

Executive Summary of Annual Updates to City of Toronto's Facilities & Real Estate Division's Waste Diversion Plans

3-year Waste Diversion Plan (2004 – 2006)

2004 – Year 1 update

The following is an update of activities carried out in 2004.

Waste Diversion Programs

Facilities & Real Estate (F&RE) Division's waste diversion rate for 2004 was 71%.

F&RE 'No Waste' recycling program is used in major workplaces and will be implemented in all others over the course of the next year or two.

Solid Waste Management Services (SWMS) will assume collection of paper from the above buildings as soon as a suitable collection method is identified.

F&RE also administers a contract to shred/recycle confidential materials from 65 buildings, including CS, ABCD and leased buildings.

Waste Diversion Actions

Reduction & Reuse

- i)* implemented "once a week" ordering of stationery by City staff
- ii)* implemented City's Green Bin program in Metro Hall and City Hall, as well as in their cafeterias
- iii)* waste reduction elements built into the new bylaw governing use of public spaces and squares
- iv)* waste reduction elements built into competition for new design for Nathan Phillips Square
- v)* carried out waste audits to identify opportunities for reduction
- vi)* included 'vendor take back' packaging clause in new IT tender for computers/monitors
- vii)* co-ordinated Earth Week Road Show to educate and communicate waste reduction actions
- viii)* encouraged staff to 'lug a mug' to cafeterias and to use reusables when staying to eat in cafeterias

Recycling

- i)* implemented the CS No Waste program in major facilities
- ii)* collected laser toner cartridges for recycling from all buildings by educating staff to send cartridges to Metro Hall
- iii)* continued to recycle inkjet cartridges and batteries; improved public-access recycling equipment in Civic Centres
- iv)* implemented No Waste program in the some Toronto Police buildings
- v)* introduced a 'recycling clause' into contracts for leased building to ensure City staff have access to recycling

Environmental Purchasing

All divisions included an environmental clause in their RFPs.

Communications

Provided articles, emails and communications materials to continuously keep waste management front of mind with City staff; promoted Earth Day and Waste Reduction Week . Sponsored a special annual ‘Say Thanks for Environmental Leadership’ lunch with the City’s Chief Administration Officer.

Continued to co-chair the City’s Waste Diversion Team, worked with ABCD Waste Diversion Coordinators to help them reduce waste in their organization and used the Team as a communications platform to encourage waste diversion across all ABCD workplaces.

2005 – Year 2 update

Facilities & Real Estate’s 2005 waste diversion rate was 71%.

Reduction & Reuse

- i) included and implemented waste reduction and recycling clause in Special Events’ booking form
- ii) assisted with Mayor’s Makeover team to reduce the garbage lying on streets surrounding F&RE Civic Centres;
- iii) introduced dispensing machines for paper towels in serveries in some facilities, in order to reduce the amount of paper towels being wasted
- iv) continued to educate custodial supervisors about waste reduction and reuse activities
- v) custodial services ordered all supplies in reusable/recyclable pails

Recycling

- i) implemented the *No Waste* recycling program in the following buildings:
Etobicoke Civic Centre; 75/81 Elizabeth Street; 1530 Markham; East York Civic Centre; 18 Dyas; 703 Don Mills; Archives; 666/700 Eglinton Ave West; 95/105 The Esplanade;
- ii) revamped recycling program in City Hall in the Council Chamber, Council Lounge and the Press Gallery to reflect the principles of the *No Waste* program
- iii) recycled inkjet cartridges and cell phones in major buildings; public can use these containers; Daily Bread Food Bank uses money from sale of cartridges and phones to buy food
- iv) continued to recycle fluorescent lamps and batteries
- v) carried out *No Waste* recycling program pilot at 51 Division, Toronto Police Services

Composting

Metro Hall and City Hall used the City’s residential Green Bin Program to divert all organics (including paper towels) from the staff kitchens, the meeting rooms and the Cafeterias.

Metro Hall used the vermiculture system (wormbin) to divert fresh preparation food from the Cafeteria as well as a small proportion of used paper towels from the washrooms.

