

# Ministry of the Environment Waste Form

## Report of a Waste Audit

### Industrial, Commercial and Institutional Establishments

As required by O. Reg. 102/94

- *This report must be prepared 6 months after becoming subject to O. Reg. 102/94 and a copy retained on file for at least five years after it is prepared, and be made available to the ministry upon request.*
- *For large construction and demolition projects, please refer to the forms included with "A Guide to Waste Audits and Waste Reduction Work Plans for Construction and Demolition Projects as Required Under Ontario Regulation 102/94" (revised July 2008)*

#### I. GENERAL INFORMATION

<b>Name of Owner and/or Operator of Entity(ies) and Company Name:</b> bcIMC Realty Corporation and managed by Bentall Kennedy (Canada) LP – World Exchange Plaza			
<b>Name of Contact Person:</b> Tracey Larocque		<b>Telephone #:</b> 613-782-3173	<b>Email address:</b> TLarocque@Bentallkennedy.com
<b>Street Address(es) of Entity(ies):</b> 45 O'Connor Street			
<b>Municipality:</b> Ottawa			
<b>Type of Entity (check one)</b>			
Retail Shopping Establishments	<input type="checkbox"/>	Hotels and Motels	<input type="checkbox"/>
Retail Shopping Complexes	<input type="checkbox"/>	Hospitals	<input type="checkbox"/>
Office Buildings	<input checked="" type="checkbox"/>	Educational Institutions	<input type="checkbox"/>
Cafeteria	<input type="checkbox"/>	Large Manufacturing Establishments	<input type="checkbox"/>

Note: O. Reg. 102/94 does not apply to multi-unit residential buildings.

#### II. DESCRIPTION OF ENTITY

<p>Provide a brief overview of the entity(ties):</p> <p>The World Exchange Plaza is a 674,000 ft<sup>2</sup> multi-tenant complex consisting of 2 office towers (45 O'Connor Street and 100 Queen Street), a multilevel concourse, outdoor amphitheatre, and underground parking for 1,100 vehicles. The complex is owned by bcIMC Realty Corporation and managed by Bentall Kennedy (Canada) LP.</p>
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**III. HOW WASTE IS PRODUCED AND DECISIONS AFFECTING THE PRODUCTION OF WASTE**

For each category of waste that is produced at the entity(ies), explain how the waste will be produced and how management decisions and policies will affect the production of waste.	
Categories of Waste	How Is the Waste Produced and What Management Decisions/Policies Affect Its Production?
Aluminum food and beverage cans	Generated by occupants who obtain food items and beverages from internal/outside sources.
Cardboard	Generated as part of packaging for occupant and facility management supplies.
Other Recyclable Paper	Generated as part of office operations and included fine white paper but also other paper items such as envelopes and other recyclable paper items.
Compostable Paper	Generated as packaging for food or beverage items.
Non-recyclable Paper	Generated as packaging of wrapping for food or beverage items typically, such as coffee cups or waxy paper for pastries.
Glass food and beverage bottles/jars	Generated by occupants who obtain food items and beverages from internal/outside sources.
Newsprint	Generated as part of newspapers/magazines delivered to occupants or brought in from outside sources.
Steel food and beverage cans	Generated by occupants who obtain food items and beverages from internal/outside sources.
PET (#1) plastic food and beverage bottles	Generated by occupants who obtain food items and beverages from internal/outside sources.
HDPE (#2) plastic jugs, crates, totes and drums	Generated as packaging for various office supplies (e.g. shrink wrap) and for food packaging.
LDPE (#4) plastic film, PP (#5) totes	
Polystyrene (#6)	Generated as part of packaging waste for both incoming supplies and food items and beverages from internal/outside sources.
Organics	Generated from occupant lunches or food waste from kitchen food preparation areas or outside sources.
Boxboard shoe boxes, cereal boxes, etc.	Generated as packaging by occupants bringing food and other items from internal/outside sources.
Glossy magazines, catalogues, flyers	Generated as part of office operations primarily and is received from outside sources.
Wood	N/A
Steel	N/A
Drywall	N/A
Skids	Skids are reused.
Paper towels	Generated by occupants in washrooms and kitchenettes. Also used by housekeeping staff for cleaning purposes.
Printer cartridges	Generated as part of office operations from printers and fax machines.
IT equipment/audio-visual equipment	Generated from old computers or electronic devices in the facility.
Furniture	Furniture is reused on site.
Building/renovation material	N/A
Disposable take-out food packaging	Refer to polystyrene.
Cell phones	Generated from tenants.
Diapers	N/A
Clothing/textiles	N/A

