic Initiatives Department**

**TO: Community and Corporate Services Committee**

**SUBJECT: Toward Zero Waste Strategy Report**

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Report Number: CSI-12-09                      File Number(s): 210-01

Report Date: November 18, 2009      Ward(s) Affected: 1  2  3  4  5  6  All

Date to Committee: December 9, 2009                      Date to Council: December 14, 2009

**Recommendation:** Approve the waste reduction strategy, "Toward Zero Waste", as outlined in Corporate Strategic Initiatives report CSI-12-09, dated November 9, 2009, subject to 2010 current budget approval for a full time waste coordinator, and funding to support improved indoor recycling and expanded recycling in city parks.

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- Purpose:**
- Address goal, action or initiative in strategic plan
  - Establish new or revised policy or service standard
  - Respond to legislation
  - Respond to staff direction
  - Address other area of responsibility

This report serves two functions:

- Provides a summary of current corporate waste reduction initiatives that have been implemented by city staff; and,
  - Recommends a corporate waste reduction strategy for approval.
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**Reference to Strategic Plan:**                      Excellence in Government                      Environmental Stewardship

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**Background:** On April 1<sup>st</sup>, 2009, the city's Sustainable Development Committee made a presentation to the Corporate and Community Services Committee encouraging the city to adopt a Zero Waste strategy. At the same meeting, staff provided an update (Refer to Report CSI-2/09) on corporate waste reduction initiatives.

On April 14<sup>th</sup>, 2009, Council approved the following staff direction:  
***THAT staff be directed to develop a broad corporate waste reduction strategy with goals similar to those***

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***developed and implemented by the Town of Markham in 2008.***

A corporate staff waste reduction team was created and given the responsibility to develop both an implementation plan for bottle water restrictions and a broad corporate waste reduction strategy. Representation on the team included: CSI (Environment), Parks & Recreation (Food Services, Marketing & Events, Parks & Open Space, and Facilities), Roads and Parks Maintenance, Finance (Purchasing), and Clerks (Communications).

A second report with a proposed implementation plan to restrict the sale of bottled water in city facilities will be submitted to Committee early in 2010 for consideration.

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## **Discussion:**

The team reviewed best municipal practices by contacting other municipalities to discuss their actions to reduce corporate waste and spoke with internal staff to review current waste reduction practices and challenges, as well as identify opportunities to make improvements. The city has implemented a number of measures to divert waste from the landfill through recycling and waste prevention or reduction. A summary of those measures is provided in Appendix A.

### ***Best Practices Review:***

In September, Claudia Marsales, Manager of Waste Management for the Town of Markham, presented Markham's Zero Waste approach to our Senior Management Team. In York Region, local municipalities such as Markham are responsible for curbside waste, recycling and organics collection whereas the region is responsible for processing the materials. Markham therefore has a staff team dedicated to waste management activities. Environment staff also contacted other municipalities such as Hamilton, Oakville, Richmond Hill and York Region and the following is a summary of their best practices:

- Responsibility for implementation of waste reduction initiatives vary between municipalities. In some municipalities, facilities staff are charged with implementing waste reduction initiatives while in others, waste management staff are responsible.
- Some of the municipalities had completed detailed waste audits in their main administration buildings to determine weaknesses in current waste diversion practices.<sup>1</sup>
- All municipalities have introduced centralized waste stations, usually starting in administration facilities and expanding over time to other satellite facilities. The centralized stations usually include containers for garbage, recycling and organics and are located in each department (usually in a kitchenette, photocopy

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<sup>1</sup> Note: There is generally a \$10-15,000 cost to hire a company to complete a waste audit.

area and/or closet), public areas, such as lobbies and atriums, and meeting rooms.

- Markham removed garbage cans from workstations, providing staff with mini desk top blue boxes (to encourage waste reduction). Oakville removed garbage cans and provided staff with mini green bins (with lids) for organics. Other municipalities replaced garbage cans with mini desktop bins. Staff are responsible for emptying their waste, organics and recycling at the centralized stations.
- Markham was able to renegotiate its cleaning contract at its town hall resulting in cost savings since cleaning staff are no longer responsible for emptying containers.
- Oakville uses the same cleaning contractor as Markham and did not have a similar cost saving experience.
- Markham also implemented a Zero Waste Policy for food services and town organized special events, and partnered with a company to provide collapsible waste/recycling containers for special events.
- Lessons learned: begin with those areas that you have control over, start with one facility and expand over time, and implement zero waste at all new facilities from the start. Ongoing education and awareness is necessary, as well as senior management support.