Environmental Purchasing

F&RE continued to include environmental considerations into its tenders.

Communications

F&RE continued to communicate to and educate City staff on the 3Rs and to encourage their involvement in City waste management programs.

Waste Diversion Team

F&RE continued to co-chair the City's Waste Diversion Team.

F&RE co-authored a submission which resulted in the Team winning a Silver Award in The Power of Partnership category at the Public Sector Quality Fair 2005.

2006 – Year 3 update

Facilities & Real Estate's 2006 waste diversion rate was 78%.

Report on 2006

The following waste diversion activities were carried out in Facilities & Real Estate (F&RE) office workplaces (occupied by F&RE and other divisions' staff (please see *Appendix 2*) in 2006.

Reduction & Reuse

- i) introduced a new booking system in late 2006; customers' bookings are confirmed by an automatic email, instead of by fax; this saves a minimum of 60,000 sheets of paper each year which is 120 packet of paper
- ii) introduced an electronic-based system for requesting and reporting time off and overtime worked in its unit
- iii) reduced number of disposables handed out in cafeteria; encouraged staff to ask for reusables when eating/drinking in the cafeteria;
- iv) all F&RE units worked with food bank agencies to collect unused food from events

Recycling

- i) increased recycling held at events; educated organizers, vendors and attendees
- ii) distributed newly-developed 'generic waste labels' to all F&RE buildings, so staff in all buildings have the same information about recycling
- vi) worked with outside consultants to ensure the new 311 call centre is set up in an environmentally-sustainable manner
- vii) started using clear bags for garbage in order to identify where recycling was going out in the garbage;

Toronto Police Services

To date five buildings have been set up with the 'blue/grey/black box' system and two buildings have the *No Waste* program; it is planned to have the blue/grey/black box system implemented in all remaining buildings by April 22 (Earth Day), 2007.

F&RE Waste Diversion Team – The Wastebusters

Created Wastebusters Team, which is chaired by the Director of Facilities Services. The Team consists of one representative from each F&RE unit and meets once a month.

Environmental Purchasing

F&RE continued to ensure all its tenders included environmental clauses.

Communications

Continued to educate staff on waste management matters, activities and internal programs.

ABC&D Waste Diversion Team

Continued to co-chair the City's Waste Diversion Team.

4-Year Waste Diversion Plan (2007 – 2010)

Year 1 – 2007

The F&RE waste diversion rate for 2007 was 80%. F&RE continued to work with various business units to reduce, reuse and recycle waste.

Reduction & Reuse

- i) Reduced paper towel distribution in office buildings
- ii) Over 350 staff collected over 600 bags of garbage during 20 minute Makeover
- iii) City Hall cafeteria started to use compostable cups and take away food containers
- iv) Used only reusables at large divisional meetings and seminars
- v) Continued to encourage organizers of special events to reduce waste
- vi) Distributed posters throughout all buildings to remind staff to print double-sided
- vii) Continued to send unused food from meetings to local food agencies

Recycling:

- i) Re-engineered 'No Waste' recycling program at City Hall (City Clerks, 2nd floor Councillors' offices), 18 Dyas, 175 Memorial, 277 Victoria and York Civic Centre
- ii) Tracked waste data in all facilities on a quarterly basis
- iii) Carried out waste audits on all major buildings

Toronto Police Services

Implemented new or improved recycling programs and carried out waste audits at the majority of division buildings.

Zero Waste Meetings

Used 'zero waste' guidelines to organizer divisional retreats.

F&RE's Wastebusters

The Wastebusters Team continued to meet on a quarterly basis.

ABCD Waste Diversion Team

Continued to co-chair ABCD Waste Diversion Team; Team was finalist in Green Toronto Awards' 2007 Environmental Achievement Award.

Nathan Phillips Square re-design + City Hall Energy Charrette

Both events afforded an opportunity to bring waste management concerns to the fore.

Communications:

Continued to educate and communicate to staff about waste management.