Reusable office supplies	Generated as part of office operations and may include items such as binder, pens, staplers, etc.
Film Plastic	Generated as packaging or garbage/recycling bags.
Other plastics (#3 and #7)	Generated from plastic packaging. Generated by occupants bringing food and other items from internal/outside sources.
Compostable Plastic	Generated as lids typically from beverage containers and stamped as compostable.
Multicomposite	Generated as part of packaging and may include snack wrappers or other items composed of multiple materials.
Milk/Juice Cartons and Tetra-Paks	Generated by occupants who obtain these items from internal/outside sources.
Hazardous Waste	Generated from office or building operations in small quantities typically. Examples include batteries, paint, fluorescent tubes, which are part of the hazardous waste program.
Other (miscellaneous waste)	Generated from office operations and found in small amounts and not categorized as per the categories listed above.

#### IV. MANAGEMENT OF WASTE

For each category of waste listed below, indicate which waste items will be disposed or reused/recycled and how each item will be managed at the entity(ies).

Category	Waste to be Disposed	Reused or Recycled Waste
Aluminum food and beverage cans	Occupants may place in garbage cans.	Occupants place cans in recycling receptacles. Collection staff later collect cans. Those in garbage are disposed; those in recycling receptacles are recycled.
Cardboard	Occupants may place in garbage cans.	Occupants place near recycling receptacles. Collection staff later collects cardboard. Those in garbage are disposed; those in recycling receptacles are recycled.
Other Recyclable paper	Occupants may place in garbage cans.	Occupants place paper in recycling receptacles. Collection staff later collects paper. Those in garbage are disposed; those in recycling receptacles are recycled.
Compostable Paper	Occupants may place in garbage cans.	Occupants place in composting receptacles. Collection staff later collects organics. Those in garbage are disposed; those in composting are composted.
Non-recyclable Paper	Occupants may place in garbage cans.	N/A
Glass food and beverage bottles/jars	Occupants may place in garbage cans.	Occupants place glass in recycling receptacles. Collection staff later collects glass. Those in garbage are disposed; those in recycling receptacles are recycled.

Newsprint	Occupants may place in garbage cans.	Occupants place newsprint in recycling receptacles. Collection staff later collects newsprint. Those in garbage are disposed; those in recycling receptacles are recycled.
Steel food and beverage cans	Occupants may place in garbage cans.	Occupants place steel in recycling receptacles. Collection staff later collects steel. Those in garbage are disposed; those in recycling receptacles are recycled.
PET (#1) plastic food and beverage bottles	Occupants may place in garbage cans.	Occupants place plastic bottles in recycling receptacles. Collection staff later collects plastic bottles. Those in garbage are disposed; those in recycling receptacles are recycled.
HDPE (#2) plastic jugs, crates, totes and drums	Occupants may place in garbage cans.	Occupants place plastic in recycling receptacles. Collection staff later collects plastic. Those in garbage are disposed; those in recycling receptacles are recycled.
LDPE (#4) plastic film, PP (#5) totes	Occupants may place in garbage cans.	Occupants place plastic in recycling receptacles. Collection staff later collects plastic. Those in garbage are disposed; those in recycling receptacles are recycled.
Polystyrene (#6)	Occupants may place in garbage cans.	N/A
Organics	Occupants may place in garbage cans.	Occupants place in composting receptacles. Collection staff later collects organics. Those in garbage are disposed; those in composting are composted.
Boxboard shoe boxes, cereal boxes, etc.	Occupants may place in garbage cans.	Occupants place in recycling receptacles. Collection staff later collects recycling. Those in garbage are disposed; those in recycling receptacles are recycled.
Glossy magazines, catalogues, flyers	Occupants may place in garbage cans.	Occupants place in recycling receptacles. Collection staff later collects recycling. Those in garbage are disposed; those in recycling receptacles are recycled.
Wood	N/A	N/A
Steel	N/A	N/A
Drywall	N/A	N/A
Skids	N/A	Pallets are stored in the loading dock area and recycled.