### ***Corporate Operations – Issues and Challenges***

Staff have identified issues and challenges that may inhibit further waste reduction initiatives and should be addressed during the implementation of the Zero Waste Strategy. The following is a summary and a full description can be found in Appendix B.

- On average, seven to eight large industrial size garbage bags are currently picked up on a daily basis at City Hall by Roads and Parks Maintenance staff. In comparison, recycling and organics are picked up once per week by the Region's contractor. This is opposite of residential curbside waste collection programs where organics and recycling are picked-up more frequently compared to garbage.
- Staff completed an informal audit<sup>2</sup> of the garbage bags at City Hall prior to pick-up to identify the types of refuse being thrown out. It was apparent that significant amounts of the refuse should have been disposed of in either the blue box or GreenCart (e.g. paper – draft reports, memos, etc.; coffee cups and food waste; and cans and bottles). Furthermore, bags of recycling included paper coffee cups; coffee cups are only accepted in the GreenCart in Halton (the plastic lids are garbage).
- The city does not have a specific department or staff section that focuses on waste management programs.
- The types and numbers of containers are inconsistent within and between facilities, and improved signage is required to encourage better diversion practices.

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<sup>2</sup> Informal audit – garbage bags were ripped open and types of waste were identified and photographed, however, the waste was not sorted by type to determine specific amounts.

- Electronic waste is collected by ITS staff once per year to send out for proper recycling. Storage space for electronic waste in City Hall is limited, but increasing the frequency of shipments would incur additional shipping costs.
- There are no recycling containers in city parks with the exception of the Tansley Woods Park pilot project where three underground waste stations (garbage and recycling) were installed this past summer.
- There is a cost to festival and event organizers to have their waste, recyclables and organics picked-up and disposed of properly either by the Region's contractor or by a private waste collection company.
- The separation of functions between the Region and the City: the Region is the key player in waste management services, although its core mandate is to provide residential curbside pick-up.
- The GreenCart is available in City Hall, all the fire stations and Central Library. Expanding the GreenCart program to city facilities will require the Region's support of this program or purchasing an external delivery agent to facilitate this. Staff will continue to work with the Region to identify potential facilities for GreenCart expansion. Currently the Region's priority areas are implementing the GreenCart program in all Halton schools and expanding service to multi-residential units.

### ***Festivals & Events***

Community special event coordinators were consulted on the corporate waste reduction initiatives with a request for feedback and information on the waste reduction measures they have implemented. Many of the events have taken great strides to reduce waste, such as Canada's Largest Ribfest organized by the Rotary Club of Burlington Lakeshore, the Sound of Music Festival, and the Chilly Half Marathon and Frosty 5k organized by VRPRO. Ribfest collects and sorts both recyclables and organics, and makes use of compostable food containers and utensils (where possible). The Sound of Music Festival volunteers collect and sort their recyclables. Some have banned or requested vendors to not utilize polystyrene (Styrofoam) plastic as it is not accepted in the current recycling stream. Some noted frustration with changing recycling standards from year to year. For instance, corn based compostable cups and cutlery are no longer accepted in the GreenCart program.

It is acknowledged that many community volunteers are involved in the success of these measures and have made a strong commitment to minimize and properly divert waste. It is also noted that some of the smaller festivals and events are challenged in recruiting sufficient volunteers to assist with waste diversion efforts.

### ***Corporate Strategy – Toward Zero Waste***

Achieving 100 per cent zero waste may not be feasible, where waste is completely eliminated, but it should be considered a journey. It is acknowledged that there will always be some garbage, but by implementing the following strategy, staff will work towards meeting the following two goals:

- Waste is minimized through prevention where resources are managed efficiently by using less disposable items and maximizing reuse of materials, and;

- Waste is properly diverted through programs such as recycling and composting.

Council has directed staff to develop a broad waste reduction strategy similar to the one implemented by the Town of Markham. The success of this strategy is premised on approval of a full time waste coordinator. As noted earlier in the report, the city does not have staff solely responsible for waste management/diversion issues. This position is fundamental for implementation and raising staff awareness of the importance of waste reduction and diversion practices, particularly given staff’s recent experience in identifying the amount of recyclables and organics that were mixed in with garbage at City Hall. The position is also proposed to provide ongoing support to those departments involved in corporate waste management issues, including Parks & Recreation (Facilities and Marketing & Events), and Roads and Parks Maintenance. (Refer to Appendix C for proposed description of role.)