Paper towels	Occupants may place in garbage cans.	Occupants may place in composting receptacles and collection points in the washrooms. Those in garbage are disposed; those in composting receptacles are recycled.
Printer cartridges	N/A	Cartridges are recycled via manufacturers.
IT equipment/audio-visual equipment	Only landfilled if occupant does not separate electronic equipment for recycling.	The building recycles old electronic equipment.
Furniture	N/A	N/A
Building/renovation material	N/A	N/A
Disposable take out food packaging	Occupants may place in garbage cans.	N/A
Cell phones	N/A	N/A
Diapers	N/A	N/A
Clothing/textiles	N/A	N/A
Reusable Office Supplies	Occupants may place in garbage cans.	N/A
Film Plastic	Occupants may place in garbage cans.	N/A
Other plastics (#3 and #7)	Occupants may place in garbage cans.	N/A
Compostable plastic	Occupants may place in garbage cans.	N/A
Multicomposite	Occupants may place in garbage cans.	N/A
Milk/Juice Cartons and Tetra-Paks	Occupants may place in garbage cans.	Occupants place these cartons in recycling receptacles. Collection staff later collects the cartons. Those in garbage are disposed; those in recycling receptacles are recycled.
Hazardous Waste	Not permitted legally to dispose of hazardous waste in the solid non-hazardous waste stream.	Hazardous wastes to be diverted as part of building hazardous material recycling/disposal programs.
Other (miscellaneous waste)	Occupants may place in garbage cans.	N/A

V. Estimated Quantity of Waste Produced Annually

Categories of Waste	Estimated Amount of Waste Produced Metric tonnes											
	Generated			Reduced/Reused			Recycled			Disposed		
	"A" Base Year (2005)	"B" * Current Year (2016)	"C" * Change (A-B)	"A" * Base Year (2005)	"B" * Current Year -2016	"C" * Change (A-B)	"A" * Base Year (2005)	"B" * Current Year (2016)	"C" * Change (A-B)	"A" * Base Year (2005)	"B" * Current Year (2016)	"C" * Change (A-B)
Aluminum food and beverage cans	0.000	2.933	-2.933				see Plastic #1	2.792	-2.792		0.141	-0.141
Cardboard	0.000	55.580	-55.580				See Other Recyclable Paper	55.580	-55.580			0.000
Other Recyclable Paper	102.650	292.886	-190.236				75.200	285.048	-209.848	27.450	7.838	19.612
Compostable Paper	0.000	1.072	-1.072					0.973	-0.973		0.099	0.000
Non-Recyclable Paper	0.000	7.404	-7.404						0.000		7.404	0.000
Glass food and beverage bottles/jars	12.450	3.545	8.905				8.050	3.415	4.635	4.400	0.130	4.270
Newsprint	0.000	32.013	-32.013					29.761	-29.761		2.252	-2.252
Steel food and beverage cans	0.000	1.902	-1.902					1.828	-1.828		0.074	-0.074
PET (#1) plastic food and beverage bottles	13.420	4.863	8.557				6.590	4.663	1.927	6.830	0.200	6.630
HDPE (#2) plastic jugs, crates, totes, drums	0.000	3.527	-3.527					3.458	-3.458		0.069	0.000
PLastic #4 (LDPE), #5 (PP)	0.000	0.462	-0.462					0.441	-0.441		0.021	0.000
Polystyrene #6		15.462							0.000		15.462	0.000
Organics	65.340	61.210	4.130					22.965	-22.965	65.340	38.245	27.095
Boxboard shoe boxes, cereal boxes, etc.	0.000	7.954	-7.954					4.951	-4.951		3.003	-3.003
Glossy magazines, catalogues, flyers	0.000	0.000	0.000						0.000			0.000
Wood	6.000	0.501	5.499				6.000		6.000		0.501	-0.501
Steel	0.000	0.000	0.000						0.000			0.000
Drywall	0.000	0.000	0.000						0.000			0.000
Skids	0.000	5.120	-5.120					5.120	-5.120			0.000
Paper towels	0.000	24.492	-24.492					19.942	-19.942		4.550	-4.550
Printer cartridges	0.000	0.000	0.000						0.000			0.000
IT equipment/audio-visual equipment	0.000	0.000	0.000						0.000			0.000
Furniture	0.000	0.000	0.000						0.000			0.000
Building/renovation material	0.000	0.000	0.000						0.000			0.000
Disposable take out food packaging	0.000	0.000	0.000						0.000			0.000
Cell phones	0.000	0.000	0.000						0.000			0.000
Diapers	0.000	0.000	0.000						0.000			0.000
Clothing/Textiles	0.000	0.000	0.000						0.000			0.000
Reusable Office Supplies	0.000	0.701	-0.701						0.000		0.701	-0.701
Film Plastic	0.000	8.904	-8.904						0.000		8.904	-8.904
Other Plastics (#3 and #7)	0.000	1.148	-1.148						0.000		1.148	-1.148
Compostable Plastic	0.000	0.015	-0.015						0.000		0.015	-0.015
Multicomposite	0.000	0.737	-0.737						0.000		0.737	-0.737
Milk/Juice Cartons and Tetra-Paks	0.000	0.890	-0.890					0.784	-0.784		0.106	-0.106
Hazardous Waste	0.000	0.320	-0.320					0.320	-0.320		0.000	0.000
Other:	296.510	82.810	213.700					4.240	-4.240	296.510	78.570	217.940
<b>Total</b>	<b>496.370</b>	<b>616.450</b>	<b>-120.080</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>95.840</b>	<b>446.280</b>	<b>-350.440</b>	<b>400.530</b>	<b>170.170</b>	<b>230.360</b>
<b>Percent Change (total C ÷ total A x 100 )</b>			<b>-24</b>						<b>-366</b>			<b>58</b>

Note: When completing this form, write "n/a" in the "Estimated Amount of Waste Produced" column where the entity will not produce any waste for a category of waste.  
 \* Fill out these columns each year following the initial waste audit or baseline year to determine the progress that is being made by your waste reduction program.

**VI. EXTENT TO WHICH MATERIALS OR PRODUCTS USED OR SOLD BY THE ENTITY CONSIST OF RECYCLED OR REUSED MATERIALS OR PRODUCTS**

Please answer the following questions:

1. Do you have a management policy in place that promotes the purchasing and/or use of materials or products that consist of recycled and/or reused materials or products? If yes, please describe.

*As part of the "Forever Green" program, Bentall Kennedy has a green procurement policy for maintenance and cleaning supplies and requires environmentally friendly products and recycled products to be used by suppliers.*

2. Do you have plans to increase the extent to which materials or products used or sold\* consist of recycled or reused materials or products? If yes, please describe.

*Unknown.*

\* Information regarding materials or products "sold" that consist of recycled or reused materials or products is only required from owner(s) of retail shopping establishments and the owner(s) or operator(s) of large manufacturing establishments.

Please attach any additional page(s) as required to answer the above questions.