Taking into consideration best practices adopted by Markham and the other municipalities, and in order to address the challenges and opportunities related to operations, staff recommend that the following strategy be adopted to improve corporate waste reduction measures.

<b>TOWARD ZERO WASTE STRATEGY</b>			
<b>Action</b>	<b>Description</b>	<b>Responsibility</b>	<b>Timing</b>
<b>Proposed FTE</b>	Create a new position at the city dedicated to coordinating corporate waste reduction initiatives and assisting festival and event organizers.	CSI – Budget Submission ( <i>refer to report CM-14-09, Appendix 6</i> ) <sup>3</sup>	2010 Current Operating Budget
<b>Introduce Zero Waste Concept in City Hall (2010)</b>	Create a staff team to implement the “Toward Zero Waste Strategy”.	CSI, P&R Facilities, P&R Food Services, Communications & Dept. Reps	1 <sup>st</sup> Q 2010
	Implement a communications plan to raise awareness of the importance of waste reduction and diversion measures; information on new measures; and, tips on how individuals can minimize waste.	CSI, Communications	1 <sup>st</sup> Q 2010
	Clarify signage/directions for recycling and GreenCart to improve diversion of waste, particularly in washrooms.	CSI, P&R - Facilities & Communications	1 <sup>st</sup> Q 2010
	Introduce centralized waste stations in each department with increased emphasis on recycling and GreenCarts. Space may be at a premium in some departments but staff will endeavour to find appropriate containers to meet operational demands.	CSI; P&R - Facilities	2 <sup>nd</sup> Q 2010

<sup>3</sup> Report CM-14-09 – City Manager’s report on 2010 Current & Capital Budget Guidelines, Budget & Strategic Planning Committee, October 6<sup>th</sup>.

<b>TOWARD ZERO WASTE STRATEGY</b>			
<b>Action</b>	<b>Description</b>	<b>Responsibility</b>	<b>Timing</b>
<b>Cont'd. - Zero Waste Concept in City Hall (2010)</b>	Remove garbage cans from individual workstations and ensure recycling containers are available. Staff will be discouraged from producing unnecessary waste; waste can be disposed of at centralized waste stations.	CSI; P&R - Facilities	2 <sup>nd</sup> Q 2010
	Staff to become responsible for emptying their individual recycling bins at the centralized waste stations;	CSI; P&R - Facilities	2 <sup>nd</sup> Q 2010
	Ensure recycling and GreenCarts are prevalent in meeting rooms; reduce size and number of garbage cans.	City Hall Operations Committee	1 <sup>st</sup> Q 2010
	Renegotiate cleaning contract for City Hall reflecting time savings for cleaning staff if they don't have to empty 320 garbage cans and recycling containers as required. <i>(Note: contract is up for renewal in 2010, which will provide an opportunity to revise requirements).</i>	Purchasing; P&R - Facilities	2 <sup>nd</sup> Q 2010
	Implement a Zero Waste Policy for Food Services and Internal Staff Events (similar to Markham) with emphasis on reusable dishes and cutlery, bottled water restrictions, use of compostable (paper & cardboard) materials and a ban on polystyrene products. <i>See Appendix D for proposed Zero Waste Policy for Food Services and Staff Events.</i>	P&R – Food Services	1 <sup>st</sup> Q 2010
	Develop a sheet of green tips for staff events, similar to Markham, to reduce waste and ensure proper diversion. Post on COBnet.	CSI, Communications	1 <sup>st</sup> Q 2010
	Reduce amount of garbage disposed of from City Hall. Currently seven to eight large industrial size garbage bags are picked-up daily by RPM staff. Target: Reduce number of bags produced daily to 4 in 2010 and 2 in 2011.	CSI; P&R - Facilities	3 <sup>rd</sup> Q 2010
<b>Zero Waste - Satellite Facilities</b>	Based on experience at City Hall, begin to expand measures to individual satellite facilities on a case by case basis, taking into consideration operational practices. Begin with administrative areas as priority.	CSI; P&R – Facilities; Fire; Transit; RPM; & P&R Community Centres	1 <sup>st</sup> Q 2011 to 4 <sup>th</sup> Q 2012
<b>Zero Waste – New City Facilities</b>	Implement zero waste measures.	CSI & Responsible Dept.	Immediate
<b>Implement recycling container standards</b>	Implement standards for waste and recycling containers for city facilities. Public areas such as lobbies and meeting rooms should be identified as priority areas. A budget submission has been made for 2010 to support purchasing new containers for facilities. <i>(Refer to report CM-14-09, Appendix 6)</i>	P&R – Facilities; CSI	2 <sup>nd</sup> Q 2010 <i>Subject to Current Budget Approval process</i>

<b>TOWARD ZERO WASTE STRATEGY</b>			
<b>Action</b>	<b>Description</b>	<b>Responsibility</b>	<b>Timing</b>
<b>Expand recycling in city parks</b>	A budget submission has been made for 2010 to cover the cost of new recycling containers and staff resources. Fourteen community parks have been identified for recycling in 2010. (Refer to report CM-14-09, Appendix 6)	RPM; P&R – Parks & Open Spaces	2 <sup>nd</sup> Q 2010 <i>Subject to Current Budget Approval process</i>
<b>Zero Waste – Special Events</b>	Update festivals and events manual. Extend zero waste policy to all city funded events (e.g. Winter Carnival, Youthfest, Canada Day, Sound of Music). Work with community festival and event organizers to adopt zero waste policy. Consider implementing mandatory measures for 2011.	P&R – Special Events	2011
<b>Paper</b>	A business case has been developed to deliver the staff newsletter (Focus) in electronic format to those staff with access to a computer. Value - \$3,000	Clerk's	2010 – <i>subject to current budget approval process (CM-14-09, Appendix 6)</i>
<b>Paper</b>	A proposal has been made to reduce the number of pages (from 16 pages to 12 pages) in the City Talk newsletter. Value - \$8,00	Clerk's	
<b>Paper</b>	Staff should continue efforts to move to electronic distribution and submission of pay slips and time sheets.	HR & Finance	TBD

### **Financial Matters:**

Staff have submitted the following proposals for the 2010 current operating budget. These items were referenced in the City Manager's 2010 Current and Capital Budget Guidelines report (CM-14-09, Appendix 6):

1. A proposed full time waste coordinator position to assist with implementation of the zero waste strategy, coordination of waste management issues between the city and the Region, and providing assistance to Festival and Events to develop a waste management/reduction strategy (see Appendix C for description of role). *Annual cost of this position would be \$70,000; submitted for consideration in the proposed 2010 current operating budget.*
2. A fund to support improved indoor recycling containers in city facilities. Recycling is available in most city owned facilities but container standards are inconsistent (size, type and location) in and between facilities. *Proposed one-time cost of \$100,000; submitted for consideration in the proposed 2010 current operating budget.*
3. Expansion of recycling in city parks. Fourteen parks have been identified for recycling to help meet public demand for this service. The budget submission also includes labour and equipment costs to provide for the collection of

recyclables and partially to address the increased demand on parks waste collection.

*Proposed cost of \$410,260 (\$371,200 one-time for containers & installation & \$39,060 on-going for staff & vehicular costs); submitted for consideration in the proposed 2010 current operating budget.*

### **Zero Waste Costs/Savings**

Town of Markham staff have advised that they experienced a cost savings at their civic centre following the implementation of zero waste measures, helping to offset costs for new waste/recycling stations. However, Markham's civic centre waste was disposed of in a large outdoor bin that was open to anyone and was picked up frequently by a contractor. Markham's garbage is now stored in ten locked totes at its civic centre and picked up once per month, significantly reducing their contract costs. In comparison, Burlington City Hall garbage is picked-up daily by Roads and Parks Maintenance staff, as part of their daily downtown street container collection route. A reduction in waste would not see any significant savings in time or resources, since City Hall is only one stop among several in the downtown core.

Recycling and GreenCart waste at City Hall is picked up by Halton Region's contractor at no cost to the city. There may be a need to increase this service if our waste diversion efforts are successful. The Town of Oakville has had a similar experience at their Town Hall after implementing zero waste measures and had to increase the number of blue and green totes, which are stored outside in their loading zone. Storage of waste in the loading dock area of Burlington City Hall has been identified as an issue that staff will need to monitor. Although our garbage pick-up needs may be reduced, we may require more frequent recycling and GreenCart pick-up due to limited storage space for additional totes.