**I hereby certify that the information provided in this Report of Waste Audit is complete and correct.**

<b>Signature of authorized official:</b> 	<b>Title:</b> <i>Property Manager</i>	<b>Date:</b> <i>Mar. 1, 2017.</i>
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**Ministry of the Environment Waste Form**  
**Report of a Waste Reduction Work Plan**  
**Industrial, Commercial and Institutional Establishments**

As required by O. Reg. 102/94

*This report must be prepared 6 months after becoming subject to O. Reg. 102/94 and a copy retained on file for at least five years after it is prepared, and be made available to the ministry upon request.*

**I. GENERAL INFORMATION**

<b>Name of Owner and/or Operator of Entity(ies) and Company Name:</b> bcIMC Realty Corporation and managed by Bentall Kennedy (Canada) LP – World Exchange Plaza		
<b>Name of Contact Person:</b> Tracey Larocque	<b>Telephone #:</b> 613-782-3173	<b>Email address:</b> TLarocque@Bentallkenedy.com
<b>Street Address(es) of Entity(ies):</b> 45 O'Connor Street		
<b>Municipality:</b> Ottawa		
<b>Type of Entity (check one)</b>		
Retail Shopping Establishments	<input type="checkbox"/>	Hotels and Motels
Retail Shopping Complexes	<input type="checkbox"/>	Hospitals
Office Buildings	<input checked="" type="checkbox"/>	Educational Institutions
Cafeteria	<input type="checkbox"/>	Large Manufacturing Establishments

Note: O. Reg. 102/94 does not apply to multi-unit residential buildings.

**II. DESCRIPTION OF THE ENTITY**

Provide a brief overview of the entity(ties):
<p>The World Exchange Plaza is a 674,000 ft<sup>2</sup> multi-tenant complex consisting of 2 office towers (45 O'Connor Street and 100 Queen Street), a multilevel concourse, outdoor amphitheatre, and underground parking for 1,100 vehicles. The complex is owned by bcIMC Realty Corporation and managed by Bentall Kennedy (Canada) LP.</p>



### III. PLANS TO REDUCE, REUSE AND RECYCLE WASTE

For each category of waste described in Part V of "Report of a Waste Audit" (on which this plan is based), explain what your plans are to Reduce, Reuse and Recycle the waste, including: 1) how the waste will be source separated at the establishment, and 2) the programs to reduce, reuse and recycle all source separated waste.	
Waste Category (as stated in Part V of your "Report of a Waste Audit")	Source Separation and 3Rs Program
Aluminum food and beverage cans	<u>Containers Recycling Program</u> <u>Reduce:</u> Encourage occupants to bring reusable food and beverage containers to work. <u>Recycle:</u> Occupants are able to recycle. Post feedback posters to reduce contamination and increase capture rates.
Cardboard	<u>Cardboard Program</u> <u>Reduce:</u> Encourage occupants to reuse cardboard boxes and only use suppliers that use reusable totes for shipments. <u>Recycle:</u> Occupants are able to recycle cardboard.
Other Recyclable Paper	<u>Fine Paper 3Rs Program</u> <u>Reduce:</u> Staff is encouraged to print on both sides of each sheet. Some photocopiers are set to double-sided default. <u>Recycle:</u> Occupants are able to recycle. Post feedback posters to reduce contamination and increase capture rates.
Compostable Paper	<u>Organic Composting Program</u> <u>Recycle:</u> Maintain and enhance the existing Organics composting program through review of signage, container placement, and tenant engagement.
Non-Recyclable Paper	<u>Organic Composting Program</u> <u>Recycle:</u> Include the Non-recyclable paper with the current Organics Composting Program in consultation with the waste hauler.
Glass food and beverage bottles/jars	<u>Containers Recycling Program</u> <u>Reduce:</u> Encourage occupants to bring reusable food and beverage containers to work. <u>Recycle:</u> Occupants are able to recycle. Post feedback posters to reduce contamination and increase capture rates.
Newsprint	<u>Newsprint 3Rs Program</u> <u>Reduce:</u> Encourage occupants to limit copies and pass around to others for reuse. <u>Recycle:</u> Occupants are able to recycle. Post feedback posters to reduce contamination and increase capture rates.
Steel food and beverage cans	<u>Containers Recycling Program</u> <u>Reduce:</u> Encourage occupants to bring reusable food and beverage containers to work. <u>Recycle:</u> Occupants are able to recycle. Post feedback posters to reduce contamination and increase capture rates.
PET (#1) plastic food and beverage bottles	<u>Containers Recycling Program</u> <u>Reduce:</u> Encourage occupants to bring reusable food and beverage containers to work. <u>Recycle:</u> Occupants are able to recycle. Post guides to reduce contamination and increase capture rates.
HDPE (#2) plastic jugs, crates, totes and drums	<u>Containers Recycling Program</u> <u>Reduce:</u> Encourage occupants to bring reusable food and beverage containers to work. <u>Recycle:</u> Occupants are able to recycle. Post feedback posters to reduce contamination and increase capture rates.
LDPE (#4) plastic film and PP (#5) totes	<u>Containers Recycling Program</u> <u>Reduce:</u> Encourage occupants to bring reusable bags to work.

	<u>Recycle</u> : Occupants are able to recycle. Post feedback posters to reduce contamination and increase capture rates.
Polystyrene (#6)	<u>Polystyrene Reduce Program</u> Negotiate with suppliers to have the polystyrene packaging removed or reused as part of shipping materials. Explore the option of using compostable packaging for food take-out rather than polystyrene.
Organics	<u>Organic Composting Program</u> <u>Recycle</u> : Maintain and enhance the existing Organics composting program through review of signage, container placement, and tenant engagement.
Boxboard shoe boxes, cereal boxes, etc.	<u>Fine Paper 3Rs Program</u> <u>Recycle</u> : Occupants are able to recycle. Post feedback posters to reduce contamination and increase capture rates.
Glossy magazines, catalogues, flyers	<u>Fine Paper 3Rs Program</u> <u>Reduce</u> : Staff will be encouraged to share copies. <u>Recycle</u> : Occupants are able to recycle. Post feedback posters to reduce contamination and increase capture rates.
Wood	No program identified
Steel	No program identified
Drywall	No program identified
Skids	<u>Skid Recycling Program</u> <u>Recycle</u> : Staff is able to reuse
Paper towels	<u>Organic Composting Program</u> <u>Recycle</u> : Maintain and enhance the existing Organics composting program through review of signage, container placement, and tenant engagement.
Printer cartridges	<u>Printer Cartridge Recycling Program</u> <u>Recycling</u> : Printer cartridges are collected for recycling by staff when they are empty.
IT equipment/audio-visual equipment	<u>IT Waste Recycling Program</u> <u>Recycling</u> : IT waste is sent to a recycling facility.
Furniture	<u>Furniture Reuse Program</u> <u>Reuse</u> : Furniture is captured internally for reuse or donated.
Building/renovation material	No program identified
Disposable take-out food packaging	No program identified
Cell phones	<u>Cell Phone Recycling Program</u> <u>Recycle</u> : Cell Phones are collected by the Food Bank on call.
Diapers	No program identified
Clothing/textiles	No program identified
Reusable Office Supplies	<u>Office Supply Reuse Program</u> <u>Reuse</u> : Implement reusable office supply storage areas throughout the facility. Encourage occupants to check these areas before ordering new supplies.
Other plastics (#3 and #7)	No program identified
Compostable Plastic	<u>Organic Composting Program</u> <u>Recycle</u> : Maintain and enhance the existing Organics composting program through review of signage, container placement, and tenant engagement.
Multicomposite	No program identified
Milk/Juice Cartons and Tetra-Paks	<u>Containers Recycling Program</u> <u>Reduce</u> : Encourage occupants to bring reusable food and beverage containers to work. <u>Recycle</u> : Occupants are able to recycle. Post guides to reduce contamination and increase capture rates.