Town of Markham staff also advised that they were able to negotiate a savings related to their cleaning contract for their civic centre. Our purchasing staff do not expect that we would experience the same savings. One of the current janitorial services contract advantages is that we have a uniform work specification for cleaning services at all of the city facilities utilizing contracted janitorial services. This was a significant undertaking to develop and build consensus for, translating to cost savings and helps to facilitate contract management by employing one standard throughout the city. The Town of Oakville, which uses the same cleaning contractor as Markham, also did not realize a savings.

It is noted the city's cleaning contract is up for renewal in 2010, which will provide an opportunity to identify revised standards and result in potential savings in the future.

### **Indirect Costs**

Although difficult to put specific figures on, it should be highlighted that overall waste reduction initiatives reduce waste being directed to landfills, which are significantly expensive facilities to plan for, expand or build new. Waste reduction measures, such as using reusable water bottles, can also reduce pressures on recycling. Reducing reliance on single use (disposable) products saves energy from the production end and

transportation, reducing greenhouse gas emissions. Recycling, although a good environmental measure also uses significant amounts of energy for transport and processing.

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### **Environmental Matters:**

Waste prevention and diversion is an excellent way for the city (corporate and community) to reduce its ecological footprint and save resources.

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### **Communication Matters:**

As noted earlier in the report, improved communications related to corporate waste reduction and diversion is an essential aspect of the waste reduction strategy. A communications plan will be developed to raise staff and public awareness of the importance of adopting waste reduction and diversion measures. Staff will work with Halton Region Waste Management staff to partner on messaging.

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### **Conclusion:**

By improving our waste management and prevention measures through the implementation of the “*Toward Zero Waste*” Strategy, Burlington will meet its strategic plan commitment to be a clean, green and environmentally healthy city and reduce its ecological footprint.

Respectfully submitted,

Lynn Robichaud  
Sr. Sustainability Coordinator  
905-335-7600 x7931

### **Appendices:**

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| A. Corporate Waste Reduction Initiatives                               |
| B. Corporate Gaps and Challenges                                       |
| C. Proposed Role and Responsibilities of a Corporate Waste Coordinator |
| D. Zero Waste Policy for Food Services and Staff Events                |

### **Notifications:** (after Council decision)

Name	Mailing or E-mail Address
Sustainable Development Committee	pistosciad@burlington.ca
Burlington Green	info@burlingtongreen.org
Canadian Federation of University Women	lynntomasek@cogeco.ca

**Approvals:**

\*required

\_\_\_\_\_  
\*Department

\_\_\_\_\_  
City Treasurer

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
City Manager

To be completed by the Clerks Department

Committee  
Disposition &  
Comments


01-Approved 02-Not Approved 03-Amended 04-Referred 06-Received & Filed 07-Withdrawn

Council  
Disposition &  
Comments


01-Approved 02-Not Approved 03-Amended 04-Referred 06-Received & Filed 07-Withdrawn

## APPENDIX A – Corporate Waste Reduction Initiatives

- Recycling (indoors)** Present in all city owned facilities and most joint venture facilities. The majority of the recycling in city facilities is collected by the Region's contractors.
- Recycling (outdoors)** Available along streets in the downtown core and is picked-up by city staff. Roads and Parks Maintenance staff recently added additional units to the downtown core for a total of 14 units. The recycling is picked up by RPM staff and deposited at the Operations Centre to be collected by the regional contractor.
- Battery recycling bins** Available in five city facilities, including City Hall, Aldershot Pool, Brant Hills Community Centre, Tansley Woods Recreation Centre, and Appleby Ice Centre. The disposable batteries are picked up by Halton Region staff and delivered to the Household Hazardous Waste Depot located at the Halton Waste Management Site. Rechargeable batteries and cell phones are also collected and couriered to the Rechargeable Battery Recycling Corporation (RBRC) for recycling at no cost to the city.
- GreenCarts** Available in City Hall by Café 426 and the washrooms. They are also present in all fire stations (seven) and Central Library. The GreenCart materials are picked up weekly by the Regional contractor.
- Corporate electronic waste** Collected once a year by our ITS department and shipped to a recycling company that specializes in proper recycling and disposal of e-waste. Staff have visited the plant to view the sorting operations where materials are separated for recycling purposes. Some materials are shipped to third parties for recycling and these operations are audited by the company to ensure waste is not exported illegally to developing countries.
- Paper** The ITS Department is required to set new, re-deployed and upgraded personal computers on a duplex default setting.
- The Clerk's Department has reduced the number of paper agendas printed for Council and Committee meetings by one third (from 90 copies to 60 copies per meeting). Staff are encouraged to download only those copies of reports that they require for the meeting.
- Electronic Equipment** ITS staff repair and redeploy electronic equipment where possible to maximize their life and reduce waste.
- Food Services** Products are requested from suppliers that minimize packaging and are distributed in reusable crates. A local distributor is under contract to provide fresh produce, minimizing energy from transportation.