Hazardous Waste	<u>Fluorescent Tubes Recycling Program</u> <u>Recycling:</u> Fluorescent Tubes are collected by HDS Litemor twice per year.
Other (miscellaneous waste)	<u>Eye Glass Reuse Program:</u> <u>Reuse:</u> Eye glasses are collected and donated to 3 <sup>rd</sup> World Countries.

**IV. RESPONSIBILITY FOR IMPLEMENTING THE WASTE REDUCTION WORK PLAN**

Identify who is responsible for implementing the Waste Reduction Work Plan at your entity(ies). If more than one person is responsible for implementation, identify each person who is responsible and indicate the part of the Waste Reduction Work Plan that each person is responsible for implementing.		
<b>Name of Person</b>	<b>Responsibility</b>	<b>Telephone #</b>
Tracey Larocque	Property Manager – World Exchange Plaza Bentall Kennedy	613-782-3173

**V. TIMETABLE FOR IMPLEMENTING WASTE REDUCTION WORK PLAN**

Provide a timetable indicating when each Source Separation and 3Rs program of the Waste Reduction Work Plan will be implemented.	
<b>Source Separation and 3Rs Program</b>	<b>Schedule for Completion</b>
<b>Paper</b> Other Recyclable Paper	<u>On An Ongoing Basis</u> Use education sessions and messaging to make staff and occupants aware of: (1) the importance of reducing paper use, specifically non-recyclable paper (2) the elements of the current recycling program (i.e., acceptable materials).
<b>Compostable Material</b> Front and Behind the Counter Organics	<u>On An Ongoing Basis</u> Use education sessions and messaging to encourage occupants to use the Organics Composting Program.
<b>Multi-material</b> Plastic, Glass, Metal, Milk/Juice Cartons and Tetra-Paks	<u>On An Ongoing Basis</u> Use education sessions and messaging to make staff and occupants aware of the importance of reducing plastic use, specifically polystyrene and other non-recyclable plastics. Remind tenants of what materials are accepted in the recycling program and what materials are contaminants.

**VI. COMMUNICATION TO STAFF, CUSTOMERS, GUESTS AND VISITORS**

Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students:
Posting the results of the audit as feedback posters in the kitchenettes or front lobbies and including the information in general emails or tenant/public accessible websites would enhance the exposure of the program. This step is left to facility management to complete.

**IV. RESPONSIBILITY FOR IMPLEMENTING THE WASTE REDUCTION WORK PLAN**

Identify who is responsible for implementing the Waste Reduction Work Plan at your entity(ies). If more than one person is responsible for implementation, identify each person who is responsible and indicate the part of the Waste Reduction Work Plan that each person is responsible for implementing.		
<b>Name of Person</b>	<b>Responsibility</b>	<b>Telephone #</b>
Tracey Larocque	Property Manager – World Exchange Plaza Bentall Kennedy	613-782-3173

**V. TIMETABLE FOR IMPLEMENTING WASTE REDUCTION WORK PLAN**

Provide a timetable indicating when each Source Separation and 3Rs program of the Waste Reduction Work Plan will be implemented.	
<b>Source Separation and 3Rs Program</b>	<b>Schedule for Completion</b>
<b>Paper</b> Other Recyclable Paper	<u>On An Ongoing Basis</u> Use education sessions and messaging to make staff and occupants aware of: (1) the importance of reducing paper use, specifically non-recyclable paper (2) the elements of the current recycling program (i.e., acceptable materials).
<b>Compostable Material</b> Front and Behind the Counter Organics	<u>On An Ongoing Basis</u> Use education sessions and messaging to encourage occupants to use the Organics Composting Program.
<b>Multi-material</b> Plastic, Glass, Metal, Milk/Juice Cartons and Tetra-Paks	<u>On An Ongoing Basis</u> Use education sessions and messaging to make staff and occupants aware of the importance of reducing plastic use, specifically polystyrene and other non-recyclable plastics. Remind tenants of what materials are accepted in the recycling program and what materials are contaminants.

**VI. COMMUNICATION TO STAFF, CUSTOMERS, GUESTS AND VISITORS**

Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students:
Posting the results of the audit as feedback posters in the kitchenettes or front lobbies and including the information in general emails or tenant/public accessible websites would enhance the exposure of the program. This step is left to facility management to complete.

**VII. Estimated Waste Produced By Material Type And The Projected Amount**

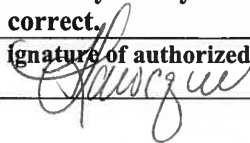
Material Categories <i>(as stated in Part III)</i>	Estimated <i>(metric tonnes)</i>	Name of Proposed 3Rs Program <i>(as stated in Part III)</i>	Projections to Reduce, Reuse or Recycle Waste (metric tonnes)			Estimated Annual (%)
			Reduce	Reuse	Recycle	
Aluminum food and beverage cans	2.933	Containers Recycling Program			2.863	98%
Cardboard	55.580	Cardboard Program			55.580	100%
Other Recyclable Paper	292.886	Fine Paper 3Rs Program			288.967	99%
Compostable Paper	1.072	Organics Composting Program			1.023	95%
Non-Recyclable Paper	7.404	Organics Composting Program			3.702	50%
Glass food and beverage bottles/jars	3.545	Containers Recycling Program			3.480	98%
Newsprint	32.014	Fine Paper 3Rs Program			30.887	96%
Steel food and beverage cans	1.902	Containers Recycling Program			1.865	98%
PET (#1) plastic food and beverage bottles	4.863	Containers Recycling Program			4.763	98%
HDPE (#2) plastic jugs, crates, totes, drums	3.527	Containers Recycling Program			3.493	99%
Plastic #4 (LDPE), #5 (PP)	0.462	Containers Recycling Program			0.452	98%
Polystyrene #6	15.462	Polystyrene Reduction Program			7.731	50%
Organics	61.210	Organics Composting Program			42.088	69%
Boxboard shoe boxes, cereal boxes, etc.	7.954	Fine Paper 3Rs Program			6.453	81%
Glossy magazines, catalogues, flyers	0.000	Fine Paper 3Rs Program			0.000	
Wood	0.501	Skid Reuse Program			0.251	50%
Steel	0.000	No program identified			0.000	
Drywall	0.000	No program identified			0.000	
Skids (See Wood)	5.120	No program identified			5.120	100%
Paper towels	24.492	Organics Composting Program			22.217	91%
Printer cartridges	0.000	Printer Cartridge Reuse Program			0.000	
IT equipment/audio-visual	0.000	IT Waste Recycling			0.000	
Furniture	0.000	Furniture Reuse Program			0.000	
Building/renovation material	0.000	No program identified			0.000	
Disposable take out food packaging	0.000	No program identified			0.000	
Cell phones	0.000	Cell Phone Recycling Program			0.000	
Diapers	0.000	No program identified			0.000	
Clothing/Textiles	0.000	No program identified			0.000	
Reusable Office Supplies	0.701	No program identified			0.351	50%
Film Plastic	8.904	No program identified			4.452	50%
Other Plastics (#3 and #7)	1.148	No program identified			0.574	50%
Compostable Plastic	0.015	Organics Composting Program			0.008	50%
Multicomposite	0.737	No program identified			0.369	50%
Milk/Juice Cartons and Tetra-Paks	0.890	Containers Recycling Program			0.837	94%
Hazardous Waste	0.320	Fluorescent Tubes Recycling Program			0.320	100%
Other:	82.810	No program identified			43.525	53%
<b>Total</b>	<b>616.450</b>				<b>531.366</b>	<b>86%</b>

\* Estimated Waste Produced = Waste Diverted (3Rs) + Waste Disposed

\*\* Estimated Waste Diversion Rate = Amount of Waste Diverted (3Rs) ÷ Estimated Waste Produced x 100%

**I hereby certify that the information provided in this Waste Reduction Work Plan is complete and correct.**

Signature of authorized official:



Title:

Property Manager

Date:

Mar. 1, 2017.