## APPENDIX B – Corporate Gaps and Challenges

The Waste Reduction team identified those challenges or gaps in resources that should be addressed in order to improve waste reduction and recycling measures:

**Staff** Unlike those municipalities that are responsible for curbside waste management activities such as upper and single tier municipalities (eg. Halton and Hamilton), as well as some lower tier municipalities (eg. Markham), Burlington does not have dedicated staff responsible for only waste management/reduction activities.

**Recycling** Recycling containers are not available in city parks or on the Tyandaga Golf Course (although Tyandaga staff sort the recyclables deposited in the garbage cans on the course). There are exceptions including a pilot project this summer in Tansley Woods Park, where three Molok underground waste stations were installed. There is a cost to providing this service for containers, staff time and collection resources (trucks).

In many of the city's facilities, particularly meeting rooms, garbage cans often appear to be more prevalent than recycling containers, a deterrent to encouraging increased waste diversion.

**Container standards & communications** Some areas that were identified as weaknesses in the city's recycling efforts were inconsistent container standards between facilities and lack of clear communications of what is acceptable in the recycling containers, causing confusion.

**Festivals & Events** Although the city and the region support waste management efforts for festivals and events, this can be a challenging area for community groups and even city delivered events. The larger events may have staff, volunteers and funding to deal with waste management issues and focus on improving waste diversion, where many of the smaller events struggle with a lack of resources. The city is limited in its support of these events as it does not have dedicated waste management staff.

**GreenCarts** Throughout this exercise, many staff have requested that GreenCarts be available throughout all city facilities. This is a program delivered by Halton Region Waste Management and currently they are focussing on their priorities to deliver GreenCart service to all Halton schools (Halton Public and Catholic schools) by September 2010, as well as continue to expand the program to residential multiple unit complexes. It has been suggested by regional staff that waste audits be completed at facilities to determine the extent of organic waste to determine priority areas.

**E-waste** Improved communications is required to ensure staff are aware that electronic waste is collected by ITS to be shipped for proper recycling.

**Pay Slips and Time Sheets** Many staff have questioned why pay slips and time sheets cannot be distributed or submitted in an electronic format. Pay slips are regulated under Employment Standards, which apparently does not recognize electronic distribution at this time. As well, there are many staff who do not have access to a computer at work. However, these measures are being considered by Human Resources to improve efficiency and save paper, taking into consideration logistical issues.

**Polystyrene** Polystyrene (or Styrofoam) is commonly used due to its insulating qualities and low cost (eg. take away food containers, plates and coffee cups). However, this product is not accepted in the Region's recycling program.

**City Hall – waste** Currently, garbage is picked up daily from City Hall (approximately 7 to 8 large industrial size bags) by RPM staff. Recycling and GreenCart pick-up is weekly by the regional contractor.

## **APPENDIX C**

### **Proposed Role and Responsibilities of a Corporate Waste Coordinator**

1. Oversee implementation of corporate zero waste strategy at City Hall and identify opportunities to expand to other city facilities
2. Implement a communications and outreach program to staff to explain changes and help improve waste diversion
3. Act as a liaison between the City and Halton Region on Corporate Waste Management needs
4. Develop the waste management strategy/environmental initiatives for Festivals & Events
5. Establish performance benchmarks & targets for waste reduction & environmental initiatives for events
6. Provide tools, best practices and guidelines for waste management for City delivered & community organized festivals & events
7. Work with the Festivals & Events office & event organizers in adopting and implementing waste reduction strategies
8. Work with the Special Events Team in evaluating and recommending events based on environmental best practices
9. Develop & implement other environmental initiatives as required (i.e. public outreach & awareness activities)

## APPENDIX D

### Zero Waste Policy for Food Services and Internal Staff Events

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#### 4. ENVIRONMENT

#### 4.6 Zero Waste Policy: Food Services and Internal Staff Events

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##### **Background:**

Achieving 100 per cent zero waste, where waste is completely eliminated, may not be feasible but it should be considered a journey with the following two goals:

- Waste is minimized through prevention where resources are managed efficiently by using less disposable items and maximizing reuse of materials, and;
- Waste is properly diverted through programs such as recycling and composting.

##### **Goal:**

To implement a zero waste approach.

##### **Scope:**

Corporate food services (City Hall) and internal staff organized events.

##### **Principles:**

- All materials outlined on Appendix A shall be recycled or composted.
- All shipping containers must be reusable, recyclable or returnable where possible. Reusable shipping containers, especially for frequent deliveries, are preferred.
- Coffee will be purchased in reusable, recyclable or compostable containers/packaging.
- Condiments such as tea bags, sugar, milk, cream, mustard, ketchup, and jam in single serve non-recyclable packets are prohibited.
- Stir sticks (wooden) for hot drinks will be used (compostable).
- Polystyrene (Styrofoam) plastic products for food or beverages are prohibited. Reusable china dinnerware and stainless steel serviceware is preferred. If single use serviceware, plates and bowls are offered (paper based) they must be recyclable and/or compostable.
- Paper products such as coffee cups and plates shall contain post consumer fibre and be recyclable or compostable. Unbleached 100% recycled compostable napkins are preferred.
- Napkin dispensers are preferred over piles of loose napkins. Bottled water is prohibited for staff events and meetings. Drinking water in pitchers will be provided where possible.
- Using cellophane to wrap prepared food is to be avoided. Alternatives include domed serving trays, wax paper or butcher paper.
- Zero Waste and recycling instructions will be visible in the food preparation and service areas.
- Recycling and composting containers will be placed in visible locations.
- A price incentive will be offered for use of reusable mugs or cups.
- Surplus food will be donated to local shelters and food banks where possible.

**Responsibility:**

The administration and implementation of this policy will be responsibility of the Director of Parks & Recreation for the application of corporate food service. For internal staff events, the responsibility for meeting this policy will be the staff individual or team organizing the event.

**APPENDIX A –**

**Acceptable Recyclable Materials:**

- Aluminum foil (Aluminum foil, aluminum pie plates & baking containers)
- Boxed beverage containers (Tetra Paks®, juice & soup boxes, gable top containers such as milk & juice cartons)
- Glass bottles & jars (Clear or coloured, food & beverage glass containers)
- Metal food & beverage containers
- Plastic bottles   (Water, pop, juice, dish detergent, bleach, laundry detergent & shampoo bottles; flatten 15 L water jugs; caps go in garbage)
- Plastic tubs & lids  (Cottage cheese, cream cheese, dips, ice cream, margarine, & yogurt tubs)
- Books (Hard & soft covered books & telephone books)
- Boxboard (Cereal, detergent, tissue boxes, etc.; flatten; liners go in garbage)
- Fine paper (Computer paper, writing paper, envelopes, newspapers, inserts & flyers, paper bags)
- Magazines
- Newspapers
- Corrugated cardboard (Tie in bundles)

**Acceptable Organic Materials:**

- Bread, toast, cereal, baked goods & pizza
- Cake, cookies, pie, muffins & candies
- Coffee grounds & filters, teabags
- Dairy products, cheese & yogurt (no containers)
- Eggs & egg shells
- Fruit
- Meat, fish & shellfish (including bones)
- Nuts & nutshells
- Pasta, couscous, potatoes, rice, oatmeal, flour & grains
- Vegetables, corn cobs & husks, pumpkins & salads
- Sauces, mayonnaise, salad dressing, syrups, peanut butter, jams & jellies (no containers)
- Fats & oils, lard, gravy, butter & margarine (no containers)
- Shredded paper
- Soiled paper towels, paper napkins, facial tissues, paper towel rolls & toilet paper rolls
- Soiled paper food packaging, cardboard egg cartons, pizza liners, paper plates, paper take-out food trays & containers including paper beverage cups (i.e. coffee cups).
- Popsicle sticks, wooden stir sticks & toothpicks